

## Assessment Activity and Report Calendar (2011-2012)

**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	Month to Share Results to Planning and Assessment Committee	Assessment Activity (AA)  Report  Both
<b>September</b>					
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 <del>Orientation</del> Rally 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 2012	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		October	Report

		Nurse			
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
<del>Tech Prep Final Evaluation and Budget Report for previous year</del>	<del>Instructional Services</del>	<del>Romona Vaughan</del>		<del>October</del>	<del>Report</del>
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
<del>Student Schedule Report CBM 00S</del>	<del>Admissions and Records</del>	<del>Lana Carter/Joe Hite</del>		<del>October</del>	<del>Report</del>
<del>Student End of Semester Reports CBM 0E1</del>	<del>Admissions and Records</del>	<del>Lana Carter/Joe Hite</del>		<del>October</del>	<del>Report</del>
Professional Development Questionnaire (March – September)	Instructional Design and Technology	Roxie Hill	Faculty Staff Development Week and VCIC Session Evaluation	October	AA
Class Report Spring CBM 004 Faculty Utilization Annual Report	Instructional Services	Gary Don Harkey	Faculty Utilization-moved to September as an Annual Report	October	Both
<b>October</b>					
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 Odd - numbered years	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 <sup>th</sup> )	Admissions and Records	Lana Carter		November	Report
<del>Faculty Report – Fall — CBM-008</del>	<del>Admissions and Records</del>	<del>Lana Carter/Joe Hite</del>		<del>November</del>	<del>Report</del>
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
<del>TCLEOSE Self Assessment</del>		<del>Mike Hopper</del>		<del>November</del>	

<b>November</b>					
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 <sup>th</sup> )	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
<b>December</b>					
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	March	Report
Annual Audit (Annual External Audit reviewed by	Business Office	Dean of Administrative	Compliance with state and federal rules-measures effectiveness of institutional	February	Report

the Board of Trustees)		Services	financial procedures, practices, and internal controls		
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
<del>Perkins Basic Grant Quarterly Evaluation and Budget Report*</del>	<del>Instructional Services</del>	<del>Sharon Winn</del>		<del>January</del>	<del>Report</del>
<del>Tech Prep Quarterly Evaluation and Budget Report</del>	<del>Instructional Services</del>	<del>Romona Vaughan</del>		<del>January</del>	<del>Report</del>
National Student Clearing House Transmission (15 <sup>th</sup> )	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
<b>January</b>					
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		February	Report

		present to Academic Council			
IPEDS Human Resources	Human Resources/ Admissions, Records, and Financial Aid	Haven David/Joe Hite		February	Report
National Student Clearing House Transmission (23 <sup>rd</sup> )	Admissions and Records	Lana Carter		February	Report
<b>National Student Clearinghouse Graduates Only</b>	<b>Admissions and Records</b>	<b>Lana Carter</b>		<b>February</b>	<b>Report</b>
<b>February</b>					
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
<del>Texas Nurses Association Annual Report</del> delete, no longer providing	<del>Continuing Education</del>	<del>Michelle Wood</del>	<del>Maintain Provider Status</del>	<del>March</del>	<del>Report</del>
<del>End of Semester Class Report Fall CBM 006</del>	<del>Admissions and Records</del>	<del>Lana Carter/Joe Hite</del>	<del>Inter Semester Retention (Completers)</del>	<del>March</del>	<del>Both</del>
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 Hite		March	Report
National Student Clearinghouse Transmission (15 <sup>th</sup> )	Admissions and Records	Lana Carter		March	Report
THECB State Program Progress Report	Financial Aid	Melissa Elliott		March	Report
<b>Faculty Report Fall CBM 008 Moved from October</b>	<b>Admissions and Records</b>	<b>Lana Carter/Joe Hite</b>		<b>March</b>	<b>Report</b>
<b>Student Schedule Report CBM 00S</b>	<b>Admissions and Records</b>	<b>Lana Carter/Joe Hite</b>		<b>March</b>	<b>Report</b>
<b>Student End of Semester Reports CBM OEI</b>	<b>Admissions and Records</b>	<b>Lana Carter/Joe Hite</b>		<b>March</b>	<b>Report</b>

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
	<del>Instructional Services</del>	<del>Gary Don Harkey</del>	<del>Faculty Utilization moved to September as an Annual Report</del>		
Athletic Academic Progress Reports	Athletics	Assistant Athletic Director & Athletic Secretary		April	Report
Perkins Basic Grant <del>Quarterly</del> Semi-Annual Evaluation and Budget Report*	Instructional Services	Sharon Winn		April	Report
<del>Tech Prep Quarterly Evaluation and Budget Report</del>	<del>Instructional Services</del>	<del>Romona Vaughan</del>		<del>April</del>	<del>Report</del>
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 <sup>th</sup> )	Admissions and Records	Lana Carter		April	Report
<del>Faculty Report Spring CBM 008 moved to June</del>	<del>Admissions and Records</del>	<del>Lana Carter/Joe Hite</del>		<del>April</del>	<del>Report</del>
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
<del>Semi-Annual NSGA Report - New Student Orientation Report</del>	Counseling	Associate Dean of Student Services		April	Report
Professional Development Questionnaire (October – February)	Instructional Design and Technology	Roxie Hill	Faculty Staff Development Week and VCIC Session Evaluation	October	AA
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 <sup>th</sup> )	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
<b>May</b>					
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 Services	June	AA
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	August	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
<del>Tech Prep Grant Application</del>	<del>Instructional Services</del>	<del>Romona Vaughan</del>		<del>June</del>	<del>Report</del>
National Student Clearinghouse Transmission (15 <sup>th</sup> )	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
QERI Survey	Quality Enhancement	Criquett Lehman	Quality Enhancement Resource Inventory Evaluation	June	AA
National Student Clearinghouse Graduates Only	Admissions and Records	Lana Carter		June	Report
<b>June</b>					
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
<del>End of Semester Class Report Spring CBM 006</del>	<del>Admissions and Records</del>	<del>Lana Carter/Joe Hite</del>	<del>Inter-Semester Retention (Completers)</del>	<del>July</del>	
<del>Perkins Basic Grant Quarterly Evaluation and Budget Report*</del>	<del>Instructional Services</del>	<del>Sharon Winn</del>		<del>July</del>	<del>Report</del>
<del>Tech Prep Quarterly Evaluation and Budget Report</del>	<del>Instructional Services</del>	<del>Romona Vaughan</del>		<del>July</del>	<del>Report</del>
THECB Year End TEOG Report	Financial Aid	Melissa Elliott		July	Report
National Student Clearinghouse Transmission (15 <sup>th</sup> )	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
<del>Faculty Report Spring CBM 008 moved to June</del>	<del>Admissions and Records</del>	<del>Lana Carter/Joe Hite</del>		<del>July</del>	<del>Report</del>
<del>Student Schedule Report CBM 00S</del>	<del>Admissions and Records</del>	<del>Lana Carter/Joe Hite</del>		<del>July</del>	<del>Report</del>
<del>Student End of Semester Reports CBM 0E1</del>	<del>Admissions and Records</del>	<del>Lana Carter/Joe Hite</del>		<del>July</del>	<del>Report</del>
<b>July</b>					
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
	<del>Instructional Services</del>	<del>Gary Don Harkey</del>	<del>Faculty Utilization moved to September</del>		

			as Annual Report		
National Student Clearinghouse Transmission (15 <sup>th</sup> )	Admissions and Records	Lana Carter		August	Report
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
<b>August</b>					
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  <del>Instructional Services</del>	Lana Carter/Joe Hite  <del>Gary Don Harkey</del>	Contact Hours/Program  <del>Faculty Utilization moved to September as Annual Report</del>	September	Both
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 <sup>th</sup> )	Admissions and Records	Lana Carter		September	Report
IPEDS "Keyholders" Registration	Admissions, Records, and Financial Aid	Joe Hite		September	Report
<del>Semi Annual NSGA Report New Student Orientation Report</del>	Counseling	Associate Dean of Student Services		September	Report
National Student Clearinghouse – Graduates Only	Admissions and Records	Lana Carter		September	Report
<b>Ongoing</b>					
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 Education	CTE Faculty (reviewed every Spring by Academic Council)	Program Revisions	September	AA
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
<del>NET</del> -Testing for RN students HESIA 2 Assessment for all nursing 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

Suggestions– reports or assessment activities that are licensures be included as part of the comprehensive licensure report in December and removed from calendar as separate reports

Other ongoing reports or assessment activities pick a month to annually report