Vernon College

Assessment Activity/Report Communication Form
2011-2012

Title: CTE Award Completer Forms submitted to Admissions **Date of completion:** ___2-23-2012_____

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

Highlights of data:
The Completer form identifies students who are expected to complete a CTE award at the end of the current semester. As of the date of this report the number of completers for May 2012 are as follows: Admin Office 4, Automotive 6, Bus Mgt 2, CIS 3, Cosm, 10, EMS 8, Farm&Ranch 5, HIT 2, HVAC 9, IAS 4, ADN 110, Pharm Tech 16, Welding 9. SRGT will report in spring II term. Total: 188

Use of data: CTE Award Completer forms data are used as follows:
1. Identify all CTE students who complete an award.
2. Send letters to completers to encourage them to apply for graduation.
3. Include students identified as completing an award but did not apply for graduation on the completer reports to the THECB
4. Report data in Perkins Basic grant reports and use for grant application.

How associated to Student Success? Completion of a CTE program award is a measure of student success. The completer forms identify students who will complete CTE program awards, and the process encourages students to apply for graduation. Because some students do not apply for graduation, verification of program completers is used to identify students as completers regardless of whether or not they applied for graduation, and the completions are entered on student transcripts. Also, the college reports student success more accurately.

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

Submitted by: ____Sharon Winn_____ **Date:** _____2-23-2012_____
                                          (responsible party)
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Received by Office of Institutional Effectiveness: 2.27.12

Presented to College Effectiveness Committee: 2.28.12