

**Assessment Activity/Report Calendar**  
**Vernon College**  
**2017-2018**

**Assessment** in education is best described as an action “to determine the importance, size, or value of.”

**Activity** can be defined as an action or task.

**Assessment measures** – All components of the college, including instruction, student services, admissions and records, and administrative services can be enhanced by use of thorough and specific assessment methods that identify and quantify (measure) strengths and weaknesses.

**Use of assessment** – Vernon College is committed to the use of assessment as a tool for providing guidance and direction. The expectation is for each component on the calendar to be implemented, articulated in writing, and documented as to how it will help Vernon College improve.

**Report:** An account presented usually in detail; a written document describing the findings of some individual or group.

<b>Assessment Activity or Report Name by Title by Month Administered/conducted</b>	<b>Department</b>	<b>Responsible Party</b>	<b>Assessment Measurement/ Proposed Use/ Evidence of Use of Data</b>	<b>Month to Share Results to Student Success Data Committee</b>
<b>September</b>				
DWI Education Annual Report	Continuing Education	Christina Feldman	Maintain Provider Status	October
DWI Intervention Annual Report	Continuing Education	Christina Feldman	Maintain Provider Status	October
Department of Education Actual Cohort Default Rate	Financial Aid	Melissa Elliott	College Student Loan Default Rate	October
Survey of Entering Student Engagement (SENSE)	Instructional Services/QEP	Donnie Kirk	Entering student perception	April 2018
End of year Testing Center Report	Testing	Testing Coordinator	Used to judge deposits and expenses as well as evaluate needs and scheduling	October
Crime Awareness Statistics Report	Student Services	Director of Campus Police	Federal report used to evaluate Vernon College police and security actions.	October
Resident Hall Mandatory Orientation Report	Housing	Director of Housing	Each student is duly notified of the Housing Resident Handbook and other policies, procedures, and programs	October

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Health Clinic Annual Report	Health Clinic	Health Clinic Nurse	Used to assess Vernon College's Tutor use of the Health Clinic and survey services provided	October
Perkins Basic Grant Final Report	Instructional Services	Shana Drury	Required report for previous year	October
National Student Clearinghouse – Unofficially Withdrawn Report (Fall)	Admissions and Records	Amanda Raines	Student Enrollment	October
National Student Clearinghouse First of Term (Fall)	Admissions and Records	Maria Servin	Student Enrollment	October
Con Ed Student Report (Q4/Summer) CBM 00A	Admissions and Records	Maria Servin	Non-credit enrollment contact hour report by student	October
Con Ed Class Report (Q4/Summer) CBM 00C	Admissions and Records	Maria Servin	Non-credit contact hours by course	October
Graduate Survey Report	Admissions and Records	Amanda Raines	Research Feedback Note: ongoing collection and annual compilation	October
Professional Development Questionnaire Annual Report	Instructional Services/QEP	Donnie Kirk	Faculty Staff Development Week and VCIC Session Evaluation	October
Tutoring Center Satisfaction Student Survey	PASS Department Services	Deana Lehman	Evaluates quality of tutoring and PASS Center services received Note: ongoing collection and annual compilation	October
New Beginnings Evaluation	PASS Department Services	Deana Lehman	Evaluates all New Beginnings Services Note: ongoing collection and annual compilation	October
ADA Satisfaction Assessment	PASS Department Services	Deana Lehman	Evaluates services received by students who qualify under Americans with Disabilities Act Note: ongoing collection and annual compilation	October
ADA Statistics Report	PASS Department Services	Deana Lehman	Special Accommodations Eligibility (ADA tests)	October

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Faculty Utilization Annual Report	Instructional Services	Vice President of Instructional Services	Based on review of faculty load and listing	October
<b>October</b>				
CE Reports	Continuing Education	Christina Feldman	Schedule Development THECB Standards Program Continuation	November
Program Completer Report (Fall)	Instructional Services	CTE Programs, Shana Drury, Jean Castle-Wade	Submitted to Admissions for completers who did not apply for graduation	November
Compliance Audit for Nursing Educational Programs (VN-CANEP)	LVN	Sherrie Denham	Compliance information survey for BON Note: administered October, every 2 years	November (Odd numbered years)
Compliance Audit for Nursing Educational Programs (RN-CANEP)	RN	Mary Rivard	Compliance information survey for BON	November
VC Core Curriculum Assessment Report	Coordinator Assessment of Student Learning	Brad Beauchamp	To report student attainment of the Texas Core Curriculum's six core objectives	November
Student Report (Fall) CBM 001	Admissions and Records	Maria Servin	Enrollments Dual Credit Enrollments	November
Class Report (Fall) CBM 004	Admissions and Records	Maria Servin	Contact Hours/Program	November
Graduate Report Annual CBM 009	Admissions and Records	Amanda Raines	Total and Program Graduates	November
Department of Education FISAP (Annual Report)	Financial Aid	Melissa Elliott	Federal Dollars Awarded Annually	November

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Texas Success Initiative Report (Summer I) CBM 002	Admissions and Records	Maria Servin	Provides useful data for TSI evaluation for all undergraduate students	November
Texas Success Initiative Report (Summer II) CBM 002	Admissions and Records	Maria Servin	Provides useful data for TSI evaluation for all undergraduate students	November
National Student Clearinghouse Subsequent of Term (Oct)	Admissions and Records	Maria Servin	Student Enrollment	November
Occupational Skills Achievement Report CBM 00M	Admissions and Records	Amanda Raines	Note: annual report	November
IPEDS Institutional Characteristics Report	Admissions, Records, and Financial Aid	Joe Hite	Collects basic institutional data	November
IPEDS Completions Report	Admissions and Records	Joe Hite	Collects number of degrees and other formal awards (certificates) conferred	November
IPEDS 12-Month Enrollment Report	Admissions and Records	Joe Hite	Reports head count and contact hours	November
Volunteer Survey for Aid to Education	Institutional Advancement	Michelle Alexander	The annual report of how much and for what purpose were philanthropic gifts and grants given to the College and Foundation. The report is filed by October 1 each year.	November
Student Schedule Report (Summer I) CBM 00S	Admissions and Records	Maria Servin	reflects individual courses and grades, by student, as of the final day for each semester	November
Student Schedule Report (Summer II) CBM 00S	Admissions and Records	Maria Servin	reflects individual courses and grades, by student, as of the final day for each semester	November
Student End of Semester Reports (Summer I) CBM OEI	Admissions and Records	Maria Servin	reflects students enrolled at the reporting institution as of the final day of each semester	November
Student End of Semester Reports (Summer II) CBM OEI	Admissions and Records	Maria Servin	reflects students enrolled at the reporting institution as of the final day of each semester	November

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RN-Nurse Educational Program Information Survey (RN-NEPIS)	Nursing	Mary Rivard	Annual Report to the Board of Nursing	December
<b>November</b>				
SIR II Survey (Fall)	Instructional Services	Linda Haney/ Vice President of Instructional Services	Student Instructional Report Faculty Evaluations/Course Revisions	February
SIR II Supplemental Questions (Fall)	Instructional Services	Linda Haney/ Vice President of Instructional Services	Student Instructional Report Faculty Evaluations/Course Revisions	February
eSIR II Survey (Fall)	Instructional Services	Linda Haney/ Vice President of Instructional Services	Student Instructional Report Faculty Evaluations/Course Revisions	February
eSIR II Supplemental Questions (Fall)	Instructional Services	Linda Haney/ Vice President of Instructional Services	Student Instructional Report Faculty Evaluations/Course Revisions	February
Library Services Student Survey (VER)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	December
Library Services Student Survey (SLC)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	December
Library Services Student Survey (Concurrent Enrollment/Dual Credit Students at Service Area High Schools)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	December
Library Survey of Online Students	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	December

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Independent Audit Dept. of Ed	Financial Aid	Melissa Elliott/Joe Hite	State and institutional dollars awarded annually	December
Resident Hall Fire Drill Report (Fall)	Housing	Director of Housing	Emergency preparedness actions	December
Housing & Food Service Survey	Housing	Director of Housing	Housing Food Service Survey – appraise student views of food and services	December
National Student Clearinghouse Subsequent of Term (Nov)	Admissions and Records	Maria Servin	Student Enrollment	December
<b>December</b>				
THECB Financial Aid Database (FADB) Report	Financial Aid	Melissa Elliott	State and institutional dollars awarded annually	January
New Beginnings Fact Sheet	PASS Department Services	Deana Lehman	Uses student files and POISE data to evaluate results of program and in grant writing Note: previous year annual report	October
Annual Audit - Financial	Business Office	Dean of Administrative Services	Compliance with state and federal rules measures effectiveness of institutional financial procedures, practices, and internal controls Note: Annual External Audit reviewed by the Board of Trustees	February
Report of Fundable Operating Expenditures to the THECB	Business Office	Dean of Administrative Services	Reports expenditures by department or program per THECB rules and regulations – used to evaluate program costs with peer group colleges to assist in determining effective use of funds	February
National Student Clearinghouse Subsequent of Term (Dec)	Admissions and Records	Maria Servin	Student Enrollment	January

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National Student Clearinghouse Graduates Only (Fall)	Admissions and Records	Maria Servin	Student Enrollment	January
Con Ed Student Report (Q1/Fall) CBM 00A	Admissions and Records	Maria Servin	Non-credit enrollment contact hour report by student	January
Con Ed Class Report (Q1/Fall) CBM 00C	Admissions and Records	Maria Servin	Non-credit contact hours by course	January
CBM 116 Follow-up Report	Institutional Effectiveness	Betsy Harkey	Automated Student and Adult Learner Follow-Up System THECB Report	January
Licensure Report ,THECB	Institutional Effectiveness	Betsy Harkey	Collection of licensure and certification number of students tested and passed during academic year. Also collect continuing education tested and passed for Vernon College KPIA.	January
End of Semester Course Review (Fall)	Instructional Services	Brad Beauchamp	Data from ESCRs are aggregated annually to provide an institutional overview of student attainment of the general core competencies and student learning outcomes.	February
Academic Coaching Summary (Fall)	Student Success-Title III/Student Services	Student Success Pathway Director	Evaluates student interaction with the Student Success Specialist as well as time spent in direct student contact (includes STEPS, Student Success Series)	January
Chap Express Report (Fall)	Student Success-Title III/Student Services	Student Success Pathway Director	Includes student data, student demographics, scheduling information and student reviews	January
Peer Mentor Program Report (Fall)	Student Success-Title III/Student Services	Student Success Pathway Director	Evaluates peer mentor-mentee participation (timesheets, mentee overview forms, mentees assigned, exit survey information)	January

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Counseling Appointment and Degree Audit Report (Summer/Fall)	Counseling	Associate Dean of Student Services	Highlights the numbers of students served and services used by students	January
Resident Hall Health & Safety Report (Fall)	Housing	Director of Housing	Resident Hall Health & Safety evaluation used to correct infractions & secure safe housing	January
<b>January</b>				
NJCAA Eligibility Report	Athletics	Athletic Director	NJCAA (National Junior College Athletic Association) To monitor academic success for needed intervention	February
Athletic GPA Report	Athletics	Athletic Director	Average GPA of each sport presented to Board of Trustees	February
Occupational Skills Award Report	Instructional Services	CTE Programs, Shana Drury	Review and update for General Catalog and presented to Academic Council	February
National Student Clearinghouse First of Term (Spring)	Admissions and Records	Maria Servin	Student Enrollment	February
National Student Clearinghouse – Unofficially Withdrawn Report (Spring)	Admissions and Records	Amanda Raines	Student Enrollment	February
<b>February</b>				
IPEDS Student Financial Aid Survey –	Financial Aid	Melissa Elliott/Joe Hite	Data collection regarding student financial aid assistance	March
LBB Performance Measures Report	Institutional Effectiveness	Betsy Harkey	Most information from CBM Reports; could be used for benchmarking	March
Evaluation of King Center and Usage	Continuing Education	Anne Patterson	Utilization Evaluation/Revision	March
Program Completer Report (Spring)	Instructional Services	CTE Programs, Shana Drury, Jean Castle-Wade	Submitted to Admissions for completers who did not apply for graduation	March

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VN-Nurse Educational Program Information Survey (VN-NEPIS)	LVN	Sherrie Denham	Provides BON information to establish policy	March
Department of Education (Draft) Cohort Default Rate	Financial Aid	Melissa Elliott	College Student Loan Default Rate	March
Lab Evaluation Reports	Instructional Services	Faculty using instructional labs/Shana Drury, Jean Castle-Wade	To make recommendations for improvement	March
Texas Success Initiative Report (Fall) CBM 002	Admissions and Records	Maria Servin	Provides useful data for TSI evaluation for all undergraduate students	March
National Student Clearinghouse Subsequent of Term (Feb)	Admissions and Records	Maria Servin	Student Enrollment	March
THECB Financial Aid Data Base (FADB) Progress Report	Financial Aid	Melissa Elliott/Joe Hite	State and institutional dollars awarded annually	March
Faculty Report (Fall) CBM 008	Admissions and Records	Maria Servin	collect data on the academic duties of all personnel who teach a class	March
Student Schedule Report (Fall) CBM 00S	Admissions and Records	Maria Servin	reflects individual courses and grades, by student, as of the final day for each semester	March
Student End of Semester Report (Fall) CBM 0EI	Admissions and Records	Maria Servin	reflects students enrolled at the reporting institution as of the final day of each semester	March
Evaluation of the CCC Fitness Center and Usage	Continuing Education	Seth Hughes	Utilization Evaluation	March
Student Report (Spring) CBM 001	Admissions and Records	Maria Servin	Enrollments Dual Credit Enrollments	March
Class Report (Spring) CBM 004	Admissions and Records	Maria Servin	Contact Hours/Program	March
<b>March</b>				

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THECB Accountability Report	Institutional Effectiveness	Betsy Harkey	Benchmarking	April
Perkins Basic Grant Biannual Report	Instructional Services	Shana Drury	Required progress report	April
National Student Clearinghouse Subsequent of Term (Mar)	Admissions and Records	Maria Servin	Student Enrollment	April
Con Ed Student Report (Q2/Winter) CBM 00A	Admissions and Records	Maria Servin	Non-credit enrollment contact hour report by student	April
Con Ed Class Report (Q2/Winter) CBM 00C	Admissions and Records	Maria Servin	Non-credit contact hours by course	April
New Student Orientation Report (Spring)	Counseling	Associate Dean of Student Services	Data and analysis of NSOs	April
<b>April</b>				
SIR II Survey (Spring)	Instructional Services	Linda Haney/ Vice President of Instructional Services	Student Instructional Report Faculty Evaluations/Course Revisions	September
SIR II Supplementary Questions (Spring)	Instructional Services	Linda Haney/ Vice President of Instructional Services	Student Instructional Report Faculty Evaluations/Course Revisions	September
eSIR II Survey (Spring)	Instructional Services	Linda Haney/ Vice President of Instructional Services	Student Instructional Report Faculty Evaluations/Course Revisions	September
eSIR II Supplemental Questions (Spring)	Instructional Services	Linda Haney/ Vice President of	Student Instructional Report Faculty Evaluations/Course Revisions	September

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		Instructional Services		
CCSSE	Instructional Services/QEP	Donnie Kirk	Engagement Benchmarking	October 2017
CCFSSE	Instructional Services/QEP	Donnie Kirk	Engagement Benchmarking	October 2017
Athletic Scholarship Report	Athletics	Athletic Director	Analysis of athletic scholarship dollars	May
THECB State Budgets Report	Financial Aid	Melissa Elliott	VC student financial aid budget	May
National Student Clearinghouse Subsequent of Term (Apr)	Admissions and Records	Maria Servin	Student Enrollment	May
IPEDS Graduation Rates Report	Admissions and Records	Joe Hite	To satisfy Student Right to Know legislation	May
IPEDS Graduation Rates 200%	Admissions and Records	Joe Hite	Extension of Graduation Rates Report (above) to 200% of completion time	May
IPEDS Outcome Measures	Admissions and Records	Joe Hite	Data collect by various cohorts of degree/certificate seeking students	May
IPEDS Fall Enrollment Report	Admissions and Records	Joe Hite	Collection of student data	May
IPEDS Finance Report	Business Office/ Admissions, Records and Financial Aid	Dean of Administrative Services/Joe Hite	To describe financial condition of college	May
Academic Libraries Component for IPEDS	Library Services	Marian Grona	If expenditures exceed \$100,000.00, organizations are required to complete and submit the remainder of the report	May

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Higher Education Regional Council Report (HERC)	Instructional Services	Vice President Instructional Services/ Shana Drury	To detail activities outside of service region	May
IPEDS Human Resources	Human Resources/ Admissions, Records, and Financial Aid	Haven David	Collection of staff data and salaries	May
Library Services Student Survey (CCC)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June
Library Services Student Survey (STC)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June
Library Services Student Survey (Seymour)	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June
<b>May</b>				
Accreditation Review Council on Surgical Technology and Surgical Assisting Annual Report to CAAHEP	Surgical Technology	Jeff Feix	Programmatic accreditation standards outcomes report to demonstrate compliance. Data is also reported to program advisory committee and used to evaluate the overall program, policies, and personnel.	June
Student Financial Aid Audit	Business Office	Dean of Administrative Services	Reports audit for the previous year ended – measures compliance with federal rules and regulations (Annual Audit reported to the Department of Education)	June
Library Services Faculty Survey	Vernon College Library	Marian Grona	Library Services Revision/Emphasis	June
Verification of Workplace Competencies Report	Instructional Services	CTE programs, Shana Drury maintains data	THECB report for activity and completers by CTE program	June

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National Student Clearinghouse Subsequent of Term (May)	Admissions and Records	Maria Servin	Student Enrollment	June
Resident Hall Fire Drill Report (Spring)	Housing	Director of Housing	Emergency preparedness actions	June
Resident Hall Health and Safety Report (Spring)	Housing	Director of Housing	Identifies needed repairs and replacement furniture	June
Resident Hall Inventory Report	Housing	Director of Housing	Needed repairs and furniture replacement	June
Resident Hall Severe Weather Drill Report	Housing	Director of Housing	Emergency preparedness actions Note: conducted once a year (Spring)	June
Student Activities Year End Report	Student Activities /Housing	Director of Housing	Compilation of data from student activities survey	June
Academic Coaching Summary (Spring)	Student Success-Title III/Student Services	Student Success Pathway Director	Evaluates student interaction with the Student Success Specialist as well as time spent in direct student contact (includes STEPS, Student Success Series)	June
Chap Express Report (Spring)	Student Success-Title III/Student Services	Student Success Pathway Director	Includes student data, student demographics, scheduling information and student reviews	June
Counseling Appointment and Degree Audit Report (Spring)	Counseling	Associate Dean of Student Services	Highlights the numbers of students served and services used by students	September
QERI Survey	Instructional Services/QEP	Donnie Kirk	Quality Enhancement Resource Inventory Evaluation	September
National Student Clearinghouse Graduates Only (May)	Admissions and Records	Maria Servin	Student Enrollment	June
Program/Discipline Evaluation	Instructional Services	Greg Fowler, Mark Holcomb	Program Revisions/ Viability	July

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National Student Clearinghouse – Unofficially Withdrawn Report (Spring)	Admissions and Records	Maria Servin	Student Enrollment	June
End of Semester Course Review (Spring)	Coordinator Assessment of Student Learning	Brad Beauchamp	Data from ESCRs are aggregated annually to provide an institutional overview of student attainment of the general core competencies and student learning outcomes.	July
<b>June</b>				
CAHIIM Annual Program Assessment	Health Information Management	HIM Coordinator	Program Revision & Accreditation	July
National Student Clearinghouse First of Term (Summer)	Admissions and Records	Maria Servin	Student Enrollment	July
National Student Clearinghouse – Unofficially Withdrawn Report (Summer)	Admissions and Records	Amanda Raines	Student Enrollment	July
Texas Success Initiative Report (Spring) CMB 002	Admissions and Records	Maria Servin	Provides useful data for TSI evaluation for all undergraduate students	July
Con Ed Student Report (Q3/Spring) CBM 00A	Admissions and Records	Maria Servin	Non-credit enrollment contact hour report by student	July
Con Ed Class Report (Q3/Spring) CBM 00C	Admissions and Records	Maria Servin	Non-credit contact hours by course	July
Faculty Report (Spring) CBM 008	Admissions and Records	Maria Servin	collect data on the academic duties of all personnel who teach a class	July
Student Schedule Report (Spring) CBM 00S	Admissions and Records	Maria Servin	reflects individual courses and grades, by student, as of the final day for each semester	July

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Student End of Semester Report (Spring) CBM OEI	Admissions and Records	Maria Servin	reflects students enrolled at the reporting institution as of the final day of each semester	July
Student Number Change Report CBM 00N	Admissions and Records	Maria Servin	Change in Student ID, birthdate, and gender (compilation of reports submitted for academic year) Note: Submission = Any Time as Needed	July
<b>July</b>				
Program Completer Report (Summer)	Instructional Services	CTE Programs, Shana Drury, Donna Egoavil	Submitted to Admissions for completers who did not apply for graduation	August
Student Report (Summer I) CBM 001	Admissions and Records	Maria Servin	Enrollments	August
Class Report (Summer I) CBM 004	Admissions and Records	Maria Servin	Contact Hours/Program	August
National Student Clearinghouse Subsequent of Term (July)	Admissions and Records	Maria Servin	Student Enrollment	August
Student Right to Know Report	Admissions and Records	Director of Admissions and Records	Used for comparison of academic progress of VC athletes and the general student body	August
Texas Workforce Commission Eligible Training Provider Report	Admissions and Records	Amanda Raines	Data used to access Vernon College Eligible Training Provider Programs	August
<b>August</b>				
Annual Operating Budget	President's Office and Business Office	President and Dean of Administrative Services	Proposed budget for upcoming year approved- fulfill budgetary approval requirements (Annual Operating Budget approved by the Board of Trustees)	September

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Student Report (Summer II) CBM 001	Admissions and Records	Maria Servin	Enrollments	September
THECB Financial Aid Data Base (FADB) Progress Report	Financial Aid	Melissa Elliott/Joe Hite	State and institutional dollars awarded annually	September
Class Report (Summer II) CBM 004	Admissions and Records	Maria Servin	Contact Hours/Program	September
Resident Hall Inspection Report	Housing	Director of Housing	Document inventory and condition of facilities before occupation by students	September
National Student Clearinghouse Subsequent of Term (Aug)	Admissions and Records	Maria Servin	Student Enrollment	September
IPEDS "Keyholder" Registration Report	Admissions, Records, and Financial Aid	Joe Hite	Annual registration for user ID and password	September
New Student Orientation Report (Fall)	Counseling	Associate Dean of Student Services	Data and analysis of NSOs	September
National Student Clearinghouse – Graduates Only	Admissions and Records	Maria Servin	Student Enrollment	September
Annual Recruiting Report	Admissions and Records	Coordinator of Recruiting	Data used to measure effectiveness of program efforts and develop annual recruiting plans. Reviewed by the Integrated Marketing/Recruiting Committee.	September
Texas Commission on Fire Protection Regulations	Fire	Christina Feldman	Program Revisions/ Licensure Rate	September
Reaccreditation ASHP Pharmacy Technician Program	Pharmacy Technician	Katrina Brasuell	Accreditation	September (every 6 years)

Approved by the Student Success Data Committee on October 13, 2017