

# Vernon College

## Assessment Activity/Report Communication Form

**Title:** Lab Evaluation Reports

**Date of completion:** 03/28/2012

**Please circle:**

**Assessment Activity**

**Report**

**Both**

**Highlights of data:**

Lab evaluations are completed each February; this includes CTE programs with labs, academic disciplines that utilize labs, and computer labs not assigned to a particular program or discipline. The form is used to evaluate the condition of the facility, equipment, and supplies. 6 programs made requests for improvement/repairs to the labs or requested additional space; the solutions for most of the requests will be resolved when the renovation of CC is completed. The complete list of requests was forwarded to the Dean of Instructional Services.

Inventories of major equipment items and computers are updated, and new inventory labels will be printed.

Additionally, the form is used to identify equipment, materials, supplies, and furnishings needed to deliver high-quality instruction.

At this time, 7 CTE programs requests for equipment, technology, and curriculum materials totaled \$95,967 for 2012-2013.

**Use of data:**

The information from the Lab Evaluation reports is used to plan maintenance and repair of facilities, to analyze use of the facilities, and to plan for optimum use. The inventory lists include timelines for replacement of equipment. This is especially useful for planning the cycle for computer replacement.

CTE programs and academic disciplines use the evaluation reports for preparing budget requests in March. Also, they are used for developing the Perkins Basic grant activities and budgets.

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

**Submitted by:** Sharon Winn **Date:** March 28, 2012  
(responsible party)

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**Received by Office of Institutional Effectiveness:** 4.23.12

**Presented to Planning and Assessment Committee:** posted to Blackboard April 2012