

Temple College

INSTITUTIONAL EFFECTIVENESS

ANNUAL DEPARTMENTAL OPERATIONAL PLAN

- Prepare a purpose statement for department,
- Determine annual departmental goals and objectives,
- Set effectiveness measures,
- Identify internal/external trends affecting the department.
- At the end of the year's cycle and the beginning of the next year,
- Revisit, analyze, and update purpose statement, effectiveness measures, goals and trends,
- Write annual Departmental Operational Plan for the year.
- The format of the Departmental Operational Plan should be standardized.

DEPARTMENTAL OPERATIONAL PLAN FORMAT:

TEMPLE COLLEGE ANNUAL INSTITUTIONAL ASSESSMENT

(Name of Department) (DATE)

STATEMENT OF PURPOSE: (What does my department want to accomplish?)

GOALS (3 to 5)

(Include objectives used to accomplish goals)

MEASUREMENT STANDARDS

(A benchmark against which to measure performance)

INTERNAL/EXTERNAL FORCES

(What inside or outside forces will influence departmental functions?)

Note: Add the Departmental Operational Plan to the Department's "Little Red Notebook." Plan should be shared with everyone in the department so that during the year the goals can be reviewed. For a model, see Appendix A.

ANNUAL DEPARTMENTAL OPERATIONAL PLAN SUMMARY

At the end of each yearly cycle, every segment of the College will assess how well it achieved its goals and what internal/external forces affected operations. This summary shows what the department accomplished, how it used its data, and how the Departmental Operational Plan impacted budget planning.

When writing the summary, one should

1. Restate the goal.

2. Write “accomplished” if the department achieved the goal; tell how the department is using the information.
3. Write “in progress” if the department is continuing to work on the goal.
4. Write “not accomplished” if the department did not achieve the goal; give a brief explanation of why the goal was not accomplished.
5. Include any internal/external factors which affected the department.
6. Provide any necessary documentation.

SUMMARY FORMAT

SUMMARY

TEMPLE COLLEGE DEPARTMENTAL OPERATIONAL PLAN

(Name of Department) (Date)

GOALS

Goal One: (Restate goal)

Accomplished. (Explain. Attach any documentation you need to show “what happened.”)

Goal Two: (Restate goal)

In Progress. (Briefly explain that the department is still working on the goal and explain any reasons that would clarify why the department did not completely accomplish this goal.)

Goal Three: (Restate goal)

Not Accomplished. (Explain why the goal was not accomplished.)

MEASUREMENT STANDARDS

(Give quantitative results. Also include any documentation needed to support the assessment) (Also so include any evaluation methods and how the results were used to improve the program.)

INTERNAL/EXTERNAL FORCES

(Explain any inside or outside actions that affected the way the department was “forced” to change in order to meet the needs of the College, community, or students)

Note: Add your Departmental Operational Summary to the department’s “Little Red Notebook.” For a model, see Appendix B.

THE TEMPLE COLLEGE STRATEGIC PLAN

After the departments have finished their plans, the plans are submitted to the Vice President of Educational Services. The division members and the appropriate administrator meet to prioritize the goals for the division. These goals are presented to the President’s Council to be selected for the Strategic Plan that is submitted to the Board of Trustees for its approval. The Strategic Plan is used to allocate institutional resources based on planning goals. The budget is

then presented to the Board for approval. At the end of the cycle, Institutional Goals are reviewed and a Fact Book is prepared to show how well the College met its goals.

In the SACS *Criteria*, it states, “ The concept of institutional effectiveness is at the heart of the Commission’s philosophy of accreditation and is central to institutional programs and operations. This concept presumes that each member institution is engaged in an ongoing quest for quality and can demonstrate how well it fulfills its stated purpose. Each member institution is expected to document quality and effectiveness by employing a comprehensive system of planning and evaluation in all major aspects of the institution.”

According to the *Criteria*, “The institution must

1. establish a clearly defined purpose appropriate to collegiate education
2. formulate educational goals consistent with the institution’s purpose
3. develop and implement procedures to evaluate the extent to which these educational goals are being achieved
4. use the results of these evaluations to improve educational programs, services and operations.”

These four guidelines are used on an institutional basis; however, they can be the basis for the Departmental Operational Plan format.

Temple College should be involved in institutional effectiveness activities to make sure we deliver the best education that we possibly can to our students. Only by planning and evaluating can we determine our strengths and weaknesses and evaluate how to build on our strengths and improve our weaknesses.

All departments of the College must be involved in planning and evaluation. The College must be able to demonstrate how it uses the results of its institutional assessment activities for the improvement of both educational programs and support activities. This plan is on going and is repeated in yearly cycles.

TEMPLE COLLEGE ANNUAL INSTITUTIONAL ASSESSMENT

ADMISSIONS AND RECORDS

2007-2008

STATEMENT OF PURPOSE:

Admissions and Records assists in meeting the needs of our students by helping them achieve their educational goals. We are usually the first contact a student has with Temple College. We maintain contact with students throughout their educational career. We provide them with the admissions requirements and the information they need to enroll. We provide them with information about graduation. We furnish transcripts of their college work. We try to give each student personal attention and encourage them to pursue their educational goals at Temple College.

DEPARTMENT GOALS:

Goal 01 **Implementation of document imaging**

01 Measurement Standard Objective is met when the imaging system is installed and operational

Objectives 01.01 Seek Board approval

Objectives 01.02 Strategize about implementation with vendor to begin the process

Objectives 01.03 Train staff to use the new system

Objectives 01.04 Develop workflow

Goal 02 **Advocate for staffing upgrades**

02 Measurement Standard Objective is met when appropriate personnel are elevated in title and commensurate pay for their level of responsibility.

Objectives 02.01 Write job descriptions

Objectives 02.02 Document need

Objectives 02.03 Attend budget hearings

Objectives 02.04 Develop a new workflow

Goal 03 **Departmental restructuring and reassignment of duties**

03 Measurement Standard Objectives will be met when work stations are moved and duties reassigned.

Objectives 03.01 Assess departmental workflow needs

Objectives 03.02 Move key personnel to appropriate work stations

Objectives 03.03 Assign workflow duties

Objectives 03.04 Over see changes to affect a smooth transition

Goal 04 development opportunities

04Measurement Standard Objectives will be met when Admissions and Records staff are actively involved in professional development classes or seminars

Objectives 04.01 Register staff in various professional development courses or seminars

Objectives 04.02 Provide support by encouraging personal and professional growth

Objectives 04.03 Provide reading materials that will aide in professional growth

Goal 05 Answer departmental phones

05Measurement Standard Tracking of productivity and gauging the amount of complaints we receive concerning this issue

Objectives 05.01 Keep and maintain daily log sheets of activities, including number phone calls received.

Objectives 05.02 Be attuned to comments from outside departments concerning the issue – for better or worse.

Objectives 05.03 Evaluate tracking sheets for workflow evaluation

Objectives 05.04 Offer professional development in the art of multi-tasking

Goal 06 Transfer responsibility of approving Census rosters online through TConnect

06Measurement Standard Objectives are met when we are no longer receiving paper Census Rosters

Objectives 06.01 Began pilot program with a few faculty in SU2006. Will launch in FA2007

Objectives 06.02 Gauge faculty input (approve, disapprove)

Objectives 06.03 Offer training to faculty - if needed/tech-like support

Objectives 06.04 Encourage necessary changes in the process with key personnel

Internal and external forces affecting the department:

1. Faculty – must receive buy-in on implemented changes
2. Administration – Must sell changes to administrators
3. Other departments within the division – Must work collaboratively – as a team
4. Students – Must consider the needs of students and enforce policies
5. Community leaders – Must advocate in our service community for Temple College and provide exceptional service and a quality product to the community at large.

Associate Degree Nursing Department

2007-2008

STATEMENT OF PURPOSE:

The purpose of the ADN Department is to provide assistance in supplying the central Texas area with qualified graduate nurses who are prepared to take the National Council Licensure Examination to become registered nurses.

DEPARTMENT GOALS:

Goal 01 **Incorporate student learning assessment activities into the department's Total Evaluation Plan.**

01 Measurement Standard The revised plan will include implementation of classroom and course student learning assessment activities.

Objectives 01.01 Each faculty member will continue student learning assessment at the classroom level.

Objectives 01.02 Course level student learning assessment will be completed for 1 course.

Goal 02 **Develop and implement a plan for growth in the number of graduates.**

02 Measurement Standard Number of graduates for 2008 will meet the expectation set in the Statewide Plan to Create Innovative Models for Nursing Education to Increase RN Graduates in Texas Professional Nursing Education Programs (9% increase over 2006).

Objectives 02.01 Develop and implement plans to accommodate growth.

Objectives 02.02 Explore how various curriculum design and teaching methodology options can be modified to accommodate a variety of student learning styles and preferences.

Goal 03 **Develop strategies to enhance student success on the external, comprehensive exam prior to program completion.**

03 Measurement Standard The pass rate on the HESI exit exam will be 90%.

Objectives 03.01 Continue to develop and implement learning experiences (simulations, computer assisted learning, teaching methods, testing strategies) to enhance students' ability to utilize critical thinking skills.

Objectives 03.02 Recommend resources to enhance the preparation of students and the remediation plan.

Objectives 03.03 Continue revising the remediation plan.

Goal 04 Continue to maintain Board of Nurse Examiners approved NCLEX-RN pass rates.

04 Measurement Standard The NCLEX-RN pass rates will be 80% or higher.

Objectives 04.0 Review the NCLEX-RN analysis of student performance annually to determine areas for improvement and incorporate into curriculum.

Goal 05 Graduate nursing students who are fully employed within six months after graduation.

05 Measurement Standard Eighty percent of returned surveys will indicate that graduates are fully employed within six months after graduation.

Objectives 05.01 Examine graduate surveys to determine employment status.

Goal 06 Provide a nursing program that will satisfactorily prepare graduates for employment.

06 Measurement Standard 80% of returned graduate surveys will rate as average or above how well their nursing program prepared them for their present position.

Objectives 06.01 Examine graduate surveys to determine graduates' opinions regarding their preparation for employment.

Goal 07 Provide employers with graduates who are performing average to excellent in their new position.

07 Measurement Standard 80% of returned employer surveys will rate graduates as performing at average to excellent levels.

Objectives 07.01 Examine employer surveys to determine how the employer rates the performance of the graduate.

Internal and external forces affecting the ADN department:

1. Nursing shortage
2. Changes in the applicant pool
3. Faculty shortage, demographics, and pay issues for faculty
4. Aging population as a major consumer of health care services
5. NCLEX-RN test plan changes
6. Funding issues for higher education: decreased state funding for higher education, changes in funding rules for nursing programs (tied to retention/graduation rates)
7. Increasing demands being placed on nurses in the workplace
8. Changes within clinical facilities (physical, organizational, etc.)
9. Changing leadership within the Nursing Division
10. National League for Nursing Accrediting Commission accreditation process beginning

Advancement, Business and Community Education Division

2007-2008

STATEMENT OF PURPOSE:

The Advancement, Business and Community Education Division (ABC) include non-credit courses through Community Education, Central Texas Tech Prep Consortium, Tech Prep Assessment and Evaluation, and the Texas Bioscience Institute. All are important to the comprehensive mission of Temple College.

DIVISION GOALS:

Goal 01 Support the fiscal requirements of departments.

01Measurement Standard No budget overruns at fiscal year end.

Objectives 01.01 Collaborate with departments to determine fiscal needs

Objectives 01.02 Advocate at Budget Hearings for department needs

Objectives 01.03 Provide oversight of all department budgets for possible cross-utilization

Goal 02 Maintain Community Relations

02Measurement Standard Department personnel will participate on Boards and Board Committees.

Objectives 02.01 Participate on Chamber of Commerce committees

Objectives 02.02 Participate on State Boards and Committees

Objectives 02.03 Facilitate relationships with national partners

Objectives 02.04 Facilitate relationships with State partners

Internal and external forces affecting the department:

1. Local Economy
2. State funding
3. Federal workforce education policies
4. Perkins Reauthorization

Biotechnology Department

2007-2008

STATEMENT OF PURPOSE:

The purpose of the Biotechnology Department is to provide its graduates with the necessary skills and knowledge to function as competent entry-level technicians in the biotechnology workforce and to increase the awareness of biotechnology in the community.

DEPARTMENT GOALS:

Goal 01 **Establish articulation agreements with 4-year schools to allow biotechnology program graduates better access to higher education.**

01Measurement Standard Number of articulation agreements with 4-year schools in place.

Objectives 01.01 Initially establish at least 3 articulation agreements with 4-year universities; add additional agreements as advanced degree biotechnology degrees become available.

Goal 02 **Refine the biotechnology degree and certificate program curricula to better meet the needs of students and the biotechnology community.**

02Measurement Standard Feedback from Advisory Committee members and employers of graduates.

Objectives 02.01 Have at least one program Advisory Committee each year.

Objectives 02.02 Conduct an employer survey of graduate performance once a year.

Objectives 02.03 Conduct a survey of internship coordinators once a year to assess student performance.

Objectives 02.04 Add on-line and hybrid courses in biotechnology to allow easier student access.

Objectives 02.05 Set up on-line Enhanced Skills Certificate in Proteomics and Genomics.

Goal 03 **Provide biotechnology students with resources necessary to make good educational and career choices.**

03Measurement Standard Number of career and educational resources available.

Objectives 03.01 Provide students with list of 4-year universities offering bachelor and graduate degrees in biotechnology.

Objectives 03.02 Provide students with list of available biotechnology employment opportunities in local and state area.

Objectives 03.03 Require students to attend a majority of the Friday lectures.

Goal 04 Increase student and community awareness about biotechnology.

04Measurement Standard Number of CE and/or publications related to biotechnology.

Objectives 04.01 Offer “information sessions” on the biotechnology degree and certificate options available at Temple College.

Objectives 04.02 Offer at least one biotechnology workshop during the year for teachers, students and the community in general.

Objectives 04.03 Invite guest speakers to present different aspects of biotechnology.

Goal 05 Recruit students into the biotechnology degree and certificate programs in biotechnology.

05Measurement Standard Number of students enrolled in degree/certificate program.

Objectives 05.01 Enroll 15 students in A.A.S. degree program.

Objectives 05.02 Enroll 5 students in Advanced Technical Certificate Program

Objectives 05.03 Enroll at least 2 students in the Enhanced Skills program.

Goal 06 Graduate at least 90% of students from the biotechnology degree and certificate programs.

06Measurement Standard Number of students successfully graduating with the AAS degree, ATC or ESC certificate in biotechnology each year.

Objectives 06.01 Award at least 20 degree and or certificate degrees each year.

Goal 07 Increase number and variety of sites for student internship/capstone experience.

07Measurement Standard Number and type of internship sites for students to choose from.

Objectives 07.01 Add at least 1 new internship site to the existing established sites.

Goal 08 Improve Temple College and Texas Bioscience Institute web site format and information.

08Measurement Standard Number of “hits” on web sites and number of on-line admissions materials/forms submitted.

Objectives 08.01 Increase number of “hits” on both the TC and TBI sites.

Objectives 08.02 Obtain at least 25% of student applications from web sites.

Goal 09 Improve students’ knowledge and skill level in biotechnology.

09Measurement Standard Student satisfaction with learning and instruction in biotechnology program degree and certificate programs is consistently “above average” on student assessments.

Objectives 09.01 Students rate program learning experiences as “above average” or higher depending on the scale used.

Objectives 09.02 Biotechnology instructors are generally rated high or are positive.

Internal and external forces affecting the department:

1. Internal factor: institutional budget allocation.
2. External factor: availability of adjunct faculty for teaching.
3. External factor: number of applicants for program admission.
4. External factor: internship sites available.

Business/Management Department

2007-2008

STATEMENT OF PURPOSE:

It is the purpose of the management department to assist students in developing the fundamental skills, knowledge, attitude, and experience for a successful career in management. It is also our purpose to provide courses, which will lead to an Associate of Applied Science Degree or a Certificate of Completion in Management, Small Business Management, Administrative Assistant or Office Management.

DEPARTMENT GOALS:

Goal 01 Hire a full-time instructor for the Management Department.

01Measurement Standard Hiring of a full-time instructor.

Objectives 01.01 Request a full-time instructor on the 2008-09 budget request form.

Objectives 01.02 Present justification at the annual budget request meeting in the spring.

Objectives 01.03 Advertise for position.

Objectives 01.04 Interview top candidate(s) and select an applicant.

Goal 02 Department Chair and one instructor (instructors on a rotating basis) attend all meetings pertaining to the SAC's accreditation visit.

02Measurement Standard Attendance record of the meetings.

Objectives 02.01 Read all e-mails, memos or announcements pertaining to meetings concerning the SAC's visit.

Objectives 02.02 Attend the meetings.

Objectives 02.03 Keep a record of each meeting in a separate notebook.

Goal 03 Develop at least 75% of the management certificate program to be available on-line.

03Measurement Standard Expand the number of on-line courses offered each semester.

Objectives 03.01 Offer four on-line classes in the fall semester

Objectives 03.02 Offer three different on-line classes in the spring semester

Internal and external forces affecting the department:

1. Shortfalls in the Temple College Budget for 2008-09.
2. Scheduling of meetings for SAC's verses the instructor's availability.
3. Locating and hiring of instructors willing to teach on-line courses.
4. Student's ability and willingness to take on-line courses.

Cameron Education Center

2007-2008

STATEMENT OF PURPOSE:

To encourage, support and offer higher education for residents in Milam, Falls, and surrounding counties.

GOALS:

Goal 01 **To expand the Cameron Education Center to include at least two (2) biology labs.**

01Measurement Standard This goal will be achieved when the labs are constructed and approval by the Cameron Economic Development board for occupancy.

Objectives 01.01 Bids will be taken for construction of the labs.

Objectives 01.02 Bids will be taken for lab equipment.

Objectives 01.03 A bid will be accepted for both construction of the labs and the lab equipment.

Objectives 01.04 The construction will be accepted and occupancy will be approved.

Goal 02 **Course offerings will be expanded at the Cameron Education Center.**

02Measurement Standard This goal will be accomplished when schedules are approved by department chairs.

Objectives 02.01 Additional math courses will be requested.

Objectives 02.02 Additional fine art courses will be requested.

Objectives 02.03 Additional night courses in social studies will be requested.

Objectives 02.04 An additional course in physical/health education will be requested.

Goal 03 **There will be three courses new to the Cameron Education Center offered.**

03Measurement Standard This goal will be completed when these courses are approved by department chairs.

Objectives 03.01 Pre-calculus will be requested.

Objectives 03.02 American Music—Rock/Gospel will be requested.

Objectives 03.03 Personal/Community Health I will be requested.

Goal 04 **Cameron Education Center's Middle College designation will be expanded to include ninth and tenth graders.**

04Measurement Standard This goal will be accomplished when the Texas Higher Education Coordinating Board (THECB) approves a change to Cameron's Middle College wording to include 9th and 10th grade academically prepared learners.

Objectives 04.01 An addendum to our original application will be drafted.

Objectives 04.02 The change in wording to our original Middle College application will be sent to the THECB.

Goal 05 To hire at least one additional employee at the Cameron Education Center—a part-time custodian.

05Measurement Standard This goal will be achieved when a new part-time custodian has been hired.

Objectives 05.01 A request recommending the hiring of a part-time custodian will be made.

Objectives 05.02 Approval of this recommendation will be gained.

Objectives 05.03 This position will be advertised in local newspapers.

Objectives 05.04 Prospective, qualified applicants will be interviewed.

Objectives 05.05 One person will be recommended to be hired for this position.

Goal 06 To work closely with high schools in Cameron Education Center’s area to explain the expansion of the Middle College to include qualified 9th and 10th graders.

06Measurement Standard This goal will be completed when each school has been notified of this change and explained the ramifications for their students.

Objectives 06.01 At least one high school consortium meeting will be held during the spring semester.

Objectives 06.02 A “Preview Day” will be recommended to be held at the Cameron Education Center during the spring semester for 8th, 9th and 10th grade students and their parents/guardians.

Objectives 06.03 To stay in constant one-to-one contact with superintendents, principals, and counselors during the spring semester and summer.

Internal and external forces affecting the department:

1. Budgetary considerations might affect some of these goals.
2. College priorities might have a minor affect on these goals.

Campus Police Department

2007-2008

STATEMENT OF PURPOSE:

The mission of the Temple College Department of Public Safety is to provide a safe and secure surrounding which will insure an environment permitting visitors, students, faculty, and staff to interact in a beneficial academic setting.

DEPARTMENT GOALS:

Goal 01 Maintain the staff positions now authorized due to federal grant funding.

01Measurement Standard Maintain five sworn officer positions.

Objectives 01.01 Fill vacancies as soon a practical with qualified personnel.

Goal 02 Continue to provide “twenty four-seven” police coverage for the Temple Campus, with coverage at both the Cameron and Taylor Campus during daylight hours as needed.

02Measurement Standard Assessment of duty logs and customer input to identify areas of needed attention to maximize effectiveness of patrol practices.

Objectives 02.01 Analyze crime statistics and report calls

Goal 03 Continue to coordinate programs of instruction on campus including, but not limited to, rape awareness, crime prevention, self defense, home and facility security and driver’s training. These classes will be available to students, faculty, and staff free of charge. Continue to conduct monthly community meetings at the apartment complex.

03Measurement Standard Analyze crime statistics and feedback from customers.

Goal 04 Receive required training to insure that the minimum standards are met to satisfy TCLOSE training requirements.

04Measurement Standard Every officer must receive a minimum of 80 hours in-service training every two year training cycle.

Goal 05 Seek funding for additional projects.

05Measurement Standard Examine funding options, federal, state, or local grant monies for different projects.

05Measurement Standard THIS DEPARTMENT WILL SEEK A 75% APPROVAL RATING BY PRESENTING AN ANNUAL CUSTOMER SATISFACTION SURVEY. THIS DEPARTMENT WILL CONTINUE TO SEEK AND ACCEPT NEW CHALLENGES AND RESPONSIBILITIES AS THE OPPORTURNITY ARRISES. OUR PRIMARY GOAL IS TO MEET THE POLICING NEEDS OF OUR COMMUNITY.

INTERNAL AND/OR EXTERNAL FORCES AFFECTING CAMPUS POLICE:

1. Finding means to compensate officers for working holidays
2. Recruiting new officers. (salaries)
3. Communication with offices on campus
4. Funding new projects
5. Employee turn-over

Child Development

2007-2008

STATEMENT OF PURPOSE:

The Child Development Program is focused on the study of human growth and development from conception through adolescence and the application of that knowledge to benefit children, families, and the communities in which we live.

DEPARTMENT GOALS:

Goal 01 **To continue to provide leadership and increased viability to the Child Development Department**

01Measurement Standard Maintain a highly qualified teaching faculty, the majority of who have graduate training and extensive experience with young children and families in a variety of setting.

Objectives 01.01 Hire highly qualified adjunct faculty.

Goal 02 **To continue to meet or exceed the CB graduation standards**

02Measurement Standard Will meet and maintain 15 graduates (one-year certificate and two year degree completers)

Objectives 02.01 Monitor students receiving one-year certificates and two year degrees

Objectives 02.02 Work with students as advisor to enroll in classes that meet the certification or degree programs.

Objectives 02.03 Continue to encourage students to provide post graduation information for follow-up studies.

Goal 03 **To provide high quality “hands-on” learning experiences for students**

03Measurement Standard Pursue the development of an on-site lab school.

Objectives 03.01 Visit with administration to see if this is still a part of the long term goal for TC.

Objectives 03.02 Continue to establish relationships with local businesses interested in high quality child care

Goal 04 **Reach out to child care community to provide quality training and promote TC classes.**

04Measurement Standard Conduct 2 trainings during calendar year to encourage professions in the child development field to explore returning to college and taking classes

Objectives 04.01 Create collaborative efforts to provide training in the community

Objectives 04.02 Participate in the Week of the Young Child

Goal 05 To provide Developmentally Appropriate learning opportunities for students

05Measurement Standard Conduct one CAT per instructor each semester.

Objectives 05.01 Conduct CAT and record in TC recommended site.

Objectives 05.02 Encourage adjunct to also conduct CAT's

Goal 06 Explore University connections for CDEC students.

06Measurement Standard Contact universities to see the transferability of CDEC classes to a 4 year degree in Child Development

Objectives 06.01 Contact UNT about their on-line degrees

Objectives 06.02 Collaborate with Head Start programs to see what barriers and success employees have had.

Objectives 06.03 Contact Tarlton University in Killeen to discuss feasibility of creating a BA Child Development program in Killeen

Internal and external forces affecting the department:

1. Historically low pay within the child development/early childhood sector
2. Overall lack of understanding regarding high quality child care and the long-term educational and psychological benefits to the child, and the positive, long-term benefits to the community
3. Students need educational opportunities as non-traditional hours (evening and weekends).
4. Head Start new regulations requiring 4 year degrees.

Communications Department

2007-2008

STATEMENT OF PURPOSE:

To prepare students to demonstrate skills in written communication.

DEPARTMENT GOALS:

Goal 01 **Prepare students to demonstrate skills in written communication.**

01 Measurement Standard Consistent pre and posttest measure for each English course offering will be utilized

Objectives 01.01 Form committees to review current general syllabi pre and posttest measures for all English course offerings. t least 50% of English 1301 students will score a 3 on departmental final exam item: Unity.

Goal 02 **Prepare students to demonstrate skills in written communication.**

02 Measurement Standard Course objectives, assessment, learning outcomes, and activities for each Communications course offering will be aligned and reflected in departmental syllabi.

Objectives 02.01 Form committees to review current general syllabi content.

Objectives 02.02 Make recommendations to department chair and other Communications department faculty.

Goal 03 **Improve educational programs, technology capabilities, and services in the Communications Department.**

03 Measurement Standard Recommendations made to the Distance Education Vice President, Vice President, and President will demonstrate Communications Department technology needs.

Class schedules will reflect creation hybrid developmental classes.

Class schedules will reflect information added to educate students about hybrid classes.

Course syllabi will reflect efforts made to increase use of available technology.

Objectives 03.01 Upgrade computers in Room 205.

Objectives 03.02 Upgrade computers and/or printers for full-time instructors.

Objectives 03.03 Purchase recommended software for the Donna Calvert Writing Lab.

Objectives 03.04 Continue training for full-time and part-time faculty in Desire to Learn.

Objectives 03.05 Create hybrid developmental course.

Objectives 03.06 Define term hybrid and other forms of instruction as part of beginning class schedule.

Objectives 03.07 In the course schedule, list specific meeting dates for hybrid classes.

Objectives 03.08 Improve student use of technology such Smarthinking.com and Turnitin.com by providing incentives and/or requiring utilization.

Goal 04 Improve educational programs by addressing the Communications Department instructor shortage.

04Measurement Standard Recommendations made to the Vice President, HR Director, and President will demonstrate departmental need.

Objectives 04.01 Increase number of full-time faculty.

Goal 05 Implement Assessment of Student Learning Plan (Year 2).

05Measurement Standard CAT documentation will demonstrate faculty implementation of College's Assessment Plan.

Departmental assessment for English 1302 will demonstrate implementation of Communication Department course level assessment.

Departmental assessment for Spanish 1411 will demonstrate implementation of Communication Department course level assessment.

Objectives 05.01 Keep faculty informed on College's assessment activities.

Objectives 05.02 At least 100% of faculty will complete Classroom Assessment Techniques (1 per long semester, 2 for year).

Objectives 05.03 Implement course level assessment: English 1302.

Objectives 05.04 Implement course level assessment: Spanish 1411

Goal 06 Increase Spanish department enrollment.

06Measurement Standard Enrollment figures will demonstrate increase in Spanish enrollment.

Objectives 06.01 Communicate with TC advisors about placement in appropriate Spanish class.

Objectives 06.02 Communicate with area high schools to determine what students will need.

Objectives 06.03 Adjust course offerings as necessary.

Internal and external forces affecting the Communications Department:

1. The Communications Department shows a need for 3 to 4 full-time English instructors.
2. Dual credit requests have expanded department's need to travel.
3. Competition from Austin Community College continues to hinder recruiting efforts in Taylor.
4. The Communication Department relies heavily on adjunct instructors.
6. Reduced state funding will continue to have a major impact on community colleges.

Business and Community Education

2007-2008

STATEMENT OF PURPOSE:

The Department of Business and Community Education provides quality non-credit professional workforce and personal training development to meet corporate and community educational needs.

DEPARTMENT GOALS:

Goal 01 **Increase contact hours and revenue through increase in state funded WECM approved course offerings.**

01Measurement Standard State reports CBM00A and CBM00C indicate stability or increase in hours, enrollment numbers and use of new CIP codes and rubrics.

Objectives 01.01 Continue to expand CE offerings in fields that are new or under utilized.

Objectives 01.02 Adjust course offerings to meet community needs.

Objectives 01.03 Analyze each offering to maximize revenue within bounds of competitive affordability.

Goal 02 **Develop and maintain partnerships with business and industry, government agencies and other educational entities to effectively expand/enhance course offerings that meet the needs of the business community within WECM guidelines.**

02Measurement Standard Number of meetings and/or contracts with businesses and other appropriate entities will reflect the increased partnering efforts.

Objectives 02.01 Meet with industry, local governments, educational entities, and community players to discuss partnerships, assessments and course offerings.

Objectives 02.02 Explore opportunities to add new partners.

Objectives 02.03 Continue and/or expand partnerships with Belton ISD, Taylor ISD, Taylor EDC, Temple Parks and Leisure, Central Texas MHMR, Temple EDC, Central Texas Human Resource Management Association (CTHRMA), Society for Human Resource Management (SHRM), Development Dimensions International (DDI), and Texas Manufacturing Assistance Center (TMAC).

Objectives 02.04 Utilize partnership with Central Texas Workforce Centers to increase awareness of course offerings and cooperative opportunities throughout the area.

Objectives 02.05 Promote effective utilization and administration of grant fund dollars for Central Texas businesses.

Goal 03 Be recognized by Temple College faculty and staff as a valuable contributor to the college and community.

03Measurement Standard State Reports CBM00A and CBM00C, TPEG (Tuition Revenue Reports), and spreadsheet queries show contact hours produced and actual revenue. TC staff will increase number of cooperative endeavors.

Objectives 03.01 Coordinate with Taylor and Cameron to increase funded Community Education offerings.

Objectives 03.02 Increase knowledge of CE credibility in departments with technical credit courses.

Objectives 03.03 Educate Temple College departments to utilize existing programs to increase contact hours through CE enrollment.

Objectives 03.04 Offer concurrent CE courses as alternatives to credit equivalents.

Goal 04 Increase volume of individual and sponsored student enrollments through effective marketing efforts and improved customer service.

04Measurement Standard Community Education internal records, spreadsheets and Datatel queries indicate enrollment figures, and CBM00A and CBM00C reports reflect contact hours. Student evaluations reflect effective marketing focus.

Objectives 04.01 Produce professional marketing materials with improved distribution.

Objectives 04.02 Meet with campus marketing committee to coordinate economical joint advertising efforts.

Objectives 04.03 Improve customer response with new and better phone technology.

Objectives 04.04 Educate TC staff and local businesses on the zero tuition opportunities (use of facilities and staff commitments)

Objectives 04.05 Explore new marketing methods and take advantage of web links, email, and direct mailings for improved marketing.

Objectives 04.06 Effectively promote online training using D2L, VCT, and other plans that expand opportunities for student success.

Objectives 04.07 Respond effectively, professionally, and in timely manner to the needs of students, internal and external customers, while maintaining the integrity of college standards.

Goal 05 Increase efficiency and productivity by internal office process improvements.

05Measurement Standard Fewer hours and less manpower will be spent on producing classes, ordering supplies and materials, registrations, payroll, invoicing, and other data entry functions.

Objectives 05.01 Align duties based on knowledge, skills and efficiency.

Objectives 05.02 Streamline workflow to increase effectiveness.

Objectives 05.03 Establish consistency in operations to improve workflow between Specialists and Directors.

Objectives 05.04 Improve revenue control and record keeping.

Objectives 05.05 Expand team building opportunities and effective communications skills.

Objectives 05.06 Provide instructor-friendly procedures and materials.

Internal and external forces affecting the department:

1. Technology inadequacies and needed enhancements to infrastructure (phone network, web updates, classroom reservations, room temperatures and noises, parking, etc.
2. Effects of competition from proprietary schools, third party providers, and other educational institutions.
3. Budgetary limitations.
4. Lack of marketing funds and inadequate prioritization of marketing efforts.
5. Workforce needs of the community.
6. Economic influence on TC Community Education enrollment numbers.
7. Limitations on class size due to technology, room size, or clinical restrictions.
8. Inability to meet immediate needs of students and businesses.
9. Challenge of finding knowledgeable part-time “on call” instructors; offering fair, acceptable wages; and maintaining a pool of qualified teachers who are available to teach on short notice without curriculum writing compensation.
10. Staffing limitations. As the CE business grows (including grant requests), more hours are required to meet the many needs coming our way.
11. Frequently changing rules and regulations concerning grant applications and administration.

Computer Information Systems Department

2007-2008

STATEMENT OF PURPOSE:

The Computer Information Systems Department of Temple College assists students in choosing and meeting career and education goals in an ever-evolving computer technology field.

DEPARTMENT GOALS:

Goal 01 Adjust Networking & Security course work to reflect archived classes

01Measurement Standard Changes reflected in catalog

Objectives 01.01 Combine two courses archived or deleted with one course to cover both topics.

Objectives 01.02 Increased lab time by 1 hour/week

Goal 02 Update Networking Certificate & Degree and Security Certificate to reflect changes.

02Measurement Standard Changes reflected in catalog.

Objectives 02.01 Change networking courses in certificate and degree plans

Objectives 02.02 Change security courses in certificate plan.

Goal 03 Update Operating system courses to reflect new Microsoft Vista OS.

03Measurement Standard MS release new Vista OS

Objectives 03.01 Revise OS courses to include new Vista OS software

Goal 04 Update Networking & Security OS courses

04Measurement Standard Changes reflected in catalog

Objectives 04.01 Replace several outdated courses in networking & security plans.

Objectives 04.02 Identify additional courses to keep up with industry standards.

Goal 05 Investigate course in Bioinformatics

05Measurement Standard Bio Science center interested in course

Objectives 05.01 Identify course/s to fulfill need in new Bio Tech Institute

Internal and external forces affecting the department:

1. Latest updates of software/hardware
2. Changes in software used in business/industry in our service area
3. State/local budget shortfalls
4. Skill level of instructors – may require training

Criminal Justice

2007-2008

STATEMENT OF PURPOSE:

The primary mission of the Temple College Criminal Justice Department is to provide quality educational opportunities that will allow the student the ability to achieve their career goals and to meet the demanding challenges in the criminal justice field.

DEPARTMENT GOALS:

Goal 01 CLASSROOM RENOVATION AND SMART CLASSROOM

01Measurement Standard Fall 2008 – New Smart Classrooms

Objectives 01.01 Move out of current office and classroom space

Objectives 01.02 Spring Classes over in Watson Tech

Goal 02 ACJS Certification

02Measurement Standard Certification application approval

Objectives 02.01 Begin certification paperwork

Objectives 02.02 Track alumni to assess desired placement

Objectives 02.03 No more than 1/3rd of the total required credits for the major should be offered by the same instructor.

Goal 03 Faculty and Adjunct Classroom Assessment Training

03Measurement Standard Assessment Training for all CJ faculty

Objectives 03.01 Provide understanding of CATS

Objectives 03.02 Provide understanding of Course Assessment

Objectives 03.03 Involvement of all faculty in assessment process.

Internal and external forces affecting the department:

1. Budget
2. Dedicated adjuncts
3. Adjusting students through temporary move

DENTAL HYGIENE

2007-2008

STATEMENT OF PURPOSE:

The mission of the Temple College Department of Dental Hygiene is to provide a program of excellence that prepares graduates to become competent oral healthcare professionals. The program seeks to improve and promote oral health through direct patient care delivery, community initiatives, and collaborative approaches.

DEPARTMENT GOALS:

Goal 01 Provide a learning environment that promotes professional competency by maintaining high ethical, intellectual, and clinical standards

01Measurement Standard Examples of meeting goals include: comprehensive projects such as Basic Counseling for first year learners; Comprehensive Periodontal Care patient for second year learners; surveys of graduates over several years; survey of employers of graduates; national and state licensing examinations, and curriculum review process

Goal 02 Provide a teaching environment that promotes quality care that is comprehensive, patient-centered, and clinically effective

02Measurement Standard Includes competency assessments, QA plan, patient surveys, and graduate exit survey

Goal 03 Promote an educational and patient care environment that respects and embraces diversity and multiculturalism

03Measurement Standard Includes competency outcomes outcome assessments; community and service learning projects; and community outreach projects

Goal 04 Foster and atmosphere that stimulates self-actualization and professional accountability

04Measurement Standard Includes competency assessments outcomes; clinic professionalism evaluations; faculty and student membership in professional organizations; and community service learning projects

Goal 05 Engage in community outreach efforts that incorporate service-learning into the curriculum

05Measurement Standard Includes community/service learning projects and community service activities

Goal 06 Encourage students, faculty, staff and alumni in professional growth, leadership activity, and life-long learning

06Measurement Standard Includes competency assessment outcomes, surveys, and professional development activities

EMS Professions

2007-2008

STATEMENT OF PURPOSE:

The Temple College Emergency Medical Services Professions (EMSP) Department exists to meet the education needs of the EMS community by training students to at least the level of competent entry level practitioner and by providing practicing providers the continuing education they need to maintain professional competence.

STATEMENT OF PHILOSOPHY:

This Department believes it is our responsibility to help our students prepare themselves to meet the challenges of providing prehospital medical care today and in the future. We believe that in order to do this, students must not only know **what** to do and **how** to do it, but **why** it is necessary. Our classes are aimed at providing our students with a comprehensive program of study that far exceeds what they would need to simply "get by." All of our classes will provide the student with the most current and accurate information available in the industry.

DEPARTMENT GOALS:

Goal 01 To continue to graduate EMT and Paramedic students with at least an 80% success ratio on the National Registry exam.

01Measurement Standard 80% of program graduates attempting the National Registry exam will achieve a passing score. (Note: Nationally, the initial average pass rate on the National Registry paramedic exam is 70 %.)

Objectives 01.01 Continue to monitor the results of the EMT and Paramedic Students on the National Registry of EMT's Exams.

Objectives 01.02 Continue to evaluate the effectiveness of the teaching methods and materials.

Objectives 01.03 The Medical Director will review the teaching materials on a rotating basis to ensure they are medically correct.

Objectives 01.04 The Medical Director will review the exams on a rotating basis to ensure that they are medically correct.

Goal 02 To increase the Program's applicant pool.

02Measurement Standard Increase the number of applicants and the size of the first semester class.

Objectives 02.01 Increase direct marketing to ensure more potential students know what the Program can offer.

Objectives 02.02 Mail-out to area EMT-Basics announcing fall paramedic course will take place by May.

Objectives 02.03 Mail-out to area EMT-Basics announcing spring paramedic course will take place by August.

Goal 03 To decrease student attrition rates.

03Measurement Standard Measure the number of students completing each semester.

Objectives 03.01 All students interviewed for admission to paramedic program will be advised of resources available through Special Support Services, including assistance available for students with learning disabilities

Objectives 03.02 All Students in the EMT and first semester paramedic classes will be given a handout of services offered by Special Support Services and how to contact Special Support Services.

Objectives 03.03 Offer test taking skills and study skill information as part of each course.

Goal 04 To achieve accreditation through the Commission on Accreditation of Allied Health Education Programs' (CAAHEP) Committee on Accreditation of EMS Professions (CoAEMSP)

04Measurement Standard Approval by CAAHEP Fall 2008

Objectives 04.01 Make corrections to self study as recommended by CoAEMSP

Objectives 04.02 Site visit Spring 2008

Goal 05 To add a full time faculty member

05Measurement Standard Have full time employee working in Fall 2008

Objectives 05.01 Demonstrate need to Budget Review Committee

Objectives 05.02 Advertise and hire candidate during the summer 2008

INTERNAL AND/OR EXTERNAL FORCES AFFECTING EMS Professions:

1. The lack of personnel to help with administrative functions of the department.
2. The increasing use of the Simulation Center may, at times, pull EMSP personnel from their jobs to help support the operation of the Simulation Center.
3. Local and statewide job market's demand for paramedics.
4. The response of employers to seeking quality applicants.
5. The response of practicing paramedics to licensure and tech prep certificates.
6. Continuing disparity between our program and neighboring programs. We are currently at least a semester longer than either CTC or MCC's paramedic programs. Additionally, we are significantly more rigorous.

Division of Fine Arts

2007-2008

STATEMENT OF PURPOSE:

The Division of Fine Arts at Temple College offers a diverse set of courses designed to provide the Temple College student with a comprehensive field of study in Drama, Music, Speech, Humanities, and Visual Arts. Courses are offered both to students who major in the fields and as general parts of the core curriculum. Additionally, the Division of Fine Arts provides related performance experiences and exhibitions which enhance both campus life and that of the general community.

DIVISION GOALS:

Goal 01 Continue Division-wide implementation of Classroom Assessment

01Measurement Standard Achieve a goal of 90% of faculty completing at least one classroom assessment technique

Goal 02 Begin Division-wide implementation of course level assessment

02Measurement Standard Achieve a goal of at least one course level assessment project in each department

Goal 03 Recruit additional faculty needed to fill main campus and off campus site needs

03Measurement Standard : provide adequate number of qualified faculty to cover course offerings without the need for double overloads.

GENERAL LEDGER ACCOUNTING DEPARTMENT

2007-2008

STATEMENT OF PURPOSE:

The Accounting Department is responsible for the maintenance of the general ledger accounting system for the purpose of providing accurate and timely financial information.

DEPARTMENT GOALS:

Goal 01 **Complete the quarterly investment reports each quarter and submit to the Board of Trustees quarterly.**

01 Measurement Standard Board approval and publication of the reports on the TC website.

Internal and external forces affecting the department:

1. Receipt of vendor statements in a timely manner.
2. Ability of IT department to enter on the TC website by due dates.

HEALTH PROFESSIONS DIVISION GOALS

2007-2008

STATEMENT OF PURPOSE:

The purpose of the Division of Health Professions is to provide appropriate educational experiences, both didactic and clinical, that will prepare students for careers in the following health professions: Biotechnology, Dental Hygiene, Emergency Medical Services, Nursing, Respiratory Care and Surgical Technology.

DIVISION GOALS:

Goal 01 Implement programs in the health professions that meet the community and state needs.

01Measurement Standard Plans for the creation of one new program will be developed.

Objectives 01.01 Ultrasound program will be approved by the THECB board for a 2008 start date.

Objectives 01.02 Feasibility assessment for professional nursing program in Taylor will be completed. Stake holders will be involved in decision making.

Goal 02 Increased number of on-line and hybrid courses available.

02Measurement Standard Each program will identify one or more courses for on-line development.

Objectives 02.01 Barriers to the development of on-line courses will be assessed.

Objectives 02.02 Strategies will be implemented to overcome the barriers and to facilitate the conversion of existing courses to on-line.

Goal 03 Create opportunities for interdisciplinary use of simulation in the health professions.

03Measurement Standard One instance of interdisciplinary use of simulation will be designated for implementation.

Objectives 03.01 Opportunities for interdisciplinary simulation will be identified.

Objectives 03.02 In budget planning for 08-09 shared equipment will be identified.

Objectives 03.03 Identified opportunities for nursing programs to utilize standardized patient rooms to enhance curriculum.

Goal 04 Programs will implement course evaluation.

04Measurement Standard 95% of programs will complete course evaluation.

Objectives 04.01 Faculty will share examples of successful classroom assessment.

Objectives 04.02 Strategies for meaningful course evaluations will be identified.

Goal 05: Faculty evaluations completed.

05 Measurement Standard: Faculty evaluations will be completed as per institutional *policy*.

Objectives 04.03 Department chairs will complete faculty evaluations per policy

Objectives 04.04 Division Director will complete Department chair evaluations.

Objectives 04.05 Consideration will be given to converting to academic calendar used in HP.

Institutional Effectiveness, Research, and Planning

2007-2008

STATEMENT OF PURPOSE:

The institutional Research Office is responsible for a Comprehensive system of planning and evaluation for the College. The Office will gather statistics and provide information and training to the college personnel so that the planning and evaluation system can be used to demonstrate the College's ongoing quest for quality.

DEPARTMENT GOALS:

Goal 01 Provide more efficient reporting on institutional effectiveness and student assessment for departments

01Measurement Standard Electronic solution through Weave On-line

Objectives 01.01 Work with IT department to get Weave On-line available to department heads and Division directors

Objectives 01.02 Redesign Website to make finding information more efficiently by focusing on planning, research, and effectiveness

Goal 02 Introduce new strategic planning process

02Measurement Standard Updated Strategic plan available for referencing for division and departmental operational plans

Objectives 02.01 Schedule initial planning meeting in September

Objectives 02.02 Create Effectiveness Council

Goal 03 Create more efficient program review process for reviewing multiple departments

03Measurement Standard Program review data available to department heads directly

Objectives 03.01 Create standard reports referenced in program review process

Objectives 03.02 Create filtering capabilities on report for department

Goal 04 Provide technical assistance through reaffirmation process

04Measurement Standard Record of Processes and IERP involvement

Objectives 04.01 Create an initial document for recording efforts

Objectives 04.02 Identify resources for documentation of meeting comprehensive standards

Goal 05 Provide technical assistance to Assessment Committee

05Measurement Standard Record of activities of IERP office for Assessment committee

Objectives 05.01 Attend Assessment committee meetings

Objectives 05.02 Provide resource links for web page

Objectives 05.03 Act as clearinghouse for CATS and work with IT on developing a database

Goal 06 **Run office more efficiently and timely**

06 Measurement Standard Reports on website kept up to date

Objectives 06.01 Hire additional professional staff

Objectives 06.02 Delineate responsibilities by planning, research, and effectiveness

Internal and external forces affecting the department:

1. Additional responsibilities – no additional staff
2. SACS accreditation responsibilities

LIBERAL ARTS DIVISION GOALS

2007-2008

DIVISION GOALS:

Goal 01 The Liberal Arts Division will ensure faculty has appropriate credentials.

01Measurement Standard Academic faculty (non-developmental education) rosters will include faculty whose credentials reflect a Master's degree in the field or a Master's degree and at least 18 graduate hours in the field.

Objectives 01.01 Department chairs will review credentials of current faculty.

Objectives 01.02 Division director and department chair will review credentials of incoming full and part-time faculty.

Objectives 01.03 Department chairs and division director will comply with HR reporting of faculty qualifications.

Goal 02 The Liberal Arts Division will monitor course offerings to reduce costs.

02Measurement Standard The division director will review enrollment reports from 2006-2007 and 2007-2008.

Objectives 02.01 The division director will review class schedules before schedules are uploaded.

Objectives 02.02 The division director will work with department chairmen to freeze classes that represent multiple offerings. (For example, two sections of English 1301 at 8:00 a.m. on Monday/Wednesday are considered multiple offerings.)

Objectives 02.03 The division director and secretary will assist department chairs to ensure that classes will remain frozen until listed, open classes are filled to capacity.

Objectives 02.04 The division director will secure support from the vice president when small classes must be canceled.

Goal 03 The Liberal Arts Division will begin compiling data on student retention.

03Measurement Standard The division director will coordinate efforts to compile retention data.

Objectives 03.01 The division director will collaborate with Jimmy Roberts to determine best method for compiling data.

Objectives 03.02 The division director will collaborate with department chairmen to determine best method for compiling data.

Objectives 03.03 The division director and department chairmen will implement plan for setting a retention benchmark for the following academic year.

Goal 04 The Liberal Arts Division will implement the second year of the college's assessment of student learning plan.

04Measurement Standard The Temple College Assessment website will outline progress on each department's course level assessment.

Objectives 04.01 Department chairmen will collaborate with faculty to determine sequence or course.

Objectives 04.02 Department chairmen and faculty will implement course level assessment.

Objectives 04.03 Reports highlighting progress will be submitted to the division office.

Vocational Nursing Department

2007-2008

STATEMENT OF PURPOSE:

The purpose of the VN Department is to provide assistance in supplying the central Texas area with qualified graduate nurses who are prepared to take the National Council Licensure Examination to become licensed vocational nurses.

DEPARTMENT GOALS:

Goal 01 **Develop strategies to enhance student success on the external, comprehensive exam prior to program completion.**

01Measurement Standard Pass rate for the HESI Exit exam will be 90% or greater.

Objectives 01.01 Continue to evaluate curriculum and teaching methods to cover the appropriate materials in accordance with the NCLEX PN test plan.

Objectives 01.02 Continue to examine test blueprint information to confirm appropriate levels of questions.

Objectives 01.03 HESI exams will be given beginning Spring 08 for the current class

Goal 02 **Increase utilization of simulation facilities in all levels of the curriculum**

02Measurement Standard Curriculum will be developed to provide 20 % of clinical learning experiences through simulation programs.

Results: Current curriculum design provides _____% of clinical learning experiences through simulation programs.

Objectives 02.01 Simulation activities, including utilization of computerized mannequins in lab areas are now included in clinical training.

Objectives 02.02 First semester students receive instruction in simulation lab prior to hospital clinical experience

Objectives 02.03 Clinical experience in second and third semester account for approximately _____% of clinical learning experiences.

Goal 03 **Complete blueprinting of all exams and evaluate for appropriate test plan construction.**

03Measurement Standard By the end of 2008, 100% of exams will have been blueprinting and will be in accordance with recommendations from NCLEX.

Objectives 03.01 At the end of Spring 2007, blueprints were completed for all the Fall 2006 exams.

Objectives 03.02 At the end of Summer 2007, blueprints were completed for all the Spring 2007 exams.

Objectives 03.03 Blueprinting is currently being completed for the Summer 2007 exams.

Objectives 03.04 Blueprinting will continue to be performed to evaluate the levels of questions being tested for all three semesters of the VN program.

Goal 04 Develop test bank for exam questions for each course in curriculum.

04Measurement Standard By the end of 2008, at least 60% of exam questions will come from a developed test bank for the particular course.

Objectives 04.01 Review current test questions to develop bank for exam construction.

Goal 05 Begin utilization of computerized test for course examinations.

05Measurement Standard By the end of 2008, at least 50% of module exams will be provided on a computerized mainframe.

Objectives 05.01 Evaluate current exams to determine logistics of uploading information to database for on-line testing.

Goal 06 Continue to maintain Board of Nurse Examiners approved NCLEX-PN pass rates

06Measurement Standard NCLEX pass rate for the 2007/2008 class will be 80% or higher.

Objectives 06.01 Current class will graduate May 08. Eligible to begin NCLEX testing May/June 2008.

Goal 07 Develop plan to place all evaluations on-line

07Measurement Standard By the end of 2008, at least 75% of the end of course evaluations will be available on-line for student access.

Objectives 07.01 Current evaluations, including instructor evaluation, clinical site evaluation, and course evaluation are being reviewed for conversion to on-line format.

Goal 08 Evaluate need for podcasting and electronic broadcasting of instructional materials to Taylor VN campus.

08Measurement Standard The faculty will evaluate broadcasting methods with the goal of making all lecture materials available via podcasting by the end of 2008.

Objectives 08.01 Faculty have been introduced into the basic methods of broadcasting/podcasting of lecture materials.

Objectives 08.02 Faculty will attend appropriate Tegrity/podcasting workshops to evaluate application to lecture formats.

Goal 09 Increase the utilization of the D2L program for student access to course materials

09Measurement Standard All faculty will utilize D2L to provide lecture presentations and handout materials for student access by the end of the Fall 2007 semester.

Results 09 100% of Fall 2007 VN courses have course materials available for student access via the D2L system.

Objectives 09.01 Faculty will have access to D2L and learn the basic steps to post materials on the site

Objectives 09.02 All Fall 07 courses will have course outlines, schedules, and powerpoint presentations posted for student access.

Internal and external forces affecting the department:

1. Nursing shortage
2. Changes in the applicant pool
3. Criminal background checks of students
4. Faculty shortage, demographics, and pay issues for faculty
5. Aging population as a major consumer of health care services
6. Additional continuing education requirements by BNE: Bioterrorism
7. NCLEX-PN test plan changes
8. Decreased state funding for higher education
9. Bioterrorism and violence related issues
10. Improving articulation for nursing students
11. Use of more clinical simulations
12. Availability of clinical sites for student experiences.
13. Use of scheduling “pool” systems in conjunction with other programs in setting up clinical times for student rotations at clinical facilities.

Facilities Maintenance

2007-2008

STATEMENT OF PURPOSE:

The Maintenance Department is responsible for and provides all phases of facility operations which include maintenance of buildings, utilities, mechanical systems, custodial services, transportation, landscape and grounds, planning for future expansion or renovation, and supervision of all construction projects.

DEPARTMENT GOALS:

Goal 10 Contract with appropriate Architect/engineer for new construction of Science building, remodeling of old science building and reconstruction of access roads.

10Measurement Standard Shall include documentation for selection and duties.

Objectives 10.01 Include parameters, schedules and budgets for architect/engineer

Goal 01 Build a new facility for warehousing College property.

01Measurement Standard Shall include construction documents, permits, and budget reports.

Objectives 01.01 Complete the project "In-House"

Goal 02 Remodel the Gym in the HPE building.

02Measurement Standard Shall include construction documents, permits, and budget reports.

Objectives 03.01 Complete as an "In-House" project.

Goal 03 Remodel the ASU building

03Measurement Standard Shall include construction documents, permits, and budget reports.

Objectives 03.01 Contract with an Architect for Construction documents.

Objectives 03.02 Contract new construction

Objectives 03.03 Complete demolition "In-House".

Internal and external forces affecting the department:

1. Increased cost in supplies and labor.
2. Contracting work force.
3. Aging facilities.
4. Inadequate budgets or budget reductions.
5. Increases in student population.

Mathematics Department

2007-2008

STATEMENT OF PURPOSE:

The Math department strives to provide quality instruction for its students by continually improving instruction with supporting tools, and tries to provide this instruction at the least possible cost to the student.

DEPARTMENT GOALS:

Goal 04 Search for new, appropriate technology to enhance our delivery methods.

04Measurement Standard Using technology to enhance student learning.

Objectives 04.01 Expand our use of Tegrity to enhance student learning.

Objectives 04.02 Disseminate to students the use of Smarthinking.

Objectives 04.03 Disseminate to students video availability at LRC.

Goal 01 Continue to find ways of reducing the cost of textbooks for our students.

01Measurement Standard Finding textbooks that are cheaper than we currently have.

Objectives 01.01 Research textbooks which are currently available.

Objectives 01.02 Research possibilities of customizing textbooks that would be cheaper than our current materials.

Goal 02 Increase dual-credit enrollment.

02Measurement Standard Create a summer institute to bridge the gaps.

Objectives 02.01 Promote at high schools to students who did not achieve exemption status.

Goal 03 Find methods by which we can increase enrollments.

03Measurement Standard Compare enrollment numbers.

Objectives 03.01 Explore with current students their interests in Math and Sciences.

Internal and external forces affecting the department:

1. Affecting change in the department in other ways of teaching.
2. Teaching courses with low enrollments.

Media Center

2007-2008

STATEMENT OF PURPOSE:

To facilitate, coordinate, and promote the use of media technology at Temple College serving both student needs and those of faculty and staff

DEPARTMENT GOALS:

Goal 01 **Getting our new Media Assistant fully acclimated to the duties of her job in a timely and efficient manner with little loss in service delivery**

01Measurement Standard: Media Production totals

Objectives 01.01 In-house training and assistance from on-campus personnel in areas of need

Objectives 01.02 Taking classes to improve skills

Goal 02 **Upgrading computer graphics production**

02Measurement Standard: Quality of product

Objectives 02.01 Replace antiquated computer graphics equipment

Objectives 02.02 Acquiring the skills to fully make use of new equipment

Objectives 02.03 Better incorporating photographic images into finished graphic projects

Goal 03 **Continue to convert from analog media to digital media**

03Measurement Standard: Less analog-produced product/more digitally-produced product

Objectives 03.01 Continue to dispose of older, obsolete, and non-used media equipment and supplies

Objectives 03.02 Convert useful analog media to a digital format aka slides, filmstrips, film, videotapes, records, etc

Objectives 03.03 Less duplication of copies from hard paper masters and more electronic delivery

Objectives 03.04 Photography totally digital

Goal 04 **Re-shoot, edit, and finalize all Science-based in-house video productions produced and duplicated for Student use..**

04Measurement Standard: The Quality and re-producible standards of the copies made for students

Objectives 04.01 Support from the Sciences departments needed

Objectives 04.02 Finish the job before existing master material disintegrates beyond use.

Objectives 04.03 Upgrade duplicating equipment to handle the requests with faster turn-a-round times

Goal 05 Continue to promote and distribute Starlink-delivered professional development programming

05Measurement Standard: Increase in requests for use of programs

Objectives 05.01 Increases in distribution of programming via DVD

Objectives 05.02 Increases in requests for on-line viewing of programming

Objectives 05.03 Interests in viewing existing library of past yet timely programs

Objectives 05.04 TC Staff getting involved in making suggestions for program topics directly to Starlink

Internal and external forces affecting the department:

1. Budget
2. Media Personnel
3. Faculty/Staff tendencies: old school or new school use of Media
4. Industry development of new equipment and costs of
5. Administration support of wanting to provide such services

Performing Arts—Drama

2007-2008

STATEMENT OF PURPOSE:

College theatre students acquire knowledge to pursue careers as drama educators, performers, and offstage technicians, through a curriculum that focused on both scholarship and practicum.

Students who pursue majors outside of drama are encouraged to participate in drama courses and productions so that they may gain a broader perspective of the world of art and humanities, as well as enjoy the opportunity to improve confidence and self-expression.

DEPARTMENT GOALS:

Goal 01 **Continue implementation of classroom-level CAT's**

01Measurement Standard Document and complete CATs by 80% of faculty

Goal 02 **Offer joint musical theater production with TCT Summer 2008**

02Measurement Standard Produce joint musical in the summer of 08,

Goal 03 **Continue to offer additional Drama course offerings**

03Measurement Standard Offer additional courses In Spring semester, 2008.

Performing Arts--Humanities

2007-2008

STATEMENT OF PURPOSE:

College students acquire listening and speaking skills through a curriculum that focuses on both scholarship and practicum.

Students who pursue any major prosper from developing communication skills which allow them to function on the job and in society with confidence in their oral presentations.

DEPARTMENT GOALS:

Goal 01 **Begin implementation of student assessment at classroom level**

01Measurement Standard Document and complete CAT's by 90% of faculty

Objectives 01.01 Complete at least one CAT in one of each faculty member's classes

Goal 02 **Acquire one additional tenure-track position**

02Measurement Standard Advertise and fill position by Fall 2008

Goal 03 **Increase lecture and online course offerings**

03Measurement Standard Provide additional lecture and online courses

Performing Arts—Music

2007-2008

STATEMENT OF PURPOSE:

The Music Department offers a wide selection of opportunities for all students. Students acquire knowledge to pursue careers as music educators and performers through a curriculum emphasizing musicianship and scholarship. Students who have majors and minors outside of music are encouraged to participate in music courses, ensembles, and applied instruction for a better perspective on the humanities and improved self-expression. Further, the Music Department provides for community musicians of all ages and levels of skill to develop their musicianship through participation in ensembles as well as private instruction.

DEPARTMENT GOALS:

Goal 01 Begin implementation of course-level assessment

*01Measurement Standard Agreement among faculty to identify course for assessment.
Method for assessment implemented*

Goal 02 Continuation of classroom-level CAT's

02Measurement Standard Document and complete CATs by 80% of faculty

Goal 03 Increase online course offerings

*03Measurement Standard Training of new faculty and implementation in additional
online courses*

Goal 04 Increase musical events on campus

04Measurement Standard Implementation of instrument-specific events

Speech

2007-2008

STATEMENT OF PURPOSE:

College students acquire listening and speaking skills through a curriculum that focuses on both scholarship and practicum.

Students who pursue any major prosper from developing communication skills which allow them to function on the job and in society with confidence in their oral presentations.

DEPARTMENT GOALS:

Goal 01 Continue implementation of classroom-level CAT's

01Measurement Standard Document and complete CAT's by 80% of faculty

Goal 02 **Begin implementation of course-level assessment**

*02Measurement Standard Agreement among faculty to identify course for assessment.
Method for assessment implemented*

Goal 03 **Ability to cover increasing demand for off-campus courses.**

*03Measurement Standard Creation of faculty pool to fill vacancies. Utilization of
additional faculty when needed.*

Physical Education Department

2007-2008

STATEMENT OF PURPOSE:

The Temple College Physical Education Department's goal is to provide quality education in the field of health and physical education to ensure cognitive, affective and psycho-motor development through lecture, activity instruction and participation.

DEPARTMENT GOALS:

Goal 01 **To improve interdepartmental communication in the Health and Physical Education department.**

01Measurement Standard To encourage communication amongst faculty members, department secretary and department chair.

Objectives 01.01 To provide information to all faculty members regarding instructional activities.

Objectives 01.02 To maintain an "open door" policy for faculty members to discuss problems, issues and concerns with the department chair.

Goal 02 **To continue to offer a variety of activity classes that will carry over to sustain a healthy lifestyle and to offer classes that will progress the student towards a Bachelor's degree if so desired.**

02Measurement Standard To increase the number of students enrolled in activity classes and lecture classes.

Objectives 02.01 To increase the sections offered in the popular classes to meet the needs of interested students.

Objectives 02.02 To be open to developing new activity classes if the interest and facility needs are met.

Goal 03 **To purchase new equipment and supplies as needed.**

03Measurement Standard To provide quality equipment and supplies that are necessary to meet the requirements and needs of a class.

Objectives 03.01 To provide exercise equipment for the aerobics class to broaden the variety of exercises that can be offered in the course.

Objectives 03.02 To replace and purchase equipment that is needed for the basketball class.

Goal 04 **To improve the appearance and maintenance of the Health and Physical Education facilities**

04Measurement Standard Proposal for renovation of gymnasium.

Objectives 04.01 To work with the administration and maintenance department in recommendations for improvements in the gymnasium.

Goal 05 To improve the number of courses offered through Distance Education.

05Measurement Standard To add additional on-line courses.

Objectives 05.01 Encourage other faculty to attend workshops in Distance Education.

Objectives 05.02 To develop additional on-line courses.

Objectives 05.03 To add additional on-line course sections to meet the demands and interests of the students.

Office of the President

2007-2008

STATEMENT OF PURPOSE:

The Office of the President provides executive administration for the college. In concert with the Board of Trustees, the faculty, and the staff, the office is committed to creating campus environments where learning can occur, while developing the college as a principle resource to meet the higher education needs of the communities within its service area. The office is charged with bringing together the human and financial resources necessary to fulfill these commitments.

GOALS:

Goal 01 **Assure implementation of planned construction and renovation projects identified as critical to address current and projected enrollment growth**

01Measurement Standard Document the implementation and/or completion of planned construction and renovation projects identified as critical to support enrollment trends

Objectives 01.01 Complete the street work associated with the construction of the new science laboratory building by January 2008; begin construction of the science laboratory building in January 2008, with completion anticipated in Spring 2009

Objectives 01.02 Begin renovation of the Arnold Student Center by October 2007, with completion anticipated by February 2008

Objectives 01.03 Secure and install two portable buildings on the Main Campus to provide temporary space during construction and renovation projects; buildings should be in place by the start of the Spring Semester 2008

Objectives 01.04 Begin renovation of the West ISC classroom building during the Summer Semester 2008, with completion anticipated by the start of the Fall Semester 2009

Objectives 01.05 Begin and complete renovation of the air conditioning system in the Marshall Performing Arts Center during the Summer Semester 2008

Objectives 01.06 Determine the feasibility of funding and constructing an Instructional Pavilion as an interim project to address growth

Objectives 01.07 Determine the feasibility of funding and constructing a Rehearsal Pavilion as a significant step toward the renovation of the Marshall Performing Arts Center

Goal 02 **Initiate coordinated transition in East Williamson County from TCAT to the East Williamson County Higher Education Center (EWCHEC)**

02Measurement Standard Document the completion of all critical steps required for EWCHEC implementation: partnership MOU, organization and staffing projections,

preliminary program selection, site selection, commitment of financial resources for “start-up,” community awareness and support

Objectives 02.01 Facilitate Board of Trustees review and approval of the partnership MOU developed by Temple College and TSTC

Objectives 02.02 Develop an organizational and staffing plan, clearly delineating shared responsibilities and institutional responsibilities

Objectives 02.03 Confirm preliminary instructional programming to be offered by each participating institution

Objectives 02.04 Facilitate Board of Trustees review and approval of site selection for a permanent EWCHEC campus

Objectives 02.05 Develop a plan to assure the availability of financial resources for “start up,” including both the cost of operations and site/facilities

Objectives 02.06 Assure ongoing communication with affected communities, soliciting both participation and support

Goal 03 Initiate preparation for the reaffirmation of accreditation process to be conducted by the Commission on Colleges (COC) in Spring 2010

03Measurement Standard Document the appropriate assignment of responsibilities for staff and an appropriate timeline for the completion of significant phases in the process

Objectives 03.01 By mid-December 2007, confirm the membership of the “Leadership Team” that will assure the successful completion of the reaffirmation process, including designation of the Accreditation Liaison

Objectives 03.02 In late January 2008, accompany four members of the Leadership Team to the orientation session scheduled by the COC in Atlanta

Objectives 03.03 By mid-February 2008, confirm the sequence and responsibilities for addressing COC Core Requirements, Comprehensive Standards, and Federal Requirements

Objectives 03.04 By March 1, 2008, confirm the sequence and responsibilities for data support and electronic documentation of the reaffirmation process

Objectives 03.05 By March 1, 2008, submit notifications to the COC for activities that might require substantive change review

Objectives 03.06 By May 1, 2008, complete the “first run” of the compliance audit

Objectives 03.07 By May 1, 2008, confirm the proposed topic for the required Quality Enhancement Plan and assign responsibilities for developing the plan

Internal and external forces affecting the department:

1. The adequacy of state funding, including the potential impact of “proportionality”
2. The impact on staffing and facilities if recent enrollment increases continue (more than 20% growth in headcount over the past two years)
3. The continuing transition in staffing as the result of retirement and career advancement
4. The decline in competitiveness of college compensation in several faculty and staff positions
5. The short and long-term impact of creating, staffing, and operating the East Williamson County Higher Education Center
6. The impact of sustaining the Texas Bioscience Institute and other high profile programs in the Health and Biosciences
7. Staffing and financial impact of the process for reaffirmation of accreditation

RECREATIONAL SPORTS/WELLNESS

2007-2008

STATEMENT OF PURPOSE:

The Temple College Recreational Sports/Wellness department is responsible to provide students and faculty/staff the opportunity to participate in selected recreation, physical fitness, or sport activities to promote development physically, mentally, emotionally, and socially. Focus is placed on promoting participation in safe, effective fitness and healthy lifestyle activities for his or her lifetime.

DEPARTMENT GOALS:

Goal 01 **To assist in the completion of the new Fitness Center.**

01Measurement Standard To work with maintenance and Information Services on the completion of the Fitness Center.

Objectives 01.01 To follow-up on the installation of the cardio theatre system in the Fitness Center.

Objectives 01.02 To follow-up on the installation of the security camera system in the Fitness Center.

Objectives 01.03 To follow-up on the hanging of the Rules sign, clocks, organizing the storage closet and other miscellaneous things in the FitnessCenter.

Objectives 01.04

Goal 02 **To oversee the maintenance and possible repair of all equipment in the Fitness Center.**

02Measurement Standard To schedule daily cleaning activities and to efficiently deal with any repairs that may be needed.

Objectives 02.01 To dust, oil and service all strength training equipment.

Objectives 02.02 To routinely clean and service all cardio equipment.

Objectives 02.03 To daily clean the free weight area, floor exercise area and the boxing station.

Objectives 02.04

Goal 03 **To increase student and Faculty/Staff awareness of the Fitness Center availability.**

03Measurement Standard Monthly summary reports reflect a participation numbers for the Fitness Center

Objectives 03.01 Provide information on the Fitness Center to all new employees during orientation.

Objectives 03.02 Provide updated information about the Fitness Center availability and equipment available.

Objectives 03.03 Provide information and tours during academic orientations upon request.

Internal and external forces affecting the department:

1. The Fitness Center hours are affected by Financial Aid work study availability.
The location of the new Fitness Center on ground level located behind the Health & Physical Education building should be an improvement from the previous location.
2. Multiple responsibilities of staff personnel will affect the overall supervision of the fitness center.

Simulation Teaching, Assessment, and Research (STAR) Programs

2007-2008

Statement of Purpose:

The mission of the STAR Programs is to develop uses of patient simulators, part-task trainers, and programmed patients to promote the education of medical, nursing, and health sciences students and practicing clinicians; to develop assessment models to measure and evaluate the competencies of students and practitioners; and to enhance patient safety and quality of care through use of clinical simulation in education and research.

Goals:

- 1) To coordinate, schedule, and prepare human patient simulators, part-task trainers, programmed patients, simulation rooms, and other equipment/props for conducting simulations as needed to meet the needs of TC HSC Simulation Center users.
 - a) Measurement Standard: Three additional areas for providing education and training using robotic simulators will be operational in Simulation Center by October, 2007.
 - b) Measurement Standard: Facilities and equipment for instruction in minimally-invasive surgical techniques to support training of OB-GYN and surgical residents will be operational by October, 2007.

- 2) To maximize contact hour reimbursement for use of TC HSC Simulation Center by users from Scott & White Hospital and TAMUSHSC College of Medicine.
 - a) Measurement Standard: Third year medical students will be registered in course offerings through Community Education accounting for all eligible instructional time spent in the Simulation Center they during the 2007-08 academic year.
 - b) Measurement Standard: Family medicine, internal medicine, surgery, emergency medicine, OB-GYN, and pediatrics resident physicians will be registered in courses offerings through Community Education accounting for all eligible instructional time spent in the Simulation Center during the 2007-08 academic year.
 - c) Measurement Standard: Participants in continuing medical and nursing education activities at Scott & White Hospital supported by the Simulation Center will be registered in course offerings through Community Education accounting for all eligible instructional time during the 2007-08 academic year.

- 3) To promote integrated instruction of health professions students using simulation as a teaching tool.
 - a) Measurement Standard: Students from TC Health Sciences and Nursing will participate in integrated training activities with medical students from TAMUSHSC COM by February, 2008.
 - b) Measurement Standard: TC health sciences and nursing students will participate in integrated training activities to prepare them to manage multiple casualty incidents during Fall, 2007 and Spring, 2008.

Internal and External Forces Affecting Department

1. Increasing use of facilities by residency programs and fellowships at Scott & White Hospital.
2. Expansion of curriculum at TAMUSHSC College of Medicine Temple Campus to include all four years.
3. Expansion and formalization of TAMUSHSC College of Medicine standardized patient program.
4. Increasing use of facilities for continuing medical education and continuing nursing education by Scott & White Hospital.
5. Continuing grant awarded to Scott & White Hospital by Agency for Healthcare Research and Quality to study usefulness of simulation as a tool for improving responses to unexpected cardiac arrests outside of critical care areas.
6. Merger of TC Divisions of Health Sciences and Nursing into single Division of Health Care Professions with increased opportunities for integrated instruction of nursing, health sciences, and medical students.

SOCIAL AND BEHAVIORAL SCIENCES DEPARTMENT GOALS

2007-2008

STATEMENT OF PURPOSE:

To provide academic courses for transfer to Bachelor's degree program; to offer courses, notably in Psychology and Sociology that meet vocational program requirements; to prepare students to be able to evaluate new concepts, attain more knowledge, and solve problems in the future; and to generally help student develop their personal vocational or avocational interests.

DEPARTMENTAL GOALS:

Goal 01 To offer a full complement of fundamental courses as designated in the Core Curriculum

01Measurement Standard Review the Core Curriculum as listed in the Temple College Catalog to determine if the goal is achieved.

Objectives 01.01 Review respective departmental course offerings to determine if deletions and/or additions are indicated.

Objectives 01.02 Follow proper procedures to add new course if indicated.

Objectives 01.03 Follow proper procedures to delete courses if indicated.

Objectives 01.04 Review TEA guidelines for appropriate course listings.

Goal 02 To provide students a basic introduction to each respective discipline.

02Measurement Standard This goal will be met when demonstrated by 70% of students indicate a basic knowledge as measured by classroom assessment, assignments, and activities.

Objectives 02.01 Students will acquire the basic vocabulary of each discipline.

Objectives 02.02 Students will be introduced to a brief history of each discipline.

Objectives 02.03 Students will understand basic research methods of each discipline.

Objectives 02.04 Students will have a working knowledge of different theoretical viewpoints within each discipline.

Objectives 02.05 Students will have an understanding of the basic tenets within each discipline.

Goal 03 To incorporate critical thinking skills within the curriculum.

03Measurement Standard Assessments, student feedback, and classroom activities will identify if critical thinking skills are being developed.

Objectives 03.01 Identify and present appropriate situations that require analysis, synthesis, and evaluation of basic concepts within each discipline.

Objectives 03.02 Require assignments that extend beyond memorization and necessitate critical thinking skills.

Objectives 03.03 Utilize critical thinking skills as a portion of assessment criteria.

Goal 04 To integrate subject matter fundamentals into real life applications.

04Measurement Standard Methods used to assess this goal include student feedback, classroom activities, and the use of assessment instruments.

Objectives 04.01 Utilize appropriate current events within the classroom to demonstrate and discuss basic tenets of each respective discipline.

Objectives 04.02 Assign out-of-class activities requiring students to identify, analyze and evaluate real life situations within the context of each respective discipline

Objectives 04.03 Integrate real life applications into assessment instruments (i.e. exams).

Goal 05 The Social and Behavioral Sciences Department ensure faculty has appropriate credentials.

05Measurement Standard Academic faculty (non-developmental education) rosters will include faculty whose credentials reflect a Master's degree in the field or a Master's degree and at least 18 graduate hours in the field.

Objectives 05.01 Department chair will review credentials of current associate and full-time faculty.

Objectives 05.02 Department chair will review credentials of incoming full and part-time faculty.

Objectives 05.03 Department chair will comply with HR reporting of faculty qualifications.

Goal 06 The Social and Behavioral Sciences Department will monitor course offerings to reduce costs.

06Measurement Standard The department chair will review enrollment reports from 2006-2007 and 2007-2008.

Objectives 06.01 The department chair will review class schedules before schedules are uploaded.

Objectives 06.02 The department chair will freeze classes that represent multiple offerings. (For example, two sections of History 1301 at 8:00 a.m. on Monday/Wednesday are considered multiple offerings.)

Objectives 06.03 The department chair will ensure that classes will remain frozen until listed, open classes are filled to capacity.

Objectives 06.04 The department chair will secure support from the Liberal Arts Division Director when small classes must be canceled.

Goal 07 The Social and Behavioral Sciences Department will begin compiling data on student retention, both with respect to the number of “drops” during a semester and the number of students enrolled during the Fall 2007 semester who return to enroll in classes during the Spring 2008 semester.

03Measurement Standard The department chair will compile retention data.

Objectives 07.01 The department chair will collaborate the Director of Institutional Research to determine best method for compiling data.

Objectives 07.02 The department chair will collaborate with the Liberal Arts Division Director to determine best method for compiling data.

Objectives 07.03 The Liberal Arts Division Director and the Social and Behavioral Sciences Department Chair will implement plan for setting a retention benchmark for the following academic year.

Goal 08 The Social Sciences Department will implement the second year of the college’s assessment of student learning plan.

08Measurement Standard The Temple College Assessment website will outline progress on each department’s course level assessment.

Objectives 08.01 The department chair will collaborate with faculty to determine sequence or course.

Objectives 08.02 The department chair and faculty will implement course level assessment.

Objectives 08.03 Reports highlighting progress will be submitted to the Liberal Arts Division office.

Goal 09 The Social Sciences Department will continue the process of developing on-line sections of the courses offered in the Temple College Catalog.

09Measurement Standard The number of distance education courses and sections offered in 2007-2008 will be compared to the number offered in 2006-2007.

Objectives 09.01 On-line sections of ECON 2301 and ECON 2302 will be offered during the 2007-2008 academic year.

Objectives 09.02 On-line sections of PHIL 1301, PHIL 1316, and PHIL 1317 will be offered during the 2007-2008 academic year.

Objectives 09.03 On-line sections of SOCI 1306 will be offered during the 2007-2008 academic year.

Objectives 09.04 The department chair will work with faculty assigned to these sections to ensure they are the substantive equivalent of lecture sections of the same courses.

Goal 10 The Department will continue to develop the process for Formalized Classroom Observation as part of Faculty Appraisal begun during the 2006-2007 academic year.

10Measurement Standard The Department Chair will observe each associate faculty teaching at least one class session during the 2007-2008 academic year.

Objectives 10.01 The Department Chair will implement a standardized instrument for classroom observations.

Objectives 10.02 The Department Chair will observe associate faculty as part of each faculty member's formal evaluation.

Goal 11 The Social and Behavioral Sciences Department will continue to integrate the use of technology into traditional lecture classes.

11Measurement Standard Faculty who wish to incorporate technology into their traditional lecture courses will be provided with the capability to do so.

Objectives 11.01 Access to technology enhancements will be increased for associate faculty.

Internal and external forces affecting the department:

1. We have a very rapidly expanding outreach program. There is a significant increase in classes offered by adjunct instructors both on and off campus. There is a significant increase in emphasis on Distance Education offerings.
2. New full-time faculty positions are needed in several areas. Funding is an ongoing force that influences this need.
3. Economic forces (i.e. food, gas, housing) impact enrollments, hiring practices, ability to attract well qualified adjunct instructors, etc.
4. There appears to be a trend toward aggressively increasing the open-door policy at Temple College. Adequate preparation and background skill may become a significant issue.
5. Utilization of electronic devices in and out of the classroom may change the traditional delivery of material, the ability to monitor classroom activities (i.e. test), assignments (i.e. plagiarism), students' expectations, etc.

SURGICAL TECHNOLOGY DEPARTMENT

2007-08

STATEMENT OF PURPOSE:

To provide an up-to-date educational process that will assist the student to develop the professional role as a surgical technologist necessary for employment.

DEPARTMENT GOALS:

Goal 01: To meet the ARC-ST accreditation benchmarks for outcome based criteria to include:

01 Measurement Standard: Benchmarks for outcome based criteria as set by the Accreditation Review Committee for the Surgical Technology (programs).

Objectives 01.01 Retention minimum of 70%

Objectives 01.02 Assessment Examination Pass Rate of 75%

Objectives 01.03 Placement Rate of 80%

Objectives 01.04 Graduate Survey Returned Rate 50%

Objectives 01.05 Graduate Satisfactory or above rating 85%

Objectives 01.06 Employer Survey Returned Rate 50%

Objectives 01.07 Employer Satisfactory or above rating 85%

Goal 02: To maintain CAAHEP Accreditation by gathering statistics and figures as required for the accreditation process.

02 Measurement Standard: Maintain statistics and figures as required for the accreditation process.

Objectives 02.01 Report submitted on time with stats and figures

Goal 03: To maintain current with the curriculum changes as published under the Guidelines for Workforce Development and WECM according to the Texas Higher Education Coordinating Board

03 Measurement Standard: Program meets the expectations of the THECB/WECM .

Objectives 03.01 Maintain curriculum as listed in the WECM.

Goal 04: To continue expansion of internet accessibility for students enrolled in the Surgical Technology Program.

04 Measurement Standard: Utilize Student Learning Assessment activity

Objectives 04.01 Establish Student Learning Assessment activity

Goal 05 To monitor success of students taking Medical Terminology Course online.

05 Measurement Standard: Completion rate of online Medical Terminology courses.

Objectives 05.01 Students complete course requirement of the online Medical Terminology courses with a 75% completion rate

Goal 06: To maintain Student Learning Assessments

06 Measurement Standard: Achieve positive affirmation of student learning in the classroom.

Objectives 06.01 Submit Student Learning Assessment activities for each semester class.

Objectives 06.02 Documentation of Student Learning Assessments with results recorded.

Internal and external forces affecting the department:

1. Regulations as set forth by accrediting organizations.
2. Students have the right to withdraw from a course/program without being penalized.
Unfortunately, the program does receive penalty when the numbers do not reach the expected benchmark numbers.
3. Inability to control the employment of graduates. Each graduate is an individual and is not mandated to work as a health care team member once the program is completed.
4. Rapid changes in technology for education and medical/surgical patient care.

Technology Division

2007-2008

STATEMENT OF PURPOSE:

It is the purpose of the Technology Division to assist students in developing the fundamental skills, knowledge, attitude, and experience for a successful career. It is also our purpose to provide courses, which will lead to an Associate of Applied Science Degree or a Certificate of Completion. The division also serves the purpose of support for the departments within the division, providing guidance and acting as a liaison for the departments.

TECHNOLOGY DIVISION GOALS:

Goal 01 Update and add smart classrooms for the division.

01Measurement Standard Increase the number of smart classrooms from three to five.

Objectives 01.01 Request an additional smart classroom for the Administration building, one for Watson Technology Center and two for the West Instructional Center.

Objectives 01.02 Present justification at the annual budget request meeting in the spring.

Objectives 01.03 Request training for equipment use for the instructors who will use the new equipment.

Goal 02 Record on the Faculty Roster Form, found on the SAC's website, the qualifications of full-time and part-time faculty.

02Measurement Standard Completed form with qualifications for current faculty.

Objectives 02.01 Obtain the courses taught by each instructor from the faculty workload report.

Objectives 02.02 Obtain from the employee file all information necessary to complete the faculty roster form.

Objectives 02.03 Update the information each semester.

Goal 03 Have on file the 2007-08 records of Advisory Committee meetings from all five departments.

03Measurement Standard Record and file minutes from the committee meetings.

Objectives 03.01 Schedule the Advisory Committee meetings.

Objectives 03.02 Record and file the minutes for approval.

Internal and external forces affecting the department:

1. Shortfalls in the Temple College Budget for 2008-09.
2. Availability of the instructors for training.
3. Obtaining current transcripts of all the instructors in the division.
4. Scheduling time to record and evaluate the credentials.

Visual Art Department

2007-2008

STATEMENT OF PURPOSE:

The art department offers the student an education in and exposure to the cultural traditions of our society, specifically the visual arts. We emphasize an understanding of historical precedents, the technical mastery of materials, as well as basic job related work skills (SCANS). We also develop the student's critical judgment, creative problem solving, and creative self-confidence as necessary skills for life as well as art. While we prepare many students to transfer into bachelor's degree programs at other institutions, we also fill the need for personal enrichment as an important purpose for our existence. It is also a departmental goal to offer and expose the community to a variety of visual arts activities such as exhibitions and lectures. We are continually trying to develop an audience for the visual arts in our community as well as produce individuals who can have successful art careers, resulting in an elevated and enriched culture in our own Central Texas community.

DEPARTMENT GOALS:

Goal 01 To hire a full-time photography instructor.

01Measurement Standard The standard of success will be the adoption of the position.

Objectives 01.01 To create a full-time tenure track photo instructor position.

Objectives 01.02 This will allow another faculty member to be more of an integral part of the art program and campus activities.

Objectives 01.03 To maintain faculty continuity and consistency in the position.

Goal 02 To find replacements for Amy Smith for the spring 2008 and fall 2008 semesters contingent upon her retirement.

02Measurement Standard The standard of success will be our ability to find temporary and full-time replacements.

Objectives 02.01 To hire adjunct faculty to teach perhaps two sections of art history as well as a section of ceramics.

Objectives 02.02 We need to fill her full-time position by the fall of 2008 and retain that position.

Objectives 02.03 If allowed, search nationally through the College Art Association in February 2008 in Dallas.

Goal 03 To complete CATS evaluations in each class by every art instructor. To complete one course CATS evaluation in the fall 2007 semester for the art department.

03Measurement Standard Every instructor will turn in a CATS evaluation for their courses for both fall and spring as an ongoing part of the process of looking at improving our teaching. One course CATS evaluation will be completed during the 2007-08 year.

Objectives 03.01 To look at ways of improving our individual teaching.

Objectives 03.02 To see if our course objectives are in line with our departmental goals.

Objectives 03.03 To look at departmental goals and see how they fit into our overall mission statement of the college.

Objectives 03.04 To satisfy the SACS requirements regarding this.

Internal and external forces affecting the department:

1. State funding and administrative support will be a major internal and external force in the hiring of full-time, part-time, and replacing a full-time faculty member.
2. State and administrative funding will also be a major force on the departmental budget.
3. The ability of the department chair to creatively allot and creatively save money along with the cooperation of the art faculty will be a force here as we attempt to teach with less funding.

Vice President of Administrative Services

2007-2008

STATEMENT OF PURPOSE:

To develop appropriate revenue strategies for operating requirements and facility renewal for the adequate support of the educational mission of the College

DEPARTMENT GOALS:

Goal 01 Develop strategy to offset State funding loss due to implementation of employee health insurance proportionality

01Measurement Standard For fiscal years 2008 and 2009, develop an operating budget that provides \$667,000 each year to offset this loss without jeopardizing instructional and student services program delivery.

Objectives 01.01 The primary activity is work with the Legislative Budget Board to attempt restoration of these employee benefit appropriations.

Objectives 01.02 The next strategy will be to determine what combination of tuition increase and expense reduction will be needed to make up this revenue loss.

Goal 02 The development of Revenue and General Obligation Bond sale packages to fund construction and renovation of the Arnold Student Center, the Newton Science Building and a new Science Laboratory Building.

02Measurement Standard Obtaining voter approval and student approval for a \$7.5 Million G.O. Bond and a \$2.4 Million Student Fee Bond to fund these projects.

Objectives 02.01 Construction of the facilities described above.

Goal 03 Creation of a funding plan for the East Williamson County Higher Education Center.

03Measurement Standard Development of a \$6 Million capital construction plan for a facility at Taylor, Texas that will contain space for a multi-institutional instruction facility managed by Temple College.

Objectives 03.01 Approval and sale of bonds through a Higher Education Authority conduit financing program guaranteed by the Williamson County educational partners now formed as the Temple College at Taylor Consortium and the City of Taylor.