

# Strategic Planning Results

Sorted By: Institutional Goal

Planning Year: 2015-2016

## Institutional Goal: 4 - Strategic Goal #4

<b>Unit Code:</b> 20000	<b>Planning Unit:</b> President's Office	<b>Unit Manager</b> Allbright, A. Rodney	
<b>Obj ID</b> 1800	<b>Objective</b> Expand COM partnerships	<b>Objective Purpose</b> Developmental	<b>Objective Status</b> Ongoing

### Objective Description

Expand COM partnerships in the community and throughout the service area.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-6
6 Strategic Goal #6

### Assessment Measures

Date	Description
01/23/2015	Number of COM partnerships

### Intended Results

Date	Description
01/23/2015	Increase number of COM partnerships.

<b>Unit Code:</b>	<b>Planning Unit:</b>	<b>Unit Manager</b>
20100	College Annual Plan	Sewell, Steve

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1604	Provide professional development for faculty and staff to support a culture of engagement in the instructional environment through innovation in the classroom (Supports Strategic Goal #4)	Operational	In Progress

**Objective Description**

Provide professional development for faculty and staff to support a culture of engagement in the instructional environment through innovation in the classroom. (Supports Strategic Goal #4)

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

Date	Description
09/29/2014	Actual implementation of actual recommendations coming out of SSC #4.

**Intended Results**

Date	Description
09/29/2014	Implementation of recommendations coming out of SSC Committee #4.

**Actual Results**

Date	Description
09/30/2016	Two SSC #4 recommendations were approved and one was implemented. The recommendation to revise the catalog in a manner that presents all material in a Pathways framework was completed. The catalog underwent a very substantial revision and now reflects a Pathways framework.

**Use of Results**

Date	Description
09/30/2016	The new Pathways framework of the catalog will remove obstacles at all stages of their academic journey. The other recommendation was to create an Office of Prior Learning. The initiative is on hold until the hiring freeze is lifted.

**Unit Code:** 30000  
**Planning Unit:** Instruction

**Unit Manager**  
Templer, James

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1649	Continue to expand dual credit to workforce programs.	Developmental	In Progress

**Objective Description**

Dual credit students will have the opportunity in Fall 2015 and Spring 2016 to enroll in at least two workforce programs which will lead to opportunities for the completion of certificates and degrees after high school graduation.

<b>Institutional Goals</b>
<b>14-17 SG-1</b>
1 Strategic Goal #1
<b>14-17 SG-4</b>
4 Strategic Goal #4
<b>14-17 SG-6</b>
6 Strategic Goal #6

**Assessment Measures**

<b>Date</b>	<b>Description</b>
04/30/2014	Fall 2014 and Spring 2015 dual credit course schedules will confirm that dual credit students had the opportunity to enroll in at least one workforce program.

**Intended Results**

<b>Date</b>	<b>Description</b>
04/30/2014	Dual credit students will have the opportunity in Fall 2015 and Spring 2016 to enroll in at least two workforce programs which will lead to opportunities for the completion of certificates and degrees after high school graduation.

Obj ID	Objective	Objective Purpose	Objective Status
1650	Teach and assess higher order general education and workforce competencies in an integrated manner.	Developmental	In Progress

**Objective Description**

Expand implementation and assessment of general education THECB Core Objectives (Communication Skills, Critical Thinking, Empirical and Quantitative Skills, Teamwork, Social Responsibility, and Personal Responsibility) to workforce programs so that these Core Objectives are taught and assessed across all instructional programs.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
10/03/2014	By the end of the 2015-2016 academic year, a matrix will have been developed demonstrating how each workforce program has incorporated the general education Core Objectives into their instruction and instructional assessment plans, for implementation during the 2015-2016 academic year.

**Intended Results**

Date	Description
10/03/2014	Workforce instructional programs will incorporate the THECB general education Core Objectives into their instruction for implementation during the 2015-2016 academic year, as confirmed via a syllabus audit by report of the Dean of Workforce and Continuing Education.

Obj ID	Objective	Objective Purpose	Objective Status
1651	Engage in Systematic Instructional Program Evaluation.	Operational	In Progress

### Objective Description

Ensure that all instructional programs engage in program evaluation on a scheduled basis, and ensure that the Instructional Assessment Committee reviews each program evaluation chart, with feedback offered for improvement in the program evaluation process.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
10/03/2014	Program evaluation charts submitted in fall 2015 for the 2015-2016 academic year, with feedback from the Instructional Assessment Committee documented on each chart, will confirm that all instructional programs are engaging in program evaluation.

### Intended Results

Date	Description
10/03/2014	Ensure that all instructional programs engage in program evaluation on a scheduled basis, and ensure that the Instructional Assessment Committee reviews each program evaluation chart, with feedback offered for improvement in the program evaluation process; as a result of this process, low-performing programs will be identified for reorganization or elimination.

Obj ID	Objective	Objective Purpose	Objective Status
1652	Expand New Mathways initiative.	Developmental	In Progress

**Objective Description**

New Mathways will be expanded as evidenced by the inclusion of MATH 1332 (the third math pathway) in each semester course schedule, to be taught in a manner consistent with New Mathways curriculum.

Institutional Goals
<b>14-17 SG-2</b>
2 Strategic Goal #2
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

Date	Description
10/03/2014	Course schedules will confirm that New Mathways has been expanded as evidenced by the inclusion of MATH 1332 (the third pathway) in each semester course schedule.

**Intended Results**

Date	Description
10/03/2014	New Mathways will be expanded as evidenced by the inclusion of MATH 1332 (the third pathway) in each semester course schedule, to be taught in a manner consistent with New Mathways curriculum.

Obj ID	Objective	Objective Purpose	Objective Status
1653	Continue to improve implementation of TSI plan to include review of "bubble" score ranges and implementation of supportive services for "bubble" students placed in credit courses.	Developmental	In Progress

### Objective Description

Define range of scores on TSI tests to identify "bubble" students in math, reading, and writing, and develop plans to support students placed in next higher level of instruction with non-course-based options or supplemental instruction.

Institutional Goals
<b>14-17 SG-1</b>
1 Strategic Goal #1
<b>14-17 SG-2</b>
2 Strategic Goal #2
<b>14-17 SG-4</b>
4 Strategic Goal #4

### Assessment Measures

Date	Description
10/03/2014	Range of scores on TSI tests to identify "bubble" students in math, reading, and writing will have been developed and documented, and plans to support students placed in next higher level of instruction with non-course-based options or supplemental instruction will have been developed and implemented.

### Intended Results

Date	Description
10/03/2014	Range of scores on TSI tests to identify "bubble" students in math, reading, and writing will be developed, and plans to support students placed in next higher level of instruction with non-course-based options or supplemental instruction will be developed and implemented.

Obj ID	Objective	Objective Purpose	Objective Status
1654	Offer a First-Year Experience Seminar Series for New Faculty and Instructional Staff.	Operational	In Progress

**Objective Description**

New full-time faculty and identified instructional staff will be required to attend a monthly seminar series focused on topics pertinent to instruction. Topics will include pedagogy, assessment, professional development, and more. Faculty will develop a sense of community by experiencing the seminar series as a cohort.

Institutional Goals
<b>14-17 SG-4</b>
4 Strategic Goal #4
<b>14-17 SG-5</b>
5 Strategic Goal #5

**Assessment Measures**

Date	Description
04/30/2014	The FYE Seminar Series for New Faculty will be offered and administered by the VPI.

**Intended Results**

Date	Description
04/30/2014	The FYE Seminar Series for New Faculty will be offered and administered to new full-time faculty and instructional staff by the VPI.



**Unit Code:** 30100  
**Planning Unit:** Library

**Unit Manager**  
Park, Kathryn

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1633	Adequate Collections & Services	Operational	Ongoing

**Objective Description**

Provide and support student and faculty access and user privileges to adequate library collections and services and to other learning/information resources consistent with the degrees offered through ownership or formal arrangements or agreements. Collections, resources, and services will be sufficient to support all College of the Mainland educational, research, and public service programs. (SACS 2.9)

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

<b>Date</b>	<b>Description</b>
09/28/2012	Student surveys.

**Intended Results**

<b>Date</b>	<b>Description</b>
09/28/2012	90% of students will find COM Library resources and services satisfactory.

**Actual Results**

<b>Date</b>	<b>Description</b>
09/04/2015	Survey responses indicate that 100% of students surveyed find library services and resources adequate.

**Use of Results**

<b>Date</b>	<b>Description</b>
09/04/2015	COM Library will continue to survey students to help determine if library resources and services are adequate for their needs. In addition, faculty will continue to be invited to give feedback on library resources and services as well as getting feedback from the Library Committee.

Obj ID	Objective	Objective Purpose	Objective Status
1634	Appropriate Facilities & Learning Resources	Operational	Ongoing

### Objective Description

Provide facilities and learning/information resources that are appropriate to support the College of the Mainland teaching, research, and service mission. (SACS 3.8.1)

Institutional Goals
<b>14-17 SG-4</b>
4 Strategic Goal #4
<b>14-17 SG-5</b>
5 Strategic Goal #5

### Assessment Measures

Date	Description
09/28/2012	Budget analysis.
09/28/2012	Student survey.

### Intended Results

Date	Description
09/28/2012	Acquisition of resources by subject will be in line with circulation of resources by subjects.
09/28/2012	90% of students will indicate that they found the information needed for their research using COM Library resources.

### Actual Results

Date	Description
09/04/2015	Survey responses indicate that 90% of students surveyed found the information needed for their research using COM Library resources. Most library book expenditures align with circulation within 1-2%.

### Use of Results

Date	Description
09/04/2015	The library will continue to align resources and services with the core curriculum. The library will continue to analyze the circulation of materials in relation to purchasing. The library will continue to survey students on library services and resources.

Obj ID	Objective	Objective Purpose	Objective Status
1636	Library Instruction & Reference	Operational	Ongoing

### Objective Description

Users will have access to regular and timely instruction in the use of the library and other learning/information resources. (SACS 3.8.2)

Institutional Goals
14-17 SG-2
2 Strategic Goal #2
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/28/2012	<ul style="list-style-type: none"> <li>-LibAnalytics Database.</li> <li>-Virtual Librarian Spreadsheet</li> <li>-LibGuides and Google Analytics reports.</li> <li>-LibAnswers and Google Analytics reports.</li> </ul>

### Intended Results

Date	Description
09/28/2012	<ul style="list-style-type: none"> <li>-100% of library instruction requested by faculty will result in a library instruction session.</li> <li>-100% of faculty requests for a Virtual Librarian will be filled.</li> <li>-LibGuides statistics will show use.</li> <li>-LibAnswers statistics will show use.</li> </ul>

### Actual Results

Date	Description
09/04/2015	<ul style="list-style-type: none"> <li>-100% of library instruction requested by faculty resulted in a library instruction session. From 9/1/2015 to 8/31/16 classes numbered 122.</li> <li>-All faculty requests for a Virtual Librarian were filled. 91 classes were requested.</li> <li>-COM Library currently has 393 published LibGuides which have 481,461 views from 9/1/2015 to 8/31/16.</li> <li>-From 9/1/2015 to 8/31/16: 4,505 questions were answered; The LibAnswers Knowledge base, where student help themselves with previously answered questions received 973,209 views during the academic year. COM Library remains the #1 library in the world with most questions asked/answered.</li> </ul>

### Use of Results

Date	Description
09/04/2015	The library will continue to support the mission of the College with library instruction, guides and research assistance as needed.

Obj ID	Objective	Objective Purpose	Objective Status
1637	Remote Access	Operational	Ongoing

### Objective Description

Ensure that all students, regardless of where they are located, have access to library/learning resources and expert assistance to support the courses they are taking. (SACS DE Best Practices)

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/28/2012	<ul style="list-style-type: none"> <li>-Number of Online database and eBooks and usage statistics.</li> <li>-Number of Guides, usage statistics, and Google Analytics data.</li> <li>-Number of LibAnswers, usage statistics, and Google Analytics data.</li> <li>-Virtual Librarian roster.</li> </ul>

### Intended Results

Date	Description
09/28/2012	<ul style="list-style-type: none"> <li>-Online databases and eBooks will be available to students.</li> <li>-Guides will be available to students.</li> <li>-LibAnswers will be available to students.</li> <li>-100% of faculty requests for a Virtual Librarian will be filled.</li> </ul>

### Actual Results

Date	Description
09/04/2015	<ul style="list-style-type: none"> <li>-During 9/1/2015 to 8/31/16 COM Library provided access to 89 licensed databases; 68 from TexShare and 21 are from COM. Through these databases COM students, faculty and staff have access to these full text/media sources: thousands of news sources; journals; eBooks; videos; audio; transcripts; essays and other resources; images; and primary documents.</li> <li>-COM Library currently has 393 published LibGuides which have 481,461 views from 9/1/2015 to 8/31/16.</li> <li>-From 9/1/2015 to 8/31/16: 4,505 questions were answered; The LibAnswers Knowledge base, where student help themselves with previously answered questions received 973,209 views during the academic year.</li> <li>-COM Library received 91 requests for the Virtual Librarian 9/1/2015 to 8/31/16 and all were filled.</li> </ul>

### Use of Results

Date	Description
09/16/2015	The library will continue to support the mission of the College with library instruction, guides and research assistance as needed online.

Obj ID	Objective	Objective Purpose	Objective Status
1638	Sufficient Staff	Operational	Ongoing

### Objective Description

Provide a sufficient number of qualified staff—with appropriate education or experiences in library and/or other learning/information. (SACS 3.8.3)

Institutional Goals
<b>14-17 SG-4</b>
4 Strategic Goal #4
<b>14-17 SG-5</b>
5 Strategic Goal #5

### Assessment Measures

Date	Description
09/28/2012	-Analysis of current staff credentials. -Analysis of peer institution data.

### Intended Results

Date	Description
09/28/2012	-Number of library staff will meet or exceed the average per FTE number of staff of local peer community college libraries. -100% of library staff will meet SACS education/experience criteria.

### Actual Results

Date	Description
09/04/2015	<p>Current library staff have adequate credentials. As to sufficient staff, using the Association of College and Research Library data of community colleges with FTE similar to ours (1,038-3,981), the average is 8.10 staff and the median is 7.02 staff. COM Library has 6.5 staff, putting COM Library below average and median staff levels.</p> <p>Compared to our local peers where average staff is 5 and median 6, COM Library has considerably more demand placed on staff by COM students and faculty who request more help with research and reference, library instruction classes and the checkout of library materials. Combing the provided services of reference help, library instruction presentations and checkouts of library items, COM Library provided 12,494 last year, while the average of our local peer libraries was 3,879 and the median was 1,449.</p> <p>It should also be noted that COM Library has functions that these other institutions do not have, such as: COM History, to which the .5 staff is strictly dedicated, as well as consuming the time of several other staff members; Collegiate High School books, where COM library is responsible for cataloging, organizing, distributing and checking out to CHS students; the Virtual Librarian program in which COM librarians are embedded in online COM courses to inform students of relevant library resources and help them as needed.</p>

### Use of Results

Date	Description
09/04/2015	Library staff will continue to be monitored for adequacy as compared to peers, while including as part of the consideration the services provided by the library to our students.

<b>Unit Code:</b>	<b>Planning Unit:</b>	<b>Unit Manager</b>
30201	Educational Technology Services	Cutaia, Janis

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1819	Provide access to a music library for use during public events.	Operational	Complete

**Objective Description**

Expand the music library maintained by this department for use during public events.

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

Date	Description
09/23/2015	Purchase 10 or more tracks in student preferred genres by December 2015.

**Intended Results**

Date	Description
09/23/2015	Provide an expanded selection of music that is available for campus events.

**Actual Results**

Date	Description
06/06/2016	19 additional tracks have been acquired.

**Use of Results**

Date	Description
04/15/2016	Students faculty and staff have a large selection of music to use for campus events.

**Unit Code:** 30700  
**Planning Unit:** Instructional Lab Department

**Unit Manager**  
Cutaia, Janis

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1675	Inventory	Operational	Ongoing

**Objective Description**

Create an Excel workbook documenting inventory in all Instructional Labs.

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

<b>Date</b>	<b>Description</b>
09/23/2014	Departmental members will document inventory in spring semester. Supervisor will review inventory and maintain for college use.

**Intended Results**

<b>Date</b>	<b>Description</b>
09/23/2015	To create accurate inventory of the labs.

**Actual Results**

<b>Date</b>	<b>Description</b>
09/09/2016	Inventory was completed for all computer classrooms under the departmental umbrella. The open lab inventory was completed for the Innovations Lab and the Library Lab. Inventory includes all computers, monitors, printers and overhead equipment.

**Use of Results**

<b>Date</b>	<b>Description</b>
09/04/2015	To maintain an inventory of lab equipment and instructional needs for the academic year.

Obj ID	Objective	Objective Purpose	Objective Status
1677	Professional Assistance	Operational	In Progress

**Objective Description**

Cross-Train all lab assistants to ensure knowledge of college operations and software usage.

Institutional Goals
<b>14-17 SG-1</b>
1 Strategic Goal #1
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Intended Results**

Date	Description
09/18/2014	Lab Assistants will be knowledgeable in the following areas: Operating Systems, Software, Blackboard, College Lab Procedures, People Skills

**Actual Results**

Date	Description
09/04/2015	Cross-Training is on-going in the department.

**Use of Results**

Date	Description
09/04/2015	To ensure departmental members are trained in all areas. The procedure ensures that staff acquire a well rounded knowledge of college operations and software usage.
09/08/2016	Lab Assistants can assist or work in any of the college labs/lab classes.



Obj ID	Objective	Objective Purpose	Objective Status
1678	Restructure Instructional Labs	Operational	In Progress

### Objective Description

Restructure the Instructional Labs/Staff on campus to better serve our students, faculty, staff and community members.

Institutional Goals
<b>14-17 SG-1</b>
1 Strategic Goal #1
<b>14-17 SG-4</b>
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/18/2014	Document Usage

### Intended Results

Date	Description
09/18/2015	Ensure each lab is updated for instructional purposes. (Software, Computers, Disability Stations)
09/30/2015	Streamline labs yearly to ensure they are staffed properly for assistance.

### Actual Results

Date	Description
11/03/2015	Department restructured in order to serve our ever changing instructional needs. TVB 1528A - computers were placed in the testing center and the lab was renamed - The Instructional Assessment Lab. All instructional units are welcome to use the new testing lab. Nursing uses the new lab regularly. TVB 1318 was converted to a testing lab for classes. The Innovations Lab was converted back to an open lab.

### Use of Results

Date	Description
09/04/2015	Ability to better serve our faculty, staff and student population.

Obj ID	Objective	Objective Purpose	Objective Status
1679	Software Compliance	Operational	Ongoing

**Objective Description**

All software licenses will be up to date and in compliance.

Institutional Goals
<b>14-17 SG-1</b>
1 Strategic Goal #1
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

Date	Description
08/22/2012	Percentage of software licensing that is current as noted in departmental records.

**Intended Results**

Date	Description
09/03/2015	100% of licensing that is current as noted in departmental records.

**Actual Results**

Date	Description
09/04/2015	Departmental Software - managed by lab staff and IT Services. IT Services has taken over the renewal of DeepFreeze and PCounter software renewals. The programs are no longer on the server in the labs, but in the server room on campus.

**Use of Results**

Date	Description
09/04/2015	Instructional departments have the ability to teach using current technology.

Obj ID	Objective	Objective Purpose	Objective Status
1680	Teaching/Open Lab Equipment	Operational	Ongoing

### Objective Description

Collaborate with IT Services on equipment purchased for the Instructional Teaching Labs/Open Labs.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/23/2014	Ensure all faculty and students have to equipment to work with according to their needs.

### Intended Results

Date	Description
09/23/2014	To ensure all students and faculty are served properly in the teaching and open labs at College of the Mainland.

### Actual Results

Date	Description
08/26/2016	Ordered large touch screens for students with disabilities
09/09/2016	Laptop Carts were purchased by the college and the lab department is allowed to use 4 of the carts for instruction.

### Use of Results

Date	Description
09/23/2014	To use for collaboration with IT Services for purchases required.
08/26/2016	Laptop Cart Placement: Innovations Lab - used for class usage in Technical Vocational Building LRC - available for class usage in the classrooms upstairs

<b>Unit Code:</b>	<b>Planning Unit:</b>	<b>Unit Manager</b>
30810	Speaking, Reading & Writing Center	Hacker, Lisa

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1867	Increase number of online tutors for the SRWC	Developmental	In Progress

**Objective Description**

In order to meet the demand for online and e-tutoring, the SRWC needs to train additional tutors for online tutoring.

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

Date	Description
11/03/2015	To be determined by the completion of additional training requirements and assessment, with supervisor's final approval.

**Intended Results**

Date	Description
11/03/2015	To train 75% of our tutors to perform online or e-tutoring services.

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1888	SRWC Workshops	Developmental	In Progress

**Objective Description**

To better meet the needs of students and faculty, the SRWC will transition 50% of its classroom workshops into asynchronous, online presentations.

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Unit Code:** 31000  
**Planning Unit:** Academic Programs

**Unit Manager**  
Sewell, Steve

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1810	Expand Service Learning Program	Developmental	In Progress

**Objective Description**

Expand Service Learning Program at College of the Mainland. Lifespan (PSYC 2314) was offered in the Fall 2015 semester. Will offer science service learning course in Spring 2016. Would like to possibly expand service learning to sociology, and potentially to government and PSYC 1300 courses.

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

<b>Date</b>	<b>Description</b>
09/30/2014	Spring 2016 semester schedule.

**Intended Results**

<b>Date</b>	<b>Description</b>
09/30/2014	Expand Service Learning Program at College of the Mainland by adding a service learning science course to the Spring 2016 semester schedule.

**Actual Results**

<b>Date</b>	<b>Description</b>
05/17/2016	A service learning Biology 1407 was offered in the spring 2016 semester.

**Use of Results**

<b>Date</b>	<b>Description</b>
05/17/2016	Will continue to recruit faculty in other disciplines to offer service learning courses. I am particularly interested in the government faculty offering service learning courses. I think volunteering in politicians' offices would be a great experience for our students.

Obj ID	Objective	Objective Purpose	Objective Status
1811	Expand Supplemental Instruction (SI)	Developmental	In Progress

**Objective Description**

Expand Supplemental Instruction (SI) offerings.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
09/30/2014	Listing of expanded offerings of Supplemental Instruction (SI).

**Intended Results**

Date	Description
09/30/2014	Expansion of Supplemental Instruction (SI) offerings beyond what is currently offered.

**Actual Results**

Date	Description
05/18/2016	The number of supplemental instructors in the Math and Science Department has been increased to eleven. Approximately half are math SI leaders, and the other half are science SI leaders. Also, the Humanities Department has hired its first SI leader in English.

**Use of Results**

Date	Description
05/18/2016	While the number of SI leaders has been increased in the 2015-2016 academic year, will seek to continue to increase number of SI leaders, particularly in the Humanities Department.

Obj ID	Objective	Objective Purpose	Objective Status
1812	Complete Implementation of New Mathways initiative	Developmental	In Progress

### Objective Description

Complete implementation of New Mathways initiative by offering MATH 1332 in each long semester, beginning in Fall 2015 semester. MATH 0308 and MATH 1342 are already being offered in each long semester.

Institutional Goals
<b>14-17 SG-2</b>
2 Strategic Goal #2
<b>14-17 SG-4</b>
4 Strategic Goal #4

### Assessment Measures

Date	Description
10/03/2014	Course schedules will confirm that New Mathways has been implemented as evidenced by the inclusion of MATH 0308, MATH 1332 and MATH 1342 in each long semester course schedule.

### Intended Results

Date	Description
10/03/2014	New Mathways will be fully implemented as evidenced by the offering of Math 1332 (Quantitative Reasoning) in each long semester. MATH 0308 and MATH 1342 are already offered in each long semester course schedule This will result in full implementation of the New Mathways initiative.

### Actual Results

Date	Description
05/11/2016	MATH 1332 was offered in both the Fall 2015 and Spring 2016 semesters. As a result, all Mathways pathways have been fully implemented.

### Use of Results

Date	Description
05/11/2016	Will continue to offer MATH 1332 in each long semester.



Obj ID	Objective	Objective Purpose	Objective Status
1813	Implement TSI plan to include NCBO's	Developmental	In Progress

### Objective Description

Review NCBO offerings to find ways to ensure students make better use of this instructional support.

Institutional Goals
<b>14-17 SG-1</b>
1 Strategic Goal #1
<b>14-17 SG-2</b>
2 Strategic Goal #2
<b>14-17 SG-4</b>
4 Strategic Goal #4

### Assessment Measures

Date	Description
10/03/2014	<p>Range of scores on TSI tests to identify "bubble" students in math, reading, and writing will have been developed and documented, and plans to support students placed in next higher level of instruction with non-course-based options or supplemental instruction will have been developed and implemented.</p> <p>Number of NCBOs offered and review of student successful completion rate in courses that NCBOs are associated with.</p>

### Intended Results

Date	Description
10/03/2014	<p>Range of scores on TSI tests to identify "bubble" students in math, reading, and writing will be developed, and plans to support students placed in next higher level of instruction with non-course-based options or supplemental instruction will be developed and implemented.</p> <p>Review NCBOs to find ways to make these support services more attractive to students.</p>

### Actual Results

Date	Description
08/04/2016	Results of NCBO efforts have not been as expected. Students attended NCBO sessions at a very low rate.

### Use of Results

Date	Description
08/04/2016	Having more success with SI leaders than with the NCBOs, therefore will divert resources to the SI leader option instead.

Obj ID	Objective	Objective Purpose	Objective Status
1814	Schedules	Operational	Ongoing

### Objective Description

Review schedules of all departments under Dean of Academic Programs to ensure sufficient number of course sections are offered, staffed, and distributed throughout morning, afternoon, and evening time periods. Schedules will also be reviewed to ensure the number of course sections offered will result in enrollment in each course section being as near to capacity as possible, with the goal of reducing the cost per student ratio.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/30/2014	Final course schedules.

### Intended Results

Date	Description
09/30/2014	100% of course schedules will be approved by Vice President For Instruction.

### Actual Results

Date	Description
05/18/2016	100% of course schedules were approved by the Vice President For Instruction.

### Use of Results

Date	Description
05/18/2016	Continue to review schedules so that the Vice President For Instruction will continue to approve 100% of course schedules.

Obj ID	Objective	Objective Purpose	Objective Status
1815	Study Abroad Programs	Developmental	In Progress

### Objective Description

Provide leadership in transition of Study Abroad Programs to a manner consistent with the Lone Star Study Abroad Programs Consortium.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/30/2014	Review of all Study Abroad Programs to ensure all comply with Study Abroad Program guidelines established by the Lone Star Study Abroad Programs Consortium.

### Intended Results

Date	Description
09/30/2014	Ensure all Study Abroad Programs offered will comply with Study Abroad Program guidelines developed by the Lone Star Study Abroad Programs Consortium

### Actual Results

Date	Description
05/18/2016	Two study abroad proposals were accepted by the Gulf Coast International Education Consortium. One is a sociology course that includes a trip to Belize and the other is a Psychology course that will go to Britain and France. These courses will be offered in 2017.

### Use of Results

Date	Description
05/24/2016	Will encourage additional faculty to develop online courses that include a study abroad component that can be offered in 2018.

**Unit Code:** 31100  
**Planning Unit:** Humanities

**Unit Manager**  
Anderson, Brian

**Obj ID** 1665  
**Objective** Assessment of SLO's

**Objective Purpose**  
Operational

**Objective Status**  
Ongoing

**Objective Description**

Student learner outcomes will be established and regularly assessed at both the program and course level. Supports Unit Goal 2.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
08/30/2012	The percentage of sections taught that have submitted results for the assessment of student learner outcomes. Data will be summarized by course and semester.

**Intended Results**

Date	Description
08/30/2012	100% of all SLO's will be assessed by full- and part-time faculty members each semester.

**Actual Results**

Date	Description
09/09/2016	All SLOs for all sections of Humanities classes were assessed for 2015-2016. Confirmation emails were sent to faculty to confirm completion of this task.

**Use of Results**

Date	Description
09/09/2016	Intended result was met. Continue to monitor faculty compliance and to ensure that SLOs are assessed in a meaningful way.

Obj ID	Objective	Objective Purpose	Objective Status
1666	Class Schedule	Operational	Ongoing

### Objective Description

Classes will be scheduled in a manner which meets student need while maximizing the efficient use of instructional resources. Supports Unit Goal 1.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
08/24/2012	Percentage of scheduled classes that are not cancelled. Data will be summarized by rubric and semester (report to be provided by IRE).

### Intended Results

Date	Description
08/24/2012	90% of classes offered each semester under ENGL and SPCH rubrics will make. 75% of classes offered under the combined HUMA and PHIL rubrics will make. 60% of classes offered each semester under the IRW rubric will make.

### Actual Results

Date	Description
09/09/2016	Over the course of the 2015-2016 year, an average of 85% of ENGL and 93% of SPCH classes made over the course of four semesters (including Summer I and II). This means the result was met for SPCH but not met for ENGL classes. 95% of dual-credit ENGL and 100% of dual-credit SPCH classes 100% of HUMA and PHIL classes made over the same year, so that intended result was met. For IRW classes, 95 % of sections made over the academic year, so that intended result was met.

### Use of Results

Date	Description
09/09/2016	For all classes in the Humanities discipline, we have been monitoring enrollment and trying to offer classes at needed times and configurations. We are working on reducing the number of ENGL 8-week and ENGL 1302 sections in order to reduce the overall number of cancelled sections. This is a difficult goal because it involves predicting future need.

Obj ID	Objective	Objective Purpose	Objective Status
1667	Faculty Professional Development	Operational	Ongoing

### Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices. Supports Unit Goal 4.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
08/30/2012	Percentage of full-time faculty who have an approved professional development plan and have completed that plan within the appropriate timeframe.

### Intended Results

Date	Description
08/30/2012	100% of all full-time faculty members will have an approved professional development plan on file with the department chair and will have completed that plan within the appropriate timeframe. (It is expected that all full-time faculty will complete a professional development plan annually; however, some professional development goals may require more than a year to achieve.)

### Actual Results

Date	Description
09/09/2016	100% of Humanities faculty completed an approved Professional Development plan.

### Use of Results

Date	Description
09/09/2016	The Humanities faculty have discussed what constitutes meaningful professional development and will continue to do so. We take the goal of staying current and engaged in our disciplines seriously, even though we also define engaged in a broad sense.

Obj ID	Objective	Objective Purpose	Objective Status
1668	Qualified Faculty	Operational	Ongoing

### Objective Description

Hire faculty members who meet credentialing guidelines appropriate for their field. Supports Unit Goal 3.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
08/30/2012	Percentage of faculty who meet minimum credentialing standards as documented on the Faculty Credentials form.

### Intended Results

Date	Description
08/30/2012	100% of all part- and full-time faculty members will meet the minimum credentialing standards for their field.

### Actual Results

Date	Description
09/09/2016	100% of faculty meet credentialing standards for their fields. Because of changing dual-credit needs, credentials were re-reviewed by the new faculty chair during this year.

### Use of Results

Date	Description
09/09/2016	Continue to monitor. We will continue to ensure that all Humanities faculty meet credentialing standards and will continue to review discussions in our field as to what constitutes proper credentials for different disciplines.

Obj ID	Objective	Objective Purpose	Objective Status
1669	Section Capacity	Operational	Ongoing

### Objective Description

An adequate number of sections will be offered for each course such that student need is met without violating pedagogical standards. Supports Unit Goal 1.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
08/30/2012	The number of classes whose actual enrollment exceeds the enrollment capacity. Data will be summarized by rubric and semester (report to be provided by IRE).

### Intended Results

Date	Description
08/30/2012	No more than 2 classes under the ENGL or SPCH rubrics will exceed pedagogical capacity each semester; no more than 1 class under the HUMA, PHIL or IRW rubrics will exceed pedagogical capacity each semester.

### Actual Results

Date	Description
09/09/2016	Over the course of the school year, only in one semester (Fall 2015) did the department have any sections that exceeded capacity. In fall 2015, 4 sections (19%) of dual-credit English classes exceed capacity.

### Use of Results

Date	Description
09/09/2016	Continue to monitor. Institutional increases in class caps will mean fewer sections exceeding stated capacity.



Obj ID	Objective	Objective Purpose	Objective Status
1670	SLO Improvement Strategies	Operational	Ongoing

### Objective Description

Improvement strategies will be identified for all SLO's where students failed to meet the "criteria for success". Supports Unit Goal 2.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
08/30/2012	Percentage of SLO's where students have failed to meet the "criteria for success" that have identified improvement strategies in the "use of results" section of the course or program assessment chart.

### Intended Results

Date	Description
08/30/2012	100% of SLO's where students have failed to meet the "criteria for success" will have identified improvement strategies reported under the "use of results" section of the course or program assessment chart.

### Actual Results

Date	Description
09/09/2016	Instructors completed assessment charts, and for 100% of SLOs in sections where those results were not met, instructors have instituted improvement strategies based on pedagogical reflection and best practices.

### Use of Results

Date	Description
09/09/2016	We will continue to monitor best methods for ensuring compliance with assessment and making sure that meaningful improvement strategies are implemented.

**Unit Code:** 31200  
**Planning Unit:** Fine Arts

**Unit Manager**  
Koerner, Sparky

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1645	Faculty Professional Development - Ensure all faculty (full and part-time) have adequate training to teach.	Operational	No Status

**Objective Description**

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices.

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

<b>Date</b>	<b>Description</b>
09/04/2015	Have each faculty member present their professional development plan to the Chairman during the Fall Semester for approval.

**Intended Results**

<b>Date</b>	<b>Description</b>
09/04/2015	100% of all full and part-time faculty members will have an approved professional development plan on file with the department chair and will have completed that plan within the appropriate timeframe. (it is expected that all full and part-time faculty will complete a professional development plan annually; however, some professional development goals may require more than a year to achieve.)

**Actual Results**

<b>Date</b>	<b>Description</b>
06/22/2016	All faculty in the Fine Arts had some form of professional development this year to help improve and keep up to date what is going on in their discipline. These professional development opportunities keep the faculty refreshed and they bring back ideas to their students, sharing what they have learned. Most faculty do two professional developments per year.

**Use of Results**

<b>Date</b>	<b>Description</b>
06/22/2016	Continue to encourage faculty and staff to do professional develop either on campus or online or travel to a conference.

Obj ID	Objective	Objective Purpose	Objective Status
1646	Qualified Faculty - Ensure enough qualified faculty members (full and part-time) are available to teach.	Operational	No Status

**Objective Description**

Hire faculty members who meet credentialing guidelines appropriate for their field.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
09/05/2013	Percentage of faculty who meet minimum credentialing standards as documented on the Faculty Credentials form.

**Intended Results**

Date	Description
09/05/2013	100% of all part and full-time faculty members will meet the minimum credentialing standards for their field.

**Actual Results**

Date	Description
09/09/2016	All full-time faculty and adjunct faculty in the Fine Arts are qualified as per-requirement of the college. Each faculty has had their educational level check for proper degree according to the Southern Association Accreditation Agency. I will do a personal check of their records stored in HR.

**Use of Results**

Date	Description
09/09/2016	Continue to check all credentials of faculty to ensure they meet the SAC requirements to make sure qualified instructors are in the Fine Arts Department

Obj ID	Objective	Objective Purpose	Objective Status
1648	SLO Improvement Strategies - Provide quality instruction as evidenced by the assessment of student learner outcomes.	Operational	No Status

### Objective Description

Improvement strategies will be identified for all SLOs where students failed to meet the "criteria for success".

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/05/2013	Faculty will monitor the "criteria for success" according to the SLO and identify improvement strategies. These improvement strategies will be listed in the "use of results" section of the course or program assessment chart.

### Intended Results

Date	Description
09/05/2013	100% of SLOs where students have failed to meet the "criteria for success" will have identified improvement strategies reported under the "use of results" section of the course or program assessment chart.

### Actual Results

Date	Description
09/09/2016	Faculty adjusted "criteria for success" for improvement strategies that failed. New SLO's were created in the ART and DRAMA area set forth by the AGCM and faculty adjusted their SLO's in their syllabi for the courses that these were provided. MUSIC still does not have SLO's provided in the AGCM so music faculty adjust their SLO's as needed so that students will meet the "criteria for success".

### Use of Results

Date	Description
09/09/2016	Music Faculty will continue to monitor the AGCM for the creation of SLO's. Art and Drama faculty will also monitor the AGCM for any changes in the SLO's

**Unit Code:** 31220  
**Planning Unit:** Community Theater

**Unit Manager**  
Brown, H. Russ

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1827	Develop active recruitment program	Developmental	In Progress

**Objective Description**

Develop an active recruitment program. The goal is to reach out to local high school theatre directors and youth theatres and their students.

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

<b>Date</b>	<b>Description</b>
09/25/2015	Number of declared theatre majors.

**Intended Results**

<b>Date</b>	<b>Description</b>
09/25/2015	Increase the number of declared theatre majors.

**Actual Results**

<b>Date</b>	<b>Description</b>
09/09/2016	In the 2015-2016 school year, provided numerous theatrical technical support and training opportunities in multiple local schools and youth theatres. Worked very closely with Dickinson ISD (High School, Junior High and Barber Middle School), Lamarque High School, Clear Brook High School, Clear Creek High School, Friendswood High School and Upstage Arts Youth Theatre.  Through these efforts, we have increased our number of Theatre majors from one single major to 17 Theatre majors as of Fall 2016 semester.

**Use of Results**

<b>Date</b>	<b>Description</b>
09/09/2016	Will continue to develop active recruitment program. Will continue to work with schools and theatres we've already developed relationships with and will continue to work to offer our services to other area schools.

Obj ID	Objective	Objective Purpose	Objective Status
1828	Increase more performance opportunities for theatre students	Developmental	Ongoing

### Objective Description

Increase more performance opportunities for theatre students.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/25/2015	Number of performance opportunities for theatre students.

### Intended Results

Date	Description
09/25/2015	Increase performance opportunities for theatre students.

### Actual Results

Date	Description
09/09/2016	Increased casting opportunities for students within season productions and added "Evening of Scenes" performance opportunities within each semester for Theatre majors and acting classroom students.

### Use of Results

Date	Description
09/09/2016	Will continue to create more performance opportunities for students through season selection for the community theatre, continuance and expansion of "Evening of Scenes" and seek out further avenues of performance opportunity for growing number of Theatre majors.

Obj ID	Objective	Objective Purpose	Objective Status
1830	Create articulation agreements with four-year theatre programs	Developmental	Ongoing

**Objective Description**

Create articulation agreements with four-year theatre programs.

Institutional Goals
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

Date	Description
09/25/2015	Number of completed articulation agreements.

**Intended Results**

Date	Description
09/25/2015	Create and enter into articulation agreements with four-year theatre programs.

**Actual Results**

Date	Description
09/09/2016	Initial groundwork started for articulation agreements. Currently in discussions with Texas A&M Corpus Christi, Texas A&M Commerce, Midwestern State University, Stephen F. Austin, Lamar University and Southwestern University.

**Use of Results**

Date	Description
09/09/2016	Will continue moving forward in articulation agreement discussions. Hope to have all resolved and in place by start of 2017-2018 school year.

**Unit Code:** 31400  
**Planning Unit:** Math & Science

**Unit Manager**  
Richardson, Leslie

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1689	Assessment of SLO's	Operational	In Progress

**Objective Description**

Student learner outcomes will be established and regularly assessed at both the program and course level.

This objective supports the following primary function:

Provide quality instruction as evidenced by the assessment of student learner outcomes.

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

Date	Description
09/01/2013	The percentage of sections taught that have submitted results for the assessment of student learner outcomes. Data will be summarized by course and semester.

**Intended Results**

Date	Description
09/01/2013	100% of all SLO's will be assessed by full and part-time faculty members each semester.

**Actual Results**

Date	Description
09/08/2016	100% of faculty submitted course assessment charts in word with copies stored in the department's folder on the G drive for spring 2016 and summer 2016.

**Use of Results**

Date	Description
09/08/2016	Continue to require all faculty to submit completed course assessment chart for each class taught.



Obj ID	Objective	Objective Purpose	Objective Status
1690	Class Schedule	Operational	Ongoing

### Objective Description

Classes will be scheduled in a manner which meets student demand while maximizing the efficient use of instructional resources.

This objective supports the following primary function:

Provide instruction through multiple delivery modes to meet student demand.

Institutional Goals
<b>14-17 SG-4</b>
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/01/2013	Percentage of scheduled classes that are not canceled. Data will be summarized by rubric and semester. ( Report to be provided by IRE.)

### Intended Results

Date	Description
09/01/2013	90% of the classes offered each semester under a specific rubric will make.

### Actual Results

Date	Description
09/09/2016	In Fall 2015 two disciplines Biology and Geology did not meet the criteria of 90% of classes making.  In Spring 2016 four disciplines, Biology (89%), Math (87%), Physical Education (88%), and Physics (88%) did not meet the criteria of 90%.

### Use of Results

Date	Description
09/09/2016	Fall 2015: 4 biology sections were canceled but only one was because of low enrollment, BIOL 1322.002IN. Three classes were canceled because a full-time faculty resigned. In Geology the full-time faculty member resigned just before the start of the semester and there were not enough adjunct faculty to teach all the classes and so two were taken off the schedule before registration began. As faculty are hired these problems should be resolved.

Obj ID	Objective	Objective Purpose	Objective Status
1692	Qualified Faculty	Operational	Ongoing

**Objective Description**

Hire faculty members who meet credentialing guidelines appropriate for their field.

This objective supports the following primary function:

Ensure enough qualified faculty members (full-time and part-time) are available to teach.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
09/01/2013	Percentage of faculty who meet minimum credentialing standards as documented on the Faculty Credentials form.

**Intended Results**

Date	Description
09/01/2013	100% of all part and full-time faculty members will meet the minimum credentialing standards for their field.

**Actual Results**

Date	Description
09/08/2016	100% of faculty met the minimum credentialing standards as documented on the Faculty Credentials form.

**Use of Results**

Date	Description
09/08/2016	Continue to hire only faculty that meet the minimum credentialing standards.

Obj ID	Objective	Objective Purpose	Objective Status
1693	Section capacity	Operational	Ongoing

### Objective Description

An adequate number of sections will be offered for each course such that student demand is met without violating pedagogical standards.

This objective supports the following primary function:

Provide instruction through multiple delivery modes to meet student demand.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/01/2013	The percentage of classes whose actual enrollment exceeds the enrollment capacity. Data will be summarized by rubric and semester. (Report to be provided by IRE.)

### Intended Results

Date	Description
09/01/2013	No more than 5% of classes under a specific rubric will exceed pedagogical capacity each semester.

### Actual Results

Date	Description
09/09/2016	In Fall 2015 three of twenty two sections exceeded capacity by 1 in biology classes as a result of mistakes in dropping students for non-payment.  In Spring 2016 one out of seven sections in physics and one section out of 25 sections in biology exceeded capacity by one as a result of mistakes in dropping students for non-payment.

### Use of Results

Date	Description
09/09/2016	When more space and faculty are available more sections of Biology A & P and PHYS 1410 can be offered so that there will be some space in the event that some students are dropped by mistake.

Obj ID	Objective	Objective Purpose	Objective Status
1694	SLO Improvement Strategies	Operational	Ongoing

### Objective Description

Improvement strategies will be identified for all SLO's where students failed to meet the "criteria for success".

This objective supports the following primary function:

Provide quality instruction as evidenced by the assessment of student learner outcomes.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/01/2013	Percentage of SLO's where students have failed to meet the "criteria for success" that have identified improvement strategies in the "use of results" section of the course or program assessment chart.

### Intended Results

Date	Description
09/01/2013	100% of SLO's where students have failed to meet the "criteria for success" will have identified improvement strategies reported under the "use of results" section of the course or program assessment chart.

### Actual Results

Date	Description
09/09/2016	All faculty entered improvement strategies or comments in the "use of results" column of the assessment chart.

### Use of Results

Date	Description
09/09/2016	Continue to require all faculty to enter improvement strategies when the students do not meet the criteria for success.

Obj ID	Objective	Objective Purpose	Objective Status
1715	Success of Math 0308	Operational	In Progress

### Objective Description

Students placed into Math 0308, Foundations of mathematical Reasoning, will be successful in completing the course with grades A, B, or C.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/12/2014	The percentage of the students that completed the course with a grade of A, B, or C.

### Intended Results

Date	Description
09/12/2014	At least 55% of the students will complete the course with a grade of A, B or C.

### Actual Results

Date	Description
09/07/2016	Fall 2015: 32 students out of 83 (39%) completed Math 0308 with a grade of A, B or C. Spring 2016: 35 students out of 74 (47%) completed Math 0308 with a grade of A, B, or C.

### Use of Results

Date	Description
09/07/2016	The success rate improved from fall to spring, increasing from 39% to 47% but the success rate is still well below the target of 55%. The success rate varied significantly from instructor to instructor with one instructor meeting the success criteria for her classes. To try to improve the success rate there will be more collaboration between instructors to share ideas on what seems to work and what doesn't. Short weekly meetings have been proposed.

Obj ID	Objective	Objective Purpose	Objective Status
1716	Success of the new math pathways	Operational	Ongoing

### Objective Description

Students that have completed Math 0308, Foundations of Mathematical Reasoning, will successfully complete either Math 1342, Elementary Statistical Methods, or Math1332, Quantitative Reasoning, with a grade of A, B, or C.

Institutional Goals
14-17 SG-2
2 Strategic Goal #2
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/04/2015	The percentage of those students that successfully completed Math 0308, Foundations of mathematical Reasoning, that complete Math 1342, Elementary Statistical Methods, or Math 1332, Quantitative Reasoning, with a grade of A, B, or C.

### Intended Results

Date	Description
09/12/2014	At least 60% of the students that successfully completed the developmental course Math 0308 will complete either Math 1342, Elementary Statistical Methods, or Math 1332, Quantitative Reasoning, with a grade of A, B, or C.

### Actual Results

Date	Description
09/08/2016	<p>Fall 2015: 2 students that completed Math 0308 successfully took Math 1332 or Math 1342.  1 student took Math 1332 and was successful  1 student took Math 1442 and was successful  Success rate was 100%</p> <p>Spring 2016: 15 students that completed Math 0308 successfully to either Math 1332 or Math 1342.  4 students took Math 1332 and all were successful.  11 students took Math 1342 and 10 were successful.  Success rate was 93%</p>

### Use of Results

Date	Description
09/08/2016	<p>The number of students taking Math 1332 or Math 1342 after successfully completing Math 0308 the previous semester is low. 32 students successfully completed Math 0308 in Fall 2015 but only 15 took Math 1332 or Math 1342 in Spring 2016. Of those 14 out of 15, 93%, completed the credit course successfully which meets the criteria of 60%.</p> <p>Faculty teaching Math 0308 are now strongly encouraging students to take the credit class in the following semester which will help to achieve the goal of reducing the time to complete the needed math courses.</p>

**Unit Code:** 31600  
**Planning Unit:** Business & Computer Technologies

**Unit Manager**  
Rahman, Selina

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1682	Assessment of SLOs	Operational	Ongoing

**Objective Description**

100% of student learner outcomes will be assessed to provide evidence of quality instruction.

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

Date	Description
08/27/2012	Percentage of SLO's where students have failed to meet the "criteria for success" that have identified improvement strategies in the "use of results" section of the courses's assessment chart

**Intended Results**

Date	Description
08/27/2012	100% of all SLO's where students have failed to meet the "criteria for success" will have identified improvement strategies in the "use of results" section of the courses's assessment chart

**Actual Results**

Date	Description
09/08/2016	Unable to compile SLO data due to SPOL not functioning properly.

**Use of Results**

Date	Description
09/08/2016	As SPOL starts functioning properly, improvement strategies will be identified in the "use of results" section for areas where students fail to meet "criteria of success"

Obj ID	Objective	Objective Purpose	Objective Status
1683	Class Schedule	Operational	Ongoing

### Objective Description

Classes will be scheduled in a manner which meets student demand while maximizing the efficient use of instructional resources.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
08/24/2014	Percentage of scheduled classes that are not cancelled. Data will be summarized by rubric and semester. (Report to be provided by IRE)

### Intended Results

Date	Description
08/24/2014	<p>An average of 80% of classes offered by the department each semester will make. Departmental offering includes the following areas:</p> <p>Business : 74% (43 out of 58 classes offered made)  Accounting : 87% (29 out of 33 classes made)  Computer Science: 96% (24 out of 25 classes made)  Drafting 80% (12 out of 15 classes offered made)  Graphic Arts: 91% (22 out of 24 classes made)  Networking and Database: 76% (16 out of 21 classes made)</p> <p>For BCT the overall average of classes made is 83% (146 out of 176 classes)</p>

### Actual Results

Date	Description
09/08/2016	<p>Departmental offerings showed the following result in program areas:</p> <p>Business : 37 out of 51 classes offered made, i.e. 72% made  Accounting : 15 out of 26 classes offered made, i.e. 57% made  Computer Science: 14 out of 20 classes made, 70% made  Drafting: 14 out of 16 classes offered made, i.e. 88%  Graphic Arts: 20 out of 29 classes made, i.e. 69%  Networking: 12 out of 15 classes made, i.e. 80%</p> <p>For BCT the overall average of classes made is 71% (112 out of 157 classes)</p>

### Use of Results

Date	Description
09/08/2016	Several events like BCIS and COSC not being included in core curriculum anymore, a FT faculty member leaving 2-days before semester started, online offerings were largely reduced, etc. resulted in lower number of classes. Prepare tighter schedule so that less classes are cancelled.



Obj ID	Objective	Objective Purpose	Objective Status
1684	Faculty Training	Operational	Complete

### Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
08/27/2012	Percentage of faculty who have completed a Professional Development Plan

### Intended Results

Date	Description
08/27/2012	100% of full time faculty will complete a Professional Development Plan

### Actual Results

Date	Description
09/08/2016	100% of full-time faculty members submitted Professional Development plan and followed up,

### Use of Results

Date	Description
09/08/2016	Will keep instructing faculty to submit and follow up on their PD plans.

Obj ID	Objective	Objective Purpose	Objective Status
1685	Part-Time Faculty Observation	Operational	No Status

**Objective Description**

100% of Part-Time Faculty that teach on campus will be observed once a year

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
10/14/2014	Class room observation

**Intended Results**

Date	Description
10/14/2014	100% of Part-Time Faculty that teach on campus will be observed once a year

**Actual Results**

Date	Description
09/08/2016	100% of Part-Time Faculty that teach on campus were observed in classroom

**Use of Results**

Date	Description
09/08/2016	Continue observing.

Obj ID	Objective	Objective Purpose	Objective Status
1686	Qualified faculty	Operational	Ongoing

**Objective Description**

Ensure enough qualified faculty members full and part time are available to teach

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
08/27/2014	Percentage of faculty who meet credentialing standards as documents on the Faculty Credentials form

**Intended Results**

Date	Description
08/27/2014	100% of all part and full time faculty members will meet the minimum credentialing standards for their field

**Actual Results**

Date	Description
09/08/2016	100% of all part and full time faculty members met the minimum credentialing standards for their field.

**Use of Results**

Date	Description
09/08/2016	Keep Monitoring

<b>Unit Code:</b>	<b>Planning Unit:</b>	<b>Unit Manager</b>
35200	C.E. Allied Health Programs	Bergvall, Christina

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1717	Maintain an Advisory Board to meet annually	Operational	Not Started

**Objective Description**

The Advisory Board will meet annually to determine best practices for the current programs, and exchange ideas and information for new programs.

Institutional Goals
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

Date	Description
09/04/2015	The Advisory Board will meet annually.

**Intended Results**

Date	Description
09/04/2015	The CE Allied Health programs will receive input from community healthcare providers regarding program practices, structure, new program offerings, and program evaluations.

**Actual Results**

Date	Description
09/09/2016	The Advisory Board met in May of 2016.

**Use of Results**

Date	Description
09/09/2016	The feedback from the Advisory Board meeting assisted us in streamlining our processes, and gave us opportunities to discuss how to improve program evaluations.

**Unit Code:** 35400  
**Planning Unit:** C.E. Industrial Workforce Programs

**Unit Manager**  
Baumgartner, Laura

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1718	Implement the DOL H1-B Grant	Developmental	Not Started

**Objective Description**

Implement the DOL H1-B grant to include the development of an Instrumentation and Electrical Program for Continuing Education Industrial Workforce Programs.

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

<b>Date</b>	<b>Description</b>
09/26/2014	<ul style="list-style-type: none"><li>- Enrollment in the program</li><li>- Completers of the program</li><li>- Student enrollments resulting from marketing campaign</li></ul>

**Intended Results**

<b>Date</b>	<b>Description</b>
09/26/2014	<ul style="list-style-type: none"><li>- Develop curriculum for a CE Instrumentation and Electrical Program.</li><li>- Identify, evaluate and purchase equipment to meet the needs of the program</li><li>- Collaborate with Marketing to develop a marketing strategy for program.</li><li>- Increase enrollment in industrial program.</li></ul>

Obj ID	Objective	Objective Purpose	Objective Status
1719	Implement the TWC Fast Start II Grant	Developmental	No Status

**Objective Description**

Implement the TWC Fast Start II Grant

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
10/15/2014	<ul style="list-style-type: none"> <li>- Develop a fast track curriculum for Mechanical Maintenance Technician Basic Certificate to be completed in less than 12 months</li> <li>- Identify subject matter experts to help develop curriculum</li> <li>- Identify and train three faculty members in NCCER</li> </ul>

**Intended Results**

Date	Description
10/15/2014	<ul style="list-style-type: none"> <li>- Collaborate with consortium of colleges as the lead of the TWC Fast Start II Grant.</li> <li>- Develop curriculum for the Mechanical Maintenance Technician Basic Certificate.</li> <li>- Collaborate with Marketing to develop a marketing strategy for program.</li> </ul>

Obj ID	Objective	Objective Purpose	Objective Status
1720	Implement the TWC JET Grant	Developmental	No Status

**Objective Description**

Implement the TWC JET Grant.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
10/15/2014	<ul style="list-style-type: none"> <li>- Enrollment in the program</li> <li>- Completers of the program</li> <li>- Student enrollments resulting from marketing campaign</li> </ul>

**Intended Results**

Date	Description
10/15/2014	<ul style="list-style-type: none"> <li>- Implement day courses for program</li> <li>- Increase unduplicated student enrollment into Mechanical Maintenance Basic Certificate</li> <li>- Collaborate with Marketing to develop a marketing strategy for program</li> </ul>

**Unit Code:** 35500  
**Planning Unit:** C.E. Contract Training

**Unit Manager**  
Bacot, Danny

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1775	Create business training schedule	Operational	Ongoing

**Objective Description**

Create business training schedule for open enrollment courses.

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

<b>Date</b>	<b>Description</b>
09/17/2015	Completed schedule

**Intended Results**

<b>Date</b>	<b>Description</b>
09/17/2015	Increasing enrollment in CE business training.

**Actual Results**

<b>Date</b>	<b>Description</b>
09/09/2016	Created schedules for open enrollment courses. Schedules created for Real Estate courses, business courses, contract courses, and legal courses.

**Use of Results**

<b>Date</b>	<b>Description</b>
09/09/2016	The schedules have been inserted in the college CE catalog under "Customized Corporate Training".



Obj ID	Objective	Objective Purpose	Objective Status
1776	Expand seminars offered	Operational	Ongoing

### Objective Description

Add additional training seminars and short courses in topics of business operations, business management, rotary and thermodynamics, quality, leadership, and communication.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/26/2014	Enrollment records from training seminars and short courses

### Intended Results

Date	Description
09/26/2014	Increased CE enrollments and college business training image.

### Actual Results

Date	Description
09/09/2016	Added two seminars to our offerings. We had one (Bearing damage analysis), and added two more ( Process valves and valve automation, Business communications).

### Use of Results

Date	Description
09/09/2016	Two classes made generating \$7,975 in revenue and \$193.58 in contact funding (Bearing damage analysis), and ( Process valves and valve automation).

Obj ID	Objective	Objective Purpose	Objective Status
1777	Provide grant oportunities for industry	Operational	Ongoing

### Objective Description

Market to business and industry what grant options the contract training department in CE can offer.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
09/17/2015	Grant enrollment records

### Intended Results

Date	Description
09/17/2015	Increase CE enrollments

### Actual Results

Date	Description
09/09/2016	Discussed grant opportunities with companies and the International Brotherhood of Electrical Workers.

### Use of Results

Date	Description
09/09/2016	Companies declined. International Brotherhood of Electrical Workers (IBEW) applied for an additional grant for their Journey worker courses. We received a grant for the IBEW courses, but not the additional grant for Journey worker training due to the class schedule not being in the funding timeline.

<b>Unit Code:</b>	<b>Planning Unit:</b>	<b>Unit Manager</b>
35600	Gulf Coast Safety Institute	Lewis, Cindy

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1639	Develop additional Funding Streams	Budget Objective	Complete

**Objective Description**

Pursue new grant opportunities, Develop additional contract classes, Develop a "Pay-it-Forward" Fund through the COM Foundation.

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

Date	Description
09/26/2014	Financial reports to reflect amount of funding for begining sustainability of current budget.

**Intended Results**

Date	Description
09/26/2014	GCSI Budget will have funds for sustainability.

**Actual Results**

Date	Description
09/21/2016	<p>The GCSI did not spend its full allocation of \$500K this year. We ended the year with an excess of approximately \$225K.</p> <p>The GCSI was restructured in August 2016 by reducing headcount by 1 Professional position. Re-assigning duties and the creation of a new position created a budget savings of approximately \$90K.</p> <p>This brings the total funds we have reserved to approximately \$1.5 Million. Based on current spending we should have funds for an additional 3+ years after August 2017. This does not include the funds that have been brought in with contract training such as the University of Texas Arlington OSHA classes.</p>
09/21/2016	We received another \$100K from Texas Mutual in January 2016. For the current budget we have about \$45K remaining from the \$100K. This combined with the \$100K that we have invested in the Foundation should support additional classes for the next year.

**Use of Results**

Date	Description
09/22/2016	We will continue to evaluate spending trends versus the number of classes/students to create a ROI for the GCSI. Additionally we will continue to evaluate our best options for increasing the income for the department.

Obj ID	Objective	Objective Purpose	Objective Status
1640	Diversify Types of Learning Opportunities	Developmental	Complete

**Objective Description**

Partner with COM workforce programs to elevate knowledge of current program students, Coordinate 2 new learning opportunities (ie webinars, lunch and learns, safety fairs, etc.), Participate and/or speak at two conferences.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
09/26/2014	Documentation of various types of additional learning opportunities.

**Intended Results**

Date	Description
09/26/2014	Increase the types of ways in which students have the opportunity to receive information and education.

## Actual Results

Date	Description
12/07/2015	<p>Safety Fairs:</p> <p>September 21 &amp; 22, 2015 - ASSE Region 3 Professional Development Conference, Moody Gardens, Galveston TX. Participated in their exhibit hall. Made contact with approximately 100 safety professionals and vendors.</p> <p>November 4, 2015 - Attended the Aramco Safety Fair. Was able to make contact with approximately 200 people - not only Aramco employees - but other employees that work in their building since it is a shared building.</p> <p>April 18, 2016 - Attended the Texas City Industrial Trade show.</p>
12/07/2015	<p>Partnership with COM Departments:</p> <p>Ed Parsons taught the OSHA 10 hour curriculum for 2 of the MMT program classes. September &amp; October 2015</p> <p>Cindy Lewis conducted a walkthrough of the AUD building with Laura Baumgartner. October 2015</p>
12/07/2015	<p>Hosted Classes:</p> <p>We partnered with the Texas Department of Insurance - OSHA Consultation Division to host the OSHA 10 hour Construction classes in both English and Spanish beginning in November 2015. From November through March we hosted 1 class per month - either English or Spanish, alternating each month. Beginning in April we are now hosting both the English and Spanish classes each month which increase student flow to the Institute. Total attendance for the year reached:</p>
05/04/2016	<p>On May 3, 2016 the GCSI was involved with the hosting and coordination of the 2nd Annual Houston Fall Prevention Stand Down. The event was attended by approximately 80 people and included presentations and training on fall prevention and protection in the Construction Industry.</p>
05/04/2016	<p>Lunch N Learns/Dine N Discuss</p> <p>The Small Business Safety &amp; Health Center continued to host Lunch N Learn opportunities. This year we added on the Dine N Discuss series to connect with those that have more free time in the evening.</p>
05/04/2016	<p>Conference Presentations:</p> <p>Region VI VPP Conference - Fort Worth TX - May 16-20, 2016. Ed Parsons and Cindy Lewis gave a total of 6 presentations at the conference on the OSHA Challenge Program and the Gulf Coast Safety Institute.</p> <p>National VPP Conference - Orlando FL, August 2016. Cindy Lewis presented at the conference.</p>
07/08/2016	<p>The Construction Safety Networking Group was created in collaboration with OSHA, ABC, ASA and AGC. Monthly meetings were started in April. The GCSI provided the initial resources to support the grassroots group until the volunteer leadership took over. We have a non-voting position on the Advisory Board.</p>

## Use of Results

Date	Description
09/22/2016	<p>We will perform an evaluation of our overall strategic plan in October 2016 to consider new opportunities for our students to enroll in a class or event with the GCSI.</p>

Obj ID	Objective	Objective Purpose	Objective Status
1868	Increase Marketing to increase student attendance	Developmental	Complete

### Objective Description

Increase marketing efforts: 1) using social media (Twitter, Instagram, LinkedIn, etc.), 2) writing articles in trade publications, 3) attending association meetings (word-of-mouth), and 4) updating the GCSI website.

Institutional Goals
<b>14-17 SG-4</b>
4 Strategic Goal #4

### Assessment Measures

Date	Description
11/03/2015	Increase of attendance documented by rosters and sign in sheets.

### Intended Results

Date	Description
11/03/2015	Increase student attendance at both no-cost and contract classes.

### Actual Results

Date	Description
12/07/2015	GCSI Website  The GCSI website is continually updated with current events by Sophia Delfin. Major changes to the website this year include: - The addition of a Free Training webpage for training conducted in the greater Houston area at no cost.
12/07/2015	Attendance of Association Meetings:  American Subcontractors Association (ASA) - Ed Parsons attended their Safety Committee meetings since November 2015.  Association of Builders & Contractors (ABC) - Ed Parsons attended their Safety Committee meetings since November 2015.  Construction Safety Network (CSN) - Cindy Lewis helped to coordinate and facilitate CSN meetings since January 2016.
05/04/2016	Use of social media  - We continue to post relevant information on our primary accounts - LinkedIn, Twitter and Instagram - We have added the use of Event Brite for the coordination of outside meetings.
08/10/2016	We have developed a partnership with Jim Shelton, Compliance Assistance Specialist, OSHA North Area Office to use his distribution list/network to advertise all free safety training that we host or conduct.
09/22/2016	This year we developed a tracking system to identify both the internal class attendance and the hosted class attendance. Total attendance for the FY was 1887 students. We will continue to track and trend this data to plan for additional marketing avenues to grow attendance.

### Use of Results

Date	Description
09/22/2016	The recent re-organization will give us an opportunity to develop new marketing pathways using Social Media and investigate potential partnerships with organizations that will market our courses.

**Unit Code:** 35900  
**Planning Unit:** Public Services Careers

**Unit Manager**  
Anderson, Carla

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
272	SLO Improvement Strategies	Operational	Ongoing

**Objective Description**

Improvement strategies will be identified for all SLOs where students failed to meet the "criteria for success."

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

<b>Date</b>	<b>Description</b>
05/13/2016	Number of faculty / professionals that have identified improvement strategies based on assessment data.

Obj ID	Objective	Objective Purpose	Objective Status
1897	Assessment of SLOs	Operational	Ongoing

**Objective Description**

Student learner outcomes will be established and regularly assessed at both the program and course level.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
05/13/2016	The number of courses with completed SLO assessment charts.

**Intended Results**

Date	Description
05/13/2016	All faculty (full and part-time) will assess 100% of their respective courses SLOs each semester.



Obj ID	Objective	Objective Purpose	Objective Status
1898	EMS - Accreditation Visit	Operational	Not Started

### Objective Description

Conduct the accreditation visit as scheduled by CoAEMSP, date to be determined through Fall 2015.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4
14-17 SG-5
5 Strategic Goal #5

### Assessment Measures

Date	Description
10/15/2014	Criteria determined by the accrediting body for each program standard.

### Intended Results

Date	Description
10/15/2014	The EMS program will meet the standards and thresholds for reaccreditation.

### Actual Results

Date	Description
09/09/2016	The EMS program has received reaccreditation. The final report included two recommendations: obtaining computers for students' use; and involvement of the Medical Director in the curriculum and other duties. Five computers and desks were obtained and installed in August 2016. The Medical Director has reviewed curriculum, attended the April 2016 EMS Advisory Committee meeting and met with the Director on EMS program related issues.

### Use of Results

Date	Description
09/04/2015	We will use all comments and suggestions to modify the curriculum and procedures accordingly to maintain accreditation standards.

Obj ID	Objective	Objective Purpose	Objective Status
1899	Faculty Professional Development	Operational	Ongoing

### Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
05/13/2016	Number of faculty members who complete and have an approved plan on file, including completion of goals.

### Intended Results

Date	Description
05/13/2016	Each year faculty members will complete a professional development plan and complete goals, if possible, within the year.

### Actual Results

Date	Description
05/13/2016	<p>The following professional development has occurred by faculty and professional staff this academic year:</p> <p>Thomas Karlok attended the annual TCOLE Training Coordinator's Conference.            Danny McLerran attended the Texas Assn of Fire Educator's Conference.            Julianne Duncan attended the Texas EMS Educators Summit.            Carla Anderson attended the Block Scheduling Workshop sponsored by the THECB.</p>

Obj ID	Objective	Objective Purpose	Objective Status
1917	Section Capacity	Operational	Ongoing

**Objective Description**

An adequate number of sections will be offered for each course such that student demand is met without violating pedagogical standards.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
05/13/2016	Number of students in each class;

**Intended Results**

Date	Description
05/13/2016	The number of classes offered will meet student demand.

Obj ID	Objective	Objective Purpose	Objective Status
1919	Training Equipment for Law Enforcement Program	Operational	Ongoing

**Objective Description**

The purchase and acquisition of equipment for LE academy, firearms and security programs for students' skills purposes.

Institutional Goals
<b>14-17 SG-4</b>
4 Strategic Goal #4
<b>14-17 SG-6</b>
6 Strategic Goal #6

**Assessment Measures**

Date	Description
05/13/2016	Passing rates on skills tests.

**Intended Results**

Date	Description
05/13/2016	To enhance the skills levels of students

**Actual Results**

Date	Description
05/13/2016	Upon completion of the Spring academy, the status of all academies firearms module will be analyzed.

Obj ID	Objective	Objective Purpose	Objective Status
1920	Fire Tech Training Equipment	Operational	Ongoing

**Objective Description**

Acquire specialized equipment for the fire academy - this equipment will be used in training for various skills that students must pass for the state exam.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
05/13/2016	The acquisition of equipment.

**Intended Results**

Date	Description
05/13/2016	Training on specialized equipment will enhance the students learning experience

**Actual Results**

Date	Description
05/13/2016	A fire engine was purchased as well as an air compressor.

Obj ID	Objective	Objective Purpose	Objective Status
1921	Development / Approval of the Emergency Management Program	Operational	Ongoing

### Objective Description

Creation and approval (THECB / SACS) of the new Emergency Management program commencing Fall 2016

Institutional Goals
<b>14-17 SG-4</b>
4 Strategic Goal #4
<b>14-17 SG-6</b>
6 Strategic Goal #6

### Assessment Measures

Date	Description
05/13/2016	Approval by SACS and THECB of the new program

### Actual Results

Date	Description
05/13/2016	<p>Courses on the Fall16 schedule include:</p> <p>EMAP 1400-201HY Prin of Basic Emerg Mngt  EMAP 2300-201HY Dev of Vol Resources/Dec Mknng  EMAP 2301-201HY Leadership &amp; Effectv Comm</p> <p>There are 5 students enrolled in the 1st-8wk course (EMAP 1400) and 4 students enrolled in the 2nd-8wk courses (EMAP 2300 and 2301).</p>

Obj ID	Objective	Objective Purpose	Objective Status
1922	EMS Training Equipment	Operational	Ongoing

**Objective Description**

Acquire specialized equipment for the EMS program for student skills

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
05/13/2016	Acquisition of equipment

**Intended Results**

Date	Description
05/13/2016	To increase student proficiency in skills required for the National Registry and COM exams.

**Actual Results**

Date	Description
05/13/2016	Acquired advanced airway trainer equipment

**Unit Code:** 36210  
**Planning Unit:** Process Technology

**Unit Manager**  
Wethington, Stephen

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1600	Faculty Professional Development	Operational	Ongoing

**Objective Description**

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

<b>Date</b>	<b>Description</b>
08/27/2012	Percentage of full time faculty who have an approved plan and have completed their plan within the appropriate time frame.

**Intended Results**

<b>Date</b>	<b>Description</b>
08/27/2012	100% of all full time faculty members will have an approved professional development plan on file with the department chair and will have completed the plan within the appropriate time frame. (It is expected that all full time faculty will complete a professional development plan annually; however, some professional development goals may require more than a year to achieve)

**Actual Results**

<b>Date</b>	<b>Description</b>
09/02/2015	All faculty had an approved professional development plan on file. All faculty met their professional development goals

**Use of Results**

<b>Date</b>	<b>Description</b>
09/02/2015	Continue to develop annual professional development plans and monitor as necessary



**Unit Code:** 36230  
**Planning Unit:** Welding

**Unit Manager**  
Woods, Victor

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1614	Adequate number of course sections	Operational	Ongoing

**Objective Description**

An adequate number of sections will be offered for each course such that student demand is met without violating pedagogical standards.

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

<b>Date</b>	<b>Description</b>
10/01/2014	The percentage of classes whose actual enrollment exceeds enrollment capacity. (Report provided by IR)

**Intended Results**

<b>Date</b>	<b>Description</b>
10/01/2014	No more than 1% of classes will exceed pedagogical capacity each semester.

**Actual Results**

<b>Date</b>	<b>Description</b>
09/09/2016	No classes exceeded pedagogical capacity of 2015-2016

**Use of Results**

<b>Date</b>	<b>Description</b>
09/09/2016	will continue to monitor this so we do not exceed capacity

Obj ID	Objective	Objective Purpose	Objective Status
1615	Part-time Faculty Observations	Operational	Ongoing

**Objective Description**

All part-time faculty will be observed at least once every academic year.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
10/01/2014	Department personnel files.

**Intended Results**

Date	Description
10/01/2014	100% of all part-time faculty will be observed at least once per academic year.

**Actual Results**

Date	Description
09/09/2016	There was an observation preformed on all part-time faculty Instructor

**Use of Results**

Date	Description
09/09/2016	Will continue to observe the part-time Faculty Instructor

Obj ID	Objective	Objective Purpose	Objective Status
1616	Professional Development	Operational	Ongoing

**Objective Description**

All full-time faculty will have an approved professional development plan.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
10/01/2014	Percentage of full-time faculty who have an approved professional development plan and complete the plan within the appropriate timeframe.

**Intended Results**

Date	Description
10/01/2014	100% of full-time faculty members will have an approved professional development plan.

**Actual Results**

Date	Description
09/09/2016	All three full-time Faculty have an approved professional development plan

**Use of Results**

Date	Description
09/09/2016	Will continue to make sure all full-time faculty have an professional development plan

Obj ID	Objective	Objective Purpose	Objective Status
1617	Schedule	Operational	Ongoing

**Objective Description**

Classes will be scheduled in a manner which meets student demand.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
10/01/2014	Percentage of scheduled classes that are not cancelled. Data will be summarized by rubric. (Report provided by IR)

**Intended Results**

Date	Description
10/01/2014	90% of classes offered each semester under a specific rubric will make.

**Actual Results**

Date	Description
09/09/2016	47 of 47 classes made all classes made

**Use of Results**

Date	Description
09/09/2016	classes will be continue schedule to meet student demand

Obj ID	Objective	Objective Purpose	Objective Status
1618	SLO Assessment	Operational	Ongoing

### Objective Description

Student Learner Outcomes will be established and regularly assessed at both the program and course level.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
10/01/2014	The percentage of section taught that have submitted results for the assessment of student learning outcomes.. Data will be summarized by course and semester.

### Intended Results

Date	Description
10/01/2014	100% of course-level SLOs will be assessed by full and part time faculty each semester. Program level outcomes will be assessed annually.

### Actual Results

Date	Description
09/09/2016	All course-level SLOs was assessed in all classes

### Use of Results

Date	Description
09/09/2016	Will Continue to assessed course-level SLOs in all classes

Obj ID	Objective	Objective Purpose	Objective Status
1619	SLO Improvement strategy	Operational	Ongoing

**Objective Description**

Improvement strategies will be identified for all SLOs where students failed to meet the "criterion for success."

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
10/01/2014	Assessment charts.

**Intended Results**

Date	Description
10/01/2014	100% of SLOs where students did not meet the "criterion for success" will have identified improvement strategies in the "use of results" column of the assessment chart.

**Actual Results**

Date	Description
09/09/2016	There was no SLOs that failed to meet criterion for success

**Use of Results**

Date	Description
09/09/2016	Continue to monitor the SLOs

**Unit Code:** 36310  
**Planning Unit:** Cosmetology

**Unit Manager**  
Hunsucker, Jamie

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1837	Assessment of SLO's	Operational	Ongoing

**Objective Description**

Student learner outcomes will be established and regularly assessed at both the program and the course level.

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

<b>Date</b>	<b>Description</b>
08/30/2012	The percentage of sections taught that have submitted results for the assessment of student learner outcomes. Data will be summarized by course and semester.

**Intended Results**

<b>Date</b>	<b>Description</b>
08/30/2012	100% of all SLO's will be assessed by full and part time faculty members each semester.

**Actual Results**

<b>Date</b>	<b>Description</b>
09/09/2016	100% of student SLO's were assessed by full and part time faculty.

**Use of Results**

<b>Date</b>	<b>Description</b>
09/09/2016	Will continue to assign and assess student SLO's .

Obj ID	Objective	Objective Purpose	Objective Status
1838	Class Schedule	Operational	Ongoing

**Objective Description**

Classes will be scheduled in a manner which meets student demand while maximizing the efficient use of instructional resources.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

**Assessment Measures**

Date	Description
08/30/2012	Percentage of scheduled classes that are not cancelled. Data will summarize by rubric and semester.

**Intended Results**

Date	Description
08/30/2012	90% of classes offered each semester under a specific rubric will make.

**Actual Results**

Date	Description
09/09/2016	90% of classes offered made.

**Use of Results**

Date	Description
09/09/2016	Will continue to schedule classes in this manner.



Obj ID	Objective	Objective Purpose	Objective Status
1839	Faculty Professional Development	Operational	Ongoing

### Objective Description

Faculty will continue to seek professional development opportunities to enhance their knowledge and skills of current pedagogical practices.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
08/30/2012	Percentage of full-time faculty who have an approved professional development plan and have completed the plan within the appropriate timeframe.

### Intended Results

Date	Description
08/30/2012	100% of all full-time faculty members will have an approved professional development plan on file with the department chair and will have completed that plan within the appropriate time frame. (it is expected that all full-time faculty will complete a professional development plan annually; however, some professional development goals may require more than a year to achieve.)

### Actual Results

Date	Description
09/09/2016	100 % of fulltime faculty have Professional Development plans on file.

### Use of Results

Date	Description
09/09/2016	Will continue to have full time faculty prepare Professional Development plans each year.

Obj ID	Objective	Objective Purpose	Objective Status
1840	Qualified Faculty	Operational	Ongoing

### Objective Description

Hire faculty members who meet credentialing guidelines appropriate for their field.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
08/30/2012	Percentage of faculty who meet minimum credentialing standards as documented on the Faculty Credentialing form.

### Intended Results

Date	Description
08/30/2012	100% of all part time and full time faculty members will meet the minimum credentialing standards for their field.

### Actual Results

Date	Description
09/09/2016	100 % of faculty meet credentialing guidelines.

### Use of Results

Date	Description
09/09/2016	Will continue to hire faculty who meet credentialing standards for the field.

Obj ID	Objective	Objective Purpose	Objective Status
1841	Section Capacity	Operational	Ongoing

### Objective Description

An adequate number of sections will be offered for each course such that student demand is met with out violating pedagogical standards.

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
08/30/2012	The percentage of classes whose actual enrollment exceeds the enrollment capacity.Data will be summarized by rubric and semester.

### Intended Results

Date	Description
08/30/2012	No more than 1% of classes under a specific rubric will exceed the pedagogical capacity each semester.

### Actual Results

Date	Description
09/09/2016	No more than one percent of classes exceeded the pedagogical capacity.

### Use of Results

Date	Description
09/09/2016	Will continue to offer courses in same manner.

Obj ID	Objective	Objective Purpose	Objective Status
1842	SLO Improvement strategies	Operational	Ongoing

### Objective Description

Improvement strategies will be identified for all SLO's where students failed to meet the "criteria for success".

Institutional Goals
14-17 SG-4
4 Strategic Goal #4

### Assessment Measures

Date	Description
08/30/2012	Percentage of SLO's where students have failed to meet the "criteria for success" that have identified improvement strategies in the "use of results" section of the course or programs assessment chart.

### Intended Results

Date	Description
08/30/2012	100% of SLO's where students have failed to meet the "criteria for success" will have identified improvement strategies reported under the "use of results" section of the course or programs assessment charts.

### Actual Results

Date	Description
09/09/2016	6 of 6 SLO's where students failed to meet "criteria for success" were given improvement strategies.

### Use of Results

Date	Description
09/09/2016	Will continue to identify improvement measures for any SLO's where student s fail to meet "criteria for success"

**Unit Code:** 42000  
**Planning Unit:** Students

**Unit Manager**  
Kimbark, Kris

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
1722	Code of Conduct	Operational	Ongoing

**Objective Description**

Students will be taken through the conduct processes efficiently and in allotted timeframes

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

<b>Date</b>	<b>Description</b>
09/25/2014	The conduct database will be utilized to ensure appropriate time frames are followed.

**Intended Results**

<b>Date</b>	<b>Description</b>
09/25/2014	Ensure the new policies and procedures regarding student conduct, complaints and grievances are having the intended effect of guiding our students in appropriate conduct and self advocacy skills on a college campus.

**Actual Results**

<b>Date</b>	<b>Description</b>
09/23/2016	The policies regarding student conduct were updated and are in the Student Handbook.

**Use of Results**

<b>Date</b>	<b>Description</b>
09/23/2016	The updated policy and processes were updated and are currently being used in both the updated College Catalog and the updated Student Handbook.

**Unit Code:** 63000  
**Planning Unit:** Marketing & Communications

**Unit Manager:** Garza, Amanda

**Obj ID:** 1845  
**Objective:** Continuously improve the COM website  
**Objective Purpose:** Operational  
**Objective Status:** No Status

**Objective Description**

The website is the "front door" to College of the Mainland, and is COM's most valuable communication and marketing tool. An effective, attractive website instills confidence in the college and helps visitors make educational decisions.

Institutional Goals
<b>14-17 SG-1</b>
1 Strategic Goal #1
<b>14-17 SG-2</b>
2 Strategic Goal #2
<b>14-17 SG-3</b>
3 Strategic Goal #3
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

Date	Description
10/06/2015	Send quarterly emails to remind departments to review their Web pages.  The new request forms will have an improved workflow and less redundancy and lost emails.  Access tools online to measure speed.

**Intended Results**

Date	Description
10/06/2015	Continue to work with departments to maintain relevant information.  Create a new Web page from SSC #6 recommendation for COM in the Community highlighting volunteerism.  Streamline Marketing request forms creating a sign in for COM employees.  Implement content delivery network to increase speed of the website.

**Actual Results**

Date	Description
07/26/2016	Since March 2016, there have been 456 job requests posted on the new job request forms.
07/26/2016	COM purchased SiteImprove to improve WCAG 2 compliance web accessibility. SiteImprove monitors traffic with heat maps, identifies broken links, misspelled words, gives more in-depth analytics than Google analytics.

**Use of Results**

Date	Description
09/09/2016	We will use the information gathered to improve the website for the 16-17 year. Marketing has purchased SiteImprove to show where visitors are dropping off.

Obj ID	Objective	Objective Purpose	Objective Status
1847	Extend awareness of COM's workforce training and services	Operational	No Status

### Objective Description

Continue to highlight workforce education and success stories.  
 Add new media contacts to send COM stories.  
 Advertise workforce education in local and regional magazines.

Institutional Goals
<b>14-17 SG-4</b>
4 Strategic Goal #4
<b>14-17 SG-6</b>
6 Strategic Goal #6

### Assessment Measures

Date	Description
10/07/2014	Review enrollment statistics in the workforce programs.  New contacts added to media distribution list.

### Intended Results

Date	Description
10/07/2014	Success by growth in enrollment in the workforce programs. New contacts will increase the stories published in the community.

### Actual Results

Date	Description
07/26/2016	Fall 2014, Credit workforce had 1,631 Fall 2015, Credit workforce had 1,744  There were two new media contacts added to the distribution list.  There were approximately 50 credit and CE workforce stories published.

### Use of Results

Date	Description
09/09/2016	Marketing will reach out to more news outlets to cover our stories. Marketing will work closer with Workforce and Cont. Ed to promote programs.

**Unit Code:** 70000  
**Planning Unit:** Student Success Council

**Unit Manager**  
 Templer, James

**Obj ID** 1671  
**Objective** Administer SSC  
**Objective Purpose** Operational  
**Objective Status** In Progress

**Objective Description**

Lead monthly meetings of the Student Success Council (SSC), with prepared agenda and a recorder to document the meetings.

<b>Institutional Goals</b>
<b>14-17 SG-1</b>
1 Strategic Goal #1
<b>14-17 SG-2</b>
2 Strategic Goal #2
<b>14-17 SG-3</b>
3 Strategic Goal #3
<b>14-17 SG-4</b>
4 Strategic Goal #4
<b>14-17 SG-5</b>
5 Strategic Goal #5
<b>14-17 SG-6</b>
6 Strategic Goal #6

**Assessment Measures**

<b>Date</b>	<b>Description</b>
09/24/2014	Posting of agenda and minutes for each of the nine meetings held

**Intended Results**

<b>Date</b>	<b>Description</b>
09/24/2014	A minimum of nine Student Success Council meetings will be held during this academic year, with an agenda and minutes for each.



Obj ID	Objective	Objective Purpose	Objective Status
1672	Communication about SSC	Operational	In Progress

**Objective Description**

Ensure that activities of the SSC are communicated to a broad audience, to include the Board of Trustees and campus constituencies.

Institutional Goals
<b>14-17 SG-1</b>
1 Strategic Goal #1
<b>14-17 SG-2</b>
2 Strategic Goal #2
<b>14-17 SG-3</b>
3 Strategic Goal #3
<b>14-17 SG-4</b>
4 Strategic Goal #4
<b>14-17 SG-5</b>
5 Strategic Goal #5
<b>14-17 SG-6</b>
6 Strategic Goal #6

**Assessment Measures**

Date	Description
09/24/2014	Minutes from meetings of the Board of Trustees, Student Services Leadership Council, and Instructional Leadership Council.

**Intended Results**

Date	Description
09/24/2014	Evidence of communication to a broad audience will be found in minutes from meetings of the Board of Trustees, Student Services Leadership Council, and Instructional Leadership Council.

Obj ID	Objective	Objective Purpose	Objective Status
1674	Tracking Recommendations	Operational	In Progress

**Objective Description**

Track recommendations presented to the Student Success Council (SSC) from presentation to SSC through presentation to the President's Cabinet and assignment to unit/personnel responsible, as appropriate.

Institutional Goals
<b>14-17 SG-1</b>
1 Strategic Goal #1
<b>14-17 SG-2</b>
2 Strategic Goal #2
<b>14-17 SG-3</b>
3 Strategic Goal #3
<b>14-17 SG-4</b>
4 Strategic Goal #4
<b>14-17 SG-5</b>
5 Strategic Goal #5
<b>14-17 SG-6</b>
6 Strategic Goal #6

**Assessment Measures**

Date	Description
09/24/2014	SSC tracking form

**Intended Results**

Date	Description
09/24/2014	A completed tracking form will be posted on the I-Drive to document that each recommendation was considered and reviewed at all steps in the recommendation consideration process.

<b>Unit Code:</b>	<b>Planning Unit:</b>	<b>Unit Manager</b>
74000	SSC Subcommittee 4: Enhancing Student Skills for Navigating and Reaching the End of the Pathway	Sewell, Steve

<b>Obj ID</b>	<b>Objective</b>	<b>Objective Purpose</b>	<b>Objective Status</b>
2033	Establish an office of Credit for Prior Learning (CPL)	Developmental	Ongoing

**Objective Description**

Establish office of Credit for Prior Learning (CPL).

<b>Institutional Goals</b>
<b>14-17 SG-4</b>
4 Strategic Goal #4

**Assessment Measures**

Date	Description
09/23/2016	Number of students utilizing credit for prior learning opportunities to obtain college credit in a given academic year.
	Number of college credit hours obtained through prior learning opportunities in a given academic year.

**Intended Results**

Date	Description
09/23/2016	Establishment of an office of CPL, staffed by one full-time employee.
	Provide opportunities for students to receive credit for prior learning, thus accelerating their completion of their educational pathway.
	Increase the number of completers.

**Actual Results**

Date	Description
09/23/2016	Due to a hiring freeze, establishment of the Office of Credit for Prior Learning has been suspended until further notice.

**Use of Results**

Date	Description
09/23/2016	Establishment of the Office of Prior Learning has been suspended until further notice.