

Vernon College

Assessment Activity/Report Communication Form 2012-2013

Title: Lab Evaluation Reports

Date of completion: 03/22/2013

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. 3 programs made requests for improvement/repairs to the labs or requested additional space; 2 programs requested increases in the supply budgets. The complete list of requests was forwarded to the Dean of Instructional Services.

Inventories of equipment items and computers are updated, and new inventory labels were printed for new items purchased through Perkins.

Additionally, the form is used to identify equipment, materials, supplies, and furnishings needed to deliver high-quality instruction. At this time, 4 CTE programs made requests for equipment, technology, and curriculum materials totaled \$49,200 for 2013-2014.

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. Also, they are used for developing the Perkins Basic grant activities and budgets.

How associated to Student Success?

Students are motivated to work hard and learn more in a well-equipped and highly functional learning environment.

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

Submitted by: Sharon Winn **Date:** March 22, 2013
(responsible party)

Received by Office of Institutional Effectiveness: 3.22.13

Presented to Planning and Assessment Committee: 3.26.13