

Vernon College

2014-2015

Institutional Effectiveness Plans

Summary

March 2014

Notes for review:

Department/program purpose in support of the Vernon College Mission: **in the past these were called statements of intent; should be short and to the point**

Department/program expected outcomes (**generally no more than 3**) in support of the accomplishment of the Vernon College Primary Goals: **answer the questions...why does your department exist? Each expected outcome must be measurable. Each expected outcome should tie to a Primary Goal(s) and be documented accordingly. Ex.**

1. _____ (PG # 1 and 3)
2. _____ (PG # 2)

Assessments used to measure expected outcomes: **Each assessment must tie to an expected outcome and be documented accordingly. Ex.**

1. _____ (EO # 1)
2. _____ (EO # 2 and 3)

Administrative Services

Book Stores

Department/program purpose in support of the Vernon College Mission: The bookstores provide support services for all educational programs by providing easy access to all required classroom materials in a convenient location and at the lowest possible cost to the students. Any profits from operations of the bookstores are dedicated to athletic scholarships.

Department/program expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. The College bookstores will operate within the internal control structure and all other policies and procedures established by College administration to ensure that assets are safeguarded and income and expenses are processed and recorded accordingly. (PG 1)
2. The College bookstores will be operated in a prudent business-like manner to realize a reasonable profit to be returned to the students in the form of athletic scholarships according to the annual operating budget. (PG 2)

Assessments used to measure expected outcomes:

1. Annual audit by outside independent auditors. (EO 1)
2. Bookstore profit and loss statement prepared at year end to establish amount available for scholarship transfer. (EO 2)

Submitted by: Garry David

Date: 01-21-2014

Business Office

Department/program purpose in support of the Vernon College Mission: The Business Offices provide support services for all educational programs and college-related activities including –
Processing, calculating, billing and collecting student tuition and fees.
Disbursing excess financial aid to students.
Processing payroll and all other college expenditures.
Providing budgetary and fiscal review and oversight.

Department/program expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. All revenues and expenditures will be processed and recorded according to approved policies and procedures. (PG 1 & 2)
2. Clean audit report with no findings or questioned costs and no management letter comments. (PG 1)

3. Actual revenues and expenses will fall within budget guidelines. (PG 2)

Assessments used to measure expected outcomes:

1. Annual financial audit by independent auditors. (EO 1 & 2)
2. Monthly review of financial statements with the Board of Trustees. (EO 3)

Submitted by: Garry David

Date: 01-21-2014

Physical Plant

Department/program purpose in support of the Vernon College Mission: The Vernon College physical plant department will provide support services for educational programs and college-related activities by overseeing and managing all maintenance, construction and custodial needs of all College facilities, grounds and equipment.

Department/program expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. All Vernon College facilities, grounds and equipment will be maintained in a manner that will keep everything operational and visually appealing to promote a life of learning for all students and employees. (PG 1, 2 & 4)
2. Future needs must also be anticipated and planned for. (PG 2)

Assessments used to measure expected outcomes:

1. All aspects of the physical plant are continuously monitored and evaluated by all College employees. Any issue with performance, functionality, safety, cleanliness or general appearance of any College property can be brought to the attention of the physical plant managers at any time by any College employee. (EO 1 & 2)
2. Future needs of the College are evaluated each spring during a meeting of the Facilities Planning Committee. A diverse group from all areas of the College meet and review the progress of any previously identified needs as well as to discuss other future needs. The Dean of Administrative Services and the Physical Plant managers review the plan at least quarterly to discuss ongoing projects. (EO 2)

Submitted by: Garry David

Date: 01-21-2014

Admissions, Financial Aid and Records

Admissions and Records

Department/program purpose in support of the Vernon College Mission:

The Admissions and Records Office works to ensure that all persons who may benefit from higher education have access to the educational opportunities offered, by assisting students through the admissions and registration processes.

Department/program expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Provide access to higher education for all eligible students (PG # 1, 4 and 5).
2. Report all eligible contact hours earned to the THECB for State funding (PG # 1 and 5).
3. Review policies, practices, procedures, and processes for areas of improvement as they relate to student success (PG #1).

Assessments used to measure expected outcomes:

1. Number of students enrolled (EO # 1)
2. Unqualified Annual Audit and/or Enrollment Audit by State (if selected) (EO # 2)
3. Number of graduates and marketable skill achievers (EO # 3)
4. CCSSE results (EO # 3)

Submitted by:

Joe Hite, Dean of Admissions and Financial Aid/Registrar
Amanda Raines, Director of Admissions and Records

Date: January 30, 2014

Financial Aid

Department/program purpose in support of the Vernon College Mission:

It is the mission of the Financial Aid Office to eliminate or diminish financial barriers to students seeking an education at Vernon College and to inform prospective students, parents and enrolled students of financial aid resources and requirements.

Department/program expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

4. Provide access to higher education for students unable to attend without financial assistance (PG # 1 and 5).
5. Review policies, practices, procedures, and processes for areas of improvement. (PG #1)

Assessments used to measure expected outcomes:

5. Number of students receiving aid and the dollars awarded (EO # 1)
6. Unqualified Annual Audit (EO # 2)
7. CCSSE results (EO # 2)

Submitted by:

Joe Hite, Dean of Admissions and Financial Aid/Registrar
Melissa Elliott, Director of Financial Aid

Date: January 30, 2014

Instructional Services

Continuing Education – Avocational/Public Service

Purpose in support of the Vernon College Mission:

The Avocational/Public Service Component of the Continuing Education department supports the mission of the college by providing personal enrichment courses and activities.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Enroll a minimum of 350 students in Kids College and achieve a 90% satisfaction rating by students. (PG #4, 5)
2. Enroll a minimum of 2700 students in avocational courses and achieve a 90% satisfaction rating by students. (PG #4, 5)

Assessments used to measure expected outcomes:

1. Enrollment data as reported on Continuing Education Annual Reports. (EO #1, 2)
2. Student course evaluations. (EO #1, 2)

Submitted by: Michelle Wood

Date: January 30, 2014

Continuing Education – Business & Industry

Purpose in support of the Vernon College Mission:

The Business and Industry Component of the Continuing Education department supports the mission of the college by responding to specific requests of service area business and industry for employee acquisition of upgraded skills and knowledge.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Achieve a minimum of 90% satisfaction by employers. (PG #4, 5)
2. Achieve a minimum of 90% satisfaction by participants in contracted classes. (PG #4, 5)

Assessments used to measure expected outcomes:

1. Employer Evaluation of Training (EO #1)

2. Student course evaluations (EO #2)

Submitted by: Michelle Wood

Date: January 30, 2014

Continuing Education – Vocational

Purpose in support of the Vernon College Mission:

The Vocational Component of the Continuing Education department supports the mission of the college by providing fast track, short-term, career and technical training which enables students to gain skills and knowledge necessary to enter the workforce.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Enroll a minimum of 1500 students per academic year. (PG #4, 5)
2. Achieve a minimum average licensure pass rate of 80%. (PG #4, 5)

Assessments used to measure expected outcomes:

1. Enrollment data as reported on Continuing Education Annual Reports. (EO #1)
2. Licensure data as compiled by the Office of Institutional Effectiveness. (EO #2)

Submitted by: Michelle Wood

Date: January 30, 2014

Early College Start - Dual Credit/Concurrent Enrollment

Purpose in support of the Vernon College Mission:

The Early College Start program supports the Mission of the College by effectively serving our service area high schools with their dual credit/concurrent enrollment needs. The Early College Start program also provides the institution with significant recruiting opportunities and visibility while enhancing the “college-going” culture of our service area.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Provide “Spring Forward” presentations to a minimum of 70% of our service area high schools. (PG #4)
2. Enroll a minimum of 450 unduplicated students each fall and spring semesters. (PG # 5)

3. Achieve a dual credit student persistence rate at or above the state average as reported in the annual Texas Public Higher Education Almanac. (PG #5)
4. Achieve a dual credit college graduation rate at or above the state average as reported in the annual Texas Public Higher Education Almanac. (PG #5)

Assessments used to measure expected outcomes:

1. Annual presentation log. (EO #1)
2. Semester count day reports. (EO #2)
3. THECB state reporting percentages. (EO #4 and 5)

Submitted by: Jessica Sutherland

Date: January 30, 2014

New Beginnings Program

Purpose in support of the Vernon College Mission:

The purpose of the New Beginnings Program is to enable economically disadvantaged students to complete their career and technical certificate/degree by providing direct support services and designated supplies in order for them to obtain a job, enlist in the military, or continue their postsecondary education.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Provide necessary services (child care, gasoline reimbursement, textbooks and/or designated supplies, and free tutoring) to at least 140 economically disadvantaged students pursuing a career and technical certificate or degree. (PG1, 2, 3)
2. Show that at least 85% of New Beginnings participants served annually are satisfied with New Beginnings services. (PG 1, 2, 3)
3. Identify at least 30 graduates per year from the New Beginnings participants. (PG1)
4. Show that at least 88% of the previous year's New Beginnings graduates have been successfully placed in either jobs, the military, or additional postsecondary education one year after their graduation. (PG4)

Assessments used to measure expected outcomes:

1. The New Beginnings Coordinator will document the number of New Beginnings participants who receive textbooks and supplies, child care, gasoline reimbursement, or free tutoring and reflect this on the annual Fact Sheet produced every November. (EO1)

2. The New Beginnings Coordinator and the CCC Tutoring Coordinator will distribute and collect satisfaction surveys to be tallied by the clerical assistant. The Director will figure the annual percentage of satisfied New Beginnings participants. (EO2)
3. The New Beginnings Coordinator will identify graduates from the New Beginnings participants and list them on the annual New Beginnings Fact Sheet. (EO3)
4. The New Beginnings Coordinator with the help of the clerical assistant, various instructors, and Workforce Solution personnel will track New Beginnings graduates via email, telephone calls, postcards, personal visits with graduates, and the Workforce Solutions database tracking system. (EO 4)

Submitted by: Deana Lehman

Date: 1/30/14

PASS Department - Office for Students with Disabilities

Purpose in support of the Vernon College Mission:

The purpose of the Office for Students with Disabilities is to provide equal access to instruction, testing, and other college-related activities in order for qualified students with disabilities to succeed in their educational objectives.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Provide access to instruction, services, and college activities for any qualified student with a disability. (PG 1, 2, 3)
2. Provide necessary accommodations in the classroom, the testing environment, and official college activities that are required or recommended by faculty to at least 60 qualified students with disabilities.(PG 1, 2, 3)
3. Show that at least 85% of students who receive ADA accommodations are satisfied with services from the Office for Students with Disabilities. (PG 1,2,3)
4. Identify the percentage of students annually who were served with ADA accommodations who maintain at least a 2.0 cumulative GPA and compare annually to the general college population. (PG4)

Assessments used to measure expected outcomes:

1. Number of students served who completed ADA application process. (EO1,2, 4)
2. Track number of students served using student files, notes, and Excel worksheets.(EO 1,2,4)
3. Administer and tally ADA satisfaction surveys for students who receive services(EO 3)
4. Post GPA's listed in the POISE system to Excel worksheets and then divide number of students who earn a 2.0 GPA by total number of students served for the year to identify

percentage. Compare this percentage to the general college population who earn at least a 2.0 as determined by the Director of Institutional Effectiveness.(EO 4)

Submitted by: Deana Lehman

Date: January 30, 2014

PASS Department - Tutoring Centers

Purpose in support of the Vernon College Mission:

The purpose of the Tutoring Centers is to provide content tutoring, study skills, access to technology, and a place to study/test in an atmosphere conducive to learning to enhance the success of those students who receive early and regular tutoring.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Provide necessary services (face-to-face and online tutoring, study skills, time management skills, essay proofing, etc.) to at least 200 students per year through the Tutoring Centers.(PG1,2,4)
2. Provide other services (orientation, place to study, unique circumstances test administration, etc.) to at least 150 additional students a year.(PG2,3,4)
3. Show that at least 85% of students served annually through the Tutoring Centers are satisfied with the Tutoring Center services.(PG1,2,3,4)
4. Show that at least 60% of the students who receive tutoring at least once a week, beginning during the first four weeks of the semester for 16-week classes and during the first two weeks for 8-week classes, received a passing grade (A, B, or C) in the subject(s) for which they received tutoring. (PG 5)

Assessments used to measure expected outcomes:

1. Tutoring Coordinators will document services on the Tutoring Excel worksheets in the shared drive for walk-in, online, and by appointment tutoring, along with various tips, seminars, and essay proofing services to Vernon College students who request help. (EO1,2)
2. Tutoring Coordinators will document on the Tutoring Excel worksheets any services, excluding tutoring, provided to students through the tutoring center.
3. Tutoring Coordinators will distribute and collect satisfaction surveys for students served through the tutoring centers and forward those to the Administrative Assistant to the Director of the PASS Department to compile for the yearly tutoring satisfaction report. (EO3)
4. Tutoring Coordinators will document on the Tutoring Excel worksheets the class grades of those tutoring participants who received early and regular tutoring during the

semester. The Director of the PASS Department will compute the percentage of students who received a passing grade in the subject(s) for which they received tutoring.(EO4)

Submitted by: Deana Lehman

Date: 1-30-14

Wright Library

Purpose in support of the Vernon College Mission:

The library supports the Mission of the College by providing the informational resources, services, and facilities needed to assist students in successfully reaching their educational goals. The library provides equitable services to all students irrespective of the geographical location of the student or mode of instructional delivery, i.e., online, ITV, dual credit, hybrid, on-site, concurrent enrollment.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Ensure library resources, services, and facilities meet the needs of students and faculty as evidenced by approval ratings of at least 85% (PG #3).
2. Ensure student and faculty awareness of the library's resources, services, and facilities as evidenced by data collected through library assessments (PG #3).

Assessments used to measure expected outcomes:

The following assessments will be used to measure expected outcomes:

1. Student Survey of Library Services (on-site students in Vernon, CCC, STC, and Seymour) (EO #1 and 2)
2. Library Survey of Online Students (EO #1 and 2)
3. Faculty Survey of Library Services (EO #1 and 2)
4. Program/Discipline Evaluations (EO #1 and 2)
5. Database Usage Statistics (EO #2)

Submitted by: Marian Grona

Date: January 30, 2014

Office of the President

Human Resources

Purpose in support of the Vernon College Mission:

Assure the most qualified and best suited administrators, staff and faculty are hired for Vernon College programs, disciplines, and departments to provide leadership for the institution and to fulfill its mission. Guide individuals of Vernon College in following policies and procedures set forth for Vernon College that provide clearly defined structure for the leadership of the institution.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Follow policies/procedures set forth for Vernon College in hiring qualified administrators/faculty/staff. (PG #1)
2. Review policies/processes for areas of improvement. (PG #1)

Assessments used to measure expected outcomes:

1. 100% of faculty have Statement of Qualifications on file; 100% of administrators/staff have resume or application on file reflecting qualifications for current position; annual audit of 10% of personnel files with checklist of audit (EO #1)
2. Employee Handbook Committee agendas/minutes/reports documenting the review process for policies and procedures and identified areas of improvement submitted for approval by the appropriate administrator(s) or Board of Trustees meeting minutes for approval by the Board of Trustees.(EO #2)

Submitted by: Haven David

Date: 1/28/14

Information Technology

Purpose in support of the Vernon College Mission:

The IT Department is responsible for supporting and maintaining the network infrastructure, as well as provide technical support and consulting to faculty and staff.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. To Support and maintain Vernon College's network infrastructure. (PG # 2)
2. Support of core applications used by faculty/staff and students (Ex. Student E-mail & Vernon College Website) (PG # 2 and 3)
3. Providing training, support, and consulting to faculty/staff and students. (PG # 1 and 3)

Assessments used to measure expected outcomes:

1. IT Strategic Plan - The goal of the IT Strategic Planning process is to develop a comprehensive plan that will help both to enhance and to coordinate the IT resources and activities of the entire campus. This document is intended to be a work in progress. It shall from time to time be reviewed and updated. It is intended to give a current view of the status of Information Technology at Vernon College. It will also state an overall direction in terms of core philosophies and list current budgeted projects. (EO # 1)
2. IT Management Support Metrics - Data to support Faculty/Staff user support requests as well as student email/Blackboard/POISE/Website support email requests. (EO # 2)
3. Vernon College IT Budget – Detailed IT Budget than includes standard hardware replenishment for faculty/staff/labs as well as network server replenishment. (EO # 3)

Submitted by: John McKee, IT Service Manager - Run Business Solutions

Date: 2/1/2014

Office of Institutional Advancement

Purpose in support of the Vernon College Mission:

The Office of Institutional Advancement cultivates relationships with alumni, individuals, corporations, foundations, organizations, and other funding agencies to advance Vernon College and the Vernon College Foundation. This includes fundraising, alumni programs, marketing and communications.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Institutional Advancement will raise \$250,000 annually to support College and Foundation Scholarships and other needs through fundraising programs aimed at all constituencies. (PG # 2, 3, 5)
2. Institutional Advancement will increase alumni engagement with the College to develop an engaged and supportive constituency. As measured by the number of alumni who subscribe to the E-Newsletter. (PG# 5)
3. Institutional Advancement will use the Vernon College website as the primary marketing tool. (PG# 5)
4. Provide scholarship access to students through the management of the STARS on-line scholarship application and review and award process. (PG# 2, 5)

Assessments used to measure expected outcomes:

1. Annual Voluntary Survey of Aid to Education. (EO# 1)
2. Tracking of website analytical statistics. (EO# 2 and 3)
3. Number of scholarship applications and awards. (EO# 4)

Submitted by: Michelle A. Alexander, Director of Institutional Advancement/Executive Director, Vernon College Foundation

Date: December 9, 2013

President/Institutional Effectiveness

Purpose in support of the Vernon College Mission:

The President and Office of Institutional Effectiveness promote planning and assessment to ensure accountability and continuous improvement of the Vernon College Mission focused processes and practices.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Monitor and ensure the development, distribution and implementation of an annual Planning Calendar (PG #1-5)
2. Monitor and ensure the development, distribution and implementation of an annual Assessment and Report Calendar (PG #2 and 3)

Assessments used to measure expected outcomes:

1. Developed and completed Annual Planning Calendar and Tracking Log approved by the College Effectiveness Committee as evidenced by agenda and minutes (EO #1)
2. Developed annual Assessment and Report Calendar approved by the Student Success by the Numbers and College Effectiveness Committees as evidenced by agendas and minutes; completion of 100% of communication forms (EO #2)

Submitted by: Dr. Dusty Johnston, President and Betsy Harkey, Director of Institutional Effectiveness

Date: February 3, 2014

Purpose in support of the Vernon College Mission:

In support of the Vernon College Mission, the Office of Quality Enhancement serves to enhance student learning by providing leadership and assistance to improve work culture, procedures, processes, and environments through the use of data to inform decision-making, continuous improvement approaches, and ongoing staff development and training.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. A process developed and approved by the Quality Enhancement Plan Planning Committee, in compliance with SACSCOC CR 2.12 and CS 3.3.2, to identify and select key issues emerging from institutional assessment and focus on student learning. (PG #1,2,4)
2. Monitor and ensure development, implementation, and assessment of ongoing staff development and training. (PG #1, 4)
3. Monitor and ensure 100% of instructional technologies are assessed by the Technology Committee according to the approved feasibility process. (PG #1,2,4)

Assessments used to measure expected outcomes:

1. Written process, agenda and minutes noting approval by the Quality Enhancement Plan Planning Committee (EO #1)
2. Governance thru Committees Membership List, professional development policy, calendar, and follow-up assessments. (EO #2)
3. Governance thru Committees Membership List, written feasibility process and rubric approved by the Technology Committee, agendas and minutes noting approval of the feasibility process and feasibility rubrics. (EO #3)

Submitted by: Criquett Lehman, Director of Quality Enhancement

Date: February 3, 2014

Student Services

Athletics

Purpose in support of the Vernon College Mission:

Student Services/Athletics will recruit students and provide engagement opportunities through student activities, athletics, and student support services to promote persistence, completion and a culture of success. The Athletics Department will produce competitive teams both in the classroom and on the field.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Meet eligibility guidelines for all 4 athletic teams at Vernon College (baseball, softball, rodeo, and volleyball) (PG 1 &4)
2. Produce athletes who meet academic requirements to progress, persist, and complete higher education certificates and degrees (PG 1 &4)
3. Utilize scholarship dollars to their maximum benefit (PG 1 &4)

Assessments used to measure expected outcomes:

1. NJCAA eligibility Report
2. Athletics GPA Report to the VC Board
3. Athletic Scholarship Report

Submitted by: John B. Hardin III, Dean of Student Services/Athletic Director

Date: January 24, 2014

Counseling

Purpose in support of the Vernon College Mission:

Student Services/Athletics will recruit students and provide engagement opportunities through student activities, athletics, and student support services to promote persistence, completion and a culture of success. Counseling at Vernon College endeavors to create informed students and provide timely interventions and options to alleviate barriers and encourage achievement.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Schedule and conduct New Student Orientations at a variety of times so that interested parties can make the first step toward enrollment at Vernon College (PG 2&3)
2. Advise all students who are not TSI clear so that they understand the TSI law and are able to enroll in courses that help them complete their TSI requirements (PG 1&2)

3. Provide career counseling to help students explore employment options during and after their tenure at Vernon College (PG 4)

Assessments used to measure expected outcomes:

1. New Student Orientation Report
2. Counseling Advisor Appointment Logs
3. Career Activities, Career Coach user logs, and Vernon College Job Board postings and hits

Submitted by: Kristin Harris, Associate Dean of Student Services

Date: January 24, 2014

Housing

Purpose in support of the Vernon College Mission:

Student Services/Athletics will recruit students and provide engagement opportunities through student activities, athletics, and student support services to promote persistence, completion and a culture of success. Vernon College Housing seeks to offer affordable, safe, and clean student housing on the Vernon Campus.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Maintain a safe housing environment through regular inspections of dorm rooms (PG 1&4)
2. Encourage student engagement through student activity programming (PG 1&4)
3. Measure the student perception of satisfaction with Vernon College housing and food service (PG 1&2)

Assessments used to measure expected outcomes:

1. Residence Hall Health and Safety Inspection Reports
2. Log of student activities put on by Housing and Student Activities
3. Housing and Food Service Survey Reports

Submitted by: Tony Perez, Director of Housing

Date: January 24, 2014

Security

Purpose in support of the Vernon College Mission:

Student Services/Athletics will recruit students and provide engagement opportunities through student activities, athletics, and student support services to promote persistence, completion and a culture of success. Security at Vernon College will provide students, faculty, and staff a safe environment.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Submission of all federal and state reporting requirements (PG 1,2,&3)
2. Compliance of all federal and state laws that reference Campus Security (PG 1,2,&3)
3. Maintain a safe and crime free environment for the campus community (PG 1,2,&3)

Assessments used to measure expected outcomes:

1. Crime Awareness Statistics Report
2. Officer/Security Guard shift log
3. Incident Report log

Submitted by: Chris Bell, Chief of Police

Date: January 24, 2014

Student Activities

Purpose in support of the Vernon College Mission:

Student Services/Athletics will recruit students and provide engagement opportunities through student activities, athletics, and student support services to promote persistence, completion and a culture of success. Student Activities at Vernon College develops a well-rounded student by immersing students in college society and helping students to grow socially and interpersonally.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Measure students interest and participation of on campus student activities to make considerations for future years activities (PG 3&4)
2. Document regular on campus student activities determine a time that a majority of students can attend and participate (PG 3&4)
3. Guide a group of students as they represent Vernon College as a Student Government Association (PG 3&4)

Assessments used to measure expected outcomes:

1. Student Activities Year End Survey of Students
2. Student Activities Log of Activities
3. Attendance at the Texas Student Government Association Convention

Submitted by: Sjhonton Fanner, Director of Student Activities

Date: January 24, 2014

Student Relations

Purpose in support of the Vernon College Mission:

Student Services/Athletics will recruit students and provide engagement opportunities through student activities, athletics, and student support services to promote persistence, completion and a culture of success. Student Relations will serve as an ambassador to Vernon College in all our service area high schools as well as a point of contact and guide for all potential and entering Vernon College Students.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Ensure that Vernon College visits every Service Area high school at least once a year (PG5)
2. Mail each service area high school senior information about Vernon College (PG5)
3. Produce an accurate view book and new student checklist each year (PG1&5)

Assessments used to measure expected outcomes:

1. Semi Annual Recruiting Report
2. Semi Annual Recruiting Report
3. Delivery of recruiting materials

Submitted by: Brandi Brannon, Director of Student Relations

Date: January 24, 2014

Department/Program: Testing

Purpose in support of the Vernon College Mission:

Student Services/Athletics will recruit students and provide engagement opportunities through student activities, athletics, and student support services to promote persistence, completion and a culture of success. Testing at Vernon College will provide a secured, consistent and reliable testing environment that provides integrity for instructional, college entrance, academic and licensure testing.

Expected outcomes in support of the accomplishment of the Vernon College Primary Goals:

1. Maintain the integrity and security of the test environment (PG1&2)
2. Accommodate all testers in a timely manner (PG 1&2)
3. Provide testing results to the proper entities in a secure and timely manner (PG 1&2)

Assessments used to measure expected outcomes:

1. End of Year Testing Report
2. Log of Testing Center complaints
3. Testing Center Hours of Operation log

Submitted by: Sharron Shelton, Testing Coordinator

Date: January 24, 2014