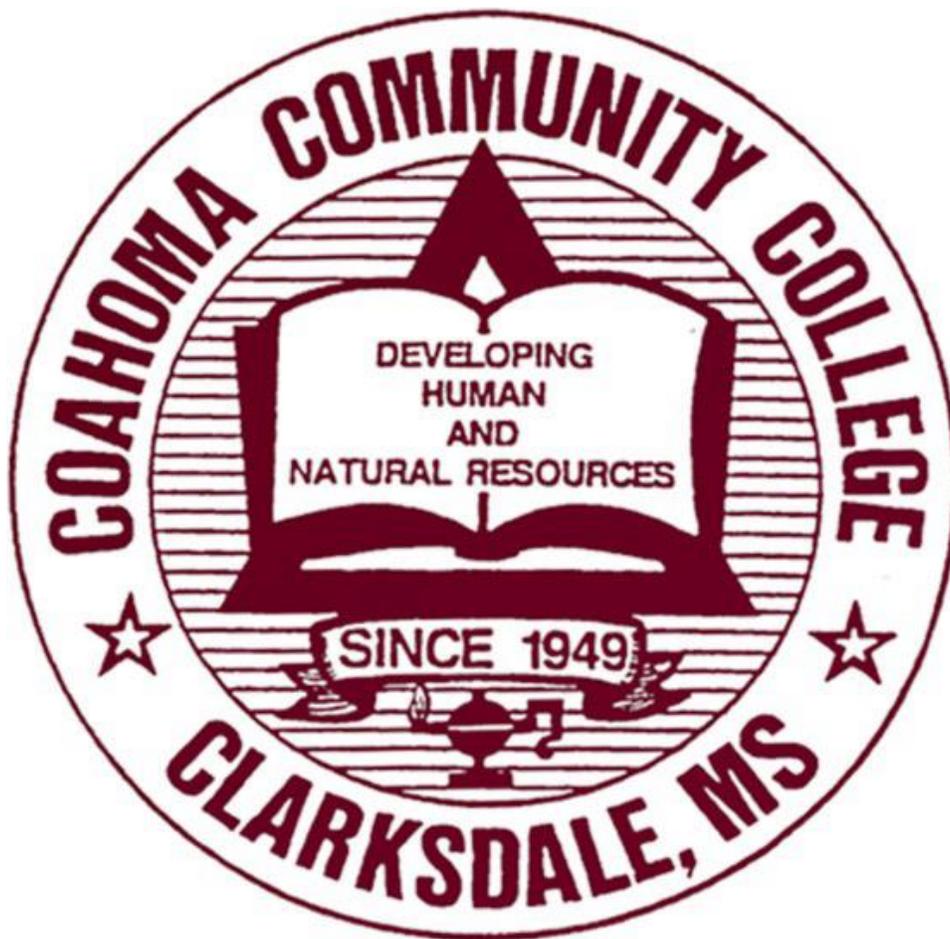


**COAHOMA COMMUNITY COLLEGE
OFFICE OF RESEARCH, ASSESSMENT, AND
STRATEGIC INITIATIVES**

**PLANNING AND EVALUATION MANUAL
2018 - 2019**



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***Publish by
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**Office of Research, Assessment, and Strategic Initiatives
2018-2019 Planning and Evaluation Manual**

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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 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. 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.

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Annual Publications

In order to accomplish its purpose, the Office of Research, Assessment, and Strategic Initiatives publishes 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. 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/Course and General Education Outcomes
11. Dean/Chairperson Evaluation of Faculty

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:

Margaret M. Dixon, Director
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Office # 2
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Planning and Evaluation Calendar

The Office of Research, Assessment, and Strategic Initiatives publishes an annual planning and assessment calendar. The 2018-2019 Planning and Evaluation Calendar is published on pages 5 and 6 of this manual.

**COAHOMA COMMUNITY COLLEGE
OFFICE OF RESEARCH, ASSESSMENT, AND STRATEGIC INITIATIVES
2018-2019 CALENDAR**

August 2018

August 1-31st Community Scholarship Announcement ***Opens***
Publishes the Fall 2018 Fact Sheets and the 2017-18 Fact Book
Annual Planning and Evaluation Manual and Calendar
Report Card Data Collection

8th -28st IPEDS Registration – Institution Identification and IC Header

September 2018

5th IPEDS Fall Collection ***Opens*** - The Fall Collection includes
Institutional Characteristics, Completions, and 12-month
Enrollment

7th ***First Fall 8-Week Online Courses Student Evaluation of
Instructional Faculty using Canvas LMS OPENS***

17th ***Fall 15-Week Courses Student Evaluation of Instructional
Faculty using Canvas LMS OPENS***

October 2018

1nd – 31st Assessment Committee meet and review 2017-2018 instructional
and non-instructional Annual Reports – Close the Loop

1nd – 31st Report Card Data Collection

5th ***First Fall 8-week Online Courses Student Evaluation of
Instructional Faculty using Canvas LMS CLOSSES***

17th IPEDS Fall Collection ***Closes*** - The Fall Collection includes
Institutional Characteristics, Completions, and 12-month
Enrollment

31st Equity in Athletics Disclosure Act Survey

November 2018

1st – 30th ***Performance Appraisals by Dean of Chairperson/Faculty***

2th ***Second Fall 8-Week Online Courses Student Evaluation of
Instructional Faculty using Canvas LMS OPENS***

30th ***Faculty Reflections Due (Academic, Career-Tech, Health
Science, Adjunct and Short-Term)***

December 2018

8th – 11th SACS Annual Conference in New Orleans, LA

8th – 11th Submit Course Completion Rates to Instructional Deans

7th ***Second Fall 8-week Online Courses Student Evaluation of
Instructional Faculty using Canvas LMS CLOSSES***

- 12th IPEDS Winter Collections **Opens** - Student Financial Aid, Graduation Rates, 200% Graduation Rates, and Admissions
- 12th IPEDS Spring Collection **Opens** - Fall Enrollment, Finance, Human Resources, and Academic Library
- Fall 15-weeks Courses Student Evaluation of Instructional Faculty using Canvas LMS CLOSES**
- 12th Send Student Evaluation of Instructional Faculty Results to Faculty/Deans

**COAHOMA COMMUNITY COLLEGE
OFFICE OF RESEARCH, ASSESSMENT, AND STRATEGIC INITIATIVES
2018-2019 CALENDAR**

January 2019

- 14th Community Scholarship Announcement **Opens**
- 16th Submit General Information and Enrollment Profile to SACSCOC
- 28th Campus Climate Student and Employee Survey **Opens**

February 2019

- 8th **First Spring 8-Week Online Courses Student Evaluation of Instructional Faculty using Canvas LMS OPENS**
- 13th IPEDS Winter Collection **Closes**- Student Financial Aid, Graduation Rates, 200% Graduation Rates, and Admissions
- 18th **Spring 15-week Courses Student Evaluation of Instructional Faculty using Canvas LMS OPENS**

March 2019

- 1st – 30th **Performance Appraisals by Dean of Chairperson/Faculty**
- 8th Scholarship Announcement **Closes**
- 8th **First Spring 8-week Online Courses Student Evaluation of Instructional Faculty using Canvas LMS CLOSES**

April 2019

- 1st – 30th **360 Employee Feedback**
- 5th **Second Spring 8-Week Online Courses Student Evaluation of Instructional Faculty using Canvas LMS OPENS**
- 10th IPEDS Spring Collection **Closes** - Fall Enrollment, Finance, Human Resources, and Academic
- 30th **Performance Appraisal by Deans and Chairpersons (Academic, Career-Tech, Health Science, Adjunct and Short-Term)**
- 30th **Faculty Reflections Due (Academic, Career-Tech, Health Science, Adjunct and Short-Term)**

May 2019

- 8th Student Exit Surveys in Pinnacle at Graduation Practice
- 10th **Second Spring 8-week Online Courses Student Evaluation of Instructional Faculty using Canvas LMS CLOSES**
- 10th **Spring 15-week Student Evaluation of Instructional Faculty using Canvas LMS CLOSES**
- 10th Submit Course Completion Rates to Instructional Deans

- 10th Send Student Evaluation of Instructional Faculty Results to Faculty/Deans
- 31st **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.
- 31st **Faculty Development:** Faculty will submit an updated Resume and/or Credentialing Form with Professional Development received during the 2017-18 year.

June 2019

- 30th **Administration, Student Support Services, and Library Staff Professional Development:** Submit an updated Resume and/or Credentialing Form with Professional Development received during the 2017-18 year.

July 2019

- 15th **Non-instructional** personnel review, evaluate, and report program outcome results outlined in **Annual Reports** and submit results to Office of Research, Assessment and Strategic Planning
- 8th – 12th Review College’s 2015-2020 Strategic Plan Outcomes /Mission, Values
- 15th Submit State Strategic Plan
- 15th SACSCOC Financial Profile

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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 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 *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.

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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 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 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 three-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 2018-2019 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.

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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. Master syllabi are published on the College's website.

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.