CCCC Assessment Workflow

Description	Oversight	Responsibility	Data Source(s)	Timeline/Freq	Method	Rationale
Pre-Entry and Freshman Assessment						
Accuplacer Placement Testing	Dean of Student Services	Admissions; Registrar; CAT Specialist; Advisors	Accuplacer placement scores	Prior to beginning of each semester	Placement into developmental courses	Placement into appropriate level coursework to increase success; at-risk intervention
FAFSA Completion	Dean of Student Services	Financial Aid Director; Admissions	online FAFSA portal; Empower	Prior to & during registration each semester; during online open dates	Percent students completing FAFSA; percent receiving PELL	Maximize financial support to students to mitigate barriers
Student Registration and Advising Processes (program of study, career/transfer, bookstore, billing)	Dean of Student Services; Academic Dean; Dean of Administration	Admissions; Registrar; Advisors; CAT Specialist; IT	Advising and registration checklists; student and staff feedback	3rd week each semester	Evaluation of processes with recommendations and action items for improvement	Increase enrollment, retention, persistence, completion
Student Orientation	Academic Dean, Dean of Student Services	Academic Dean, Dean of Student Services	Moodle orientation module; in-person attendance	First day of each semester	Students attend or complete the online modules	Increase student success, retention, persistence, completion
Student Success Course	Academic Dean; Dean of Student Services	Academic Dean; Faculty	Moodle; course assessment; course evals	Course evaluated and revised annually	Student completion of course; new freshman student success data	Assist students to navigate college successfully through teaching of tools for success
Enrollment Trends	Dean of Administration; Dean of Student Services	Institutional Data Manager; 3D Committee	CCCC Profile, enrollment trends	Each semester	Disaggregation of enrollment trend data	Understand student population to maximize student supports
Outreach and Recruitment Plan	Dean of Student Services	Outreach and Communications Director; Retention Committee; Student Services	CCCC SEM Plan enrollment trends; Empower	Each semester	Assessment of outreach and recruitment strategies	Understand student population and community needs to maximize enrollment
Program and Course Assessment						
Essential Studies Outcomes and Assessment	Academic Dean	Assessment Committee; Faculty	Completed assessment templates from faculty	Each semester	Various Assessment methods by course and program: Co-Curricular Assessment	To ensure essential studies outcomes and course objectives are being met
Course and Program Assessment	Academic Dean	Assessment Committee; Faculty	Completed assessment templates from faculty	Each semester	Various Assessment methods by course and program: Co-Curricular Assessment	To ensure course and program outcomes are being met
Program Review	Academic Dean; Program Review Administrator	Curriculum Chair; Program Review Administrator; Institutional Data Manager	Program assessments; 3-year program review documentation; program snapshots; program goal status	Program Goal Status each fall Program Snapshot each spring Full review every 3 years	Faculty completion of templates provided from the Curriculum Committee and Program Review Administrator	To ensure viability, relevancy, and quality of college offerings
Student Success Indicators (SEM Plan)	Dean of Administration; Academic Dean	Institutional Data Manager; 3D Committee; Academic Dean	CCCC SEM plan KPIs	Annually	Assessment of student success outcomes	Understand gaps in student subpopulations in order to mitigate factors affecting student success
Course Completion and Success	Academic Dean	Institutional Data Manager	Mid-term and end-of term reports to the AD; institutional profile; data dashboard	Each Semester	Completion and success data updates analyzed at mid-term and end of term	Utilize data to drive improvement, inform instructional and program changes; intervention for at-risk students
Early Alert/At-Risk	Dean of Student Services; Academic Dean	Institutional Data Manager; CAT Specialist	Empower Attendance; mid-term contact list; SAP reports to AD	Ongoing each semester	Student contacts and referrals based on attendance, SAP, mid-term progress, student self-reported needs	Provide support for students identified as at-risk through intentional and timely student contacts and referrals
Course Evaluations	Academic Dean; Dean of Administration	Faculty	Course evaluations	At Midterms and the end of each semester	Midterm surveys and course outcome surveys	To get feedback from the students to drive continuous improvement
Classroom Observations	Academic Dean	Academic Dean; Faculty	Completed observation form on file	Each Semester	Academic Dean observes methodology and content	To ensure effective and quality instruction
Co-Curricular Assessment	Academic Dean; Dean of Student Services	Assessment Committee; various staff (co-curricular activities)	Co-Curricular worksheet for each event assessed throughout the semester	Each Semester	Assessment of Co-Curricular learning outside the classroom	To determine if additions/changes are needed to Co-Curriculars
Faculty Qualifications and Professional Development	Academic Dean	Academic Dean; HR; Finance	HR Personnel files: Faculty qualifications document	Ongoing each semester	Personnel files and qualifications: record of professional development	To ensure that we have qualified faculty and to offer opportunities for growth
Institution-Wide Assessment						
Retention, Persistence, and Completion (SEM Plan)	Dean of Student Services; Academic Dean; Dean of Administration	Institutional Data Manager; 3D Committee; Academic Dean; Dean of Student Services	CCCC SEM Plan, profile and data dashboard; retention/persistence trends; IPEDS, AIMS	Each semester; annually for IPEDS, AIMS	Disaggregation of retention and persistence data	Understand student population, stop outs, and readmits to maximize student supports
Student and Employee Satisfaction Surveys	President; Leadership Committee	Academic Dean and HR Director	Survey responses	Each Semester, bi-annually	Analyze the survey responses	To determine how to make the campus environment for students and staff
Institutional Transformation Assessment (ITA)	Dean of Administration; Institutional Data Manager	3D Committee	Assessment results	Spring 2023, 2025, 2027	Analyze assessment results	Utilize ITA results to inform SEM planning and student success activities
Clery Compliance & Campus Security Report	Dean of Student Services	Dean of Student Services; Campus Security	Campus Crime Log, Cleary Compliance & Campus Security Report	Annually, training provided bi-annually	Review and update Campus Crime Log and Safety and Security Report annually	To ensure campus safety and Title IX compliance
AIHEC AIMS (American Indian Measures of Success)	Dean of Administration	Registrar, Financial Aid Director, Dean of Student Servivces, CAT Specialist, Institutional Data Manager	Empower; Institutional Data; AIMS dashboard	Fall, Spring	Completion of reporting requirements; dissemination of results	Utilize AIMS comparison data with other TCUs to set reasonable planning goals to improve student persistence, retention, and success
IPEDS (Integrated Postsecondary Education Data System)	Dean of Administration	Registrar; Institutional Data Manager	Empower; Institutional Data	Fall, Spring	Completion of reporting requirements; dissemination of results	Utilize IPEDS data to inform improvement efforts (provide evidence for accreditation purposes
Graduate Exit Survey	Dean of Student Services	Registrar, CAT Specialist	Survey responses	Each Semester	Analyze the survey responses	To gain knowledge of the current student experience and to determine how to improve the students experience
Alumni Surveys	Dean of Administration; Dean of Student Services	CAT Specialist	Survey responses	Ongoing	Analyze the survey responses	To gain knowledge of the current student experience and to determine how to improve the students experience
Post-Graduate Employer Survey	Dean of Administration; Dean of Student Services	CAT Specialist; Faculty	Survey responses, program faculty	Ongoing	Determine employment status of graduates through means currently available	Understand where graduates are finding employment to inform college programming and services
SEM Plan and Workflow	Dean of Administration; Institutional Data Manager	3D Committee; Institutional Data Manager	CCCC SEM Plan; KEIs	Annually; on-going KEI updates to data	Update as SEM plan changes occur	Adjust plan annually to reflect changing needs
Strategic Plan	President; Board of Regents; Leadership Committee	President; Leadership Committee	Strategic Plan; SEM plan	Annually; on-going review of current sta	Annual review; 5-year plan	Gauge progress toward goals; use data from the SEM plan and other sources as needed to inform subsequent plans
Accreditation	President	Accreditation Team; Faculty; Staff	Committee minutes; program review and assessment documentation; SEM and assessment workflows; statistics and outcomes data	Ongoing	Evidence for accreditation criteria	To assure that a process of continuous improvement is maintained throughout all college functions; assure accreditation criteria are being met