Vernon College Annual Action Plan 2011-2012

Office of President
Division of Institutional Effectiveness - Quality Enhancement

Priority Initiative:
#2 Integrate the Quality Enhancement Plan functions and activities into the infrastructure of the college.
Objective #1: Facilitate communication regarding the Quality Enhancement Plan for the institution and outside entities (such as SACS).
Responsibility: Criquett Lehman, Director of Quality Enhancement
Statement of Need:
Compliance requirements as directed by SACS.
As outlined and directed in the Quality Enhancement Plan document.
Actions:
1. Publish "the Quest" newsletter to be distributed to faculty and staff via mass email and post on the website as a resource.
2. Publish "the Chap" student newsletter once a semester to be posted on the website and sent to all student's via their Vernon College email
3. Present/provide information at orientations - students, new employees, Fall and Spring faculty and staff developments.
4. Produce the QEP Annual Progress Report not later than September 2012.
Resources and Approximate $: Institutional Improvement, no $
Assessment Method/Date:
1. Produce 3 faculty/staff newsletters per academic year 2011-2012. July 2012
2. Produce 1 student newsletter per semester (Fall 2011 & Spring 2012). May 2012
3. Provide a list of dates, agendas, and participation log for orientations. May 2012
4. Annual Progress Report submitted by September 2012.
Results: Achieved,   Not Achieved,   In Progress
Assessment Data/Evidence:
1. Produced 2 issues of the Quest - Fall 2011 and Spring 2012. The newsletter was distributed via faculty/staff email and posted on the website. **Not Achieved**
2. Published 2 issues of the Chap – Fall 2011 and Spring 2012 and distributed via student email. **Achieved**
3. New Employee Emails were sent to all new employees on a monthly basis. QEP information including SoftChalk, Camtasia, and Wimba were presented during Faculty/Staff Development weeks August 15 – 29, 2011 and January 9-13, 2012. QEP infomation was distributed to students via student email, student newsletter, and using the TV Monitors of both campuses. **Achieved**

4. Annual Progress Report will be submitted to the QEP Implementation Committee in the October 29, 2012 meeting. **In Progress**

Use of Results for Improvement:

1. Due to limited time during student orientations, QEP information will be distributed to students through mass emails, facebook/twitter, meetings with student leadership organizations, and TV monitors located on all campuses.

2. Weekly emails, the President's Monthly College Update, Facebook/Twitter, and the VCIC in Blackboard will also be used to present/provide information to faculty and staff.

3. The QEP Annual Progress Report submission date was moved back to more closely align with the college annual planning process.

Objective #2: Chair Quality Enhancement Plan Implementation Committee
Responsibility: Criquett Lehman, Director of Quality Enhancement

Statement of Need: As outlined and directed in the Quality Enhancement Plan document.

Actions:
1. Provide leadership as chair.
2. Meet monthly.
3. Ensure completion of Quality Enhancement Plan objectives.
4. Review and maintain Quality Enhancement Plan timeline.

Resources and Approximate $: Institutional Improvement, no $

Assessment Method/Date:
1. Agenda and minutes for the 2011-2012 academic year. July 2012
2. Number of meetings completed in the 2010-2011 academic year. July 2011

Results: ✓ **Achieved**,   Not Achieved,   In Progress

Assessment Data/Evidence:
1. Criquett Lehman, Director of Quality Enhancement chaired the Committee.

2. A total of 10 monthly meetings were conducted: August 29, 2011; September 26, 2011; October 24, 2011; November 28, 2011; January 30, 2012 (Electronic); February 27, 2012; March 26, 2012 (Electronic); April 23, 2012; June 28, 2012 (Electronic); July 30, 2012 (Electronic).

3. Accomplishments included: The Quality Enhancement Resource Inventory written process was approved October 24, 2011; 2010-2011 QEP Annual Progress Report was approved October 24, 2011; Committee members voted and approved the following pilot participants for 2012-13: Marian Grona, Kathy Peterson, Jason Scheller; Formalized the feasibility review of all pilot projects which includes enhancements to the original QEP resources; CCSSE, CCFSSE, and SENSE data continued to be provided to the college community through various means. This data also included results from a CCSSE student feedback survey conducted through the VCIC.

4. The QEP timeline is reflected on each meeting agenda. All agendas and minutes for 2011-2012 were submitted and posted in the College Effectiveness Blackboard Course.

Use of Results for Improvement:

The committee will reevaluate the use of the technology tool Wimba Live Classroom to determine if it is meeting the currents needs of faculty and staff. The committee will be reviewing the progress of the QEP thus far and make recommendations for changes or enhancements during the 2012-13 academic year. The requirements of the SACSCOC Fifth Year Interim Report will continue to be reviewed and processes will be revised to reflect any changes if necessary.

Objective #3: Manage and provide support for the quality enhancement pilot program as prescribed by the Quality Enhancement Plan.
Responsibility: Criquett Lehman, Director of Quality Enhancement; Roxanne Hill, Instructional Design and Technology Coordinator

Statement of Need:

Compliance requirements as directed by SACS.

As outlined and directed in the Quality Enhancement Plan document.

Actions:

1. Recruit new pilot participants.

2. Review pilot project documentation and provide support and training for incorporation of General Education Outcomes and development of assessment measures.

3. Provide training and professional development to be completed each semester by December 2011 and May 2012.

   Organize and conduct trainings, Oversee pilot mentor program, Schedule and conduct one-on-one meetings, Participate in NISOD convention.

4. Provide technical and operational support through purchase of software and equipment, completion of mid and end-of-year reports, providing oversight for pilot portion of the QEP timeline.

Resources and Approximate $: QERI = available through Quality Enhancement Resource Inventory

2. Institutional Improvement: Funding for NISOD Convention - $1,400.00 X 5 pilot participants = $7,000.00 (Est.)

3. Personnel: QEP Pilot Stipends - $2,700.00 per pilot participant x 5 pilot participants = $13,500.00

4. Technology: All costs estimated based on 2010 figures. TOTAL: $21,524.00

Wimba License - $15,772.00

1 Laptop Computer - $1,300.00

3 Laptop Computers - QERI

1 Tablet Computer - $1,750.00

1 Camtasia Software - $200.00

1 Camtasia Software - QERI

1 Webcam - QERI

1 Headset with Microphone - QERI

1 Video Camcorder - $450.00

Class set of Math Manipulatives - FREE website

LivePerson Chat - $100/mo X 12 mo = $1200.00

1 Genius Mouse Pen/Tablet - $37.00

1 Projector Sharp LCD - QERI

1 Set Quizdom Clickers - QERI

Assessment Method/Date:

1. Number of new pilot applications, completion of pilot project rubrics by the QEP Implementation Committee, meeting minutes reflecting the selection of the pilot participants for the 2012-2013 academic year. December 2011

2. List of "Objective" (General Education Outcomes) section and "Assessment Data/Evidence" (Assessment Measures) section of end-of-year reports for each pilot participant. July 2012

3. List of pilot mentor resources posted to website/Blackboard, log of one-on-one meetings, log of trainings, number of pilots who participated in NISOD Convention. Review and complete December 2011, May 2012, and August 2012. Meeting minutes reflecting updates reported to QEP Implementation Committee. January 2012, June 2012

4. Budget spreadsheet and purchase requisitions reflecting equipment and software purchases (August 2012), Resource Inventory supply (August 2012), Resource Inventory check out log (August 2012), completion of pilot mid-year reports (December 2011), completion of pilot end-of-year reports (July 2012), Committee meeting minutes reflecting the completion of pilot objectives according to the QEP timeline (August 2012).

Results: ✓ **Achieved**,   Not Achieved,   In Progress

Assessment Data/Evidence:

1. Three pilot applicants were approved by the QEP Implementation Committee on January 30, 2012. Minutes and rubrics are on file in the Director of Quality Enhancement's office.

2. The pilot objectives included using Wimba Live Classroom to facilitate online tutoring, creating student testimonials to promote the use of

3. There were a total of 4 VConnected Team members for the 2011-12 academic year. Approximately 40 one-on-one meetings and trainings were conducted. VConnected Team members progress was presented to the QEP Implementation Committee during the Spring 2012 meetings. All 2012-13 VConnected Team members attended the NISOD Conference May 27 – May 30, 2012.

4. All requested resources were purchased or provided through the QERI including: Wimba License; 4 Laptop Computers; 2 Camtasia Software Licenses; Webcam – included with Laptop; Headset with Microphone; Video Camcorder; Velaro Chat, Genius tablet, Projector, Qwizdom Clickers. The Quality Enhancement Resource inventory consisting of approximately 60 hardware or software items were offered and circulated to the college community. These items were checked out over 100 times throughout the year (not including unlimited access items). Mid-year reports were received November 2011 and end-of-year reports were received June 2012. May/June and July/August 2012 meeting notes reflect the completion of these projects.

Use of Results for Improvement:
1. The Committee will continue to review the Student Learning Outcomes/Objectives and the Assessment Data/Evidence to ensure implementation, assessment, evaluation and feasibility. Those pilot projects that are still considered Active will continue to assess their students during the 2012-13 academic year and report their results in January 2013 and May 2013.

2. The feasibility rubric has been implemented to assist the Committee in analyzing the level of student engagement and the effect it had on student learning. A recommendation will be made to adopt technologies or practices institution wide based on these results.

3. The QERI Survey and Professional Development Questionnaires will continue to be administered and used to assess resource viability. Results are also used for planning and improvement.

Objective #4: Ensure Compliance with SACS

Responsibility: Criquett Lehman, Director of Quality Enhancement

Statement of Need: Compliance requirements as directed by SACS.

Actions:
1. Produce QEP Annual Progress Report.

Resources and Approximate $: Institutional Improvement, no $

Assessment Method/Date:
1. Annual Progress Report submitted by September 2012.

Results: Achieved,   Not Achieved,   ✓ **In Progress**

Assessment Data/Evidence:

1. The QEP Annual Progress Report will be presented to the QEP Implementation Committee for approval during the October 29, 2012 meeting. End-of-year reports from VConnected Team members and each component of the college have been received and are included in the Progress Report.

Use of Results for Improvement:

1. The completion date of the QEP Progress Report has been moved to align with the College Annual Action Planning process – October 2012. Therefore, the report is in progress at this point.

Objective #5: Integrate innovative technologies, including hardware and software, as piloted through the Quality Enhancement Plan into the college infrastructure.

Responsibility: Criquett Lehman, Director of Quality Enhancement; Roxanne Hill, Instructional Design and Technology Coordinator

Statement of Need:

As outlined and directed in the Quality Enhancement Plan document.

Identified best practices from the Pilot Participant's end-of-year reports.

Personal observation of increased demand by faculty and staff (surveys, interviews, verbal communication, VC Café Sessions).

Ensure effective and cost efficient spending practices to purchase and maintain technology.

Actions:

1. Provide training opportunities and technical support through the pilot mentor program and the faculty/staff resource website.

2. Administer satisfaction survey's during the academic year.

3. Assess the Quality Enhancement Resource Inventory list to determine utilization and necessary upgrades.

Resources and Approximate $: Institutional Improvement, no $

Assessment Method/Date:

1. List of pilot mentor resources and training materials posted to website/Blackboard. May 2012

2. Provide results from satisfaction survey's. May 2012

3. Quality Enhancement Resource Inventory list results. December 2011 & May 2012

Results: ✓ **Achieved**,   Not Achieved,   In Progress

Assessment Data/Evidence:

1. Numerous resources for pilot mentors and all faculty and staff are posted in the VC Innovation Center in Blackboard. These range from tutorials for technology tools to resource documents for teaching strategies.

2. The QERI survey was administered to faculty and staff in August 2012. The results showed that faculty/staff were not only interested in the technology but wanted to learn more about instructional strategies and practices that aligned with those technology tools. Therefore, a compendium of best practices based on research will be offered through the VCIC during the 2012-13 academic year.

3. Two technology tools (WidgetCast PRO, CrazyTalk) were removed from the resource inventory based on the results of the feasibility review by the QEP Implementation Committee. Upgrades were budgeted for certain resources based on assessment data and professional development will continue to be offered for those resources identified as best practices.

Use of Results for Improvement:
Resources will continue to be made available through the VC Innovation Center in Blackboard. Wimba LiveClassroom technology is being reviewed as a result of assessment data gathered. The Committee will make a recommendation in the Fall 2012 semester and budget accordingly for the 2013-14 academic year. The QEP Implementation Committee will continue to review and approve the feasibility recommendations for the QERI based on assessment data.

Priority Initiative:
#7 Support opportunities for professional development for all Vernon College employees through appropriate funding.

Objective #1: Ensure Compliance with SACS

Responsibility: Criquett Lehman, Director of Quality Enhancement

Statement of Need: Compliance requirements as directed by SACS.

Actions:
1. Participate in SACS pre-conference workshops and SACS 2011 Annual Meeting.

Resources and Approximate $: Institutional Improvement: Staff development funding to attend conferences - $2,000.00 (Est.)

Assessment Method/Date:
1. Travel Expense Vouchers indicating attendance. December 2011

Results: ✓ **Achieved**,   Not Achieved,   In Progress

Assessment Data/Evidence:
1. Attended 2011 SACSCOC Annual Meeting and Pre-Conference Workshops December 2-6, 2011.

Use of Results for Improvement:

1. The SACSCOC Annual Meeting will continue to be attended to ensure ongoing compliance as Vernon College moves closer to the 5th Year Interim Report submission date.

Priority Initiatives:

#9 Ensure institutional accountability through effective strategic planning and assessment processes.
Objective #1: Administer, analyze, and share information for assessments to be used for benchmarking and comparability purposes.
Responsibility: Criquett Lehman, Director of Quality Enhancement
Statement of Need:
As outlined and directed in the Quality Enhancement Plan document.
Assessment information needed for institutional accountability.
Actions:
1. Administer the Survey of Entering Student Engagement (SENSE). Analyze the SENSE data and information to prepare and present results and
2. Analyze the Community College Survey of Student Engagement (CCSSE) data and information to prepare and present results and findings.
Resources and Approximate $: Institutional Improvement: Funding for SENSE Survey - $2400.00 (Est.)
Assessment Method/Date:
1. Survey administration completion. September 2011   Survey results for SENSE shared with each component of the college by August 2012 - dates, agenda, and participation.
2. Survey results for CCSSE and CCFSSE shared with each component of the college by December 2011 - dates, agenda, and participation.
Results: ✓ **Achieved**,   Not Achieved,   In Progress
Assessment Data/Evidence:
1. The Survey of Entering Student Engagement (SENSE) was administered September 12-23, 2011 and was shared with the college during the August20, 2012 Fall Semester Kickoff.
2. The Community College Survey of Student Engagement (CCSSE) data was compiled and distributed college-wide in October 2011. Data facts were sent via email on a weekly basis to all faculty and staff and presented to students on TV Monitors on all campuses on a weekly basis. The results were also shared and feedback gathered from the Student Government Association and Studen Forum groups in November 2011.
3. The Community College Faculty Survey of Student Engagement (CCFSSE) data was distributed to the President's Team in October 2011 and the results are available in the Quality Enhancement course in Blackboard for all faculty and staff.
Use of Results for Improvement:
1. The SENSE administration process was found to be efficient and no changes are recommended at this time.
2. New methods of presenting and distributing data continue to be researched and implemented.