

**Changes to Assessment/Report Calendar  
Vernon College  
2016-2017**

**Department/Division:** Student Services

**Requested Change:** Please indicate addition, update or deletion to 2016-2017

<u>      </u>	<b>New assessment activity</b>	Title: _____
<u>      </u>	<b>New report</b>	Title: _____
<u>      </u>	<b>Replacement/Update assessment activity</b>	Title: _____
<u>      </u>	<b>Replacement/Update of previous report</b>	Title: _____
<u>      </u>	<b>Deletion of assessment activity</b>	Title: _____
<u>      </u>	<b>Deletion of report</b>	Title: _____
<u>      </u>	<b>Same assessment/different date for activity</b>	Title: _____
<u>  X  </u>	<b>Same report/different date</b>	Title: <u>Counseling Appointment and Degree Audit Report</u>

**Rationale for requested change:** There are 2 of these reports. One is due in January to cover Spring advising which takes place September to January. The other should be due in September to cover Summer and Fall advising which takes place February to August. Obviously an error I did not catch in the final review of the report calendar.

**Estimated month of completion:** Two reports with the same name. One due in January (this is correct currently) and one due in September (this is the one being moved from June to September.)

**Submitted by:** Kristin Harris, Associate Dean of Student Services      **Date:** July 19, 2017

**Approved by:** Dr. Dusty Johnston      **Date:** August 7, 2017  
(President)

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**Received by Office of Institutional  
Effectiveness:**

July 19, 2017  
\_\_\_\_\_  
(Date)

**Posted to VC website:**

August 24, 2017  
\_\_\_\_\_  
(Date)