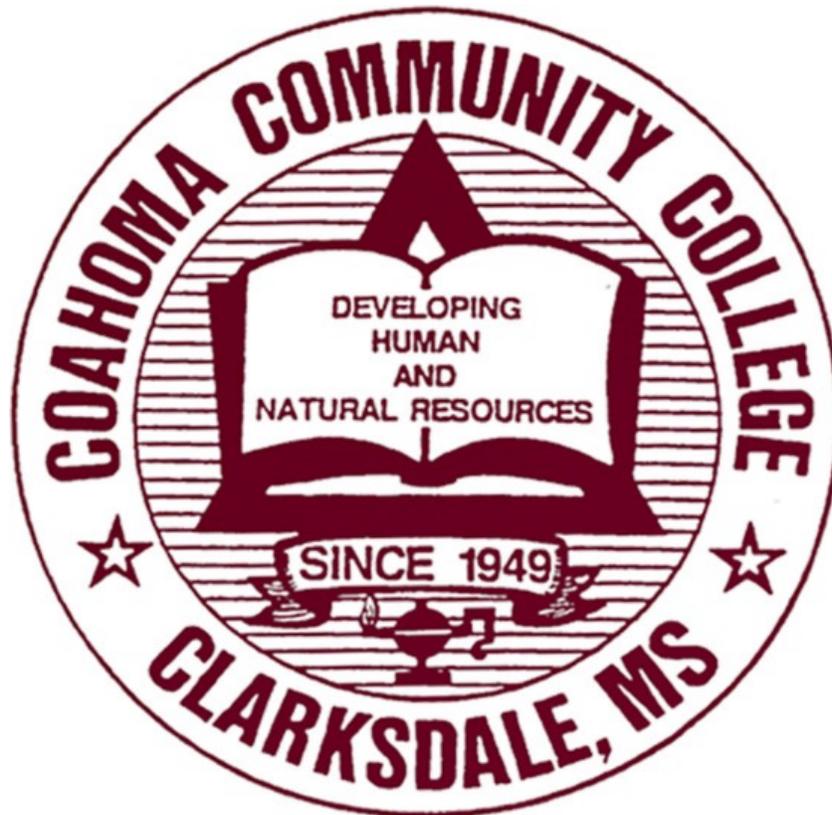


**COAHOMA COMMUNITY COLLEGE
OFFICE OF INSTITUTIONAL EFFECTIVENESS
PLANNING AND EVALUATION MANUAL
2016 - 2017**



**Office of Institutional Effectiveness
3240 Friars Point Road
Clarksdale, Mississippi 38614**

Dr. Valmadge Towner, President

**Office of Institutional Effectiveness
2016-2017 Planning and Evaluation Manual**

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Office of Institutional Effectiveness 2016-2017 Planning and Evaluation Manual

Purpose of the Office of Institutional Effectiveness

The purpose of the Office of Institutional Effectiveness is to provide Coahoma Community College's decision makers with accurate and useful research, assessment and planning services, and accreditation compliance activities that support the College's mission and improve the quality and effectiveness of Coahoma Community College.

Responsibilities of the Office of Institutional Effectiveness

The Office of Institutional Effectiveness is responsible for providing leadership and oversight to the research, planning, assessment, and accreditation activities of Coahoma Community College. The Office of Institutional Effectiveness provides oversight to these activities by:

1. Organizing Strategic Planning Council Committee meetings and overseeing the review and evaluation of the institution's mission statement and Strategic Plan;
2. Organizing Institutional Effectiveness Planning Committee meetings and overseeing the review and evaluation of the Institutional Effectiveness Plans for Coahoma Community College's educational programs, administrative support programs, educational support programs, and community/public service programs;
3. Organizing Program Review Committee meetings and overseeing program reviews for Coahoma Community College's Academic, Health Sciences, Career-Technical, Administrative, and Educational Support Services;
4. Organizing Substantive Change Committee meetings and overseeing the review of institutional changes and the implementation of the institution's Substantive Change Policy;
5. Coordinating the administration of college-wide surveys including the development, analysis, and the dissemination of results;
6. Coordinating the administration of student evaluations of instructors including the development, analysis, and the dissemination of results;
7. Coordinating the administration of performance reviews of employees;
8. Ensuring that compliance with accreditation requirements of the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) is incorporated into the planning and evaluation processes of the institution;
9. Coordinating the preparation of the annual profiles and any other reports requested by the Commission on Colleges of the Southern Association of Colleges and Schools;
10. Coordinating the preparation of annual IPEDS data as well as other data required by state, regional, and federal agencies;
11. Coordinating the preparation of Performance Profile data required by the Mississippi Legislature;
12. Assisting the QEP Director, QEP Team and iREAD committees with the planning, budgeting, assessing, marketing, and reporting of iREAD;
13. Developing, analyzing, and disseminating annual planning and evaluation documents to the institution's decision-makers (*See Annual Publications*);
14. Performing additional duties as assigned by the President.

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Annual Publications

In order to accomplish its purpose, the Office of Institutional Effectiveness publishes the following annual planning and evaluation documents to the institution's decision-makers:

1. Institutional Effectiveness Planning and Assessment Calendar
2. Quality Enhancement Planning and Assessment Calendar
3. Policy and Procedures Manual
4. Fact Book
5. Institutional Effectiveness Student Learning and Program Evaluation Plans
6. Strategic Plan Annual Report
7. Employee Satisfaction Survey Report
8. Student Opinion Survey Report
9. Graduate Exit Survey Report
10. Library Orientation Instruction Report
11. Student Evaluation of Instructional Faculty
12. Dean/Chairperson Evaluation of Faculty
13. Quality Enhancement Plan Annual Report

These documents are published at the following Coahoma Community College Institutional Effectiveness website: <http://www.coahomacc.edu/ie/index.html>

Office Location and Contact Information

The Office of Institutional Effectiveness is located on the second floor of Coahoma Community College's Vivian M. Presley Administration Building – 2nd Floor. Staff members and contact information are as follows:

Margaret M. Dixon
Director for Institutional Effectiveness
and Accreditation Liaison
662-621-4670
mdixon@coahomacc.edu

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Assistant Director of Institutional Effectiveness
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Planning and Assessment Calendar

The Office of Institutional Effectiveness publishes an annual planning and assessment calendar. The 2016-2017 Planning and Assessment Calendar is published on pages 5 and 6 of this manual

COAHOMA COMMUNITY COLLEGE

2016-2017 PLANNING AND ASSESSMENT CALENDAR - OFFICE OF INSTITUTIONAL EFFECTIVENESS

August 2016

1st – 31st

Final Preparations of Fifth Year Report Due September 15, 2016

IE Office publishes the Fall 2016 Fact Sheets and the 2015-16 Fact Book; Annual Planning and Evaluation Manual and Calendar

10th – 31st

IPEDS Registration – Institution Identification and IC Header

24th

IE Committee Members meet and review 2015-16 Instructional and Non-instructional Institutional Effectiveness Plans (Usually in October, but changed due to Fifth-Year Report)

31st

Talent Search fiscal year ends (Year 5 of 5)

September 2016

1st

Submit Fifth-Year Report to SACSCOC

Talent Search Annual Performance Report (APR) open (compile info)

Talent Search fiscal year begins (Year 1 of 5) (**Upon refunding**)

7th

IPEDS Fall Collection **Opens** - The Fall Collection includes Institutional Characteristics, Completions, and 12-month Enrollment.

12th – 30th

Campus Climate Student Survey

9th

iREAD Book Club Meeting - Noon- Library

13th

iREAD Reading Apprenticeship Professional Development Part I for Faculty: 1:00-3:00 p.m.

23rd

iREAD Faculty Roundtable Meeting: 1:30 p.m. - Whiteside Hall – Hosted by Academic Affairs Division

October 2016

October 1-31, 2016

IE Committee and Strategic Planning Council Members meet and review 2016-2017 instructional and non-instructional Institutional Effectiveness Plans and Year I Strategic Plan Results

1st*

*Official start of the federal fiscal year (Title III (Year 5 of 5), SAFRA (Year 2 of 5))

*Official start of the state funded grants fiscal year

Meet with Federal Programs Activity Directors

Title III/SAFRA APR open (start compiling info)

19th

IPEDS Fall Collection **Closes** - The Fall Collection includes Institutional Characteristics, Completions, and 12-month Enrollment.

28th

iREAD Reading Apprenticeship Professional Development Part II for Faculty: 1:00-3:00 p.m.

31st

Equity in Athletics Disclosure Act Survey

November 2016

Nov 1-December 2, 2016

Student Evaluation of Instructional Faculty using Canvas LMS

Performance Appraisals by Dean of Chairperson/Faculty

1st – 30th

iREAD Book Club Meeting: 1:00 p.m.-Whiteside Hall

16th

iREAD Faculty Roundtable Meeting: 1:30 p.m.-Whiteside Hall – Hosted by Academic Affairs Division

18th

30th

Talent Search APR due

December 2016

5th-10th

SACS Annual Conference in Atlanta, GA

14th

IPEDS Winter Collections **Opens** - Student Financial Aid, Graduation Rates, 200% Graduation Rates, and Admissions

14th IPEDS Spring Collection ***Opens*** - Fall Enrollment, Finance, Human
Resources, and Academic Library
14th **Submit Institutional Profile to SACSCOC**
16th* Targeted date for Title III/SAFRA APR submission
31st* ***Title III/SAFRA APR due (*Denotes date may change)**

**COAHOMA COMMUNITY COLLEGE
2016-2017 CALENDAR - OFFICE OF INSTITUTIONAL EFFECTIVENESS**

January 2017

20th Community Scholarships Announcement **Opens**
1st – 30th Student Discontinuing of Studies Survey **Opens**
20th iREAD Reading Apprenticeship Professional Development for Faculty:
1:00 p.m. - 3:00 p.m.-Whiteside Hall
30th* Request for US Department of Education Phase I Data

February 2017

2nd* Request for Federal Funds Phase I Data from Clearinghouse
10th iREAD Reading Apprenticeship Professional Development for Faculty:
1:00 p.m. - 3:00 p.m.-Whiteside Hall
15th IPEDS Winter Collection **Closes**- Student Financial Aid, Graduation
Rates, 200% Graduation Rates, and Admissions
24th iREAD Faculty Roundtable at 1:30 p.m. Hosted by Academic Affairs
Division

March 2017

1st – 30th **Performance Appraisals by Dean of Chairperson/Faculty**
1st – 30th **Campus Climate Employee Survey**
2nd* **Submit Phase I data to U.S. Department of Education**
Attend U.S. Department of Education Directors Meeting
10th iREAD Book Club Meeting: 1:30 p.m. Library
10th Community Scholarship Announcement **Closes**
1st – 30th Federal Funds Phase I Data Completed

April 2017

April 1-May 2, 2017 **Student Evaluation of Instructional Faculty using Canvas LMS**
12th IPEDS Spring Collection **Closes** - Fall Enrollment, Finance, Human
Resources, and Academic
14th iREAD Faculty Roundtable: 1:30 p.m. Hosted by Academic Affairs-Library
17th Request needs from departments (for Phase II)

May 2017

1st – 30th U.S. Department of Education request Phase II (SAFRA)
Rewrite for Title III
10th Student Exit Surveys in Pinnacle at Graduation Practice
31st **Instructional** Academic, Career-Technical, and Health Science
instructors review, evaluate, and report student learning outcome results
outlined in Institutional Effectiveness Plans, including the new academic
discipline-specific student learning outcomes; instructional personnel
review and revise next year's Institutional Effectiveness Plans

June 2017

1st – 30th Attend Title III Technical Assistance Workshop
Submit Phase II to U.S. Department of Education
Complete and submit budgets for state grants
Submit Title III and SAFRA

July 2017

15th **Non-instructional** personnel review, evaluate, and report program
outcome results outlined in Institutional Effectiveness Plans and submit
results to the IE Office; non-instructional personnel review and revise

next year's Institutional Effectiveness Plans and submit results to the IE Office; Submit Strategic Plan results for Year 2
Submit College's State Strategic Plan to MCCB
Submit revised federal budgets due, if needed

(*Denotes date may change)

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Planning and Evaluation Policies and Procedures

Coahoma Community College's Office of Institutional Effectiveness has outlined policies and procedures for its institutional planning and evaluation processes.

These policies and procedures are as follows: (as published in Coahoma Community College's *Policy and Procedures Manual*).

3.1 MISSION STATEMENT REVIEW

The mission statement of Coahoma Community College is the foundation upon which the institution examines itself, allocates its resources, and plans its future. The mission statement is comprehensive, addresses all aspects of institutional function, and actively guides the institution. Listed below are Coahoma Community College's procedures for reviewing, revising, and publishing its mission statement:

1. The mission statement will be reviewed as needed during the annual Strategic Council meeting.
2. Suggested revisions will be submitted to the institution's faculty, staff, and administration.
3. An amended mission statement will require a majority vote from faculty, staff, and administrator voters.
4. The amended mission statement will be submitted to the Board of Trustees for approval or disapproval during one of the summer board meetings.
5. The approved mission statement will be communicated to the institution's constituencies on the institution's website and through several publications including the *College Catalog*, *Policy and Procedures Manual*, *the Fact Book*, the *Strategic Plan*, *Master Facilities Plan* and the *Institutional Effectiveness Plan*.

3.2 CURRICULUM REVIEW

Changes in the curriculum may be initiated by students, faculty, administrators, or individuals outside Coahoma Community College.

The initial requests for curriculum revisions are referred to the appropriate division for study, consideration, and refinement. Pending approval, the requested change is then submitted to the Curriculum Committee. Major changes will be submitted to the President and the Board of Trustees for approval. After President and/or Board approval, the instructional deans will take

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the necessary action for implementing the curriculum change. In the case of Career-Technical curriculum revisions, additional steps are followed for approval by the Mississippi Community College Board.

3.3 INSTRUCTIONAL AND NON-INSTRUCTIONAL PROGRAM REVIEW

The program review process at Coahoma Community College has been developed to complement the on-going institutional effectiveness process and to become a vital part of institutional planning. The program review is a comprehensive, systematic method of self-evaluation and review of achievement conducted every three years within instructional programs and administrative and educational support services. The program review process at Coahoma Community College is the means for which all programs periodically review themselves according to a set of established criteria. Program review evaluation instruments and the Program Review Schedule is published on the Institutional Effectiveness website.

3.3.1 PURPOSE AND GOALS

The purpose of the program review is to provide a system of continuous improvement in programs. Review and evaluation procedures provide recognition of the accomplishments of a program as well as identify interventions needed for improvement of the program. The goals of the review are as follows:

1. To define the purpose and goals of the institution's programs
2. To measure the effectiveness of the institution's programs
2. To improve the quality of the institution's programs
3. To provide data for such intervention decisions as those regarding staff needs, admission requirements, and curricular additions or deletions
4. To provide a system of regular data collection and analysis
5. To determine how specific programs serve the mission of the institution and respond to student and community needs.

3.3.2 PROGRAM REVIEW CYCLE

Each program area will be evaluated once each three-year period.

3.3.3 CRITERIA FOR EVALUATION

The program review process at Coahoma Community College is the means for which all programs periodically review themselves according to a set of established criteria. This process is comprehensive and cyclical and consists of:

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(1) the development of a written report by program, (2) a review and report by the Program Review Committee, and (3) a follow-up report/action plan, if necessary.

3.3.4 ORGANIZATION FOR PROGRAM REVIEW

The program review process will be organized by the Office of Institutional Effectiveness. The Office of Institutional Effectiveness will coordinate the reviews and findings of the Program Review Committee.

A Program Review Committee will be composed of:

1. Administrators
2. Faculty and staff members
3. Community representatives

The findings and recommendations of the Program Review Committee will be presented to appropriate administrative officer for final review.

3.4 TEXTBOOK REVIEW

The selection of appropriate textbooks for classroom instruction is the responsibility of the faculty. The instructional deans are responsible for supervising the textbook selection for each course taught in their area. Instructional chairs schedule meetings as needed to discuss textbook adoption.

As one means of ensuring consistency across the different venues in which Coahoma Community College operates, all similar courses offered by the College should use the same textbook. Exceptions to this policy must be approved by the instructor's immediate supervisor. The various disciplines may supplement the standard textbook with other reading and learning materials.

Textbooks will be adopted a minimum of 3 years. However, instructors may request a change in textbooks sooner in unusual circumstances where rapidly changing technologies or major innovations in a discipline render a textbook obsolete. Exceptions to the three-year minimum must be approved by the instructor's immediate supervisor.

3.5 EMPLOYEE PERFORMANCE REVIEW

Coahoma Community College believes in the growth and development of all of its employees and encourages and provides opportunity for self-development and advancement.

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The focus of the review is to make certain employees understand their areas of responsibility and how well they are meeting the expectations of the supervisor. A second area of focus is to plan for the upcoming year by reviewing changes, goals, and expectations that will be implemented before the employee's next review period.

3.6 COURSE SYLLABI REVIEW

The faculty members of Coahoma Community College have created master course syllabi to ensure that student learning outcomes and expectations are consistent from course to course. Instructors assigned to teach these courses provide students with more detailed syllabi at the beginning of the semester.

Instructors are expected to use the master syllabi and to meet as needed to evaluate and revise the syllabi. Any syllabi revisions are due to instructional deans by May of each year. Master syllabi are published on the College's website.

3.7 INSTITUTIONAL EFFECTIVENESS PLAN

Coahoma Community College's *Institutional Effectiveness Plan* is an ongoing planning, assessment, and evaluation system to improve and enhance all of the institution's instructional and instructional support programs. The College's mission statement and goals are at the center for this planning system.

The purpose of the *Institutional Effectiveness Plan* is to evaluate the effectiveness of Coahoma Community College's programs and services and to use findings to make decisions that will improve student learning and curriculum, enhance overall institutional effectiveness, and accomplish the mission of the institution. The *Institutional Effectiveness Plan* is evaluated annually and is published on the Institutional Effectiveness website.

3.8 PLANNING AND BUDGETING

Coahoma Community College engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes. The results from these processes directly correlate with the institution's budget.

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After analyzing results from the current year, College personnel are given the opportunity to participate in the budgeting process by submitting departmental requests using the *Departmental Budget Request Form*. These requests are processed through the division level and then submitted to Chief Financial Officer and the Budget Committee. The Budget Committee meets annually to evaluate and prioritize budget requests. After requests have been evaluated, the Chief Financial Officer forwards the results to the President. The Board of Trustees grants final approval for the College's overall budget.