

2007-2008 College Advancement External Review Summative Report

Instructional	No	Division	College Advancement	Review Year	2007-2008	View	Print
---------------	----	----------	---------------------	-------------	-----------	------	-------

Division	Year	Dept	Program	Question	Action	Comments
College Advancement	2007 - 2008	Assessment & Development	Grants/Contracts, Institutional Effectiveness, Outcomes Assessments and Institutional Research	I. Purpose Question: (B.) When was the last time the offices/departments purpose statement was reviewed/revise by faculty/staff in the office/department?	Commendation	Commendation: The PET development process appears to provide an excellent vehicle for evaluating and/or revising the departmental purpose statement on an annual basis.
College Advancement	2007 - 2008	Assessment & Development	Grants/Contracts, Institutional Effectiveness, Outcomes Assessments and Institutional Research	II. Improvements Question: (B.) Identify at least one example of improvements/revisions which resulted from the last Program Review.	Commendation	Commendation: Institutional Research provided specific examples of service improvements that were made in response to recommendations from the 2002 program review process. These service improvements were made in spite of a change in IR personnel. It is very clear that the previous program review was valued by each program/department and was utilized in a systematic manner to make the suggested improvements/revisions.
College Advancement	2007 - 2008	Assessment & Development	Grants/Contracts, Institutional Effectiveness, Outcomes Assessments and Institutional Research	II. Improvements Question: (C.) Identify at least one example of an improvement/revision that is a response to accomplish a strategy or tactical objective within the Strategic Plan through 2010	Commendation	Commendation: This office/department provided very clear examples of the many ways in which the activities it conducts are directly aligned with and support the College's Strategic Plan through 2010.
College Advancement	2007 - 2008	Assessment & Development	Grants/Contracts, Institutional Effectiveness, Outcomes Assessments and Institutional Research	V. Publications Question: (B.) Does the office/department publish any documents (electronic or paper) with references to SACS accreditation? 1. Are the references in compliance with SACS approved statement? a. Which reference is not in compliance? <i>Describe how you will</i>	Commendation	Commendation: The Committee applauds the efforts of the Assessment and Development Department to look carefully at internal documents and identify those that do not meet the minimum standard for SACS compliance. (Mike & Bob)

				assure compliance for all references in the future.		
College Advancement	2007 - 2008	Assessment & Development	Grants/Contracts , Institutional Effectiveness, Outcomes Assessments and Institutional Research	II.Improvements Question: (E.) For client/student outcome assessments, review the five-year graph(s) quantitative results or provide a brief narrative summary of qualitative results.	Concern	Provide a specific example or refer to previous examples to clearly show changes made. Concern: Summary provided, but it is not clear that any changes were made. There is a disconnect between the question for the department and the question for the review committee. Changes were mentioned in an earlier section and need to be added to this section for clarity. Good job (John and Dan)
College Advancement	2007 - 2008	Assessment & Development	Grants/Contracts , Institutional Effectiveness, Outcomes Assessments and Institutional Research	III. Resources B. Technology and Security/Privacy Question: (1.) After assessing the strengths and weaknesses of the offices/departments access to technology, what improvements would ensure that the students have access and training in the use of technology?	Concern	Yes Concern: It is not clear to the Committee why this department answered the question since it (the question) appears to be specific only to instructional departments. (Mike & Bob) Recommendation: The question/database needs to be updated for future non-instructional program review. Yes, need to explain the "India Team"
College Advancement	2007 - 2008	Assessment & Development	Grants/Contracts , Institutional Effectiveness, Outcomes Assessments and Institutional Research	V. Publications Question: (B.) Does the office/department publish any documents (electronic or paper) with references to SACS accreditation? 1. Are the references in compliance with SACS approved statement?	Concern	All publications should be corrected and published with the correct, required SACS wording.
College Advancement	2007 - 2008	Assessment & Development	Grants/Contracts , Institutional Effectiveness, Outcomes Assessments and Institutional Research	II.Improvements Question: (F.) Provide the five-year graph(s) indicating the demand for the offices/departments services. 1. Assess the need for the office/department	Recommendation	Yes. Conditionally. Concern: Limited number of site licenses, restricted use of Survey Tracker and limited number of staff available to process the surveys.

						Yes (John and Dan) Concern: Graph for Grants and Contracts is missing. Question was not answered.
College Advancement	2007 - 2008	Assessment & Development	Grants/Contracts , Institutional Effectiveness, Outcomes Assessments and Institutional Research	III. Resources B. Technology and Security/Privacy Question: (3.) Review office/department operations. Does any operation present the possibility for violations of security, confidentiality, or integrity of student records?	Recommendation	This division has access to all sensitive data. A "No" response is inappropriate.
College Advancement	2007 - 2008	Assessment & Development	Grants/Contracts , Institutional Effectiveness, Outcomes Assessments and Institutional Research	III. Resources B. Technology and Security/Privacy Question: (3.) Review office/department operations. Does any operation present the possibility for violations of security, confidentiality, or integrity of student records? a. What changes need to be made to prevent violations of this nature?	Recommendation	See above.
College Advancement	2007 - 2008	Assessment & Development	Grants/Contracts , Institutional Effectiveness, Outcomes Assessments and Institutional Research	III. Resources C. Support Services for Students Question: (2.) Describe any indicators or problems that prevent a healthy, safe and secure environment for staff and students of this office/department. "	Recommendation	These are not recommendations. These identify problems but do not identify any solutions (John and Dan)
College Advancement	2007 - 2008	Assessment & Development	Grants/Contracts , Institutional Effectiveness, Outcomes Assessments and Institutional Research	VI. Other Question: (A.) State any additional comments/concerns which may impact this office/department during the next five years.	Recommendation	Concern: The Department identified two documents that were not consistent with the SACS approved statement; However, the Department did not provide a plan for assuring future compliance. (Mike & Bob)