

The seal of Coahoma Community College is a circular emblem. It features a central shield with a book, a lamp, and a banner that reads "SINCE 1949". Above the shield is a large letter 'A'. The shield is flanked by two stars. The outer ring of the seal contains the text "COAHOMA COMMUNITY COLLEGE" at the top and "CLARKSDALE, MS" at the bottom. The words "DEVELOPING" and "NATURAL RESOURCES" are also visible within the seal's design.

**COAHOMA COMMUNITY COLLEGE
OFFICE OF INSTITUTIONAL EFFECTIVENESS
PLANNING AND EVALUATION MANUAL
2009 - 2010**

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

**Office of Institutional Effectiveness
2009-2010 Planning and Evaluation Manual**

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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 Services, 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 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. Developing, analyzing, and disseminating annual planning and evaluation documents to the institution's decision-makers (*See Annual Publications*).

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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. Planning and Assessment Calendar
2. Policy and Procedures Manual
3. Fact Book
4. Institutional Effectiveness Student Learning and Program Evaluation Plans
5. Strategic Plan Annual Report
6. Campus Climate Survey Report
7. Entering Student Survey Report
8. Graduating Student Exit Survey Report
9. Student Evaluation of Instructional Faculty 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 first floor of Coahoma Community College's Whiteside Hall Building. Staff members and contact information are as follows:

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Planning and Assessment Calendar

The Office of Institutional Effectiveness publishes an annual planning and assessment calendar. The 2009-2010 Planning and Assessment Calendar is published on pages 5 and 6 of this manual

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Planning and Assessment Calendar for Year 2009-2010

July

July 1, 2009	Institution begins new fiscal year
July 1, 2009	Personnel implement new Strategic Plan and Institutional Effectiveness Plans
July 31, 2009	Strategic Planning Council closes the loop on previous year's Strategic Plan and submits to the IE Office

August

August 10, 2009	Personnel attend CCC's Pre-School Conference and professional development
August 10, 2009	IE Office publishes the Fact Book; Annual Planning and Assessment Calendar; schedules, instructions, and review instruments for Program Reviews and Employee Evaluation and Development System document
August 15, 2009	Adjunct Faculty attend CCC's Pre-School Conference and professional development
August 31, 2009	Institutional Effectiveness Committee evaluates all completed previous year's Institutional Effectiveness Plans

September

September 16, 2009	Program Review Committee conducts instructional and non-instructional program reviews and interviews
September 18, 2009	Personnel update previous year's employee credentialing forms and submit to the IE Office

October

October 5-9, 2009	IE Office administers the Entering Student Survey
October 5-9, 2009	Curriculum Review Committee evaluates curriculum
October 8, 2009	Program Review Committee conducts instructional and non-instructional program reviews and interviews
October 23, 2009	Personnel submit revised previous year's Institutional Effectiveness Plans to the IE Office

November

November 4, 2009	Program Review Committee conducts instructional and non-instructional program reviews and interviews
November 16-20, 2009	IE Office administers the Campus Climate Survey
Nov 30-December 11, 2009	IE Office administers the Student Evaluation of Instructional Faculty

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Planning and Assessment Calendar for Year 2009-2010...*Continued*

December

December 17, 2009 Instructional personnel report student learning outcome results to the IE Office

January

January 4, 2010 Personnel attend CCC's professional development conference
January 2010 Adjunct Faculty attend CCC's professional development conference

March

March 1-5, 2010 Personnel identify budget needs and submit to Fiscal Affairs

April

April 12-16, 2010 Curriculum Review Committee evaluates curriculum
April 19-23, 2010 Personnel complete employee credentialing forms and submit to the IE Office
April 26-30, 2010 Budget Committee evaluates and prioritizes next year's budget requests

May

May 1-12, 2010 IE Office administers the Graduating Student Exit Surveys
May 12, 2010 Instructional personnel review, evaluate, and report educational outcome results and student learning outcome results outlined in Institutional Effectiveness Plans; instructional personnel review and revise next year's Institutional Effectiveness Plans
May 12, 2010 Administrators and supervisors submit Instructional Employee Performance Evaluation results to the IE Office
May 12, 2010 Faculty submit syllabi revisions to instructional deans
May 17-21, 2010 Strategic Planning Council evaluates Strategic Plan

June

June 30-July 9, 2010 Administrators and supervisors submit Non-Instructional Employee Performance Evaluation results to the IE Office
June 30-July 9, 2010 Non-instructional personnel review, evaluate, and report program outcome results outlined in Institutional Effectiveness Plans; non-instructional personnel review and revise next year's Institutional Effectiveness Plans

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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 have been approved by the Board of Trustees. These policies and procedures are as follows: *(as printed in Section III of Coahoma Community College's 2009-2010 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, 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.

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After President and/or Board approval, the instructional vice president 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.

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.

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 managed 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 academic and career-technical faculty. The instructional vice presidents 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

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and advancement. As part of that process, a performance review is conducted annually with each employee to improve individual performance and to prepare for the next year.

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. Additional information regarding the employee performance review can be located under the *Faculty Policies* and *Non-Faculty Policies* sections of this manual.

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 vice presidents by May of each year. Master syllabi are published on the College's website.

3.7 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.

3.8 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.

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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 College's website.

3.9 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 Vice President for Finance & Operations and the Budget Committee. The Budget Committee meets annually to evaluate and prioritize budget requests. After requests have been evaluated, the Vice President for Finance & Operations forwards the results to the President. The Board of Trustees grants final approval for the College's overall budget.