

# Vernon College

## Assessment Activity/Report Communication Form

2010-2011

Title: Lab Evaluation Reports

Date of completion: 03/24/2011

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. Inventories of major equipment items and computers are updated.

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

For 2011-2012, 13 CTE programs requests for equipment, technology, and curriculum materials totaled \$187,101. Academic disciplines using labs did not make any requests on the lab evaluation form.

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 24, 2011  
(responsible party)

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**Received by Office of Institutional Effectiveness: 3.21.11**

**Presented to Planning and Assessment Committee: 3.29.11**