

Strategic Planning Results

Sorted By: Planning Priority

Planning Year: 2014-2015

Planning Priority: Annual Priority #5 - Provide the necessary technol

Unit Code: 20100	Planning Unit: College Annual Plan	Unit Manager: Sewell, Steve
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Obj ID 1458	Objective Provide the necessary technology and teaching resources (Supports Strategic Goal #5)	Objective Purpose Operational	Objective Status In Progress
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Objective Description

Provide the necessary technology and teaching resources for all classrooms and learning formats. (Supports Strategic Goal #5)

Assessment Measures

Date	Description
09/29/2014	Actual implementation of recommendations coming out of SSC Committee #5.

Intended Results

Date	Description
09/29/2014	Implementation of recommendations coming out of SSC Committee #5.

Actual Results

Date	Description
08/28/2015	<p>Three recommendations produced by the Student Success Council Committee #5 were approved by the Student Success Council and the President's Cabinet for implementation.</p> <p>Recommendation #1: A recommendation that the IT Department adjust their work schedules so that IT services can be provided to the campus, including North County, from 7 a.m. to 9 p.m. This adjustment occurred and now IT provides services from 7 a.m. to 9 p.m.</p> <p>Recommendation #2: A recommendation that the Human Resources Department develop a new qualitative candidate assessment form. The form was completed and the intended result is that it will lead to improved assessment of candidates' qualifications, selection of successful candidates based on nondiscriminatory job-related criteria, and finally, enhancement of the quality of faculty and staff.</p> <p>Recommendation #3. A recommendation to identify additional instructional locations in the North County area. The intended goal is to locate suitable locations for expansion in the North County area. This is an ongoing objective as the search for suitable locations for expanding instruction in the North County area continues.</p>

Use of Results

Date	Description
No Data to Display	

Unit Code: 30100
Planning Unit: Library

Unit Manager
Park, Kathryn

Obj ID	Objective	Objective Purpose	Objective Status
1402	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)

Assessment Measures

Date	Description
09/28/2012	Student surveys.

Intended Results

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

Actual Results

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

Use of Results

Date	Description
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 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
1403	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)

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 91% 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 survey students on library services and resources. The library will continue to analyze the circulation of materials in relation to purchasing. The library will align resources and services with the new core curriculum.

Obj ID	Objective	Objective Purpose	Objective Status
1406	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)

Assessment Measures

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

Intended Results

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

Actual Results

Date	Description
09/04/2015	<p>COM Library provided access to 81 licensed databases; 62 from TexShare and 19 are from COM. Through these databases COM students, faculty and staff have access to these full text/media sources: 3,027 news sources; 22,939 journals; 233,162 eBooks; 44,345 videos; 98,501 audio; 573,766 transcripts; 5,494,576 images; 707 tests/tutorials and 18,376,525 primary documents and 6,852,452 essays and other resources.</p> <p>COM Library currently has 271 published guides which had 525,177 views.</p> <p>Library staff answered 6,250 questions; The LibAnswers Knowledgebase, where student help themselves with previously answered questions received 759,849 views.</p> <p>COM Library received 52 requests for the Virtual Librarian and all were filled.</p>

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 online.

Unit Code: 30200
Planning Unit: Instructional Technology (Inactive 2015-2016)

Unit Manager
 Wortman, Janet

Obj ID	Objective	Objective Purpose	Objective Status
1400	Maintain a high level of support for the campus community and faculty members in the use of multimedia technology and related applications.	Operational	Ongoing

Objective Description

In support of College Strategic Goal #5 we will provide a high level of support for the campus community and faculty members in the use of multimedia technology and related applications.

Assessment Measures

Date	Description
08/01/2014	Requests for support will be responded to within 4 hours during normal business hours.
09/12/2014	Formal and on-demand training will be provided to faculty members throughout the school year to support courses with a QEP component.

Intended Results

Date	Description
08/01/2014	Requests for support will handled quickly and proficiently.
09/12/2014	Faculty will feel more confident about conducting courses that contain a QEP component.

Actual Results

Date	Description
06/26/2015	Instruction received prompt, courteous support throughout the school year decreasing downtime and increasing productivity. Faculty were provided training opportunities on topics designed to help them incorporate technology into their curriculum.

Use of Results

Date	Description
No Data to Display	

Obj ID	Objective	Objective Purpose	Objective Status
1420	In support of strategic goal #5, an audio playlist will be developed for use at college and public events.	Operational	In Progress

Objective Description

Establish and maintain a COM iTunes audio playlist for use at campus events.

Assessment Measures

Date	Description
09/12/2014	Establish an iTunes account by 9/30/14.
09/12/2014	Build a playlist of at least 30 songs from varying genres by 12/15/2014.
09/12/2014	Publish the playlist by 12/15/14 and invite suggestions for future expansion.

Intended Results

Date	Description
09/12/2014	To provide campus event planners with a playlist of music they can request for any campus event.

Actual Results

Date	Description
06/26/2015	A COM media service iTunes account was created in September 2014. 89 titles were legally acquired between September and December. Titles fall into the following genres: Alternative, Ambient, Country, Dance, Electronic, Hip/Hop/Rap, Holiday, Pop, R&B and Rock. The playlist was distributed by email on January 8, 2015.

Use of Results

Date	Description
06/26/2015	Event facilitators request music to enhance their events.

Unit Code:	Planning Unit:	Unit Manager
30300	Distance Education (Inactive 2015-2016)	Wortman, Janet

Obj ID	Objective	Objective Purpose	Objective Status
1398	Maintain a high level of support for distance education students and faculty members in the use of distance education related applications.	Operational	In Progress

Objective Description

In support of College Strategic Goal #5 we will maintain a high level of support for distance education students and faculty members by providing training and support in the use of distance education related applications.

Assessment Measures

Date	Description
08/01/2014	Support requests will be responded to within 4 hours during normal business hours.
09/12/2014	Provide 10 or more on-demand training sessions to faculty members throughout the school year on COM's course management system and other distance education related software applications.

Intended Results

Date	Description
08/01/2014	Faculty and students will have a majority of their distance education technical questions answered quickly and accurately.
09/12/2014	Faculty will received needed training at a time that is convenient and works around their teaching schedule.

Actual Results

Date	Description
06/26/2015	<p>In academic year 2014-2015, 4 OCR sessions were offered 2 sessions for fall & 2 sessions for spring convocation, 2 select Blackboard topic sessions were conducted for the IRW faculty and, to date, 75 on-demand sessions have been conducted for 47 faculty & staff members over 24 topics.</p> <p>Faculty and staff members include:</p> <ul style="list-style-type: none"> Abshire, Jason Acero, Carmen Anderson, Carla Barber, John Biscoe-Ingram, Debbie Bordwine, Cheryl Brasher, Heather Bridges, Doreen Burton, Clen Cervantes, Tammy Christina Bergvall Collins, Crystal Dampeer, Angela Delfin, Sophia English, Patty Frieze, Kay Glover, Bruce Gray, Mayuko Gregory, Andrew Gundermann, Molly Hacker, Lisa Hall, Lisa

Hammer, Jere
Hammett, Beth
Harris, Kevin
Helms, Tammi
Heyward, Derrick
Holowaty, Toby
Larsen, Marilyn
LeMaster, Susan
Lowry, JaMargaret
McCreight, Mary
Mickens, Cynthia
Moran, Cathy
Napoli, Susan
Naranjo, Rafael
Plasek, Susan
Rahman, Selina
Rondeau, Sandra
Serda, Dalel
Sharp, Guinn
Terri Davis
Walton, Bridget
Willis, Martha
Wilson, Gary
Zavala, Sandra

Topics include:

Archive & Import

Bb set up Course Menu tabs & folder, Import syllabi & CV into table

Bb (Blackboard) Wiki

Brainstorming for Pre Nursing orientations

Built in SafeAssign in Assignment tool

Calculated Columns & set up weighted columns in the Grade Center

Course Design

Date Management

Download Grade Center

Implement online course review recommendations

Import & deploy Student Technology Survey

Insert QR codes

Jing

Mash-up tool Bb

Organize Grade Center categories

Prep Course for online course readiness review

Reports & tracking progress in Bb

Respondus

Set up customized rules for Retention Center

StudyMate

SoftChalk Cloud

SoftChalk Desktop

Test Exceptions

VoiceThreads

Use of Results

Date	Description
06/26/2015	Faculty have been exposed to new information about technology and software they can use to enhance their courses to increase student engagement and success.

Unit Code: 30700
Planning Unit: Instructional Lab Department

Unit Manager
Cutaia, Janis

Obj ID	Objective	Objective Purpose	Objective Status
1428	Inventory	Operational	Ongoing

Objective Description

Create an Excel workbook documenting inventory in all Instructional Labs.

Assessment Measures

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

Intended Results

Date	Description
09/23/2014	To create accurate inventory of the labs.

Actual Results

Date	Description
09/04/2015	Results attached

Use of Results

Date	Description
09/04/2015	To maintain an inventory of lab equipment and what Instruction will need for the following year.

Obj ID	Objective	Objective Purpose	Objective Status
1429	Teaching/Open Lab Equipment	Operational	Ongoing

Objective Description

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

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
09/04/2015	New equipment was installed. Special software was ordered. Labs and computer classrooms were updated.

Use of Results

Date	Description
09/23/2014	To use for collaboration with IT Services for purchases required.

Unit Code: 35900
Planning Unit: Public Services Careers

Unit Manager
Anderson, Carla

Obj ID	Objective	Objective Purpose	Objective Status
1550	Fire Tech - Resolve storage and transportation issues of equipment	Operational	In Progress

Objective Description

Research and obtain a 7' x 16', 2 axle storage trailer to transport and store training equipment necessary for skills training for the Fire Academy for off-site training days.

Assessment Measures

Date	Description
10/15/2014	Documentation of purchase of equipment

Intended Results

Date	Description
10/15/2014	Acquisition and utilization of trailer to transport and store training equipment to off-site locations

Actual Results

Date	Description
09/04/2015	The Fire Tech program has purchased a 16' x 7' storage trailer to transport and store training equipment for skills training.

Use of Results

Date	Description
No Data to Display	

Obj ID	Objective	Objective Purpose	Objective Status
1552	Fire Tech - Obtain additional hazardous materials equipment for HazMat Technician course	Operational	In Progress

Objective Description

Obtain additional hazardous materials equipment for HazMat Technician course; research and order Patch and Plug kits and Plug N' Dike.

Assessment Measures

Date	Description
10/15/2014	Documentation of purchase of the equipment

Intended Results

Date	Description
10/15/2014	Purchase and utilization of additional HazMat training equipment to enhance skills training.

Actual Results

Date	Description
09/04/2015	The following hazmat equipment has been purchased: hazmat suits, boots, gloves and consumables such as duct tape, etc.

Use of Results

Date	Description
No Data to Display	

Obj ID	Objective	Objective Purpose	Objective Status
1553	Fire Tech - Apply for a grant for fire training facilities and equipment	Operational	Not Started

Objective Description

Research and apply for applicable grants for fire training facilities and equipment.

Assessment Measures

Date	Description
10/15/2014	-number of applicable grants identified -approval of a grant

Intended Results

Date	Description
10/15/2014	-Identification of various grants to serve our Fire Tech needs; -Approval of a grant to fund much needed fire training facilities and equipment.

Actual Results

Date	Description
No Data to Display	

Use of Results

Date	Description
No Data to Display	

Obj ID	Objective	Objective Purpose	Objective Status
1554	Law Enforcement Academy	Operational	Ongoing

Objective Description

Law Enforcement Academy will monitor its compliance with TCOLE standards regarding organization of rosters, learning objectives, assessment instruments and instructor qualifications.

Assessment Measures

Date	Description
10/15/2014	TCOLE site review reports

Intended Results

Date	Description
10/15/2014	Full compliance with TCOLE rules and regulations

Actual Results

Date	Description
No Data to Display	

Use of Results

Date	Description
No Data to Display	

Obj ID	Objective	Objective Purpose	Objective Status
1559	EMS - Obtain "Sim Jr" (pediatric simulator)	Operational	Not Started

Objective Description

Investigate the purchase of Laerdal "Sim Jr" (pediatric simulator similar to SimMan). If possible, purchase the equipment in order to fulfill necessary skills for EMT-B, Intermediate and Paramedic students.

Assessment Measures

Date	Description
10/15/2014	Documentation of purchase of Sim Jr by end of school year.

Intended Results

Date	Description
10/15/2014	Equipment (Sim Jr) purchased to be utilized by students in skills training.

Actual Results

Date	Description
09/04/2015	A pediatric SIM baby was purchased during Spring/Summer 2015 for the EMS program.

Use of Results

Date	Description
No Data to Display	

Obj ID	Objective	Objective Purpose	Objective Status
1560	EMS - Prepare accreditation report	Operational	In Progress

Objective Description

Prepare accreditation report for EMS program which is due 3/2015.

Assessment Measures

Date	Description
10/15/2014	Comments by accrediting body of the report, and any deficiencies therein

Intended Results

Date	Description
10/15/2014	The completion of a thorough, accurate report containing all of the information necessary for reaccreditation.

Actual Results

Date	Description
No Data to Display	

Use of Results

Date	Description
No Data to Display	

Obj ID	Objective	Objective Purpose	Objective Status
1561	EMS - Accreditation Visit	Operational	Not Started

Objective Description

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

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
No Data to Display	

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
1563	Medical Assistant - AAS degree plan	Operational	In Progress

Objective Description

Develop an AAS degree plan for the Medical Assistant program.

Assessment Measures

Date	Description
10/15/2014	Submission and approval by the Curriculum Committee and THECB.

Intended Results

Date	Description
10/15/2014	An AAS degree - Medical Assistant in effect for Fall 2015.

Actual Results

Date	Description
No Data to Display	

Use of Results

Date	Description
No Data to Display	

Unit Code: 36210
Planning Unit: Process Technology

Unit Manager
Wethington, Stephen

Obj ID	Objective	Objective Purpose	Objective Status
1281	Class Schedule	Operational	Ongoing

Objective Description

Classes will be offered at appropriate times for the students

Assessment Measures

Date	Description
09/04/2012	percentage of classes making based on classes offered and classes making.

Intended Results

Date	Description
08/24/2012	90% of classes offered each esmester under a specific rubric will make. (Report to be provided by IRE).

Actual Results

Date	Description
09/02/2015	100% of all offered mandatory classes were made. Three optional internship classes were not made due to the lack of internship offerings by the local ndustry

Use of Results

Date	Description
09/02/2015	Discontinue the CTEC 2286 offering due to the lack of this type of internship

Unit Code: 36230
Planning Unit: Welding

Unit Manager
Woods, Victor

Obj ID 1477
Objective Ventilation Improvement

Objective Purpose
Developmental

Objective Status
In Progress

Objective Description

Ventilation has been installed in both welding labs to bring up to OSHA standards. Plan on working with maintenance department to insulate the building to get A/C working better. This summer after the new units were installed the labs were still 97 degrees.

Assessment Measures

Date	Description
10/01/2014	Successful inspection by professional enviromental and testing firm.

Intended Results

Date	Description
10/01/2014	Ventilation in the welding labs will meet OSHA standards.

Actual Results

Date	Description
09/04/2015	Ventilation has been installed waiting to have it tested. Also will be working maintenance department to insulate the building it was 97 degrees this summer.

Use of Results

Date	Description
No Data to Display	

Unit Code: 70000
Planning Unit: Student Success Council

Unit Manager: Templer, James

Obj ID	Objective	Objective Purpose	Objective Status
1431	Administer SSC	Operational	In Progress

Objective Description

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

Assessment Measures

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

Intended Results

Date	Description
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.

Actual Results

Date	Description
09/04/2015	During academic year 2014-2015, ten SSC meetings, with an agenda and minutes kept for each, were held on the following dates: 9/23/14 10/28/14 11/5/14 11/25/14 1/27/15 2/24/15 3/24/15 4/28/15 5/26/15 6/23/15

Use of Results

Date	Description
09/04/2015	Continue to schedule and facilitate meetings of the SSC.

Obj ID	Objective	Objective Purpose	Objective Status
1432	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.

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.

Actual Results

Date	Description
09/04/2015	We experienced some challenges in documenting the progress of SSC committee recommendations all the way through from development to assignment to an appropriate unit for implementation. As a result of this difficulty, the VPI and VPSS developed a form to assist in tracking recommendations from the time that they are considered in Cabinet to the time that they are assigned to a unit for implementation.

Use of Results

Date	Description
09/04/2015	Due to the difficulties experienced in tracking recommendations, the VPI and the VPSS developed a form to assist in tracking recommendations once they have gone to Cabinet for approval and assignment. Not only will we use this form to improve the tracking process, but we will also ensure that the progress of recommendations through the process of review will be regularly documented in the tracking form on the I-drive by making the tracking form a part of the SSC meeting agenda.

Obj ID	Objective	Objective Purpose	Objective Status
1436	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.

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.

Actual Results

Date	Description
09/04/2015	The BOT was kept regularly informed about SSC activity through presentations made by the VPI and the VPSS. Key activities of the SSC were also reported in the ILC and SSLC.

Use of Results

Date	Description
09/04/2015	Continue to increase communication about SSC activity in these same venues and to other audiences as well.

Unit Code: 75000	Planning Unit: SSC Subcommittee 5: Enhancing the Quality of the Path and the Guides	Unit Manager Bush, Lonica
Obj ID 1271	Objective Off-Site Facilities	Objective Purpose Operational
		Objective Status In Progress

Objective Description

Identify additional instructional locations in the North County area.

Assessment Measures

Date	Description
09/24/2014	Listing of locations for expansion of instructional locations will be developed by end of 2014-2015 academic year.

Intended Results

Date	Description
08/28/2015	Suitable locations for expansion in the North County area will be identified.

Actual Results

Date	Description
08/28/2015	Process to identify and list possible locations for expansion of instruction in the North County continues.

Use of Results

Date	Description
08/28/2015	Search for new sites to expand instruction in the North County will continue.