

DRAFT

Vernon College Annual Action Plan 2011-2012

Office of/Division of Institutional Effectiveness - Quality Enhancement

Priority Initiatives:

#2 Integrate the Quality Enhancement Plan functions and activities into the infrastructure of the college.

Objective #1: Facilitate communication regarding the Quality Enhancement Plan for the institution and outside entities (such as SACS).

Responsibility: Criquett Lehman, Director of Quality Enhancement

Statement of Need:

Compliance requirements as directed by SACS.

As outlined and directed in the Quality Enhancement Plan document.

Actions:

1. Publish "the Quest" newsletter to be distributed to faculty and staff via mass email and post on the website as a resource.
2. Publish a student newsletter once a semester to be posted on the website and sent to all student's via their Vernon College email account.
3. Present/provide information at orientations - students, new employees, Fall and Spring faculty and staff developments.
4. Produce the QEP Annual Progress Report not later than September 2012.

Resources and Approximate \$: Institutional Improvement, no \$

Assessment Method/Date:

1. Produce 3 faculty/staff newsletters per academic year 2011-2012. July 2012
2. Produce 1 student newsletter per semester (Fall 2011 & Spring 2012). May 2012
3. Provide a list of dates, agendas, and participation log for orientations. May 2012
4. Annual Progress Report submitted by September 2012.

Results: Achieved, Not Achieved, In Progress

Assessment Data/Evidence:

Use of Results for Improvement:

Objective #2: Chair Quality Enhancement Plan Implementation Committee

Responsibility: Criquett Lehman, Director of Quality Enhancement

Statement of Need: As outlined and directed in the Quality Enhancement Plan document.

Actions:

1. Provide leadership as chair.
2. Meet monthly.
3. Ensure completion of Quality Enhancement Plan objectives.

4. Review and maintain Quality Enhancement Plan timeline.
Resources and Approximate \$: Institutional Improvement, no \$
Assessment Method/Date: 1. Agenda and minutes for the 2011-2012 academic year. July 2012 2. Number of meetings completed in the 2010-2011 academic year. July 2011
Results: Achieved, Not Achieved, In Progress
Assessment Data/Evidence:
Use of Results for Improvement:

Objective #3: Manage and provide support for the quality enhancement pilot program as prescribed by the Quality Enhancement Plan.
Responsibility: Criquett Lehman, Director of Quality Enhancement; Roxanne Hill, Instructional Design and Technology Coordinator
Statement of Need: Compliance requirements as directed by SACS. As outlined and directed in the Quality Enhancement Plan document.
Actions: 1. Recruit new pilot participants. 2. Review pilot project documentation and provide support and training for incorporation of Global Learning Outcomes and development of assessment measures. 3. Provide training and professional development to be completed each semester by December 2011 and May 2012: Organize and conduct training, Organize roundtables, Schedule and conduct one-on-one meetings, Participate in NISOD convention. 4. Provide technical and operational support through purchase of software and equipment, completion of mid and end-of-year reports, providing oversight for pilot portion of the QEP timeline.
Resources and Approximate \$: QERI = available through Quality Enhancement Resource Inventory 2. Institutional Improvement: Funding for NISOD Convention - \$1,400.00 X 5 pilot participants = \$7,000.00 (Est.) 3. Personnel: QEP Pilot Stipends - \$2,700.00 per pilot participant x 5 pilot participants = \$13,500.00 4. Technology: All costs estimated based on 2010 figures. TOTAL: \$21,524.00 Wimba License - \$15,772.00 1 Laptop Computer - \$1,300.00 3 Laptop Computers - QERI 1 Tablet Computer - \$1,750.00 1 Camtasia Software - \$200.00

1 Camtasia Software - QERI
1 Webcam - QERI
1 Headset with Microphone - QERI
1 Video Camcorder - \$450.00
Class set of Math Manipulatives - FREE website
LivePerson Chat - \$100/mo X 12 mo = \$1200.00
1 Genius Mouse Pen/Tablet - \$37.00
1 Projector Casio XGA 140 - \$815.00
1 Set Quizdom Clickers - QERI

Assessment Method/Date:

1. Number of new pilot applications, completion of pilot project rubrics by the QEP Implementation Committee, meeting minutes reflecting the selection of the pilot participants for the 2012-2013 academic year. December 2011
2. List of "Objective" (Global Learning Outcomes) section and "Assessment Data/Evidence" (Assessment Measures) section of end-of-year reports for each pilot participant. July 2012
3. Number and participation of roundtable meetings, log of one-on-one meetings, log of trainings, number of pilots who participated in NISOD Convention. Review and complete December 2011, May 2012, and August 2012. Meeting minutes reflecting updates reported to QEP Implementation Committee. January 2012, June 2012
4. Budget spreadsheet and purchase requisitions reflecting equipment and software purchases (August 2012), Resource Inventory supply (August 2012), Resource Inventory check out log (August 2012), completion of pilot mid-year reports (December 2011), completion of pilot end-of-year reports (July 2012), Committee meeting minutes reflecting the completion of pilot objectives according to the QEP timeline (August 2012).

Results: Achieved, Not Achieved, In Progress

Assessment Data/Evidence:

Use of Results for Improvement:

Objective #4: Ensure Compliance with SACS

Responsibility: Criqueett Lehman, Director of Quality Enhancement

Statement of Need: Compliance requirements as directed by SACS.

Actions:

1. Produce QEP Annual Progress Report.

Resources and Approximate \$: Institutional Improvement, no \$

Assessment Method/Date:
1. Annual Progress Report submitted by September 2012.
Results: Achieved, Not Achieved, In Progress
Assessment Data/Evidence:
Use of Results for Improvement:

Objective #5: Integrate innovative technologies, including hardware and software, as piloted through the Quality Enhancement Plan into the college infrastructure.
Responsibility: Criquett Lehman, Director of Quality Enhancement; Roxanne Hill, Instructional Design and Technology Coordinator
Statement of Need: As outlined and directed in the Quality Enhancement Plan document. Identified best practices from the Pilot Participant's end-of-year reports. Personal observation of increased demand by faculty and staff (surveys, interviews, verbal communication, VC Café Sessions). Ensure effective and cost efficient spending practices to purchase and maintain technology.
Actions: 1. Create a task force to review best practices and develop a formal process for the purchasing, use, and maintenance of the Quality Enhancement Resource Inventory. 2. Implement the Quality Enhancement Resource Inventory process in the Fall 2011 semester. 3. Create satisfaction survey's to be administered at the end of each semester. 4. Assess the Quality Enhancement Resource Inventory list to determine utilization and necessary upgrades.
Resources and Approximate \$: Institutional Improvement, no \$
Assessment Method/Date: 1. Provide a list of taskforce members, agendas, and meeting notes. May 2012 2. Provide written process documentation. December 2011 3. Provide results from satisfaction survey's. December 2011 & May 2012 4. Quality Enhancement Resource Inventory list results. December 2011 & May 2012
Results: Achieved, Not Achieved, In Progress
Assessment Data/Evidence:
Use of Results for Improvement:

Priority Initiatives: #7 Support opportunities for professional development for all Vernon College employees through appropriate funding.

Objective #1: Ensure Compliance with SACS
Responsibility: Criquett Lehman, Director of Quality Enhancement
Statement of Need: Compliance requirements as directed by SACS.
Actions: 1. Participate in SACS pre-conference workshops and SACS 2011 Annual Meeting.
Resources and Approximate \$: Institutional Improvement: Staff development funding to attend conferences - \$2,000.00 (Est.)
Assessment Method/Date: 1. Travel Expense Vouchers indicating attendance. December 2011
Results: Achieved, Not Achieved, In Progress
Assessment Data/Evidence:
Use of Results for Improvement:

Priority Initiatives: #9 Ensure institutional accountability through effective strategic planning and assessment processes.
Objective #1: Administer, analyze, and share information for assessments to be used for benchmarking and comparability purposes.
Responsibility: Criquett Lehman, Director of Quality Enhancement
Statement of Need: As outlined and directed in the Quality Enhancement Plan document. Assessment information needed for institutional accountability.
Actions: 1. Administer the Survey of Entering Student Engagement (SENSE). NOTE: Data will be shared in Fall 2012. 2. Analyze the Community College Survey of Student Engagement (CCSSE) data and information to prepare and present results and findings.
Resources and Approximate \$: Institutional Improvement: Funding for SENSE Survey - \$2400.00 (Est.)
Assessment Method/Date: 1. Survey administration completion. September 2011 2. Survey results for CCSSE and CCFSE shared with each component of the college by December 2011 - dates, agenda, and participation.
Results: Achieved, Not Achieved, In Progress
Assessment Data/Evidence:

Use of Results for Improvement: