

Assessment Activity and Report Calendar (2010-2011)

Assessment in education is best described as an action “to determine the importance, size, or value of.”

Activity can be defined as an action or task.

Assessment measures – All components of the college, including instruction, student services, admissions and records, and administrative services can be enhanced by use of thorough and specific assessment methods that identify and quantify (measure) strengths and weaknesses.

Use of assessment – Vernon College is committed to the use of assessment as a tool for providing guidance and direction. The expectation is for each component on the calendar to be implemented, articulated in writing, and documented as to how it will help Vernon College improve.

Report: An account presented usually in detail; a written document describing the findings of some individual or group.

Timeline Month Assessment Activity or Report is Conducted/ Administered	Assessment Activity or Report Name/Title	Department	Responsible Party	Assessment Measurement/ Proposed Use/ Evidence of Use of Data	Month to Share Results to Planning and Assessment Committee	Assessment Activity (AA) Report Both
September						
	Program/Discipline Evaluation	Instructional Services	Shana Munson	Program Revisions/ Viability	May	AA
	DWI Education Annual Report	Continuing Education	Anne Patterson	Maintain Provider Status	October	Report
	Department of Education Actual Cohort Default Rate	Financial Aid	Melissa Elliott/ Joe Hite	College Student Loan Default Rate	October	Both
	Freshman Orientation Survey	Counseling	Counselors	New Student Orientation survey will be used to evaluate content relevancy & scheduling.	October	AA
	Survey of Entering Student Engagement (SENSE)	Institutional Effectiveness/QEP	Criquett Lehman	Entering student perception	March	AA
	End of year Testing Center Report	Testing	Testing Coordinator		October	Report
	Crime Awareness Statistics Report	Student Relations	Director of Student Relations		October	Report

	Health Clinic Annual Report	Health Clinic	Health Clinic Nurse		October	Report
	CTE Award Completer Forms	Instructional Services	CTE Programs and Sharon Winn		October	Report
	Perkins Basic Grant Final Evaluation and Budget Report for previous year	Instructional Services	Sharon Winn		October	Report
	Tech Prep Final Evaluation and Budget Report for previous year	Instructional Services	Romona Vaughan		October	Report
	National Student Clearinghouse Transmission (15th)	Admissions and Records	Lana Carter		October	Report
	Con Ed Student Report Summer II CBM 00A	Admissions and Records	Lana Carter/Joe Hite		October	Report
	Con Ed Class Report Summer II CBM 00C	Admissions and Records	Lana Carter/Joe Hite		October	Report
	Graduate Survey Report	Admissions and Records (ongoing collection) Institutional Effectiveness (annual compilation)	Sarah Davenport/Joe Hite Betsy Harkey		October	Report
	Semi Annual NSGA Report	Counseling	Associate Dean of Student Services		October	Report
October						
	CE Reports (for previous academic year)	Career and Technical Education	Shana Munson and Judy Ditmore	Schedule Development THECB Standards Program Continuation	November	Report
	Compliance Audit for Nursing Educational Programs (VN-CANEP) (October, every 2 years)	LVN	Lynn Kalski	Compliance information survey for BON	November	Both
	Student Report Fall CBM 001	Admissions and Records	Lana Carter/Joe Hite	Enrollments Dual Credit Enrollments	November	Both
	Class Report Fall CBM 004	Admissions and Records Instructional Services	Lana Carter/Joe Hite Gary Don Harkey	Contact Hours/Program Faculty Utilization	November	Both

	End of Semester Class Report Summer I and II CBM 006	Admissions and Records	Lana Carter/Joe Hite	Inter-Semester Retention Completers	November	Both
	Graduate Report Annual CBM 009	Admissions and Records Instructional Services	Sarah Davenport/Joe Hite Gary Don Harkey	Total and Program Graduates Program/Discipline Evaluation	November	Both
	Department of Education FISAP (Annual Report)	Financial Aid	Melissa Elliott/Joe Hite	Federal Dollars Awarded Annually	November	Both
	Athletic Academic Progress Reports	Athletics	Assistant Athletic Director & Athletic Secretary		November	Report
	Texas Success Initiative Report Summer I and II CBM 002	Admissions and Records	Sarah Davenport/Joe Hite		November	Report
	National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		November	Report
	Faculty Report Fall CBM 008	Admissions and Records	Lana Carter/Joe Hite		November	Report
	Marketable Skills Achievement Report Annual CBM 00M	Admissions and Records	Sarah Davenport/Joe Hite		November	Report
	IPEDS Institutional Characteristics	Admissions, Records, and Financial Aid	Joe Hite		November	Report
	IPEDS Completions	Admissions and Records	Sarah Davenport/Joe Hite		November	Report
	IPEDS 12-Month Enrollment	Admissions and Records	Joe Hite		November	Report
	Volunteer Survey for Aid to Education	Institutional Advancement	Michelle Alexander	The reports of how much and for what purpose were philanthropic gifts and grants given to the College and Foundation.	November	Report
November						
	SIR II	Instructional Services	Linda Haney/Gary Don Harkey	Faculty Evaluations/Course Revisions	February	AA

	Library Services Survey (V –students)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	December	AA
	Independent Audit Dept. of Ed (Annual Required)	Financial Aid	Melissa Elliott/Joe Hite	State and Institutional Dollars Awarded Annually	December	Both
	THECB Financial Aid Data Base (FADB) Report	Financial Aid	Melissa Elliott/Joe Hite	State and Institutional Dollars Awarded Annually	December	Both
	Resident Hall Health & Safety Inspections	Housing	Director of Housing	Resident Hall Health & Safety evaluation used to correct infractions & secure safe housing	December	AA
	Housing & Food Service Survey	Housing	Director of Housing	Housing Food Service Survey – appraise student views of food and services	December	AA
	National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		December	Report
	Closing the Gaps	Institutional Effectiveness	Betsy Harkey		December	Report
	Compare Previous 2 years of CE Reports	Continuing Ed	Directors and Coordinators	Trends, Enrollment Statistics and Evaluation	December	AA
December						
	Student Survey (tutoring survey)	Special Services	Deana Lehman	Evaluates quality of tutoring and PASS Center services received	October	AA
	New Beginnings Evaluation	Special Services	Deana Lehman	Evaluates all New Beginnings Services	October	AA
	Special Services Evaluation (ADA services)	Special Services	Deana Lehman	Evaluates services received by students who qualify under Americans with Disabilities Act	October	AA
	New Beginnings Advisory Board Evaluation (December or May, depending on meeting)	Special Services	Deana Lehman	Evaluates New Beginnings Director, Assistant, and Program	October	AA
	New Beginnings Fact Sheet (previous year annual report)	Special Services	Deana Lehman	Uses student files and POISE data to evaluate results of program and in grant writing	October	Both
	Phlebotomy Testing	Continuing Education	Michelle Wood	Licensure Rate	January	Report

	Annual Audit (Annual External Audit reviewed by the Board of Trustees)	Business Office	Dean of Administrative Services	Compliance with state and federal rules-measures effectiveness of institutional financial procedures, practices, and internal controls	February	Report
	Report of Fundable Operating Expenditures to the THECB (Report issued to the THECB)	Business Office	Dean of Administrative Services	Reports expenditures by department or program per THECB rules and regulations – used to evaluate program costs with peer group colleges to assist in determining effective use of funds	February	Both
	Perkins Basic Grant Quarterly Evaluation and Budget Report*	Instructional Services	Sharon Winn		January	Report
	Tech Prep Quarterly Evaluation and Budget Report	Instructional Services	Romona Vaughan		January	Report
	National Student Clearing House Transmission (15 th)	Admissions and Records	Lana Carter		January	Report
	Con Ed Student Report Fall CBM 00A	Admissions and Records	Lana Carter/Joe Hite		January	Report
	Con Ed Class Report Fall CBM 00C	Admissions and Records	Lana Carter/Joe Hite		January	Report
	CBM 116 Follow-up Report	Institutional Effectiveness	Betsy Harkey		January	Report
	Licensure Report (THECB – new report)	Institutional Effectiveness	Betsy Harkey		January	Report
	Uniform Recruitment and Retention Report	Student Relations	Director of Student Relations	State required report that illustrates progress toward Closing the Gaps	January	Both
January						
	NJCAA Eligibility (National Junior College Athletic Association)	Athletics	Assistant Athletic Director & Athletic Secretary	NJCAA Eligibility criteria used to gauge recruitment & retention efforts of coaching staff	February	AA

	Athletic GPA Report to VC Board	Athletics	Dean of Student Services/Athletic Director		February	Report
	Semi Annual Recruiting Report	Student Relations	Director of Student Relations		February	Report
	CTE Award Completer Forms submitted to Admissions	Instructional Services	CTE Programs and Sharon Winn		February	Report
	CTE Marketable Skills Certificate review and update for General Catalog	Instructional Services	CTE Programs, Sharon Winn present to Academic Council		February	Report
	IPEDS Human Resources	Human Resources/ Admissions, Records, and Financial Aid	Haven David/Joe Hite		February	Report
	National Student Clearing House Transmission (23 rd)	Admissions and Records	Lana Carter		February	Report
February						
	LBB Performance Measures Report	Institutional Effectiveness	Betsy Harkey	Most information from CBM Reports; could be used for benchmarking	March	Both
	Evaluation of King Center	Continuing Education	Anne Patterson	Utilization Evaluation/Revision	March	Report
	VN-Nurse Educational Program Information Survey (VN-NEPIS)	LVN	Lynn Kalski	Provides BON information to establish policy	March	AA
	Texas Nurses Association Annual Report	Continuing Education	Michelle Wood	Maintain Provider Status	March	Report
	End of Semester Class Report Fall CBM 006	Admissions and Records	Lana Carter/Joe Hite	Inter-Semester Retention (Completers)	March	Both
	Department of Education (Draft) Cohort Default Rate	Financial Aid	Melissa Elliott/Joe Hite	College Student Loan Default Rate	March	Both
	Lab Evaluation Reports	Instructional Services	Faculty using instructional labs/Sharon Winn		March	Report
	Texas Success Initiative Report Fall CBM 002	Admissions and Records	Sarah Davenport/Joe		March	Report

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	National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		March	Report
	THECB State Program Progress Report	Financial Aid	Melissa Elliott		March	Report
March						
	THECB Accountability Report	Institutional Effectiveness	Betsy Harkey	Benchmarking	April	Both
	Student Report Spring CBM 001	Admissions and Records	Lana Carter/Joe Hite	Enrollments Dual Credit Enrollments	April	Both
	Class Report Spring CBM 004	Admissions and Records	Lana Carter/Joe Hite	Contact Hours/Program	April	Both
		Instructional Services	Gary Don Harkey	Faculty Utilization		
	Athletic Academic Progress Reports	Athletics	Assistant Athletic Director & Athletic Secretary		April	Report
	Perkins Basic Grant Quarterly Evaluation and Budget Report*	Instructional Services	Sharon Winn		April	Report
	Tech Prep Quarterly Evaluation and Budget Report	Instructional Services	Romona Vaughan		April	Report
	Compile requests for curriculum materials, equipment, and professional development for next year to be used for budget and Perkins grant planning.	Instructional Services	Sharon Winn		April	Report
	National Student Clearinghouse Transmission (13 th)	Admissions and Records	Lana Carter		April	Report
	Faculty Report Spring CBM 008	Admissions and Records	Lana Carter/Joe Hite		April	Report
	Con Ed Student Report Spring CBM 00A	Admissions and Records	Lana Carter/Joe Hite		April	Report
	Con Ed Class Report Spring CBM 00C	Admissions and Records	Lana Carter/Joe Hite		April	Report
	Semi Annual NSGA Report	Counseling	Associate Dean of Student Services		April	Report

April							
	SIR II	Instructional Services	Linda Haney/Gary Don Harkey	Faculty Evaluations/Course Revisions	June	AA	
	CCSSE	Institutional Effectiveness	Criquett Lehman	Engagement Benchmarking	October	AA	
	CCFSSE	Institutional Effectiveness	Criquett Lehman	Engagement Benchmarking	October	AA	
	Dental Assisting Testing	Continuing Education	Michelle Wood	Licensure Rate	May	Report	
	Athletic Scholarship Report	Athletics	Dean of Student Services		May	Report	
	Housing Inventory Report	Housing	Director of Housing		May	Report	
	THECB State Budgets (VC Student FA Budgets)	Financial Aid	Melissa Elliott		May	Report	
	National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		May	Report	
	IPEDS Graduation Rates	Admissions and Records	Sarah Davenport/Joe Hite		May	Report	
	IPEDS Student Financial Aid	Financial Aid	Melissa Elliott/Joe Hite		May	Report	
	IPEDS Fall Enrollment	Admissions and Records	Joe Hite		May	Report	
	IPEDS Finance	Business Office/ Admissions, Records and Financial Aid	Dean of Administrative Services/Joe Hite		May	Report	
	Higher Education Regional Council Report	Instructional Services	Gary Don Harkey/ Shana Munson		May	Report	
May							
	Student Survey (tutoring survey)	Special Services	Deana Lehman	Evaluates quality of tutoring and PASS Center services received	June	AA	
	New Beginnings Evaluation	Special Services	Deana Lehman	Evaluates all New Beginnings	June	AA	

				Services		
Special Services Evaluation (ADA services)	Special Services	Deana Lehman	Evaluates services received by students who qualify under Americans with Disabilities Act	June	AA	
New Beginnings Advisory Board Evaluation (December or May, depending on meeting)	Special Services	Deana Lehman	Evaluates New Beginnings Director, Assistant, and Program	June	AA	
Phlebotomy Testing	Continuing Education	Michelle Wood	Licensure Rate	June	Report	
Accreditation Review Committee Annual Report to CAAHEP (Commission on the Accreditation of Allied Health Education Programs) for Surgical Technology	Surgical Technology	Jeff Feix	Program Revision & Accreditation	June	Both	
Student Financial Aid Audit (Annual Audit reported to the Department of Education)	Business Office	Dean of Administrative Services	Reports audit for the previous year ended – measures compliance with federal rules and regulations	June	Both	
Faculty Survey of Library Services	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June	AA	
Library Services Survey (WF-students)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June	AA	
Faculty Professional Development Activities Report	Instructional Services	All faculty, Sharon Winn completes report		June	Report	
Verification of Workplace Competencies Report	Instructional Services	CTE programs, Sharon Winn maintains data		June	Report	
Perkins Basic Grant Application	Instructional Services	Sharon Winn		June	Report	
Tech Prep Grant Application	Instructional Services	Romona Vaughan		June	Report	
National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		June	Report	
Resident Hall Inspection Report	Housing	Director of Housing		June	Report	
Student Activities Year End Report	Student Activities	Director of Student Activities		June	Report	

June						
	CAHIIM Annual Program Assessment	Health Information Technology	HIT Coordinator	Program Revision & Accreditation	July	Report
	Medication Aide Testing	Continuing Education	Michelle Wood	Licensure Rate	July	Report
	End of Semester Class Report Spring CBM 006	Admissions and Records	Lana Carter/Joe Hite	Inter-Semester Retention (Completers)	July	
	Perkins Basic Grant Quarterly Evaluation and Budget Report*	Instructional Services	Sharon Winn		July	Report
	Tech Prep Quarterly Evaluation and Budget Report	Instructional Services	Romona Vaughan		July	Report
	THECB Year End TEOG Report	Financial Aid	Melissa Elliott		July	Report
	National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		July	Report
	Texas Success Initiative Report Spring CMB 002	Admissions and Records	Sarah Davenport/Joe Hite		July	Report
	Con Ed Student Report Summer I CBM 00A	Admissions and Records	Lana Carter/Joe Hite		July	Report
	Con Ed Class Report Summer 1 CBM 00C	Admissions and Records	Lana Carter/Joe Hite		July	Report
	THECB Year End TEXAS Grant Report	Financial Aid	Melissa Elliott		July	Report
	THECB Year End LEAP, SLEAP, State Work-Study and Nursing	Financial Aid	Melissa Elliott		July	Report
July						
	NBSTSA (National Board of Surgical Technology and Surgical Assisting) Certified Surgical Technologist Test	Surgical Technology	Jeff Feix	Licensure Rate	August	Report
	Student Report Summer 1 CBM 001	Admissions and Records	Lana Carter/Joe Hite	Enrollments	August	Both
	Class Report Summer 1 CBM 004	Admissions and Records	Lana Carter/Joe Hite	Contact Hours/Program	August	Both
		Instructional Services	Gary Don Harkey	Faculty Utilization		
National Student Clearinghouse	Admissions and	Lana Carter		August	Report	

August	Transmission (15 th)	Records					
	Student Right to Know Report	Student Relations	Director of Student Relations		August	Report	
	Semi Annual Recruiting Report	Student Relations	Associate Dean of Student Services		August	Report	
	New Beginnings Evaluation	Special Services	Deana Lehman	Evaluates all New Beginnings Services	October	AA	
	Annual Operating Budget (Annual Operating Budget approved by the Board of Trustees)	President's Office and Business Office	President and Dean of Administrative Services	Proposed budget for upcoming year approved- fulfill budgetary approval requirements	September	Both	
	Student Report (Summer II CBM 001)	Admissions and Records	Lana Carter/Joe Hite	Enrollments	September	Both	
	Class Report Summer II CBM 004	Admissions and Records	Lana Carter/Joe Hite	Contact Hours/Program	September	Both	
		Instructional Services	Gary Don Harkey	Faculty Utilization			
	Resident Hall Room Inspections & Inventory	Housing	Director of Housing	Resident Hall Inspection Report - evaluate physical needs and requirements of Housing	September	Report	
	National Student Clearinghouse Transmission (15 th)	Admissions and Records	Lana Carter		September	Report	
IPEDS "Keyholders" Registration	Admissions, Records, and Financial Aid	Joe Hite		September	Report		
Ongoing							
	ADA tests	Special Services	Deana Lehman	Special Accommodations Eligibility	October	AA	
	Make up tests (for instruction)	Special Services	Deana Lehman		October	AA	
	Advisory Committee Meetings (Fall/Spring)	Career and Technical Education	CTE Faculty	Program Revisions	September	AA	
	Capstone Experiences	Career and Technical	CTE Faculty	Program Revisions	September	AA	

		Education	(reviewed every Spring by Academic Council)			
	Syllabi (Spring)	Instructional Services	Faculty and Linda Haney		September	AA
	National Registry test scores	EMS/Fire	Al Garcia	Licensure Rate	September	Report
	Texas Commission on Fire Protection Regulations	EMS/Fire	Al Garcia	Program Revisions/ Licensure Rate	September	Report
	NET Testing for RN students	Testing Center and ADN	ADN staff	Entrance Test	September	AA
	TEAS Testing for LVN students	Testing Center and LVN	LVN staff	Entrance Test	September	AA
	AccuPlacer Testing for Pharmacy Technician students	Testing Center and Pharmacy Technician	Katrina Brasuell	Entrance Test	September	AA
	American Society of Health-System Pharmacists (Spring /Summer)	Pharmacy Technician	Katrina Brasuell	Licensure	September	Report
	Reaccreditation ASHP Pharmacy Technician Program (every 6 years)	Pharmacy Technician	Katrina Brasuell	Accreditation	September	Report
	Texas Department of Licensure and Regulation Certified Nurse Aid Testing	Continuing Education	Michelle Wood	Licensure Rate	September	AA
	Graduate Survey	Admissions and Records Institutional Effectiveness	Sarah Davenport/ Joe Hite Betsy Harkey	Department/Office Student Satisfaction	September	AA
	CE Course Evaluations	Continuing Education	Michelle Wood	Course Revisions	September	AA
	New Student Group Advising Survey	Counseling/Student Relations	Associate Dean of Student Services	NSGA survey will be used to re-evaluate content & scheduling.	September and March via Semi Annual NSGA Report	AA
	Recruiting Visit/Presentation Log	Student Relations	Director of Student Relations	Recruiting contacts log will be used to evaluate schedule for optimal time use.	January and July via Semi Annual Recruiting Report	AA