

South Texas Community College  
2002 - 2003 Institutional Effectiveness Plan

## Linkages from Outcome to Activities

### Vice President for Instructional Services

The Office of the Vice President for Instructional Services, under the leadership of the Vice President and the Assistant Vice President, will continue to ensure high-quality educational opportunities for students throughout STCC's service area and increased leadership opportunities for the instructional team by providing visionary leadership, improved external partnerships, and exceptional support. Interdependence with the other Vice Presidents will be enhanced and service to the college President strengthened.

Intended Outcomes	Performance Indicators	Performance Standard	Data Sources	Supporting Units	Term	Activities	Resources Needed
1 Student Success	1A Graduation Rate	The number of graduates from degree and certificate options will increase by 10% over the preceding year. In workforce development programs, STCC will meet or exceed the Coordinating Board Guidelines.	OIRE	Admissions Office	Fall	A) Review data at Vice President's Staff Meeting. B) Communicate information to Chairs at Instructional Council. C) Market and promote Interdisciplinary Studies Degree. D) Share information with Student Services/Development Council. E) Communicate information with SEM. F) Identify strategies to have students declare major.	Funds for mailouts.
					Spring	A) Communicate information with Council of Chairs. B) Stay on task with identifying students near completion of graduation and advise of courses needed to graduate at the end of Spring semester. C) Market graduation by use of WEB, announcements, and chair and faculty communication.	Budget for announcements and correspondence to students.
					Summer	A) At Instructional Council, share information with Deans of Divisions of students who did not graduate following the spring semester and advise appropriately for end of summer or fall completion of graduation requirements.	Budget for correspondence to students.

Intended Outcomes	Performance Indicators	Performance Standard	Data Sources	Supporting Units	Term	Activities	Resources Needed
1 Student Success	1B Success after Transfer	Upon completion of degree or certificate at STCC, students will meet or exceed GPA of native students at the transfer institution.	OIRE	Deans of Divisions, Honors Chair	Fall	A) Review current data on transfer success. B) Establish plan for improvement. C) Review Common Assessment Plan at Vice President's Staff Meeting since this assures consistent academic rigor.	Overload compensation for faculty spearheading Transfer/Articulation initiative. Overload compensation for Honors Coordinator.
					Spring	A) Implement Plan and monitor. B) Review of Transfer/Articulation Plans to ensure alignment of curriculum.	Funds for overloads for faculty on special assignments.
					Summer	A) At Vice President's Staff meeting, review results as requested from OIRE. B) Establish plan for next academic year to address areas needing improvement.	Faculty on course releases.
	1C Articulation Plan	The Articulation Plan will be updated on an annual basis.	Articulation Agreements & Plan	Faculty Member on Special Assignment, Deans of Divisions, and Office of Instruction	Fall	A) Review current Transfer/Articulation Plan. B) Discuss plan at VP Staff Meeting. C) Share information and provide update to Instructional Council.	Funds for faculty on special assignment.
					Spring	A) Implement plan and monitor.	Funds for Faculty on Special Assignment.
					Summer	A) Assess effectiveness of plan and modify.	Faculty on Special Assignment.
	1D Retention	Fall to fall retention will increase by 2% over the previous year.	OIRE	Deans of Division, Chairs	Fall	A) Review information on retention from Fact Book. B) Discuss initiatives at Instructional Council.	Report from OIRE.
					Spring	Continue implementation of SEM initiatives to address retention throughout the semester.	None.

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1 Student Success	1D Retention	Fall to fall retention will increase by 2% over the previous year.	OIRE	Deans of Division, Chairs	Summer	A) Review and assess retention data from SEM and submit recommendations. B) Establish plan for next academic year during Vice President's Staff meeting.	None.
					Fall	A) Present Common Assessment plan to Instructional Council and identify areas requiring improvement.	
					Spring	A) Communicate Common Assessment Plan throughout college district through Instructional Council.	
	1E Common Assessment Program	Common assessment will be implemented in all instructional programs and departments.	Common Assessment Report	Deans of Divisions, Chairs	Summer	A) Review and modify Common Assessment Plan for next academic year at Vice President's Staff meeting and Instructional Council.	
					Fall	A) Analyze data with Deans of Divisions and Program/Department Chairs. B) Create an action plan for programs not meeting the standards. C) Information will be presented at Instructional Council.	
					Spring	(Same) Analyze data with Deans of Divisions and Program/Department Chairs. Create an action plan for programs not meeting the standards.	
	1F Graduate Placement Rate	All instructional programs will meet or exceed the standards as per the Coordinating Board.	Placement Office and OIRE	Instructional Divisions, placement office.	Summer	A) Review and evaluate placement information. B) Identify which programs require additional support to ensure job placement of its graduates. C) Establish action plan for fall at Vice President's Staff meeting and Instructional Council.	None.
					Fall	A) Analyze data with Deans of Divisions and Program/Department Chairs. B) Create an action plan for programs not meeting the standards. C) Information will be presented at Instructional Council.	
					Spring	(Same) Analyze data with Deans of Divisions and Program/Department Chairs. Create an action plan for programs not meeting the standards.	

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2 Access & Equity	2A Access to new Instructional Programs.	Five new degree and certificate programs will be developed for fall 2003	Deans of Divisions, Program Chairs	Office of Instruction Associate Dean	Fall	A) Identify key faculty or consultants to develop drafts of program in compliance with the Coordinating Board regulations. B) Complete New Program Notebooks. C) Update 5-Year Plan for New Programs.	Support from Office of the Associate Dean of Instruction. Funds for faculty release to develop programs.
					Spring	A) Finalization of New Program Documents. B) Review and submit new program information to Coordinating Board.	Support from Office of Associate Dean of Instruction. Funds for faculty on release to develop programs.
					Summer	A) Continue providing information to PDC. B) Schedule session at Vice President's Staff meeting to review 5-year plan.	Information and updates from each Division Director and from Office of Associate Dean of Instruction.
	2B Increase Distance Learning course offerings.	Distance Learning sections that make will increase by 5%.	Distance Learning Plan	Information Technology Services Distance Learning Technology	Fall	A) Recruit and employ Director of Instructional Distance Learning. B) Review Distance Learning Plan as submitted to the Coordinating Board.	
					Spring	A) Monitor Distance Learning Plan. B) Review progress in Distance Education Courses. C) Professional Development Plan for DE Faculty.	
					Summer	A) Assess results of Distance Education. B) Along with Distance Learning Advisory Committee, establish plan for next academic year.	None.

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2 Access & Equity	2C Increased Enrollment	Contact hour generation for base period will exceed previous base by 10%	Contact Hour Data and enrollment data. Office of Admissions/Records Coordinating Board reports	OIRE	Fall	A) Continue to Co-Chair SEM with VP for Student Services/Development. B) Market New Program Brochures. C) Review with Office of Instruction Classroom utilization.	
					Spring	A) Continue to serve as Co-Chair of SEM. B) Provide information to Instructional Staff at staff meetings pertaining to enrollment data. C) Work closely with Office of Instruction to review enrollment progress.	
					Summer	A) Assess contact hour generation and modify plan for next academic year.	
	2D One-year career programs.	Increase enrollment in one-year career programs from academic year to academic year.	Office of Admissions. Enrollment Data		Fall	A) Deans of Divisions in BMS, LASS, NAH, and TECH, will present a plan to Vice President's Staff to address increased enrollment.	
					Spring	A) Task Force will work with Public Information Office to provide marketing and advertisements, leading to increased enrollment in one-year career programs.	
					Summer	A) Task Force will evaluate results from academic year and establish goals for next academic year.	
2F Student access to full time	Ratio of full time faculty to students will be 1:40 or less. This ratio will be comparable throughout the college district.	Short and long range faculty staffing plan.	Office of the President, Division Deans and Office of Human Resources.	Fall	A) Have faculty positions filled. B) Analyze overloads and full-time temporary positions.	Budget for advertising and for faculty positions.	
				Spring	A) Vice President and Deans of Divisions review faculty staffing plan and modify plan as appropriate.		

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2 Access & Equity	2F Student access to full time	Ratio of full time faculty to students will be 1:40 or less. This ratio will be comparable throughout the college district.	Short and long range faculty staffing plan.	Office of the President, Division Deans and Office of Human Resources.	Summer	A) Recruit, interview, and make offerings to faculty for vacant faculty positions.	
3 Community Service	3A Positive relations with faculty/staff.	2/3 of the faculty/staff who respond to the Campus Climate instrument will respond as being satisfied or very satisfied with the relationship between faculty/staff and administration.	Survey instrument.	OIRE	Fall	A) Continue events at the various campuses with faculty. B) Continue to include faculty at Instructional Council and at various committees.	Funds for events.
					Spring	A) Ongoing events throughout the college district. B) Faculty on special assignments and leading in specific areas.	Funds for events.
		Summer	A) Review survey and create plan for next academic year.				
	3B Provide Professional Development Programs for Faculty and Staff	75% of faculty and staff completing the survey will evaluate the program as helpful or very helpful.	Professional Development Coordinator and Associate Dean of Instruction.	Fall	A) Provide support for Office of Instruction and Coordinator for Professional Development events. B) Include faculty and staff in the planning. C) Review other models at colleges throughout the state and nation.	Funds for faculty on special assignment.	
				Spring	A) Coordinator for Professional Development will review program surveys and develop plan for improvement where needed. B) Information will be shared with Vice President's Staff.	Funds needed for faculty on special assignment.	
	Summer	A) Coordinator for Professional Development will present plan to Vice President's Staff.	Funds for faculty on special assignment.				

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3 Community Service	3C Provide professional development for Program/Department Chairs and Instructional Leaders.	90% of our Program/Department Chairs and Instructional Leaders will participate in STCC's ongoing Instructional Development Day and 90% of those completing survey will report that the event was helpful or very helpful.	Office of Vice President/Professional Development Coordinator		Fall	A) Assistant Vice President for Instructional Services will continue to work with the Committee and have a fall event. B) Results will be shared with committee and Vice President's Staff.	Funds for speakers and event.
					Spring	A) Assistant Vice President for Instructional Services and committee will hold spring event. B) Survey results will be evaluated and plan for improvement established.	Funds for speakers and event.
					Summer	A) Assistant Vice President will provide update and new plan to Vice President's Staff.	
4 Fiscal Responsibility	4A Effective use of Instructional Budgets	All instructional budgets will be managed effectively as per the auditors reports.	Vice President for Finance/Administrative Services, Business Office	Auditor Reports	Fall	A) Vice President for Instructional Services will provide budgets to Instructional budget managers. B) Budgets, as received from Business Office, will be reviewed for accuracy and to proactively identify areas of concern.	
					Spring	A) Budget development will be completed for next academic year. B) Budget review will take place at Vice President's Staff meeting.	
					Summer	A) End of year review of budgets will take place. B) Budget development will be reviewed at Vice President's Staff meeting to ensure that all areas have been addressed.	
	4B Instructional Grants	All instructional grants will be managed with 100% fiscal accuracy.	Grants Office, Grant Managers		Fall	A) Grant Managers provide plan to Instructional Leaders. B) Quarterly reports are reviewed by Office of Vice President.	

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4	Fiscal Responsibility	4B Instructional Grants	All instructional grants will be managed with 100% fiscal accuracy.	Grants Office, Grant Managers		Spring	A) Quarterly reports presented to Office of Vice President by Grant Managers. B) Review of reports from Grants Office.	
						Summer	A) End of grant reports provided to Vice President. B) Quarterly reports and end of grant reports submitted by grant managers and reviewed by Office of Vice President.	
5	Compliance	5a Program Review and IE Results	Improvements in 100% of programs based on Program Review and IE Process.	IE Plans	OIRE	Fall	A) IE Plans will be reviewed by Deans of Divisions. B) Areas needing improvement will have an action plan developed.	
						Spring	A) IE Plans and action plans will be monitored by Deans of Divisions and Office of Vice President. B) Reports on progress will be presented to Vice President's Staff.	
						Summer	A) Yearly IE Reports will be reviewed by the Office of the Vice President.	
		5B Coordinating Board on site review	100% of concerns identified in the CB report will be addressed with corrective action.	Office of Instruction, OIRE, Deans of Divisions, Staff reporting to Vice President.		Fall	A) Review of CB report at Vice President's staff meeting. B) Draft completed by areas affected.	
						Spring	A) Action plan established to put into effect the items on the report. B) Implementation of action plan.	
						Summer	A) Assess results at Vice President's Staff meeting and modify as needed.	