Vernon College

Assessment Activity/Report Communication Form

Title: CTE Award Completer Forms   **Date of Completion:** 9/30/2010

Please circle: **Assessment Activity**   **/Report/**   **Both**

Highlights of data:

After official enrollment is determined, CTE programs review student records to identify students who will complete requirements for an award (degree or certificate) upon successful completion of the courses for the current semester.   A Program Completer form for each of these students is sent to the Registrar's office.

The number of CTE Completer Forms submitted by CTE programs for fall 2010 are as follows:

Computer and Information Science – 14

Cosmetology – 12 (5 Vernon, 7 CC)

Farm and Ranch – 1

Vocational Nursing – 60 (43 day, 17 evening)

Pharmacy Technician – 11 (evening program)

Welding -6

Use of data:

The Registrar's office reviews these students' transcripts to verify that they will complete an award at the end of the current semester if they successfully complete their coursework. The Registrar sends letters to these students encouraging them to apply for graduation.

This data is a very important step for identifying and reporting every CTE program award completer.

Where the report can be found: Office of the Assistant to the Dean of Instructional Services

Submitted by: Sharon Winn   **Date:** October 11, 2010
                                        (responsible party)
****

Received by Office of Institutional Effectiveness: **10.11.10**

Presented to College Effectiveness Committee: **10.18.10**