

Assessment Activity/Report Calendar
Vernon College
2016-2017

Assessment in education is best described as an action “to determine the importance, size, or value of.”

Activity can be defined as an action or task.

Assessment measures – All components of the college, including instruction, student services, admissions and records, and administrative services can be enhanced by use of thorough and specific assessment methods that identify and quantify (measure) strengths and weaknesses.

Use of assessment – Vernon College is committed to the use of assessment as a tool for providing guidance and direction. The expectation is for each component on the calendar to be implemented, articulated in writing, and documented as to how it will help Vernon College improve.

Report: An account presented usually in detail; a written document describing the findings of some individual or group.

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

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National Student Clearinghouse – Unofficially Withdrawn Report (Fall)	Admissions and Records	Amanda Raines	Student Enrollment	October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

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Faculty Utilization Annual Report	Instructional Services	Gary Don Harkey	Based on review of faculty load and listing	October
October				
CE Reports	Continuing Education	Christina Feldman	Schedule Development THECB Standards Program Continuation	November
Program Completer Report (Fall)	Instructional Services	CTE Programs, Shana Drury, Donna Egoavil	Submitted to Admissions for completers who did not apply for graduation	November
Compliance Audit for Nursing Educational Programs (VN-CANEP)	LVN	Sherrie Denham	Compliance information survey for BON Note: administered October, every 2 years	November (Odd numbered years)
Compliance Audit for Nursing Educational Programs (RN-CANEP)	RN	Mary Rivard	Compliance information survey for BON	November
VC Core Curriculum Assessment Report	Coordinator Assessment of Student Learning	Brad Beauchamp	To report student attainment of the Texas Core Curriculum 6 core objectives	November
Student Report (Fall) CBM 001	Admissions and Records	Maria Servin/Joe Hite	Enrollments Dual Credit Enrollments	November
Class Report (Fall) CBM 004	Admissions and Records	Maria Servin/Joe Hite	Contact Hours/Program	November
Graduate Report Annual CBM 009	Admissions and Records	Joe Hite	Total and Program Graduates	November
Department of Education FISAP (Annual Report)	Financial Aid	Melissa Elliott/Joe Hite	Federal Dollars Awarded Annually	November

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Texas Success Initiative Report (Summer I) CBM 002	Admissions and Records	Maria Servin/Joe Hite	Provides useful data for TSI evaluation for all undergraduate student	November
Texas Success Initiative Report (Summer II) CBM 002	Admissions and Records	Maria Servin/Joe Hite	Provides useful data for TSI evaluation for all undergraduate student	November
National Student Clearinghouse Subsequent of Term (Oct)	Admissions and Records	Maria Servin	Student Enrollment	November
Marketable Skills Achievement Report CBM 00M	Admissions and Records	Joe Hite	Note: annual report	November
IPEDS Institutional Characteristics Report	Admissions, Records, and Financial Aid	Joe Hite	Collects basic institutional data	November
IPEDS Completions Report	Admissions and Records	Joe Hite	Collects number of degrees and other formal awards (certificates) conferred	November
IPEDS 12-Month Enrollment Report	Admissions and Records	Joe Hite	Reports head count and contact hours	November
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
Student Schedule Report (Summer I) 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
Student Schedule Report (Summer II) 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
Student End of Semester Reports (Summer I) CBM 0E1	Admissions and Records	Maria Servin/Joe Hite	reflects students enrolled at the reporting institution as of the final day of each semester	November
Student End of Semester Reports (Summer II) CBM 0E1	Admissions and Records	Maria Servin/Joe Hite	reflects students enrolled at the reporting institution as of the final day of each semester	November

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RN-Nurse Educational Program Information Survey (RN-NEPIS)	Nursing	Mary Rivard	Annual Report to the Board of Nursing	December
November				
SIR II Survey (Fall)	Instructional Services	Linda Haney/Gary Don Harkey	Student Instructional Report Faculty Evaluations/Course Revisions	February
SIR II Supplemental Questions (Fall)	Instructional Services	Linda Haney/Gary Don Harkey	Student Instructional Report Faculty Evaluations/Course Revisions	February
eSIR II Survey (Fall)	Instructional Services	Linda Haney/Gary Don Harkey	Student Instructional Report Faculty Evaluations/Course Revisions	February
eSIR II Supplemental Questions (Fall)	Instructional Services	Linda Haney/Gary Don Harkey	Student Instructional Report Faculty Evaluations/Course Revisions	February
Library Services Student Survey (VER)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	December
Library Services Student Survey (SLC)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	December
Library Services Student Survey (Concurrent Enrollment/Dual Credit Students at Service Area High Schools)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	December
Library Survey of Online Students	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	December
Independent Audit Dept. of Ed	Financial Aid	Melissa Elliott/Joe Hite	State and institutional dollars awarded annually	December
THECB Financial Aid Data Base (FADB) Report	Financial Aid	Melissa Elliott/Joe Hite	State and institutional dollars awarded annually	December
Resident Hall Fire Drill Report (Fall)	Housing	Director of Housing	Emergency preparedness actions	December

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Housing & Food Service Survey	Housing	Director of Housing	Housing Food Service Survey – appraise student views of food and services	December
National Student Clearinghouse Subsequent of Term (Nov)	Admissions and Records	Maria Servin	Student Enrollment	December
December				
New Beginnings Fact Sheet	PASS Department Services	Deana Lehman	Uses student files and POISE data to evaluate results of program and in grant writing Note: previous year annual report	October
Annual Audit - Financial	Business Office	Dean of Administrative Services	Compliance with state and federal rules measures effectiveness of institutional financial procedures, practices, and internal controls Note: Annual External Audit reviewed by the Board of Trustees	February
Report of Fundable Operating Expenditures to the THECB	Business Office	Dean of Administrative Services	Reports expenditures by department or program per THECB rules and regulations – used to evaluate program costs with peer group colleges to assist in determining effective use of funds	February
National Student Clearinghouse Subsequent of Term (Dec)	Admissions and Records	Maria Servin	Student Enrollment	January
National Student Clearinghouse Graduates Only	Admissions and Records	Maria Servin	Student Enrollment	January
Con Ed Student Report (Q1/Fall) CBM 00A	Admissions and Records	Maria Servin/Joe Hite	Non-credit enrollment contact hour report by student	January
Con Ed Class Report (Q1/Fall) CBM 00C	Admissions and Records	Maria Servin/Joe Hite	Non-credit contact hours by course	January

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CBM 116 Follow-up Report	Institutional Effectiveness	Betsy Harkey	Automated Student and Adult Learner Follow-Up System THECB Report	January
Licensure Report ,THECB	Institutional Effectiveness	Betsy Harkey	Collection of licensure and certification number of students tested and passed during academic year. Also collect continuing education tested and passed for Vernon College KPIA.	January
End of Semester Course Review (Fall)	Instructional Services	Brad Beauchamp	Data from ESCRs are aggregated annually to provide an institutional overview of student attainment of the general core competencies and student learning outcomes.	February
Academic Coaching Summary (Fall)	Student Success Specialist	Student Success Specialist	Evaluates student interaction with the Student Success Specialist as well as time spent in direct student contact	January
Counseling Appointment and Degree Audit Report (Summer/Fall)	Counseling	Associate Dean of Student Services	Highlights the numbers of students served and services used by students	January
Resident Hall Health & Safety Report (Fall)	Housing	Director of Housing	Resident Hall Health & Safety evaluation used to correct infractions & secure safe housing	January
January				
NJCAA Eligibility Report	Athletics	Athletic Director	NJCAA (National Junior College Athletic Association) To monitor academic success for needed intervention	February
Athletic GPA Report	Athletics	Athletic Director	Average GPA of each sport presented to Board of Trustees	February
Occupational Skills Award Report	Instructional Services	CTE Programs, Shana Drury	Review and update for General Catalog and presented to Academic Council	February

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National Student Clearinghouse First of Term (Spring)	Admissions and Records	Maria Servin	Student Enrollment	February
National Student Clearinghouse – Unofficially Withdrawn Report (Spring)	Admissions and Records	Amanda Raines	Student Enrollment	February
February				
LBB Performance Measures Report	Institutional Effectiveness	Betsy Harkey	Most information from CBM Reports; could be used for benchmarking	March
Evaluation of King Center and Usage	Continuing Education	Anne Patterson	Utilization Evaluation/Revision	March
Program Completer Report (Spring)	Instructional Services	CTE Programs, Shana Drury, Donna Egoavil	Submitted to Admissions for completers who did not apply for graduation	March
VN-Nurse Educational Program Information Survey (VN-NEPIS)	LVN	Sherrie Denham	Provides BON information to establish policy	March
Department of Education (Draft) Cohort Default Rate	Financial Aid	Melissa Elliott/Joe Hite	College Student Loan Default Rate	March
Lab Evaluation Reports	Instructional Services	Faculty using instructional labs/Shana Drury, Donna Egoavil	To make recommendations for improvement	March
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
National Student Clearinghouse Subsequent of Term (Feb)	Admissions and Records	Maria Servin	Student Enrollment	March
THECB State Program Progress Report	Financial Aid	Melissa Elliott	For dollars used of state financial aid	March

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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
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
Student End of Semester Report (Fall) CBM 0EI	Admissions and Records	Maria Servin/Joe Hite	reflects students enrolled at the reporting institution as of the final day of each semester	March
Evaluation of the CCC Fitness Center and Usage	Continuing Education	Christina Feldman	Utilization Evaluation/Revision	March
Student Report (Spring) CBM 001	Admissions and Records	Maria Servin/Joe Hite	Enrollments Dual Credit Enrollments	March
Class Report (Spring) CBM 004	Admissions and Records	Maria Servin/Joe Hite	Contact Hours/Program	March
March				
THECB Accountability Report	Institutional Effectiveness	Betsy Harkey	Benchmarking	April
Perkins Basic Grant Biannual Report	Instructional Services	Shana Drury	Required progress report	April
National Student Clearinghouse Subsequent of Term (Mar)	Admissions and Records	Maria Servin	Student Enrollment	April
Con Ed Student Report (Q2/Winter) CBM 00A	Admissions and Records	Maria Servin/Joe Hite	Non-credit enrollment contact hour report by student	April
Con Ed Class Report (Q2/Winter) CBM 00C	Admissions and Records	Maria Servin/Joe Hite	Non-credit contact hours by course	April
New Student Orientation Report (Spring)	Counseling	Associate Dean of Student Services	Data and analysis of NSOs	April

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April				
SIR II Survey (Spring)	Instructional Services	Linda Haney/Gary Don Harkey	Student Instructional Report Faculty Evaluations/Course Revisions	September
SIR II Supplementary Questions (Spring)	Instructional Services	Linda Haney/Gary Don Harkey	Student Instructional Report Faculty Evaluations/Course Revisions	September
eSIR II Survey (Spring)	Instructional Services	Linda Haney/Gary Don Harkey	Student Instructional Report Faculty Evaluations/Course Revisions	September
eSIR II Supplemental Questions (Spring)	Instructional Services	Linda Haney/Gary Don Harkey	Student Instructional Report Faculty Evaluations/Course Revisions	September
CCSSE	Institutional Effectiveness	Criquett Lehman	Engagement Benchmarking	October 2017
CCFSSE	Institutional Effectiveness	Criquett Lehman	Engagement Benchmarking	October 2017
Athletic Scholarship Report	Athletics	Athletic Director	Analysis of athletic scholarship dollars	May
THECB State Budgets Report	Financial Aid	Melissa Elliott	VC student financial aid budget	May
National Student Clearinghouse Subsequent of Term (Apr)	Admissions and Records	Maria Servin	Student Enrollment	May
IPEDS Graduation Rates Report	Admissions and Records	Joe Hite	To satisfy Student Right to Know legislation	May
IPEDS Student Financial Aid Survey	Financial Aid	Melissa Elliott/Joe Hite	Data collection regarding student financial aid assistance	May
IPEDS Fall Enrollment Report	Admissions and Records	Joe Hite	Collection of student data	May

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IPEDS Finance Report	Business Office/ Admissions, Records and Financial Aid	Dean of Administrative Services/Joe Hite	To describe financial condition of college	May
Academic Libraries Component for IPEDS	Library Services	Marian Grona	If expenditures exceed \$100,000.00, organizations are required to complete and submit the remainder of the report	May
Higher Education Regional Council Report (HERC)	Instructional Services	Gary Don Harkey/ Shana Drury	To detail activities outside of service region	May
IPEDS Human Resources	Human Resources/ Admissions, Records, and Financial Aid	Haven David/Joe Hite	Collection of staff data and salaries	May
Library Services Student Survey (CCC)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June
Library Services Student Survey (STC)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June
Library Services Student Survey (Seymour)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June
May				
Accreditation Review Council on Surgical Technology and Surgical Assisting Annual Report to CAAHEP	Surgical Technology	Jeff Feix	Programmatic accreditation standards outcomes report to demonstrate compliance. Data is also reported to program advisory committee and used to evaluate the overall program, policies, and personnel.	June
Student Financial Aid Audit	Business Office	Dean of Administrative Services	Reports audit for the previous year ended – measures compliance with federal rules and regulations (Annual Audit reported to the Department of Education)	June
Library Services Faculty Survey	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June

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Verification of Workplace Competencies Report	Instructional Services	CTE programs, Shana Drury maintains data	THECB report for activity and completers by CTE program	June
National Student Clearinghouse Subsequent of Term (May)	Admissions and Records	Maria Servin	Student Enrollment	June
Resident Hall Fire Drill Report (Spring)	Housing	Director of Housing	Emergency preparedness actions	June
Resident Hall Health and Safety Report (Spring)	Housing	Director of Housing	Identifies needed repairs and replacement furniture	June
Resident Hall Inventory Report	Housing	Director of Housing	Needed repairs and furniture replacement	June
Resident Hall Severe Weather Drill Report	Housing	Director of Housing	Emergency preparedness actions Note: conducted once a year (Spring)	June
Student Activities Year End Report	Student Activities	Director of Student Activities	Compilation of data from student activities survey	June
Academic Coaching Summary (Spring)	Student Success Specialist	Student Success Specialist	Evaluates student interaction with the Student Success Specialist as well as time spent in direct student contact	June
Chap Express Yearly Report	Student Success Specialist	Student Success Specialist	Includes student data, student demographics, scheduling information and student reviews	June
Counseling Appointment and Degree Audit Report (Spring)	Counseling	Associate Dean of Student Services	Highlights the numbers of students served and services used by students	June
QERI Survey	Quality Enhancement	Criquett Lehman	Quality Enhancement Resource Inventory Evaluation	September
National Student Clearinghouse Graduates Only (May)	Admissions and Records	Maria Servin	Student Enrollment	June

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Program/Discipline Evaluation	Instructional Services	Greg Fowler, Mark Holcomb	Program Revisions/ Viability	July
End of Semester Course Review (Spring)	Coordinator Assessment of Student Learning	Brad Beauchamp	Data from ESCRs are aggregated annually to provide an institutional overview of student attainment of the general core competencies and student learning outcomes.	July
June				
CAHIIM Annual Program Assessment	Health Information Management	HIM Coordinator	Program Revision & Accreditation	July
National Student Clearinghouse First of Term (Summer)	Admissions and Records	Maria Servin	Student Enrollment	July
National Student Clearinghouse – Unofficially Withdrawn Report (Summer)	Admissions and Records	Amanda Raines	Student Enrollment	July
Texas Success Initiative Report (Spring) CMB 002	Admissions and Records	Maria Servin/Joe Hite	Provides useful data for TSI evaluation for all undergraduate student	July
Con Ed Student Report (Q3/Spring) CBM 00A	Admissions and Records	Maria Servin/Joe Hite	Non-credit enrollment contact hour report by student	July
Con Ed Class Report (Q3/Spring) CBM 00C	Admissions and Records	Maria Servin/Joe Hite	Non-credit contact hours by course	July
THECB Year End TEXAS Grant Report	Financial Aid	Melissa Elliott	Reports allocation/reallocation of grant funds	July
THECB Year End LEAP, SLEAP, State Work-Study and Nursing Report	Financial Aid	Melissa Elliott	To report THECB program specific information	July
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

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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
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
Student Number Change Report CBM 00N	Admissions and Records	Maria Servin/Joe Hite	Change in Student ID, birthdate, and gender (compilation of reports submitted for academic year) Note: Submission = Any Time as Needed	July
July				
Program Completer Report (Summer)	Instructional Services	CTE Programs, Shana Drury, Donna Egoavil	Submitted to Admissions for completers who did not apply for graduation	August
Student Report (Summer I) CBM 001	Admissions and Records	Maria Servin/Joe Hite	Enrollments	August
Class Report (Summer I) CBM 004	Admissions and Records	Maria Servin/Joe Hite	Contact Hours/Program	August
National Student Clearinghouse Subsequent of Term (July)	Admissions and Records	Maria Servin	Student Enrollment	August
Student Right to Know Report	Student Services	Student Success Specialist	Used for comparison of academic progress of VC athletes and the general student body	August
THECB Year End TEOG Report	Financial Aid	Melissa Elliott	Reports allocation/reallocation of grant funds	August
August				
Annual Operating Budget	President's Office and Business Office	President and Dean of Administrative Services	Proposed budget for upcoming year approved- fulfill budgetary approval requirements (Annual Operating Budget approved by the Board of Trustees)	September

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Student Report (Summer II) CBM 001	Admissions and Records	Maria Servin/Joe Hite	Enrollments	September
Class Report (Summer II) CBM 004	Admissions and Records	Maria Servin/Joe Hite	Contact Hours/Program	September
Resident Hall Inspection Report	Housing	Director of Housing	Document inventory and condition of facilities before occupation by students	September
National Student Clearinghouse Subsequent of Term (Aug)	Admissions and Records	Maria Servin	Student Enrollment	September
IPEDS "Keyholder" Registration Report	Admissions, Records, and Financial Aid	Joe Hite	Annual registration for user ID and password	September
New Student Orientation Report (Fall)	Counseling	Associate Dean of Student Services	Data and analysis of NSOs	September
National Student Clearinghouse – Graduates Only	Admissions and Records	Maria Servin	Student Enrollment	September
Annual Recruiting Report	Admissions and Records	Coordinator of Recruiting	Data used to measure effectiveness of program efforts and develop annual recruiting plans. Reviewed by the Integrated Marketing/Recruiting Committee.	September
Texas Commission on Fire Protection Regulations	Fire	Christina Feldman	Program Revisions/ Licensure Rate	September
Reaccreditation ASHP Pharmacy Technician Program	Pharmacy Technician	Katrina Brasuell	Accreditation	September (every 6 years)

Approved by the Student Success by the Numbers Committee on