

Assessment Activity/Report Calendar
Vernon College
2018-2019

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.

| Assessment Activity or Report Name by Title by Month Administered/conducted | Department | Responsible Party | Assessment Measurement/ Proposed Use/ Evidence of Use of Data | <i>Month to Share Results to Student Success Data Committee</i> |
|---|----------------------------|---------------------------|---|---|
| September | | | | |
| DWI Education Annual Report | Continuing Education | Christina Feldman | Maintain Provider Status | October |
| DWI Intervention Annual Report | Continuing Education | Christina Feldman | Maintain Provider Status | October |
| Department of Education Official Cohort Default Rate | Financial Aid | Melissa Elliott | Student Loan Default Rate | October |
| Survey of Entering Student Engagement (SENSE) | Instructional Services/QEP | Donnie Kirk | Entering student perception | April 2018 |
| End of year Testing Center Report | Testing | Testing Coordinator | Used to judge deposits and expenses as well as evaluate needs and scheduling | October |
| Crime Awareness Statistics Report | Student Services | Director of Campus Police | Federal report used to evaluate Vernon College police and security actions. | October |
| Resident Hall Mandatory Orientation Report | Housing | Director of Housing | Each student is duly notified of the Housing Resident Handbook and other policies, procedures, and programs | October |

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|---|----------------------------|---------------------|--|---------|
| Health Clinic Annual Report | Health Clinic | Health Clinic Nurse | Used to assess Vernon College's Tutor use of the Health Clinic and survey services provided | October |
| Perkins Basic Grant Final Report | Instructional Services | Shana Drury | Required report for previous year | October |
| National Student Clearinghouse – Unofficially Withdrawn Report (Fall) | Admissions and Records | Amanda Raines | Student Enrollment | October |
| National Student Clearinghouse First of Term (Fall) | Admissions and Records | Maria Servin | Student Enrollment | October |
| Con Ed Student Report (Q4/Summer) CBM 00A | Admissions and Records | Maria Servin | Non-credit enrollment contact hour report by student | October |
| Con Ed Class Report (Q4/Summer) CBM 00C | Admissions and Records | Maria Servin | Non-credit contact hours by course | October |
| Graduate Survey Report | Admissions and Records | Amanda Raines | Research Feedback Note: ongoing collection and annual compilation | October |
| Professional Development Questionnaire Annual Report | Instructional Services/QEP | Donnie Kirk | Faculty Staff Development Week and VCIC Session Evaluation | October |
| Tutoring Center Satisfaction Student Survey | PASS Department Services | Deana Lehman | Evaluates quality of tutoring and PASS Center services received Note: ongoing collection and annual compilation | October |
| New Beginnings Evaluation | PASS Department Services | Deana Lehman | Evaluates all New Beginnings Services Note: ongoing collection and annual compilation | October |
| ADA Satisfaction Assessment | PASS Department Services | Deana Lehman | Evaluates services received by students who qualify under Americans with Disabilities Act Note: ongoing collection and annual compilation | October |
| ADA Statistics Report | PASS Department Services | Deana Lehman | Special Accommodations Eligibility (ADA tests) | October |

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|--|--|---|--|----------------------------------|
| Faculty Utilization Annual Report | Instructional Services | Vice President of Instructional Services | Based on review of faculty load and listing | October |
| Vernon College Annual Internal Security Audit | Security | Director of Campus Security | Documents efforts throughout the previous academic year to meet federal, state, and local requirements and best practices in campus security | October |
| New Student Orientation Report | Counseling/Student Success | Associate Dean of Student Services | Data and analysis of New Student Orientation Programs | October |
| October | | | | |
| CE Reports | Continuing Education | Christina Feldman | Schedule Development THECB Standards Program Continuation | November |
| Program Completer Report (Fall) | Instructional Services | CTE Programs, Shana Drury, Jean Castle-Wade | Submitted to Admissions for completers who did not apply for graduation | November |
| Compliance Audit for Nursing Educational Programs (VN-CANEP) | LVN | Sherrie Denham Mary Rivard | Compliance information survey for BON Note: administered October, every 2 years | November (Odd numbered years) |
| Compliance Audit for Nursing Educational Programs (RN-CANEP) | RN | Mary Rivard | Compliance information survey for BON | November |
| VC Core Curriculum Assessment Report | Coordinator Assessment of Student Learning | Brad Beauchamp | To report student attainment of the Texas Core Curriculum's six core objectives | November |
| Student Report (Fall) CBM 001 | Admissions and Records | Maria Servin | Enrollments Dual Credit Enrollments | November |

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|--|---|--------------------------------------|--|----------|
| Class Report (Fall) CBM 004 | Admissions and Records | Maria Servin | Contact Hours/Program | November |
| Graduate Report Annual CBM 009 | Admissions and Records | Amanda Raines | Total and Program Graduates | November |
| Fiscal Operations Report and Application to Participate (FISAP) | Financial Aid | Melissa Elliott | Federal Dollars Awarded Annually | November |
| Texas Success Initiative Report (Summer I) CBM 002 | Admissions and Records | Maria Servin | Provides useful data for TSI evaluation for all undergraduate students | November |
| Texas Success Initiative Report (Summer II) CBM 002 | Admissions and Records | Maria Servin | Provides useful data for TSI evaluation for all undergraduate students | November |
| National Student Clearinghouse Subsequent of Term (Oct) | Admissions and Records | Maria Servin | Student Enrollment | November |
| Occupational Skills Achievement Report CBM 00M | Admissions and Records | Amanda Raines | Note: annual report | November |
| IPEDS Institutional Characteristics Report | Admissions, Records, and Financial Aid | Joe Hite Amanda Raines | Collects basic institutional data | November |
| IPEDS Completions Report | Admissions and Records | Joe Hite Amanda Raines | Collects number of degrees and other formal awards (certificates) conferred | November |
| IPEDS 12-Month Enrollment Report | Admissions and Records | Joe Hite Amanda Raines | Reports head count and contact hours | November |
| Volunteer Survey for Aid to Education | Institutional Advancement | Michelle Alexander | The annual report of how much and for what purpose were philanthropic gifts and grants given to the College and Foundation. The report is filed by October 1 each year. | November |

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|---|---------------------------|--|---|----------|
| Student Schedule Report (Summer I) CBM 00S | Admissions and Records | Maria Servin | reflects individual courses and grades, by student, as of the final day for each semester | November |
| Student Schedule Report (Summer II) CBM 00S | Admissions and Records | Maria Servin | reflects individual courses and grades, by student, as of the final day for each semester | November |
| Student End of Semester Reports (Summer I) CBM 0EI | Admissions and Records | Maria Servin | reflects students enrolled at the reporting institution as of the final day of each semester | November |
| Student End of Semester Reports (Summer II) CBM 0EI | Admissions and Records | Maria Servin | reflects students enrolled at the reporting institution as of the final day of each semester | November |
| RN-Nurse Educational Program Information Survey (RN-NEPIS) | Nursing | Mary Rivard | Annual Report to the Board of Nursing | December |
| November | | | | |
| SIR II Survey (Fall) | Instructional Services | Linda Haney/ Vice President of Instructional Services | Student Instructional Report Faculty Evaluations/Course Revisions | February |
| SIR II Supplemental Questions (Fall) | Instructional Services | Linda Haney/ Vice President of Instructional Services | Student Instructional Report Faculty Evaluations/Course Revisions | February |
| eSIR II Survey (Fall) | Instructional Services | Linda Haney/ Vice President of Instructional Services | Student Instructional Report Faculty Evaluations/Course Revisions | February |
| eSIR II Supplemental Questions (Fall) | Instructional Services | Linda Haney/ Vice President of | Student Instructional Report Faculty Evaluations/Course Revisions | February |

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|--|---|----------------------------|---|---------------------|
| | | Instructional Services | | |
| Library Services Student Survey (VER) Student Survey of Library Services (VER) Title Change | Vernon College Library | Marian Grona | Library Services Revision/Emphasis | December |
| Library Services Student Survey (SLC) Student Survey of Library Services (SLC) Title Change | Vernon College Library | Marian Grona | Library Services Revision/Emphasis | December |
| Library Services Student Survey (Concurrent Enrollment/Dual Credit Students at Service Area High Schools) | Vernon College Library Move assessment to April. Title Change | Marian Grona | Library Services Revision/Emphasis | December |
| Library Survey of Online Students | Vernon College Library | Marian Grona | Library Services Revision/Emphasis | December |
| Resident Hall Fire Drill Report (Fall) | Housing | Director of Housing | Emergency preparedness actions | December |
| Housing & Food Service Survey | Housing | Director of Housing | Housing Food Service Survey – appraise student views of food and services | December |
| National Student Clearinghouse Subsequent of Term (Nov) | Admissions and Records | Maria Servin | Student Enrollment | December |
| December | | | | |
| Independent Annual Financial Aid Audit (moved from November) | Financial Aid | Melissa Elliott | Compliance with state and federal regulations | January |
| THECB Financial Aid Database (FADB) Report 3 | Financial Aid | Melissa Elliott | Federal, state, institutional, and private funds awarded | January |

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|---|-----------------------------|---------------------------------|---|----------|
| New Beginnings Fact Sheet | PASS Department Services | Deana Lehman | Uses student files and POISE data to evaluate results of program and in grant writing Note: previous year annual report | October |
| Annual Audit - Financial | Business Office | Dean of Administrative Services | Compliance with state and federal rules measures effectiveness of institutional financial procedures, practices, and internal controls Note: Annual External Audit reviewed by the Board of Trustees | February |
| Report of Fundable Operating Expenditures 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 |
| National Student Clearinghouse Subsequent of Term (Dec) | Admissions and Records | Maria Servin | Student Enrollment | January |
| National Student Clearinghouse Graduates Only (Fall) | Admissions and Records | Maria Servin | Student Enrollment | January |
| Con Ed Student Report (Q1/Fall) CBM 00A | Admissions and Records | Maria Servin | Non-credit enrollment contact hour report by student | January |
| Con Ed Class Report (Q1/Fall) CBM 00C | Admissions and Records | Maria Servin | Non-credit contact hours by course | January |
| CBM 116 Follow-up Report | Institutional Effectiveness | Betsy Harkey | Automated Student and Adult Learner Follow-Up System THECB Report | January |
| Licensure Report ,THECB | Institutional Effectiveness | Betsy Harkey | Collection of licensure and certification number of students tested and passed during academic year. Also collect continuing education tested and passed for Vernon College KPIA. | January |

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|--|---|---|---|--------------------|
| End of Semester Course Review (Fall) | Instructional Services | Brad Beauchamp | Data from ESCRs are aggregated annually to provide an institutional overview of student attainment of the general core competencies and student learning outcomes. | February |
| Academic Coaching Summary (Fall) | Student Success Title III/Student Services | Student Success Pathway Director | Evaluates student interaction with the Student Success Specialist as well as time spent in direct student contact (includes STEPS, Student Success Series) | January |
| Chap Express Report (Fall) | Student Success Title III/Student Services | Student Success Pathway Director | Includes student data, student demographics, scheduling information and student reviews | January |
| Peer Mentor Program Report (Fall) | Student Success Title III/Student Services | Student Success Pathway Director | Evaluates peer mentor mentee participation (timesheets, mentee overview forms, mentees assigned, exit survey information) | January |
| Counseling Appointment and Degree Audit Report (Summer/Fall) | Counseling | Associate Dean of Student Services | Highlights the numbers of students served and services used by students | January |
| Resident Hall Health & Safety Report (Fall) | Housing | Director of Housing | Resident Hall Health & Safety evaluation used to correct infractions & secure safe housing | January |
| January | | | | |
| NJCAA Eligibility Report | Athletics | Athletic Director | NJCAA (National Junior College Athletic Association) To monitor academic success for needed intervention | February |
| Athletic GPA Report | Athletics | Athletic Director | Average GPA of each sport presented to Board of Trustees | February |
| Occupational Skills Award Report | Instructional Services | CTE Programs, Shana Drury | Review and update for General Catalog and presented to Academic Council | February |

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|---|--|--|---|----------|
| National Student Clearinghouse First of Term (Spring) | Admissions and Records | Maria Servin | Student Enrollment | February |
| National Student Clearinghouse – Unofficially Withdrawn Report (Spring) | Admissions and Records | Amanda Raines | Student Enrollment | February |
| Board of Trustees Self-Reflection/Evaluation | President’s Office/Institutional Effectiveness | Dr. Dusty R. Johnston/Betsy Harkey | Self-Reflection/Evaluation completed by members of the Board of Trustees to help guide future actions and training needs. | March |
| February | | | | |
| IPEDS Student Financial Aid Survey | Financial Aid | Melissa Elliott | Data collection regarding student financial aid assistance | March |
| LBB Performance Measures Report | Institutional Effectiveness | Betsy Harkey | Most information from CBM Reports; could be used for benchmarking | March |
| Evaluation of King Center and Usage | Continuing Education | Anne Patterson | Utilization Evaluation/Revision | March |
| Program Completer Report (Spring) | Instructional Services | CTE Programs, Shana Drury, Jean Castle-Wade | Submitted to Admissions for completers who did not apply for graduation | March |
| VN-Nurse Educational Program Information Survey (VN-NEPIS) | LVN | Sherrie Denham | Provides BON information to establish policy | March |
| Department of Education Draft Cohort Default Rate | Financial Aid | Melissa Elliott | Student Loan Default Rate | March |
| Lab Evaluation Reports | Instructional Services | Faculty using instructional labs/Shana Drury, Jean Castle-Wade | To make recommendations for improvement | March |
| Texas Success Initiative Report (Fall) CBM 002 | Admissions and Records | Maria Servin | Provides useful data for TSI evaluation for all undergraduate students | March |

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|---|-----------------------------|-----------------|--|-------|
| National Student Clearinghouse Subsequent of Term (Feb) | Admissions and Records | Maria Servin | Student Enrollment | March |
| THECB Financial Aid Data Base (FADB) Report 1 | Financial Aid | Melissa Elliott | Federal, state, institutional, and private funds awarded | March |
| Faculty Report (Fall) CBM 008 | Admissions and Records | Maria Servin | collect data on the academic duties of all personnel who teach a class | March |
| Student Schedule Report (Fall) CBM 00S | Admissions and Records | Maria Servin | reflects individual courses and grades, by student, as of the final day for each semester | March |
| Student End of Semester Report (Fall) CBM OEI | Admissions and Records | Maria Servin | reflects students enrolled at the reporting institution as of the final day of each semester | March |
| Evaluation of the CCC Fitness Center and Usage | Continuing Education | Seth Hughes | Utilization Evaluation | March |
| Student Report (Spring) CBM 001 | Admissions and Records | Maria Servin | Enrollments Dual Credit Enrollments | March |
| Class Report (Spring) CBM 004 | Admissions and Records | Maria Servin | Contact Hours/Program | March |
| March | | | | |
| THECB Accountability Report | Institutional Effectiveness | Betsy Harkey | Benchmarking | April |
| Perkins Basic Grant Biannual Report | Instructional Services | Shana Drury | Required progress report | April |
| National Student Clearinghouse Subsequent of Term (Mar) | Admissions and Records | Maria Servin | Student Enrollment | April |
| Con Ed Student Report (Q2/Winter) CBM 00A | Admissions and Records | Maria Servin | Non-credit enrollment contact hour report by student | April |
| Con Ed Class Report (Q2/Winter) CBM 00C | Admissions and Records | Maria Servin | Non-credit contact hours by course | April |

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| New Student Orientation Report (Spring) | Counseling | Associate Dean of Student Services | Data and analysis of NSOs | April |
| April | | | | |
| SIR II Survey (Spring) | Instructional Services | Linda Haney/ Vice President of Instructional Services | Student Instructional Report Faculty Evaluations/Course Revisions | September |
| SIR II Supplementary Questions (Spring) | Instructional Services | Linda Haney/ Vice President of Instructional Services | Student Instructional Report Faculty Evaluations/Course Revisions | September |
| eSIR II Survey (Spring) | Instructional Services | Linda Haney/ Vice President of Instructional Services | Student Instructional Report Faculty Evaluations/Course Revisions | September |
| eSIR II Supplemental Questions (Spring) | Instructional Services | Linda Haney/ Vice President of Instructional Services | Student Instructional Report Faculty Evaluations/Course Revisions | September |
| CCSSE | Instructional Services/QEP | Donnie Kirk | Engagement Benchmarking | October 2017 |
| CCFSSE | Instructional Services/QEP | Donnie Kirk | Engagement Benchmarking | October 2017 |
| Athletic Scholarship Report | Athletics | Athletic Director | Analysis of athletic scholarship dollars | May |
| THECB State Budgets Report | Financial Aid | Melissa Elliott | VC student financial aid budget | May |

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|---|---|---|--|------|
| National Student Clearinghouse Subsequent of Term (Apr) | Admissions and Records | Maria Servin | Student Enrollment | May |
| IPEDS Graduation Rates Report | Admissions and Records | Joe Hite Amanda Raines | To satisfy Student Right to Know legislation | May |
| IPEDS Graduation Rates 200% | Admissions and Records | Joe Hite Amanda Raines | Extension of Graduation Rates Report (above) to 200% of completion time | May |
| IPEDS Outcome Measures | Admissions and Records | Joe Hite Amanda Raines | Data collect by various cohorts of degree/certificate seeking students | May |
| IPEDS Fall Enrollment Report | Admissions and Records | Joe Hite Amanda Raines | Collection of student data | May |
| IPEDS Finance Report | Business Office/ Admissions, Records and Financial Aid | Dean of Administrative Services/ Joe Hite Amanda Raines | To describe financial condition of college | May |
| Academic Libraries Component for IPEDS | Library Services | Marian Grona | If expenditures exceed \$100,000.00, organizations are required to complete and submit the remainder of the report | May |
| Higher Education Regional Council Report (HERC) | Instructional Services | Vice President Instructional Services/ Shana Drury | To detail activities outside of service region | May |
| IPEDS Human Resources | Human Resources/ Admissions, Records, and Financial Aid | Haven David | Collection of staff data and salaries | May |
| Library Services Student Survey (CCC) Student Survey of Library Services (CCC) Title Change | Vernon College Library | Marian Grona | Library Services Revision/Emphasis | June |

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|--|--|--|--|-----------------|
| Library Services Student Survey (STC) Student Survey of Library Services (STC) Title Change | Vernon College Library | Marian Grona | Library Services Revision/Emphasis | June |
| Library Services Student Survey (Seymour) Student Survey of Library Services (Seymour) Title Change | Vernon College Library | Marian Grona | Library Services Revision/Emphasis | June |
| Library Survey of Concurrent Enrollment/Dual Credit Students at Service Area High Schools Title Change | Vernon College Library Changed assessment date from November to April. | Marian Grona | Library Services Revision/Emphasis | June |
| May | | | | |
| Accreditation Review Council on Surgical Technology and Surgical Assisting Annual Report to CAAHEP | Surgical Technology | Jeff Feix | Programmatic accreditation standards outcomes report to demonstrate compliance. Data is also reported to program advisory committee and used to evaluate the overall program, policies, and personnel. | June |
| Student Financial Aid Audit | Business Office | Dean of Administrative Services | Reports audit for the previous year ended – measures compliance with federal rules and regulations (Annual Audit reported to the Department of Education) | June |
| Library Services Faculty Survey Faculty Survey of Library Services Title Change | Vernon College Library | Marian Grona | Library Services Revision/Emphasis | June |
| Verification of Workplace Competencies Report | Instructional Services | CTE programs, Shana Drury maintains data | THECB report for activity and completers by CTE program | June |

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|---|--|------------------------------------|--|----------------------|
| National Student Clearinghouse Subsequent of Term (May) | Admissions and Records | Maria Servin | Student Enrollment | June |
| Resident Hall Fire Drill Report (Spring) | Housing | Director of Housing | Emergency preparedness actions | June |
| Resident Hall Health and Safety Report (Spring) | Housing | Director of Housing | Identifies needed repairs and replacement furniture | June |
| Resident Hall Inventory Report | Housing | Director of Housing | Needed repairs and furniture replacement | June |
| Resident Hall Severe Weather Drill Report | Housing | Director of Housing | Emergency preparedness actions Note: conducted once a year (Spring) | June |
| Student Activities Year End Report | Student Activities /Housing | Director of Housing | Compilation of data from student activities survey | June |
| Academic Coaching Summary (Spring) (Annual) | Student Success-Title III/Student Services | Student Success Pathway Director | Evaluates student interaction with the Student Success Specialist as well as time spent in direct student contact (includes STEPS, Student Success Series) | June July |
| Chap Express Report (Spring) (Annual) | Student Success-Title III/Student Services | Student Success Pathway Director | Includes student data, student demographics, scheduling information and student reviews | June July |
| Peer Mentor Program Report (Annual) | Student Success-Title III/Student Services | Student Success Pathway Director | Evaluates peer mentor-mentee participation (timesheets, mentee overview forms, mentees assigned, exit survey information) | July |
| Counseling Appointment and Degree Audit Report (Spring) | Counseling | Associate Dean of Student Services | Highlights the numbers of students served and services used by students | September |
| QERI Survey | Instructional Services/QEP | Donnie Kirk | Quality Enhancement Resource Inventory Evaluation | September |
| National Student Clearinghouse Graduates Only (May) | Admissions and Records | Maria Servin | Student Enrollment | June |

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|---|--|------------------------------|---|------|
| Program/Discipline Evaluation | Instructional Services | Greg Fowler, Mark Holcomb | Program Revisions/ Viability | July |
| National Student Clearinghouse – Unofficially Withdrawn Report (Spring) | Admissions and Records | Maria Servin | Student Enrollment | June |
| End of Semester Course Review (Spring) | Coordinator Assessment of Student Learning | Brad Beauchamp | Data from ESCRs are aggregated annually to provide an institutional overview of student attainment of the general core competencies and student learning outcomes. | July |
| June | | | | |
| CAHIIM Annual Program Assessment | Health Information Management | HIM Coordinator | Program Revision & Accreditation | July |
| National Student Clearinghouse First of Term (Summer) | Admissions and Records | Maria Servin | Student Enrollment | July |
| National Student Clearinghouse – Unofficially Withdrawn Report (Summer) | Admissions and Records | Amanda Raines | Student Enrollment | July |
| Texas Success Initiative Report (Spring) CMB 002 | Admissions and Records | Maria Servin | Provides useful data for TSI evaluation for all undergraduate students | July |
| Con Ed Student Report (Q3/Spring) CBM 00A | Admissions and Records | Maria Servin | Non-credit enrollment contact hour report by student | July |
| Con Ed Class Report (Q3/Spring) CBM 00C | Admissions and Records | Maria Servin | Non-credit contact hours by course | July |
| Faculty Report (Spring) CBM 008 | Admissions and Records | Maria Servin | collect data on the academic duties of all personnel who teach a class | July |
| Student Schedule Report (Spring) CBM 00S | Admissions and Records | Maria Servin | reflects individual courses and grades, by student, as of the final day for each semester | July |

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|--|--|---|---|-----------|
| Student End of Semester Report (Spring) CBM OEI | Admissions and Records | Maria Servin | reflects students enrolled at the reporting institution as of the final day of each semester | July |
| Student Number Change Report CBM 00N | Admissions and Records | Maria Servin | Change in Student ID, birthdate, and gender (compilation of reports submitted for academic year) Note: Submission = Any Time as Needed | July |
| July | | | | |
| Program Completer Report (Summer) | Instructional Services | CTE Programs, Shana Drury, Donna Egoavil | Submitted to Admissions for completers who did not apply for graduation | August |
| Student Report (Summer I) CBM 001 | Admissions and Records | Maria Servin | Enrollments | August |
| Class Report (Summer I) CBM 004 | Admissions and Records | Maria Servin | Contact Hours/Program | August |
| National Student Clearinghouse Subsequent of Term (July) | Admissions and Records | Maria Servin | Student Enrollment | August |
| Student Right to Know Report | Admissions and Records | Director of Admissions and Records | Used for comparison of academic progress of VC athletes and the general student body | August |
| Texas Workforce Commission Eligible Training Provider Report | Admissions and Records | Amanda Raines | Data used to access Vernon College Eligible Training Provider Programs | August |
| August | | | | |
| Annual Operating Budget | President's Office and Business Office | President and Dean of Administrative Services | Proposed budget for upcoming year approved- fulfill budgetary approval requirements (Annual Operating Budget approved by the Board of Trustees) | September |

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|---|--|---|---|--|
| Student Report (Summer II) CBM 001 | Admissions and Records | Maria Servin | Enrollments | September |
| THECB Financial Aid Data Base (FADB) Report 2 | Financial Aid | Melissa Elliott | Federal, state, institutional, and private funds awarded | September |
| Class Report (Summer II) CBM 004 | Admissions and Records | Maria Servin | Contact Hours/Program | September |
| Resident Hall Inspection Report | Housing | Director of Housing | Document inventory and condition of facilities before occupation by students | September |
| National Student Clearinghouse Subsequent of Term (Aug) | Admissions and Records | Maria Servin | Student Enrollment | September |
| IPEDS "Keyholder" Registration Report | Admissions, Records, and Financial Aid | Joe Hite Amanda Raines | Annual registration for user ID and password | September |
| New Student Orientation Report (Fall) | Counseling | Associate Dean of Student Services | Data and analysis of NSOs | September |
| National Student Clearinghouse – Graduates Only | Admissions and Records | Maria Servin | Student Enrollment | September |
| Annual Recruiting Report | Admissions and Records | Coordinator of Recruiting | Data used to measure effectiveness of program efforts and develop annual recruiting plans. Reviewed by the Integrated Marketing/Recruiting Committee. | September |
| Texas Commission on Fire Protection Regulations | Fire | Christina Feldman | Program Revisions/ Licensure Rate | September |
| Reaccreditation ASHP/ACPE Pharmacy Technician Program | Pharmacy Technician | Katrina Gundling | Accreditation | Pending (every 6 years) Expected soon |
| Vernon College Effectiveness Questionnaire | Institutional Effectiveness | Betsy Harkey | Annual online satisfaction and input questionnaire administered mid-August through mid-September | October |

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Approved by the Student Success Data Committee on October 12, 2018
Reviewed by the College Effectiveness Committee on October 19, 2018