



Unit Action Plan

Department Information			
Department Name:	Student Learning		
Leader:	Irene Cravey	Submitted by:	Irene Cravey
Date Submitted:	9/2/2006	Review Period:	09/01/2006 To 08/31/2007
Unit Purpose Statement:	The purpose of the Instructional Department is to provide guidance, leadership and support in the creation and maintenance of advanced technical instructional programs in current and emerging technologies which facilitate the growth and development of Texas business and industry. This department exists to ensure that students have access to experienced, knowledgeable, and caring faculty. This department insures that the institution produces graduates with associate degrees or certificates, who are technically proficient and possess the work ethic, critical thinking, decision-making, communication, and interpersonal skills required by Texas; business and industry. The department is to remain focused on the effective use of state resources and industry donations to provide relevant curriculum which meets all legislative, TSTC System, and accrediting mandates.		
1st Goal/Objective			
Classification:	Instructional	College Master Goal:	Quality
Unit Goal:	All associate degree and certificate offerings of the college will be evaluated annually for viability, including at least an annual meeting with program advisory committees, and necessary changes will be made to maintain viability, add to offerings or discontinue offerings as appropriate.		
Information Source Leading to This Unit Goal:	<input checked="" type="checkbox"/> Assessment of the College <input checked="" 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:	\$15,000.00		
Budget Explanation:	Building Use Fee money required to host advisory committee meetings.		
Strategies:	1. Each instructional Program Chair (PC) will establish a functional industry Advisory Committee that represents regional businesses and industries associated with the program's technology. 2. Each instructional department will conduct an Annual Department Assessment as described in the TSTC Marshall		
Expected Outcomes:	1. 100% of programs will have annual departmental advisory committee meetings. Minutes are on file in the office of the Vice President of Student Learning. 2. 100% of the programs will complete the Annual Departmental Assessment.		
Evaluation Instruments Used To Measure Goal:	<input checked="" type="checkbox"/> Assessment of the College <input checked="" 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:	2/16/2007	Expected Outcomes Met?	Yes
Extent Outcomes Were Met:	Advisory Committee Meetings are being held.		
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:			



Unit Action Plan

2nd Goal/Objective			
Classification:	Instructional	College Master Goal:	Quality
Unit Goal:	We will meet or exceed all baseline regulatory requirements imposed on the college from all sources including, but not limited to, state law, federal law, SACS, U. S. Department of Education, the Governor's Office, the THECB, and Systems Operations.		
Information Source Leading to This Unit Goal:	<input checked="" type="checkbox"/> Assessment of the College <input type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input checked="" type="checkbox"/> End of Course Survey <input checked="" type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Amount Budgeted:			
Budget Explanation:			
Strategies:	1. Complete all necessary reporting requirements on a timely basis. 2. Respond to all audit recommendations and put procedures in place in the Instructional Division to ensure compliance.		
Expected Outcomes:	There will be no unfavorable audits. The QEP timeline activities will be followed. The Curriculum Coordinator will update THECB electronically on a timely basis.		
Evaluation Instruments Used To Measure Goal:	<input type="checkbox"/> Assessment of the College <input checked="" 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:
Mid-Cycle Outcomes			
Mid-Cycle Date:	2/16/2007	Expected Outcomes Met?	Yes
Extent Outcomes Were Met:	There have been no unfavorable audits. The Curriculum Coordinator has updated THECB electronically on a timely basis. The QEP has been accepted by SACS.		
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:			



Unit Action Plan

3rd Goal/Objective			
Classification:	Instructional	College Master Goal:	Learning
Unit Goal:	Implementation of a Quality Enhancement Plan of improving student learning through assessment strategies relative to learning objectives and increasing retention.		
Information Source Leading to This Unit Goal:	<input checked="" type="checkbox"/> Assessment of the College <input checked="" type="checkbox"/> Departmental Assessment <input type="checkbox"/> Graduation Follow-Up Survey	<input checked="" type="checkbox"/> End of Course Survey <input checked="" type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Amount Budgeted:	\$180,000.00		
Budget Explanation:	\$5,000 - QEP Implementation and Assessment within the CSDS degree plan \$25,000 - Consultation and on-site training \$150,000 - Develop Student Learning Success (retention) Center		
Strategies:	1. Develop and implement a new faculty orientation program which overviews learning objectives and assessment. To be developed by the Coordinator of Education Technology and the Faculty Senate. 2. Develop and implement an on-going faculty development program which includes topics on learning objectives and assessment strategies. To be developed by the Coordinator of Education Technology and the Faculty Senate.		
Expected Outcomes:	1. TSTC Marshall student learning will increase in both quantity and quality. 2. TSTC Marshall faculty will create rubrics related to learning objectives for courses taught in 2006/2007. 3. Faculty will learn a variety of assessment methods.		
Evaluation Instruments Used To Measure Goal:	<input checked="" type="checkbox"/> Assessment of the College <input checked="" type="checkbox"/> Departmental Assessment <input checked="" type="checkbox"/> Graduation Follow-Up Survey	<input checked="" type="checkbox"/> End of Course Survey <input checked="" type="checkbox"/> Student Environment Survey (CCSSE) <input checked="" type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other Explain Here:
Mid-Cycle Outcomes			
Mid-Cycle Date:	2/16/2007	Expected Outcomes Met?	Yes
Extent Outcomes Were Met:	1. A new faculty orientation program which overviews learning objectives and assessment has been developed by the Coordinator of Education Technology and the Faculty Senate. The program was implemented Fall 2006, and conducted in Fall 2006 and Spring 2007.		
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:			



Unit Action Plan

4th Goal/Objective			
Classification:	Instructional	College Master Goal:	Growth
Unit Goal:	Expand enrollment through increased dual credit and Hispanic student enrollment.		
Information Source Leading to This Unit Goal:	<input type="checkbox"/> Assessment of the College <input type="checkbox"/> End of Course Survey <input checked="" type="checkbox"/> Departmental Assessment <input type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Graduation Follow-Up Survey <input checked="" type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other	Explain Here:
Amount Budgeted:	\$58,000.00		
Budget Explanation:	\$10,000 – Hispanic outreach trough the Process Operations Hispanic Outreach Grant \$ 4,000 – Hispanic outreach video development \$ 24,000 – Consultant costs		
Strategies:	1. Apply for and be awarded an Early College High School grant or a T-STEM grant. 2. Expand dual credit course and program offerings 3. Increase the number of high schools participating in College Connections dual credit offerings 4. Actively recruit dual credit students		
Expected Outcomes:	1. Student Learning will increase the number of dual credit students by 50% over 2005/2006. 1. Student Learning will increase the number of dual credit students by 50% over 2005/2006. 1. Student Learning will increase the number of dual credit students by 50% over 2005/2006.		
Evaluation Instruments Used To Measure Goal:	<input checked="" type="checkbox"/> Assessment of the College <input type="checkbox"/> End of Course Survey <input checked="" type="checkbox"/> Departmental Assessment <input checked="" type="checkbox"/> Student Environment Survey (CCSSE) <input type="checkbox"/> Graduation Follow-Up Survey <input checked="" type="checkbox"/> Institutional Research Data	<input type="checkbox"/> Other	Explain Here:
Mid-Cycle Outcomes			
Mid-Cycle Date:	2/16/2007	Expected Outcomes Met?	Yes
Extent Outcomes Were Met:	1. Panola Charter School and TSTC Marshall were awarded the Early College High School grant. 2. Panola Charter School leased an extension high school classroom on the campus. 3. 4 additional dual credit courses were offered in Fall 2006 and Spring 2007.		
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:			