

**Assessment Activity and Report Calendar**  
**Vernon College**  
**2015-2016**

**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 SSBTN Committee	Assessment Activity (AA) Report Both
<b>September</b>					
DWI Education Annual Report & DWI Intervention Annual Report <sup>2</sup>	Continuing Education	Christina Feldman	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
Survey of Entering Student Engagement (SENSE)	Institutional Effectiveness/QEP	Criquett Lehman	Entering student perception	March 2015	AA
End of year Testing Center Report	Testing	Testing Coordinator		October	Report
Crime Awareness Statistics Report	Student Services	Student Success Specialist		October	Report

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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	Report
Health Clinic Annual Report	Health Clinic	Health Clinic Nurse		October	Report
CTE Award Completer Forms	Instructional Services	CTE Programs, Shana Drury, Donna Egoavil		October	Report
Perkins Basic Grant Final Evaluation and Budget Report for previous year	Instructional Services	Shana Drury		October	Report
National Student Clearinghouse – Unofficially Withdrawn Report	Admissions and Records	Amanda Raines	Student Enrollment	October	Report
National Student Clearinghouse First of Term	Admissions and Records	Maria Servin	Student Enrollment	October	Report
Con Ed Student Report (Summer II) CBM 00A	Admissions and Records	Maria Servin/Joe Hite	Non-credit enrollment contact hour report by student	October	Report
Con Ed Class Report (Summer II) CBM 00C	Admissions and Records	Maria Servin/Joe Hite	Non-credit contact hours by course	October	Report
Graduate Survey Report	Admissions and Records (ongoing collection and annual compilation)	Amanda Raines/Joe Hite	Research Feedback	October	Report
Professional Development Questionnaire (March – September)	Instructional Design and Technology	Roxie Hill	Faculty Staff Development Week and VCIC Session Evaluation	October	AA

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Tutoring Center Satisfaction Student Survey	PASS Department Services (ongoing collection and annual compilation)	Deana Lehman	Evaluates quality of tutoring and PASS Center services received	October	AA
New Beginnings Evaluation	PASS Department Services (ongoing collection and annual compilation)	Deana Lehman	Evaluates all New Beginnings Services	October	AA
Special Services Evaluation (ADA services)	PASS Department Services (ongoing collection and annual compilation)	Deana Lehman	Evaluates services received by students who qualify under Americans with Disabilities Act	October	AA
ADA Services Annual Report Moved from Ongoing	PASS Department Services	Deana Lehman	Special Accommodations Eligibility (ADA tests)	October	AA
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	Christina Feldman and Judy Ditmore	Schedule Development THECB Standards Program Continuation	November	Report
Compliance Audit for Nursing Educational Programs (VN-CANEP) (October, every 2 years)	LVN	Sherrie Denham	Compliance information survey for BON	November Odd numbered years	Both

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Compliance Audit for Nursing Educational Programs (RN-CANEP)	RN	Mary Rivard	Compliance information survey for BON	November	Both
Student Report (Fall) CBM 001	Admissions and Records	Maria Servin/Joe Hite	Enrollments Dual Credit Enrollments	November	Both
Class Report (Fall) CBM 004	Admissions and Records	Maria Servin/Joe Hite	Contact Hours/Program  Faculty Utilization	November	Both
	Instructional Services	Gary Don Harkey			
Graduate Report Annual CBM 009	Admissions and Records Instructional Services	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
Texas Success Initiative Report (Summer I and II) <sup>2</sup> CBM 002	Admissions and Records	Maria Servin/Joe Hite	Provides useful data for TSI evaluation for all undergraduate student	November	Report
National Student Clearinghouse Subsequent of Term	Admissions and Records	Maria Servin	Student Enrollment	November	Report
Marketable Skills Achievement Report Annual CBM 00M	Admissions and Records	Joe Hite		November	Report
IPEDS Institutional Characteristics	Admissions, Records, and Financial Aid	Joe Hite		November	Report
IPEDS Completions	Admissions and Records	Joe Hite		November	Report

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IPEDS 12-Month Enrollment	Admissions and Records	Joe Hite		November	Report
Academic Libraries Component for IPEDS	Library Services	Marian Grona	This is the collection period for reporting library expenditures as part of the Institutional Characteristics (IC) header	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
TCLEOSE Self-Assessment	Instructional Services	Mike Hopper		November	Assessment
Student Schedule Report (Summer I and II) <sup>2</sup> CBM 00S	Admissions and Records	Maria Servin/Joe Hite	reflects individual courses and grades, by student, as of the final day for each semester	November	Report
Student End of Semester Reports (Summer I and II) <sup>2</sup> CBM OEI	Admissions and Records	Maria Servin/Joe Hite	reflects students enrolled at the reporting institution as of the final day of each semester	November	Report
RN-Nurse Educational Program Information Survey (RN-NEPIS)	Nursing	Mary Rivard	Annual Report to the Board of Nursing	December	Both
<b>November</b>					
SIR II and supplemental questions <sup>2</sup> eSIR II and supplemental questions <sup>2</sup>	Instructional Services	Linda Haney/Gary Don Harkey	Faculty Evaluations/Course Revisions	February	AA
Library Services Survey (V –students and Online Students) <sup>2</sup>	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

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THECB Financial Aid Data Base (FADB) Report	Financial Aid	Melissa Elliott/Joe Hite	State and Institutional Dollars Awarded Annually	December	Both
Resident Hall Fire Drill Fall	Housing	Director of Housing	Emergency preparedness actions	December	Report
Housing & Food Service Survey	Housing	Director of Housing	Housing Food Service Survey – appraise student views of food and services	December	AA
National Student Clearinghouse Subsequent of Term	Admissions and Records	Maria Servin	Student Enrollment	December	Report
Closing the Gaps	Institutional Effectiveness	Betsy Harkey		December	Report
<b>December</b>					
New Beginnings Advisory Board Evaluation (December OR May, depending on meeting) <sup>+</sup>	PASS Department Services	Deana Lehman	Evaluates New Beginnings Director, Assistant, and Program	October	AA
New Beginnings Fact Sheet (previous year annual report)	PASS Department Services	Deana Lehman	Uses student files and POISE data to evaluate results of program and in grant writing	October	Both
Annual Audit (Annual External Audit reviewed by the Board of Trustees)	Business Office	Dean of Administrative Services	Compliance with state and federal rules measures effectiveness of institutional financial procedures, practices, and internal controls	February	Report

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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
National Student Clearinghouse <b>Graduates Only</b>	Admissions and Records	Maria Servin	Student Enrollment	January	Report
Con Ed Student Report (Fall) CBM 00A	Admissions and Records	Maria Servin/Joe Hite	Non-credit enrollment contact hour report by student	January	Report
Con Ed Class Report (Fall) CBM 00C	Admissions and Records	Maria Servin/Joe Hite	Non-credit contact hours by course	January	Report
CBM 116 Follow-up Report	Institutional Effectiveness	Betsy Harkey		January	Report
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	Both
End of Semester Course Review (ESCR)	Instructional Services	Dr. Brad Beauchamp/Roxie Hill	Data from ESCRs are aggregated annually to provide an institutional overview of student attainment of the general core competencies and student learning outcomes.	February	AA

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Rubric for Online Instruction (ROI)	Instructional Services	Dr. Gary Don Harkey/Division Chairs/Roxie Hill	Criteria are used to determine the quality of an online course: Learner support resources, instructional design and interaction, learning materials and content, technology, innovation, accessibility, assessment and evaluation.	February	AA
Academic Coaching Summary	Student Success Specialist	Student Success Specialist	Evaluates student interaction with the Student Success Specialist as well as time spent in direct student contact	January	Report
Counseling Appointment and Degree Audit Report	Counseling	Associate Dean of Student Services	Highlights the numbers of students served and services used by students	January	Report
Resident Hall Health & Safety Inspections <b>Fall</b>	Housing	Director of Housing	Resident Hall Health & Safety evaluation used to correct infractions & secure safe housing	<b>January</b>	AA
<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

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Semi Annual Recruiting Report	Institutional Advancement	Advancement Specialist - Recruiting	Data used to measure effectiveness of program efforts and develop annual recruiting plans. Reviewed by the Integrated Marketing/Recruiting Committee	February	Report
CTE Award Completer Forms submitted to Admissions	Instructional Services	CTE Programs, Shana Drury, Donna Egoavil		February	Report
CTE Marketable Skills Certificate review and update for General Catalog	Instructional Services	CTE Programs, Shana Drury present to Academic Council		February	Report
National Student Clearinghouse <b>First of Term</b>	Admissions and Records	Maria Servin	Student Enrollment	February	Report

<b>National Student Clearinghouse – Unofficially Withdrawn Report</b>	<b>Admissions and Records</b>	<b>Amanda Raines</b>	<b>Student Enrollment</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 and Usage	Continuing Education	Anne Patterson	Utilization Evaluation/Revision	March	Report
VN-Nurse Educational Program Information Survey (VN-NEPIS)	LVN	<b>Sherrie Denham</b>	Provides BON information to establish policy	March	AA
Department of Education (Draft) Cohort Default Rate	Financial Aid	Melissa Elliott/Joe Hite	College Student Loan Default Rate	March	Both

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Lab Evaluation Reports	Instructional Services	Faculty using instructional labs/Shana Drury, Donna Egoavil		March	Report
Texas Success Initiative Report (Fall) CBM 002	Admissions and Records	Maria Servin/Joe Hite	Provides useful data for TSI evaluation for all undergraduate student	March	Report
National Student Clearinghouse <i>Subsequent of Term</i>	Admissions and Records	Maria Servin	Student Enrollment	March	Report
THECB State Program Progress Report	Financial Aid	Melissa Elliott		March	Report
Faculty Report (Fall) CBM 008	Admissions and Records	Maria Servin/Joe Hite	collect data on the academic duties of all personnel who teach a class	March	Report
Student Schedule Report (Fall) CBM 00S	Admissions and Records	Maria Servin/Joe Hite	reflects individual courses and grades, by student, as of the final day for each semester	March	Report
Student End of Semester Reports (Fall) CBM OEI	Admissions and Records	Maria Servin/Joe Hite	reflects students enrolled at the reporting institution as of the final day of each semester	March	Report
Evaluation of the CCC Fitness Center <i>and Usage</i>	Continuing Education	Christina Feldman	Utilization Evaluation/Revision	March	Both
Student Report (Spring) CBM 001	Admissions and Records	Maria Servin/Joe Hite	Enrollments Dual Credit Enrollments	March	Both
Class Report (Spring) CBM 004	Admissions and Records	Maria Servin/Joe Hite	Contact Hours/Program	March	Both

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<b>March</b>					
THECB Accountability Report	Institutional Effectiveness	Betsy Harkey	Benchmarking	April	Both
Perkins Basic Grant <b>Biannual</b> Evaluation and Budget Report	Instructional Services	Shana Drury		April	Report
National Student Clearinghouse <b>Subsequent of Term</b>	Admissions and Records	Maria Servin	Student Enrollment	April	Report
Con Ed Student Report <b>(Spring)</b> CBM 00A	Admissions and Records	Maria Servin/Joe Hite	Non-credit enrollment contact hour report by student	April	Report
Con Ed Class Report <b>(Spring)</b> CBM 00C	Admissions and Records	Maria Servin/Joe Hite	Non-credit contact hours by course	April	Report
New Student Orientation Report	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
<b>April</b>					
SIR II and supplementary questions <sup>2</sup> <b>eSIR II and supplemental questions<sup>2</sup></b>	Instructional Services	Linda Haney/Gary Don Harkey	Faculty Evaluations/Course Revisions	September	AA
CCSSE	Institutional Effectiveness	Criquett Lehman	Engagement Benchmarking	October 2015	AA
CCFSSE	Institutional Effectiveness	Criquett Lehman	Engagement Benchmarking	October 2015	AA
Athletic Scholarship Report	Athletics	Dean of Student Services		May	Report

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THECB State Budgets (VC Student FA Budgets)	Financial Aid	Melissa Elliott		May	Report
National Student Clearinghouse <i>Subsequent of Term</i>	Admissions and Records	Maria Servin	Student Enrollment	May	Report
IPEDS Graduation Rates	Admissions and Records	Joe Hite		May	Report
IPEDS Student Financial Aid <i>Survey</i>	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
<i>Academic Libraries Component for IPEDS</i>	<i>Library Services</i>	<i>Marian Grona</i>	<i>If expenditures exceed \$100,000.00, organizations are required to complete and submit the remainder of the report</i>	<i>May</i>	<i>Report</i>
Higher Education Regional Council Report ( <i>HERC</i> )	Instructional Services	Gary Don Harkey/ Shana Drury		May	Report
IPEDS Human Resources	Human Resources/ Admissions, Records, and Financial Aid	Haven David/Joe Hite		May	Report
Library Services <i>Student Survey (Seymour, CCC/STC)<sup>2</sup></i>	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June	AA

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May					
New Beginnings Advisory Board Evaluation (December <b>OR</b> May, depending on meeting) <sup>+</sup>	<b>PASS Department Services</b>	Deana Lehman	Evaluates New Beginnings Director, Assistant, and Program	October	AA
Accreditation Review Council on Surgical Technology and Surgical Assisting 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
Faculty Professional Development Activities Report	Instructional Services	All faculty, Roxie Hill completes report		June	Report
Verification of Workplace Competencies Report	Instructional Services	CTE programs, Shana Drury maintains data		June	Report
National Student Clearinghouse <b>Subsequent of Term</b>	Admissions and Records	Maria Servin	Student Enrollment	June	Report
<b>Resident Hall Fire Drill Spring</b>	<b>Housing</b>	<b>Director of Housing</b>	<b>Emergency preparedness actions</b>	<b>June</b>	<b>Report</b>

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Resident Hall Health and Safety Inspection Spring	Housing	Director of Housing	Identifies needed repairs and replacement furniture	June	Report
Resident Hall Inventory Report	Housing	Director of Housing		June	Report
Resident Hall Severe Weather Drill	Housing	Director of Housing	Emergency preparedness actions	June	Report
Student Activities Year End Report	Student Activities	Director of Student Activities		June	Report
Academic Coaching Summary	Student Success Specialist	Student Success Specialist	Evaluates student interaction with the Student Success Specialist as well as time spent in direct student contact	June	Report
Chap Express Yearly Report	Student Success Specialist	Student Success Specialist	Includes student data, student demographics, scheduling information and student reviews	June	Report
Counseling Appointment and Degree Audit Report	Counseling	Associate Dean of Student Services	Highlights the numbers of students served and services used by students	January	Report
QERI Survey	Quality Enhancement	Criquett Lehman	Quality Enhancement Resource Inventory Evaluation	September	AA
National Student Clearinghouse Graduates Only	Admissions and Records	Maria Servin	Student Enrollment	June	Report
Program/Discipline Evaluation	Instructional Services	Greg Fowler, Mark Holcomb	Program Revisions/ Viability	July	Both

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End of Semester Course Review	Instructional Services	Dr. Brad Beauchamp/Roxie Hill	Data from ESCRs are aggregated annually to provide an institutional overview of student attainment of the general core competencies and student learning outcomes.	July	AA
Rubric for Online Instruction (ROI)	Instructional Services	Gary Don Harkey/Division Chairs/Roxie Hill	Criteria are used to determine the quality of an online course: Learner support resources, instructional design and interaction, learning materials and content, technology, innovation, accessibility, assessment and evaluation.	July	AA
<b>June</b>					
CAHIIM Annual Program Assessment	Health Information Management	HIM Coordinator	Program Revision & Accreditation	July	Report
National Student Clearinghouse <i>First of Term</i>	Admissions and Records	Maria Servin	Student Enrollment	July	Report
<i>National Student Clearinghouse – Unofficially Withdrawn Report</i>	<i>Admissions and Records</i>	<i>Amanda Raines</i>	<i>Student Enrollment</i>	<i>July</i>	<i>Report</i>
Texas Success Initiative Report (Spring) CMB 002	Admissions and Records	Maria Servin/Joe Hite	Provides useful data for TSI evaluation for all undergraduate student	July	Report
Con Ed Student Report (Summer I) CBM 00A	Admissions and Records	Maria Servin/Joe Hite	Non-credit enrollment contact hour report by student	July	Report
Con Ed Class Report (Summer I) CBM 00C	Admissions and Records	Maria Servin/Joe Hite	Non-credit contact hours by course	July	Report
THECB Year End TEXAS Grant Report	Financial Aid	Melissa Elliott		July	Report

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THECB Year End LEAP, SLEAP, State Work-Study and Nursing	Financial Aid	Melissa Elliott		July	Report
Faculty Report (Spring) CBM 008	Admissions and Records	Maria Servin/Joe Hite	collect data on the academic duties of all personnel who teach a class	July	Report
Student Schedule Report (Spring) CBM 00S	Admissions and Records	Maria Servin/Joe Hite	reflects individual courses and grades, by student, as of the final day for each semester	July	Report
Student End of Semester Report (Spring) CBM OEI	Admissions and Records	Maria Servin/Joe Hite	reflects students enrolled at the reporting institution as of the final day of each semester	July	Report
Student Number Change Report CBM 00N	Admissions and Records (Submission = Any Time as Needed)	Maria Servin/Joe Hite	Change in Student ID, birthdate, and gender (compilation of reports submitted for academic year)	July	Both
<b>July</b>					
Student Report (Summer I) CBM 001	Admissions and Records	Maria Servin/Joe Hite	Enrollments	August	Both
Class Report (Summer I) CBM 004	Admissions and Records	Maria Servin/Joe Hite	Contact Hours/Program	August	Both
National Student Clearinghouse Subsequent of Term	Admissions and Records	Maria Servin	Student Enrollment	August	Report
Student Right to Know Report	Student Services	Student Success Specialist		August	Report
THECB Year End TEOG Report	Financial Aid	Melissa Elliott		August	Report

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August					
New Beginnings Evaluation <sup>+</sup>	PASS Department 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	Maria Servin/Joe Hite	Enrollments	September	Both
Class Report (Summer II) CBM 004	Admissions and Records	Maria Servin/Joe Hite	Contact Hours/Program	September	Both
Resident Hall <b>Inspection Report</b>	Housing	Director of Housing	evaluate physical needs and requirements of Housing <b>Document inventory and condition of facilities before occupation by students</b>	September	Report
National Student Clearinghouse <b>Subsequent of Term</b>	Admissions and Records	Maria Servin	Student Enrollment	September	Report
IPEDS "Keyholders" Registration	Admissions, Records, and Financial Aid	Joe Hite		September	Report
New Student Orientation Report	Counseling	Associate Dean of Student Services		September	Report
National Student Clearinghouse – Graduates Only	Admissions and Records	Maria Servin	Student Enrollment	September	Report

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Annual Recruiting Report	Institutional Advancement	Advancement Specialist Recruiting	Data used to measure effectiveness of program efforts and develop annual recruiting plans. Reviewed by the Integrated Marketing/Recruiting Committee.	August	Report
End of Semester Course Review	Instructional Services	Dr. Brad Beauchamp/Roxie Hill	Data from ESCRs are aggregated annually to provide an institutional overview of student attainment of the general core competencies and student learning outcomes.	October	AA
Rubric for Online Instruction (ROI)	Instructional Services	Gary Don Harkey/Division Chairs/Roxie Hill	Criteria are used to determine the quality of an online course: Learner support resources, instructional design and interaction, learning materials and content, technology, innovation, accessibility, assessment and evaluation.	October	AA
<b>Ongoing</b>					
Advisory Committee Meetings (Fall/Spring)	Career and Technical Education	CTE Faculty	Program Revisions	September	AA
Verification of Workplace Competencies	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

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Texas Commission on Fire Protection Regulations	Fire	Robyn Wike	Program Revisions/ Licensure Rate	September	Report
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
Reaccreditation ASHP Pharmacy Technician Program (every 6 years)	Pharmacy Technician	Katrina Brasuell	Accreditation	September	Report
CE Course Evaluations –annual update	Continuing Education	Christina Feldman	Course Revisions	September	AA

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