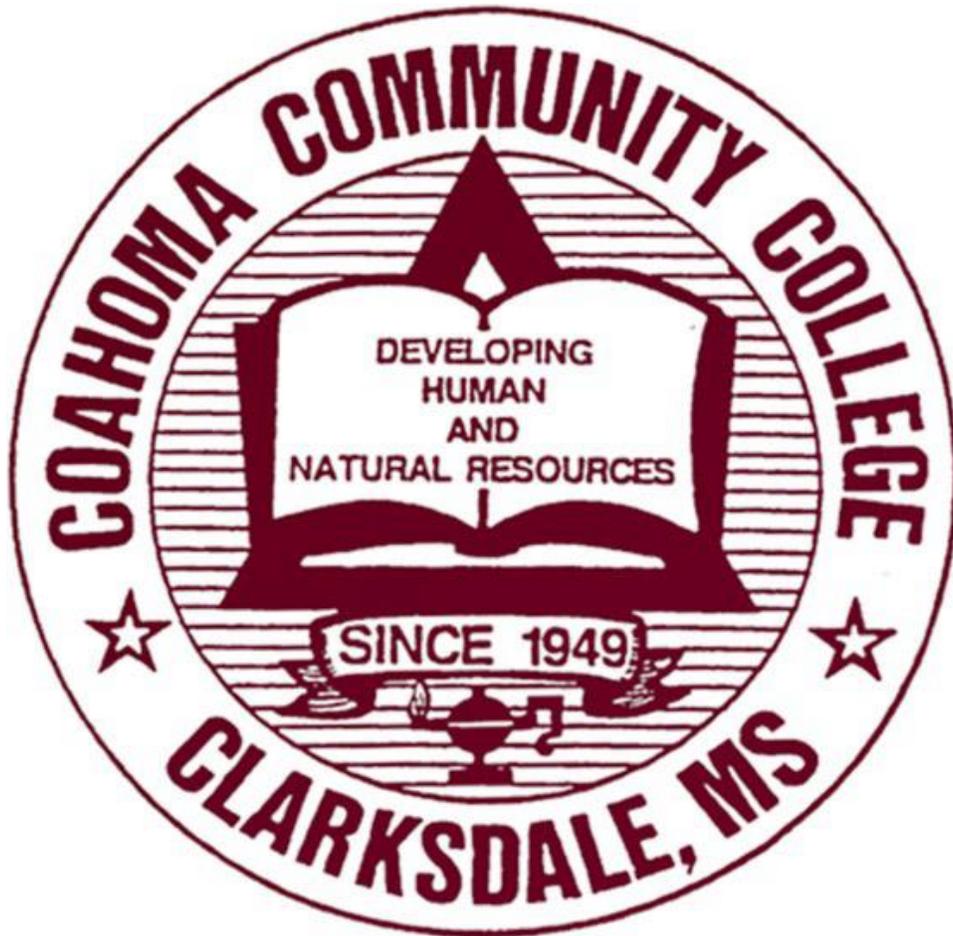


**COAHOMA COMMUNITY COLLEGE  
OFFICE OF INSTITUTIONAL EFFECTIVENESS  
PLANNING AND EVALUATION MANUAL  
2017 - 2018**



**Office of Institutional Effectiveness  
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Clarksdale, Mississippi 38614**

**Dr. Valmadge Towner, President**

**Office of Institutional Effectiveness  
2017-2018 Planning and Evaluation Manual**

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# **Office of Institutional Effectiveness 2014-2015 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 Annual Reports 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.

# **Office of Institutional Effectiveness 2017-2018 Planning and Evaluation Manual**

## **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 Annual Reports
6. Strategic Plan Annual Report
7. Campus Climate Student and Employee Survey Report
8. Graduate Exit Survey Report
9. Library Orientation Instruction Report
10. Student Evaluation of Instructional Faculty
11. Dean/Chairperson Evaluation of Faculty
12. 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 in Community College's Charles F. Reid Sponsored Programs Building. Staff members and contact information are as follows:

Margaret M. Dixon  
Director for Institutional Effectiveness  
and Accreditation Liaison  
662-621-4670  
[mdixon@coahomacc.edu](mailto:mdixon@coahomacc.edu)

Cynthia Williams Roberson  
Assistant Director of Institutional Effectiveness  
662-621-4201  
[cwilliams@coahomacc.edu](mailto:cwilliams@coahomacc.edu)

## **Planning and Assessment Calendar**

The Office of Institutional Effectiveness publishes an annual planning and assessment calendar. The 2017-2018 Planning and Assessment Calendar is published on pages 5 and 6 of this manual

# COAHOMA COMMUNITY COLLEGE OFFICE OF INSTITUTIONAL EFFECTIVNESS 2017-2018 CALENDAR

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## **August 2017**

August 1-31<sup>st</sup>

IE Office publishes the Fall 2017 Fact Sheets and the 2016-17 Fact Book

9<sup>th</sup> -31<sup>st</sup>

Annual Planning and Evaluation Manual and Calendar

1<sup>st</sup> - 24<sup>th</sup>

IPEDS Registration – Institution Identification and IC Header Rewrite for Title III (Comprehensive Development Plan (CDP))

31<sup>st</sup>

Talent Search fiscal year ends (Year 1 of 5)

## **September 2017**

6<sup>th</sup>

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

Dates needed

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

Talent Search fiscal year begins (Year 2 of 5)

## **October 2017**

2<sup>nd</sup> – 31<sup>st</sup>

IE Committee Members meet and review 2016-2017 instructional and non-instructional Annual Reports

1<sup>st</sup>

Official Start of the federal fiscal year (Title III (Year \_\_ of 5), SAFRA (Year 3 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)

18<sup>th</sup>

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

31<sup>st</sup>

Equity in Athletics Disclosure Act Survey

## **November 2017**

Nov. 1 – Dec. 1, 2017

***Student Evaluation of Instructional Faculty using Canvas LMS***

1<sup>st</sup>– 30<sup>th</sup>

***Performance Appraisals by Dean of Chairperson/Faculty***

30<sup>th</sup>

Talent Search APR due

## **December 2017**

2<sup>nd</sup> – 5<sup>th</sup>

SACS Annual Conference in Dallas, Texas

13<sup>th</sup>

IPEDS Winter Collections **Opens** - Student Financial

Aid, Graduation Rates, 200% Graduation Rates, and Admissions

13<sup>th</sup>

IPEDS Spring Collection **Opens** - Fall Enrollment, Finance, Human Resources, and Academic Library

Date needed

Submit Institutional Profile to SACSCOC

Date needed

Targeted date for Title III/SAFRA APR submission

**COAHOMA COMMUNITY COLLEGE  
OFFICE OF INSTITUTIONAL EFFECTIVNESS  
2017-2018 CALENDAR**

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**January 2018**

22<sup>th</sup>

January 2018

26<sup>th</sup>

30<sup>th</sup>

Community Scholarship Announcement ***Opens***  
Student Discontinuing of Studies Survey ***Opens***  
Campus Climate Student and Employee Survey ***Opens***  
Request for US Department of Education Phase I Data

**February 2018**

13<sup>th</sup>

14<sup>th</sup>

Request for Federal Funds Phase I Data from Clearinghouse  
IPEDS Winter Collection ***Closes***- Student Financial Aid, Graduation Rates, 200% Graduation Rates, and Admissions

**March**

1<sup>st</sup> – 30<sup>th</sup>

23<sup>th</sup>

March 2016

1<sup>st</sup> – 30<sup>th</sup>

***Performance Appraisals by Dean of Chairperson/Faculty***  
Scholarship Announcement ***Closes***  
Student Discontinuing of Studies Survey ***Closes***  
Federal Funds Phase I Data Completed

**April 2018**

April 2-May 2, 2018

***April 1 – 30***

11<sup>th</sup>

***Student Evaluation of Instructional Faculty using Canvas LMS***  
360 Feedback Employee Survey  
IPEDS Spring Collection ***Closes*** - Fall Enrollment, Finance, Human Resources, and Academic

**May 2018**

1<sup>st</sup> – 30<sup>th</sup>

9<sup>th</sup>

31<sup>st</sup>

U.S. Department of Education Requests Phase II (SAFRA)  
Student Exit Surveys in Pinnacle at Graduation Practice  
**Instructional** Academic, Career-Technical, and Health Science instructors review, evaluate, and report student learning outcome results outlined in ***Annual Reports***, including the new academic discipline-specific student learning outcomes; **instructional personnel review and revise next year's Annual Reports**

**June 2018**

1st – 30th

Submit Phase II to U.S. Department of Education  
Complete and submit budgets for state grants  
Submit Title II and SAFRA

**July 2018**

14<sup>th</sup>

**Non-instructional** personnel review, evaluate, and report program outcome results outlined in ***Annual Reports*** and submit results to the IE Office; **non-instructional personnel review and revise next year's Annual Reports** and submit results to the IE Office

Key (delete key before publishing manual)

Blue = IE dates that need to be confirmed

Olive = Federal/Sponsored Programs dates that need to be confirmed.

Red = IE IPEDS dates that need to be confirmed.

Maroon = IE instructional and non-instructional personnel responsibilities need to be confirmed.

Black = Dates do not need confirming.

## **Office of Institutional Effectiveness 2017-2018 Planning and Evaluation Manual**

### **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 Annual Report*.

### **3.2 CURRICULUM REVIEW**

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

## **Office of Institutional Effectiveness 2017-2018 Planning and Evaluation Manual**

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.

### **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
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.

#### **3.3.2 PROGRAM REVIEW CYCLE**

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

#### **3.3.3 CRITERIA FOR EVALUATION**

## **Office of Institutional Effectiveness 2017-2018 Planning and Evaluation Manual**

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.

### **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

## **Office of Institutional Effectiveness 2017-2018 Planning and Evaluation Manual**

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.

### **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 INSTITUTIONAL EFFECTIVENESS ANNUAL REPORT**

Coahoma Community College's *Institutional Effectiveness 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 *Institutional Effectiveness 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 *Institutional Effectiveness Annual Report* 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.

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

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Chief Financial Officer forwards the results to the President. The Board of Trustees grants final approval for the College's overall budget.