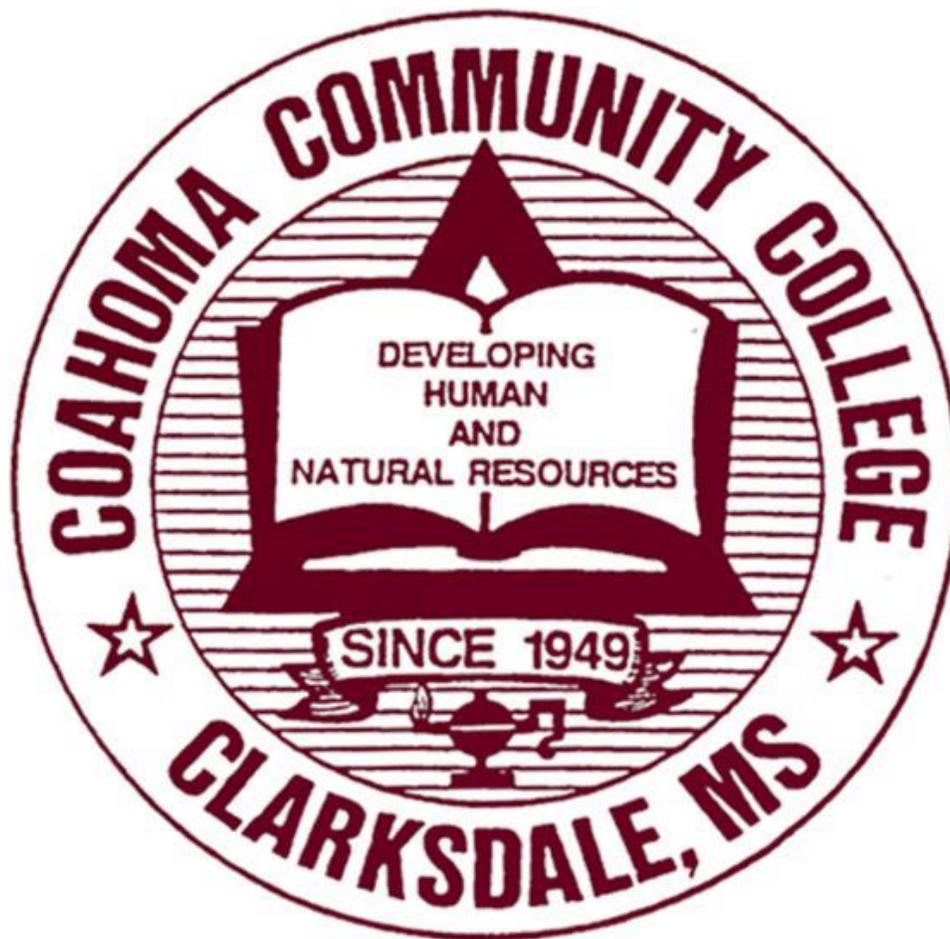


**COAHOMA COMMUNITY COLLEGE
OFFICE OF RESEARCH, ASSESSMENT, AND
STRATEGIC INITIATIVES**

**PLANNING AND EVALUATION MANUAL
2019 - 2020**



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***Publish by
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**Office of Research, Assessment, and Strategic Initiatives
2019-2020 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 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 2019-2020 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. Annual Reports, Instructional and Non-instructional.
5. Strategic Plan Annual Report
6. Campus Climate Student and Employee Survey Report
7. Graduate Exit Survey Report
8. Library Orientation Survey Report
9. Student Evaluation of Instructional Faculty/Course
10. General Education Outcomes Assessment
11. Performance Appraisal of Faculty and Chairperson

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
and Accreditation Liaison
Office # 2
PH: 662-621-4670
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Tara Bell, Coordinator
PH: 662-621-4701
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Planning and Evaluation Calendar

The Office of Research, Assessment, and Strategic Initiatives publishes an annual planning and assessment calendar. The 2019-2020 Planning and Evaluation Calendar is published on pages 5 and 8 of this manual.

COAHOMA COMMUNITY COLLEGE
2019-2020 PLANNING AND EVALUATION CALENDAR
 PUBLISHED BY THE OFFICE OF RESEARCH, ASSESSMENT, AND STRATEGIC INITIATIVES

August 2019

August 1st-30th

Community Scholarship Announcement ***Opens***
 Publishes the Fall 2019 Fact Sheets and the 2018-19 Fact Book
 Annual Planning and Evaluation Manual and Calendar
 Report Card Data Collection

5th

Administration, Student Support Services, and Library Staff Professional Development: Submit an updated Resume and/or Credentialing Form with Professional Development received during the 2019-20 year.

7th -28th

IPEDS Registration – Institution Identification and IC Header

September 2019

1st

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

1st – 15th

Assessment Committee meet and review 2018-2019 instructional and non-instructional Annual Reports

4th

First Fall 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS

4th

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

15th

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

29th

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

October 2019

1st – 31st

2018-2019 Instructional and Non-instructional Annual Reports – Closing the Loop

1st – 31st

Report Card Data Collection

2nd

Second Fall 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS

17th

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

30th

Third Fall 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS

31st

Equity in Athletics Disclosure Act Survey

November 2019

1st – 29th

Performance Appraisals by Dean of Chairperson/Faculty

1st – 29th

Fall Curriculum/Substantive Change Meeting

10th

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

27th

Fourth Fall 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS

30th

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

COAHOMA COMMUNITY COLLEGE
2019-2020 PLANNING AND EVALUATION CALENDAR
PUBLISHED BY THE OFFICE OF RESEARCH, ASSESSMENT, AND STRATEGIC INITIATIVES

December 2019

7 th – 10 th	SACS Annual Conference in Houston, TX
7 th – 10 th	Submit Course Completion Rates to Instructional Deans
11 th	IPEDS Winter Collections Opens - Student Financial Aid, Graduation Rates, 200% Graduation Rates, and Admissions
11 th	IPEDS Spring Collection Opens - Fall Enrollment, Finance, Human Resources, and Academic Library
12 th	Send Student Evaluation of Instructional Faculty Results to Faculty/Deans
29 th	Fall 3-week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS

January 2020

13 th	Community Scholarship Announcement Opens
15 th	Submit General Information and Enrollment Profile to SACSCOC
22 nd	First Spring 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS
26 th	First Spring 8-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS
27 th	Campus Climate Student and Employee Survey Opens

February 2020

1 st -28 th	Preliminary Review of the Mission Statement and Goals by Strategic Planning Council
12 th	IPEDS Winter Collection Closes - Student Financial Aid, Graduation Rates, 200% Graduation Rates, and Admissions
19 th	Second Spring 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS
23 rd	Spring 15-week Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS

March 2020

1 st – 30 th	Performance Appraisals by Dean of Chairperson/Faculty
1 st – 30 th	Board of Trustees Evaluation of the President
8 th	Scholarship Announcement Closes
18 th	Third Spring 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS
29 th	Second Spring 8-week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS

COAHOMA COMMUNITY COLLEGE

2019-2020 PLANNING AND EVALUATION CALENDAR

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

April 2020

1 st – 30 th	360 Employee Feedback OPENS
1 st – 30 th	Submit Budget Request Form
1 st – 30 th	Instructional and Non-Instructional Program Reviews 2019-2020
1 st -30 th	Program-Review Follow-Ups from 2018-2019
10 th	IPEDS Spring Collection Closes - Fall Enrollment, Finance, Human Resources, and Academic
15 th	Fourth Spring 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS
30 th	Performance Appraisal by Deans and Chairpersons (Academic, Career-Tech, Health Science, Adjunct and Short-Term)
30 th	Faculty Reflections Due (Academic, Career-Tech, Health Science, Adjunct and Short-Term)

May 2020

1 st -31 st	Spring Curriculum/Substantive Change Meeting
1 st -31 st	Course Syllabi Review
6 th	Graduate Exit Surveys in Pinnacle at Graduation Practice
11 th	Submit Course Completion Rates to Instructional Deans
11 th	Send Student Evaluation of Instructional Faculty Results to Faculty/Deans
17 th	Summer I 3-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS
28 th	Summer I Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS
30 th	Instructional Annual Reports: Academic, Career-Technical, and Health Science instructors review, evaluate, and report student learning outcome results outlined in, including General Education Outcomes
31 st	Faculty Development: Faculty will submit an updated Resume and/or Credentialing Form with Professional Development received during the 2019-20 year.

June 2020

1 st	360 Employee Feedback CLOSES
1 st – 30 th	Board Self Evaluation of Trustees
10 th	First Summer 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS
21 st	Summer 8-week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS
25 th	Summer II Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS
30 th	Submit 360 Feedback Results to the Leadership Team

COAHOMA COMMUNITY COLLEGE
2019-2020 PLANNING AND EVALUATION CALENDAR
PUBLISHED BY THE OFFICE OF RESEARCH, ASSESSMENT, AND STRATEGIC INITIATIVES

July 2020

1-31 st	Review College's 2015-2020 Strategic Plan Outcomes/Mission, Goals, Values and Develop New Strategic Plan for 2020-2025
1-31 st	360 Feedback Follow-Up Performance Development Plan Due
8 th	<i>Second Summer 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>
13 th	Publish Survey Reports: Class Climate Report, Graduate Exit Report and Library Report
13 th	Submit State Strategic Plan
13 th	SACSCOC Financial Profile
31 st	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

Office of Research, Assessment, and Strategic Initiatives 2019-2020 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 2019-2020 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.

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 2019-2020 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.

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.

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.

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.