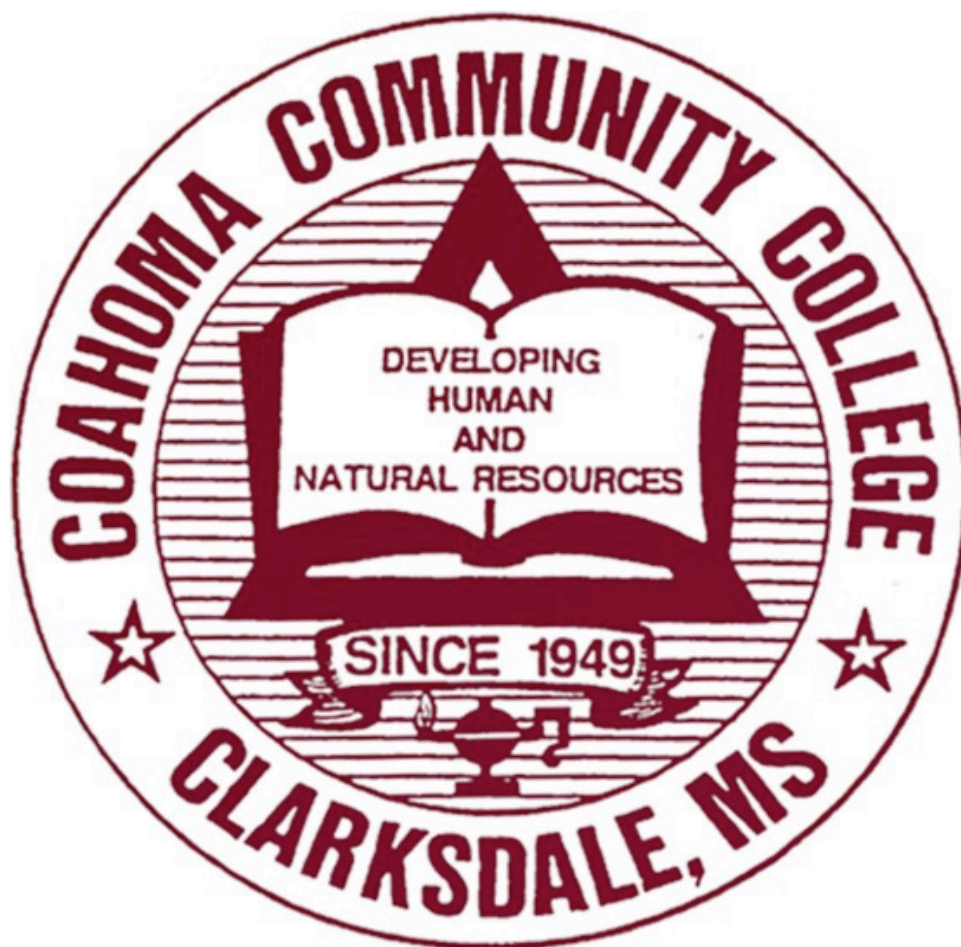


**COAHOMA COMMUNITY COLLEGE
OFFICE OF RESEARCH, ASSESSMENT, AND
STRATEGIC INITIATIVES**

**PLANNING AND EVALUATION MANUAL
2022 - 2023**



Dr. Valmadge Towner, President

***Publish by
The Office of Research, Assessment, and Strategic Initiatives
3240 Friars Point Road, Clarksdale, Mississippi 38614
662-621-4670***

**Office of Research, Assessment, and Strategic Initiatives
2022-2023 Planning and Evaluation Manual**

TABLE OF CONTENTS

Purpose of the Office of Research, Assessment, and Strategic Initiatives	3
Responsibilities of the Office of Research, Assessment, and Strategic Initiatives	3
Annual Publications	4
Office Location and Contact Information	4
2022-23 Planning and Evaluation Calendar	5-8
Planning and Evaluation Policies and Procedures	9
Mission Statement Review	9
Curriculum Review	9
Instructional and Non-Instructional Program Review	10
Textbook Review	11
Employee Performance Review	11
Course Syllabi Review	12
Strategic Plan	12
Annual Reports	12
Planning and Budgeting	12-13

Office of Research, Assessment and Strategic Initiatives 2022-2023 Planning and Evaluation Manual

Purpose of the Office of Research, Assessment, and Strategic Initiatives

The purpose of the Office of Research, Assessment, and Strategic Initiatives 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 Research, Assessment, and Strategic Initiatives

The Office of Research, Assessment, and Strategic Initiatives is responsible for providing leadership and oversight to the research, planning, assessment, and accreditation activities of Coahoma Community College. The Office of Research, Assessment, and Strategic Initiatives 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 Assessment Committee meetings and overseeing the review and evaluation of the Annual Reports for Coahoma Community College's educational programs, administrative support programs, educational support programs, and community/public service programs; and institutional surveys;
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 360 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 Southern Association of Colleges and Schools Commission on Colleges;
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 Report Card data required by the Mississippi Legislature;
12. Developing, analyzing, and disseminating annual planning and evaluation documents to the institution's decision-makers (*See Annual Publications*);
13. Performing additional duties as assigned by the President and Ad Hoc reports.

Office of Research, Assessment, and Strategic Initiatives 2022-2023 Planning and Evaluation Manual

Annual Publications

In order to accomplish its purpose, the Office of Research, Assessment, and Strategic Initiatives publishes or assist with publishing the following annual planning and evaluation documents to the institution's decision-makers:

1. Planning and Evaluation Calendar
2. Quality Enhancement Planning and Assessment Calendar
3. Policy and Procedures Manual
4. Fact Book
5. Annual Reports, Instructional and Non-instructional.
6. Strategic Plan Annual Report
7. Campus Climate Student and Employee Survey Report
8. Graduate Exit Survey Report
9. Library Orientation Survey Report
10. Student Evaluation of Instructional Faculty/Course
11. General Education Outcomes Assessment
12. Performance Appraisal of Faculty and Chairperson

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 Research, Assessment, and Strategic Initiatives is located in Community College's Charles F. Reid Sponsored Programs Building. Staff members and contact information are as follows:

Cynthia Williams-Roberson, Director
and Accreditation Liaison
Office # 2
PH: 662-621-4670
EMAIL: cwilliams@coahomacc.edu

Tara Bell, Coordinator
Office # 6
PH: 662-621-4701
EMAIL: tbell@coahomacc.edu

Planning and Evaluation Calendar

The Office of Research, Assessment, and Strategic Initiatives publishes an annual planning and assessment calendar. The 2022-2023 Planning and Evaluation Calendar is published on pages 5 and 9 of this manual.

COAHOMA COMMUNITY COLLEGE
2022-2023 PLANNING AND EVALUATION CALENDAR
PUBLISHED BY THE OFFICE OF RESEARCH, ASSESSMENT, AND STRATEGIC INITIATIVES

July 2022

21st -22nd

Strategic Planning Retreat-Develop a Five-Year Strategic Plan for 2022-2027

29th

Non-Instructional Annual Reports: Personnel review evaluate, and report program outcome results outlined in and submit results to Office of Research, Assessment and Strategic Planning

August 2022

August 1st-31st

Community Scholarship Announcement ***Opens***

Publishes the Fall 2022 Fact Sheets

Annual Planning and Evaluation Manual and Calendar

Report Card Data Collection

2nd

Administration, Student Support Services, Faculty and Library Staff Professional Development: Submit an updated Resume and/or Credentialing Form with Professional Development received during the 2021-22 year

4th -29th

IPEDS Registration – Institution Identification and IC Header

4th-29th

ADA Compliance Report

September 2022

1st

Library Orientation Faculty and Student Survey ***OPENS***

1st

Review/Revise Student Learning/Program Level Outcomes and Non-Instructional Outcomes for 2022-2023

2nd

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

12th

First Fall 8-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS

30th

Fall 15-Week Courses Student Evaluation of Instructional Faculty using Canvas LMS OPENS

12th-30th

R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for First Fall 8-Week Online Courses

1st-30th

SENSE Survey

1st-30th

Perkins Report Data Collection

October 2022

1st- 30th

Assessment Committee meet and review 2022-2023 instructional and non-instructional Annual Reports – **CLOSE THE LOOP**

1st- 30th

Report Card Data Collection

COAHOMA COMMUNITY COLLEGE
2022-2023 PLANNING AND EVALUATION CALENDAR
PUBLISHED BY THE OFFICE OF RESEARCH, ASSESSMENT, AND STRATEGIC INITIATIVES

1st-30th **Performance Appraisals by Dean of Chairperson/Faculty**
15th IPEDS Fall Collection **Closes** - The Fall Collection includes
Institutional Characteristics, Completions, and 12-month
Enrollment
30th Equity in Athletics Disclosure Act Survey
31st Perkins Report Data Due

November 2022

1st-27th Fall Curriculum/Substantive Change Meeting
3rd **Second Fall 8-Week Online Courses Student Evaluation of
Instructional Faculty/Course using Canvas LMS OPENS**
25th **First 4-Week Online Courses Student Evaluation of
Instructional Faculty/Course using Canvas LMS OPENS**
3rd-25th R.O.A.D to Success Orientation Course Survey and Advising
Feedback Survey for Second Fall 8-Week Online Courses
30th **Faculty Reflections Due** (*Academic, Career-Tech, Health
Science, Adjunct and Short-Term*)

December 2022

3rd- 6th SACS Annual Conference in Atlanta, GA
5th- 8th Submit Course Completion Rates to Instructional Deans/Tableau
8th IPEDS Winter Collections **Opens** - Student Financial
Aid, Graduation Rates, 200% Graduation Rates, and Admissions
8th IPEDS Spring Collection **Opens** - Fall Enrollment, Finance, Human
Resources, and Academic Library
7th-13th Send Student Evaluation of Instructional Faculty Results to
Faculty/Deans

COAHOMA COMMUNITY COLLEGE

2022-2023 PLANNING AND EVALUATION CALENDAR

PUBLISHED BY THE OFFICE OF RESEARCH, ASSESSMENT, AND STRATEGIC INITIATIVES

January 2023

2 nd	<i>Second 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>
9 th	Community Scholarship Announcement <i>Opens</i>
13 th	Submit General Information and Enrollment Profile to SACSCOC
22 nd	<i>First Spring 8-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>
22 nd -31 st	R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for First Spring 8-Week Online Courses Student Evaluation of Instructional Faculty/Course
23 rd	Campus Climate Student and Employee Survey <i>Opens</i>

February 2023

1 st -28 th	Preliminary Review of the Mission Statement and Goals by Strategic Planning Council
9 th	IPEDS Winter Collection <i>Closes</i> - Student Financial Aid, Graduation Rates, 200% Graduation Rates, and Admissions
19 th	<i>Spring 15-week Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>

March 2023

1 st - 31 st	<i>Performance Appraisals by Dean of Chairperson/Faculty Faculty Reflections Due (Academic, Career-Tech, Health Science, Adjunct and Short-Term)</i>
1 st -31 st	
1 st -31 st	Board of Trustees Evaluation of the President
5 th	Scholarship Announcement <i>Closes</i>
26 th	<i>Second Spring 8-week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>
26 th -31 st	R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for Second Spring 8-Week Online Courses Student Evaluation of Instructional Faculty/Course

April 2023

1 st - 29 th	360 Employee Feedback OPENS
1 st - 29 th	Submit Budget Request Form
1 st - 29 th	Instructional and Non-Instructional Program Reviews 2022-2023
6 th	IPEDS Spring Collection <i>Closes</i> - Fall Enrollment, Finance, Human Resources, and Academic

COAHOMA COMMUNITY COLLEGE
2022-2023 PLANNING AND EVALUATION CALENDAR
 PUBLISHED BY THE OFFICE OF RESEARCH, ASSESSMENT, AND STRATEGIC INITIATIVES

May 2023

1 st -31 st	Spring Curriculum/Substantive Change Meeting
1 st -31 st	Course Syllabi Review
3 rd	Graduate Exit Surveys in Pinnacle at Graduation Practice
9 th	Submit Course Completion Rates to Instructional Deans
9 th	Send Student Evaluation of Instructional Faculty Results to Faculty/Deans
25 th	<i>Summer I Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>
25 th -31 st	R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for Summer I Courses Student Evaluation Student Evaluation of Instructional Faculty/Course
26 th	Instructional Annual Reports: Academic, Career-Technical, and Health Science instructors review, evaluate, and report student learning outcome results outlined, including General Education Outcomes

June 2023

1 st	360 Employee Feedback CLOSSES
1 st -30 th	Board Self Evaluation of Trustees
11 th	<i>First Summer 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>
22 nd	<i>Summer II Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>
22 nd -30 th	R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for Summer II Courses Student Evaluation of Instructional Faculty/Course
30 th	Submit 360 Feedback Results to the Leadership Team

July 2023

1 st -31 st	Review Year 2 Results of the Colleges 2022-2027 Strategic Plan Outcomes/Mission, Goals and Values
1 st -31 st	360 Feedback Follow-Up Performance Development Plan Due
12 th	Publish Survey Reports: Class Climate Report, Graduate Exit Report and Library Report
12 th	Submit State Strategic Plan
12 th	SACSCOC Financial Profile
31 st	Non-Instructional Annual Reports: Personnel review evaluate, and report program outcome results and submit results to Office of Research, Assessment and Strategic Initiatives

Office of Research, Assessment, and Strategic Initiatives

2022-2023 Planning and Evaluation Manual

Planning and Evaluation Policies and Procedures

Coahoma Community College's Office of Research, Assessment, and Strategic Initiatives 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*).

34.1 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 Planning Council meeting. A preliminary mission statement and goals review will be conducted in February of each year.
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 immediately after changes.
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 *Annual Reports*.

34.2 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 the necessary action for implementing the curriculum change. In the case of Career-Technical curriculum revisions, additional steps are followed for approval by the State Board for Community and Junior Colleges.

Office of Research, Assessment, and Strategic Initiatives 2022-2023 Planning and Evaluation Manual

34.3 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 four 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 are published on the Institutional Effectiveness website.

34.4 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
3. To improve the quality of the institution's programs
4. To provide data for such intervention decisions as those regarding staff needs, admission requirements, and curricular additions or deletions
5. To provide a system of regular data collection and analysis
6. To determine how specific programs serve the mission of the institution and respond to student and community needs.

34.5 PROGRAM REVIEW CYCLE

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

34.6 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: (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.

Office of Research, Assessment, and Strategic Initiatives 2022-2023 Planning and Evaluation Manual

34.7 ORGANIZATION FOR PROGRAM REVIEW

The program review process will be organized by the Office of Research, Assessment, and Strategic Initiatives. The Office of Research, Assessment, and Strategic Initiatives 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 the appropriate administrative officer for final review.

34.8 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.

34.9 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.

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.

Office of Research, Assessment, and Strategic Initiatives 2022-2023 Planning and Evaluation Manual

34.10 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.

34.11 STRATEGIC PLAN

The Strategic Plan of Coahoma Community College reflects the continuing evolution of the Institution's successes and current challenges. Developed by Coahoma Community College's stakeholders, this document identifies the mission, goals, and objectives for the institution.

The Strategic Plan is designed to guide Coahoma Community College for the upcoming year and future. A key part of the plan is an annual assessment of both progress toward and current relevance of the mission, goals, and objectives of the plan. Modifications are made based upon assessment findings. The Strategic Plan is published on the College's website.

34.12 ANNUAL REPORT

Coahoma Community College's *Annual Report* 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 *Annual Report* 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 *Annual Report* is evaluated annually and is published on the Institutional Effectiveness website.

34.13 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.

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 the 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.