



Unit Action Plan

Department Information			
Department Name:	Learning Success Center		
Leader:	Micheal Tivet	Submitted by:	Micheal Tivet
Date Submitted:	9/2/2006	Review Period: 09/01 2006	To 08/31/ 2007
Unit Purpose Statement:	The Learning Success Center provides a variety of academic support services to students enrolled at TSTC Marshall through tutoring, supplemental instruction, career guidance.		
1st Goal/Objective			
Classification:	Non-Instructional	College Master Goal:	Service
Unit Goal:	Establish a baseline of data, namely a monthly measurement of student hours for tutoring.		
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input checked="" type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Amount Budgeted:	\$0.00		
Budget Explanation:			
Strategies:	1. Keep sign-in logs of students who use the Learning Success Center's Services. 2. Keep a folder for each student, this folder will contain information for each visit 3. Compile all data into month and semester reports.		
Expected Outcomes:	To calculate the student usage of the Learning Success Center		
Evaluation Instruments Used To Measure Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Explain Here: Learning Success Center data
Mid-Cycle Outcomes			
Mid-Cycle Date:	3/9/2007	Expected Outcomes Met?	No
Extent Outcomes Were Met:	On target with collecting baseline data, full report will be complete at the end year.		
Other Factors:			
Final Outcomes			
End-Cycle Date:	8/31/2007	Expected Outcomes Met?	Yes
Extent Outcomes Were Met:	Baseline data has been collected for student hours of tutoring. Fall 06 - 222:10, Spr 07 - 705:30 and Su - 271:30		
Other Factors:			
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:	Continue to collect data to track the student usage of the center.		



Unit Action Plan

2nd Goal/Objective			
Classification:	Non-Instructional	College Master Goal:	
Unit Goal:	To implement an Attendance Advocate Program that improves student attendance		
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input checked="" type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Amount Budgeted:	\$0.00		
Budget Explanation:			
Strategies:	1. Train volunteers to advocate for students with two or more consecutive absences 2. Compile a list of students with absence issues as referred by instructors 3. Gather follow-up information to evaluate the successfulness of the program		
Expected Outcomes:	To implement an organized process to serve as an intervention strategy that effectively reaches referred students to improve class attendance		
Evaluation Instruments Used To Measure Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Explain Here: Survey faculty
Mid-Cycle Outcomes			
Mid-Cycle Date:	3/9/2007	Expected Outcomes Met?	No
Extent Outcomes Were Met:	On target with program, full report of outcomes at the end of the year.		
Other Factors:			
Final Outcomes			
End-Cycle Date:	8/31/2007	Expected Outcomes Met?	Yes
Extent Outcomes Were Met:	The Attendance Advocate program was implemented. Training was conducted with the volunteer advocates and follow up information was gathered. The follow up information was used to improve the program. The feed back from the advocates was informative and helpful in the communication with students with attendance issues.		
Other Factors:			
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:	Set new goals for the next cycle.		



Unit Action Plan

3rd Goal/Objective			
Classification:	Non-Instructional	College Master Goal:	Quality
Unit Goal:	Have the Learning Success Center's tutoring program certified through the tutor certification with the College Reading and Learning Association (CRLA)		
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Explain Here: Research based on the success of other college programs certified through CRLA
Amount Budgeted:	\$300.00		
Budget Explanation:	Cost to become a CRLA member and to complete the certification		
Strategies:	1. Compile tutor training handbook 2. Train learning coaches and peer tutors in effective tutoring practices and procedures 3. Submit required documentation to CRLA		
Expected Outcomes:	The Learning Success Center will receive tutor training certification through CRLA		
Evaluation Instruments Used To Measure Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input checked="" type="checkbox"/> Other Explain Here: CRLA certification documents
Mid-Cycle Outcomes			
Mid-Cycle Date:	3/9/2007	Expected Outcomes Met?	No
Extent Outcomes Were Met:	On target with developing training handbook and training of learning coaches and peer tutoring, certification to be complete by end of the year.		
Other Factors:			
Final Outcomes			
End-Cycle Date:	8/31/2007	Expected Outcomes Met?	No
Extent Outcomes Were Met:	Training of the Learning coaches and peer tutors was conducted however the training handbook was not completed nor was documentation submitted to CRLA. The outcomes for the LSC to receive tutor certification was not met.		
Other Factors:			
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:	Continue to develop the tutoring training handbook, training, submit documentation to CRLA.		



Unit Action Plan

4th Goal/Objective			
Classification:		College Master Goal:	
Unit Goal:			
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Amount Budgeted:			
Budget Explanation:			
Strategies:			
Expected Outcomes:			
Evaluation Instruments Used To Measure Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input type="checkbox"/> End of Course Survey <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Mid-Cycle Outcomes			
Mid-Cycle Date:		Expected Outcomes Met?	
Extent Outcomes Were Met:			
Other Factors:			
Final Outcomes			
End-Cycle Date:		Expected Outcomes Met?	
Extent Outcomes Were Met:			
Other Factors:			
Additional Needs Identified Through Evaluation:			
Recommended Action For Next Year:			