

Vernon College

Assessment Activity/Report Communication Form

2010-2011

Title: CTE Award Completer Forms Date of completion: 2/22/2011

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

Highlights of data:

The Completer Form process was initiated in order to identify students who complete a CTE award rather than depending solely on students who apply for graduation. After enrollment each semester, CTE programs review students' transcripts to identify those students who are eligible for graduation at the end of the term. The programs complete Program Completer forms for these students and submit the forms to Admissions/Records. The CTE programs report to Sharon Winn the number of Completer Forms submitted.

Completer Forms Reported for spring 2011 (students will complete an award by end of the spring term:

Admin Office 10, COSM 7 , CIS 9 , EMT 21 , Farm & Ranch 4, HIT 2 , HVAC 1, MCHN 3 , ADN 95, Pharm 15, Surgical Tech will report in spring II, Welding 9

Use of data:

1. Use of Completer Forms identifies all CTE students who complete an award.
2. The letter from the Admissions office encouraging students to apply for graduation increases the number of students who actually apply and are counted as graduates.
3. For those students who choose not to apply for graduation, the Completer Forms serve as an official document to report the number of CTE award completers.

Sharon Winn uses the number of completers reported for evaluating CTE programs for the Perkins Basic grant statistics and planning.

Where the report can be found: Completer Forms are filed in Admissions/Records;
Sharon Winn maintains a listing of the number of forms submitted in her office.

Submitted by: Sharon Winn Date: 2/22/2011
(responsible party)

Received by Office of Institutional Effectiveness: 2.22.22

Presented to College Effectiveness Committee: 3.1.11