

# Temple College Annual Institutional Operational Goals 2007-2008

Temple College is a public community college, founded in 1926 through the joint efforts of civic, business, and educational leaders. The mission of Temple College is to serve the founders' vision by meeting the needs of individual students, area communities, and businesses through quality educational programs and services that reflect our commitment to quality and integrity while preparing our diverse population as they enter an ever-changing global society.

Temple College continually assesses its programs and services and utilizes the results for ongoing excellence in education, leadership, and innovation.

***Ethical Conduct**—Temple College is committed to a high standard of integrity. The board, administration, faculty, and staff pledge to model the integrity we expect of our students.*

## **Goal 01 Encourage faculty and students to use Turnitin.com for plagiarism prevention and for peer review.**

Coordinator of effort: Distance Education Director

*Measurement Standard* Monitor student and faculty use to set bench mark

Objectives 01.01 Promote and encourage faculty and students to use the turnitin.com

Activity results 0101 In the Academic Year, 6 students were given grades of XF.

Objectives 01.02 Report usage to faculty and evaluate effectiveness

Activity results 0102 Not Available

***Learning Environment**—Temple College pledges to provide a stimulating, compassionate, supportive educational environment that encompasses the entire community. The College offers a variety of opportunities through academic transfer, technical programs, continuing education, and adult education. To achieve the desired educational goals, Temple College provides a safe, comfortable learning environment.*

## **Goal 02 Begin implementation of year two of the plan for the Assessment of Student Learning Outcomes**

Coordinator of effort: Educational Services, Assessment Team Chair

Closing the Gaps alignment: Excellence

*Measurement Standard* Second year benchmark: One course level of assessment from each instructional department

Objectives 02.01 Instructional Departments identify and develop plan for assessing one course from inventory

Activity results 0201 Instructional departments transitioned the process for course assessment to provide results through WEAVEonline. Departments provided process evaluations through

two analysis questions in WEAVEonline. A significant number of departments failed to provide timely information or to document the process through the software. This can be explained primarily through lack of adequate training in the software. The Office of Institutional Effectiveness, Research, and Planning will attempt to expand the current staff to provide more technical assistance for courses and program assessment. Leadership of the assessment team needs to be stabilized.

Objectives 02.02 Develop evaluation rubric for second year assessment

Activity results 0202 The evaluation subcommittee of the Assessment team developed a two-prong evaluation document for the second year assessment. Both parts were embedded into WEAVEonline as analysis question for 2007-2008.

Objectives 02.03 Communicate plan and document results of second year implementation

Activity results 0203 Additional training is required for all instructional departments in the use of WEAVEonline. Two open trainings were held with limited participation. Two divisional trainings were held with Fine Arts and Health Sciences. All users were emailed login and a user's guide to facilitate the process. An explanation of Assessment practices appropriate to the online software is available on the Institutional Effectiveness, Research, and Planning web page.

### **Goal 03 Promote student learning, persistence, and attainment through student engagement**

Coordinator of Effort: Institutional Effectiveness, Education Services

Closing the Gaps alignment: Success

*Measurement Standard    Benchmark results of student engagement survey to national standards and Temple College previous results*

Objectives 03.01 Post results of 2007 CCSSE to Web Site with national benchmarks and TC previous results

Activity results 0301 The 2007 CCSSE benchmark results are posted on the Temple College website on the Institutional Effectiveness, Research, and Planning web page.

Objectives 03.02 Present results to TC Community at initial QEP meetings

Activity results 0302 A workshop and information session on CCSSE results for Temple College and other data sources was scheduled for Spring 2008. The meeting was cancelled due to lack of attendance. The information was provided to the Educational Services Office.

Objectives 03.03 Create a document comparing TC accountability results for Success with state and medium size college cohorts and present at initial QEP meeting

Activity results 0303 Documents were created and made available to the Educational Services office. The accountability reports for Temple College as generated by the Texas Higher Education Coordinating Board are placed on the Institutional Effectiveness web page. As the QEP process continued, specific information on developmental education was prepared for presentation at the Fall 2008 all college meeting.

*Quality Access—Temple College provides access to educational opportunities to create a diverse student population regardless of race, color, gender, religion, or disability. The College informs the citizens in its service area of the educational opportunities available to them at the campus, at off-campus sites, and through distance-learning methods. Operating with an Open Door admission policy, the College takes the responsibility of providing courses for the underserved and for those who lack the academic skills to succeed at the college level.*

#### **Goal 04 Increase access to educational opportunities through greater participation**

Coordinator of effort: Distance Learning, Financial Aid, Institutional Research, Instructional Technology

*Measurement Standard Growth in headcount and contact hours, and percentage growth in minority enrollment*

Closing the Gaps alignment: Participation

Objectives 04.02 Expand distance learning opportunities

Activity results 0402 The number of Internet and Virtual College of Texas offering increased along with duplicated enrollment

Term	Course	Duplicated enrollment
Fall 2006	91	1,230
Fall 2007	138	2,105
Fall 2008	172	2,680

Objectives 04.03 Continue to improve access to financial aid for students

Activity results 0403

- Fall 2006 we awarded 1,601 unduplicated students, for a total of \$2,862,372.05 paid to students' tuition & fees, books and student refunds.
- Fall 2007 we awarded 2,393 unduplicated students, for a total of \$6,447,437.06 paid to students' tuition & fees, books and student refunds.
- Fall 2008 we awarded 2,572 unduplicated students, for a total of \$7,535,192.47 paid to students' tuition & fees, books and student refunds.

Objectives 04.04 Develop courses for new P-14 partnerships for increase participation in dual credit programs

Activity results 0404 Increased participation in dual credit courses

Term duplicated enrollment

Fall 2006 708

Fall 2007 894

Fall 2008 1,123

Objectives 04.05 Initiate a five year growth study to determine growth patterns and plan for future facilities expansion

Activity results 0405 Five-year growth between 2003 and 2007 was presented to the Board of Trustees at the annual planning retreat. Growth was disaggregated by overall headcount, age, location of courses, age by location, and courses taking patterns of location and delivery methods. The findings were placed on the Institutional Effectiveness, Research, and Planning web page.

**Goal 05 Develop means to promote library services for distance education and off-campus center students.**

Coordinator of Effort: Learning Resources, Distance Education

Closing the Gaps alignment: Participation

*Measurement Standard --Document materials developed and the methods used to disseminate information about library services.*

Objectives 05.01 Discuss possible strategies with the AVP of Distance Education.

Activity results 0501 As a result of discussions with the AVP of Distance Education, a link to the library's resource page for distance education students was added to the distance education page. In addition, more information about library resources was added to D2L information pages.

Objectives 05.02 Discuss possible strategies with the Directors of the Taylor Center and the Cameron Center.

Activity results 0502 Suggestions included memos to faculty and having library brochures available in public areas.

Objectives 05.03 Develop a plan for implementation and implement those strategies which are achievable given fiscal and time constraints.

Activity results 0503 Began distribution of a memo from library director to faculty at the Taylor Center. Brochures with specific information for the students at Taylor and Cameron were developed and delivered to the respective centers.

**Goal 06 Develop a method to assess library support for distance education and off-campus center students.**

Coordinator of Effort: Learning Resources, Distance Education  
Closing the Gaps alignment: Excellence

*Measurement Standard --Document results of any surveys developed.*

Objectives 06.01 Work with the AVP of Distance Education to include a question about library support for distance education on the end of term class evaluation.

Activity results 0601 Not completed

Objectives 06.02 Work with the Directors of the Taylor Center and Cameron Center to consider the feasibility of distributing a library services questionnaire at the centers.

Activity results 0602 The library staffed worked with IERP on developing an internet survey to be administered to a random selection of students. The survey included questions on location which were be used as a filter to responses. Results were disaggregated by the locations where the student took courses.

*Student Development—Temple College provides services to help students succeed in choosing and achieving their career and educational goals. The College also designs activities to help students develop leadership potential and pursue special interests.*

**Goal 07 Provide enhanced information to students through web based solutions**

Coordinator of Effort: Director of Distance Education, Student Services  
Closing the Gap alignment: Success

*Measurement Standard Updated web page, Smarthinking usage*

Objectives 07.01 Update Advising Web site to include FAQ and provide student feedback by an advisor.

Activity results 0701 Frequently Asked Questions added to advising web page. Topics include Knowing College Procedures, Learning Assistance, Graduation Requirements, Transfer Information, , Choosing a Major An Ask an Advisor a Question link provides a method of directing specific questions to an advisor.

Objectives 07.02 Create an online student orientation

Activity results 0702 An online orientation was developed and placed on the Temple college web site under Admissions and Records in October 2007.

Objectives 07.03 Monitor student usage of Smarthinking (web based tutoring)

Activity results 0703

<b>Total Registrations</b>	<b>1,573</b>
Online Writing Lab	1,626
Submitted Questions	239
Live Sessions	712
<b>TOTAL INTERACTIONS</b>	<b>2,577</b>

**Usage 09/07-08/08**

Distinct users	610
New registrations	762

**By type Interaction**

Online Writing Lab	1226
Live	309
Submitted Questions	51

**Leading subjects**

Algebra	165
Essay Center	1206

Objectives 07.04 Redesign Student Advising Website

Activity results 0704 Advising web page redesigned with email contacts, FAQ, Academic Advising Tips, and a Student and Enrollment Services Survey.

*Economic and Workforce Development—Temple College strives to improve the prosperity of our region through partnerships with business and industry, government, and community organizations. The College strives to supply Central Texas with a skilled, educated workforce by providing programs for individuals who wish to enrich their own lives, enhance existing knowledge and skills to meet new job demands, or enter into entrepreneurial pursuits. Temple College is a critical link for promoting life-long learning.*

**Goal 08 Develop and maintain partnerships with business and industry, government agencies and other educational entities to expand/enhance course offerings effectively that meet the needs of the business community within WECM guidelines.**

Coordinator of Effort: Community Education

*Measurement Standard* Number of meetings and/or contracts with businesses and other appropriate entities will reflect the increased partnering efforts and will result in increased quality offerings.

Results 08 Contact Hours increase from 109,907 in FY 2007 to 115, 103 in FY 2008.

Objectives 08.01 Meet with industry, local governments, educational entities, and community players to discuss partnerships, assessments, and course offerings.

Activity results 0801 Staff attended monthly meetings of Chamber Workforce Committee, Downtown Development, civic organizations, Economic Development in Temple and Belton.

Objectives 08.02 Explore opportunities to add new partners.

Activity results 0802 BCE created viable contracts with additional business partners.

Objectives 08.03 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).

Activity results 0803 BCE increased the number of contacts through visits, calls, emails, publications, and civic associations.

Objectives 08.04 Utilize partnership with Central Texas Workforce Centers to increase awareness of course offerings and cooperative opportunities throughout the area.

Activity results 0804 BCE held regular meetings to discuss workforce needs and communicate course offerings.

Objectives 08.05 Promote effective utilization and administration of grant fund dollars for Central Texas businesses.

Activity results 0805 Number of partners and/or employees served increased. As a result, of this measure, our partnerships will be more fully developed creating better relationships and increased training partnerships.

*Community Partnerships—Temple College serves as a catalyst for cultural, artistic, and intellectual activities to enrich the lives of Central Texans through its humanities and fine arts programs.*

**Goal 09 Initiate coordinated transition in East Williamson County from TCAT to the East Williamson County Higher Education Center (EWCHEC)**

Coordinator of Effort: President

Closing the gaps alignment: Participation

*Measurement 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 09.01 Facilitate Board of Trustees review and approval of the partnership MOU developed by Temple College and TSTC

Activity results 0901 Texas State Technical College joined Temple College as a partner in the development of the East Williamson County Higher Education Center. TSTC is looking to create technical programs with business partners who will hire the students following the completion of the program.

Objectives 09.02 Develop an organizational and staffing plan, clearly delineating shared responsibilities and institutional responsibilities

Activity results 0902 Dr. Chuck McCarter, EWCHEC executive Director  
Fred Khozein, Director EWCHEC/TSTC Waco  
Richard Kolek, Principal, Legacy High School

Temple College will be the manager and lead agency of the East Williamson County Higher Education Center.

Objectives 09.03 Confirm preliminary instructional programming to be offered by each participating institution

Activity results 0903 In addition to the academic transfer, technical courses, and vocational nursing courses offered by Temple College at Temple College at Taylor, Texas State Technical College will begin offering Automotive Technology and Welding under the banner of the East Williamson County Higher Education Center. Texas Tech will provide an online nursing bridge to Temple College at Taylor.

Objectives 09.04 Facilitate Board of Trustees review and approval of site selection for a permanent EWCHEC campus

Activity results 0904 Temple College Board of Trustees approved a location at the intersection of FM 973 and US 79 Loop in Taylor at the November 2007 meeting.

Objectives 09.05 Develop a plan to assure the availability of financial resources for “start up,” including both the cost of operations and site/facilities

Activity results 0905 To fund phase one of the project, which includes the initial building and purchase of land, Taylor pledged the following:

With the help of \$90,000 in fees from Temple College at Taylor, the TCAT foundation will purchase 70 acres of land, costing an estimated \$560,000, from the Debus family.

The City of Taylor will provide utilities to the location.

Taylor will borrow \$6.2 million for the land and construction of the initial building.

Community partners - the city, the school district, the economic development corporation, TCAT and Texas State Technical College - will contribute \$500,000 annually to repay the debt.

The city will explore new funding sources for future buildings and expansions.

Objectives 09.06 Assure ongoing communication with affected communities, soliciting both participation and support

Activity results 0906 Through funding by the Central Texas Tech Prep Consortium, a website for the East Williamson County Higher Education Center was developed. The site posts news events affecting EWCHEC, the mission statement and a list of advisory committee members, current list of partners, and legislative updates.

*Technology—Temple College endeavors to offer the latest technology to help students and instructors attain their educational goals by providing modern learning resources, tools, and technology.*

**Goal 10 Develop an online survey for library users to give feedback on library services and instruction.**

Coordinator of effort: Learning Resources Division, Institutional Effectiveness

*Measurement Standard Document development of a survey and the survey results*

Objectives 10.01 Consult the library literature for information about best practices.

Activity results 1001 Library staff, under the direction of the Librarian, research the literature of best practices.

Objectives 10.02 Develop a list of questions which provide appropriate feedback on library services and library instruction.

Activity results 1002 A survey was developed to assess the quality and convenience of library services and support. Specific questions related to electronic access.

Objectives 10.03 Work with college webmaster in the development of a survey instrument.

Activity results 1003 The Office of Institutional Effectiveness, Research, and Planning formatted the library survey for administering online.

Objectives 10.04 Pilot surveys through service provider in the Fall with full implementation in the spring

Activity results 1004 The survey was administered in the Fall to 100 students through the online software Survey Monkey. A random selection of students was email to participate in a revised survey in the Spring semester 2008. The generally positive results were forwarded to the library staff for use in goal and budget setting.

*Stewardship—Temple College believes the most important resource of the College is its people who are an integral component of a supportive collegial work environment which rewards excellence. The College is aware that the community has entrusted it with resources and strives to return that trust by assuring maximum benefit for the community.*

**Goal 11 Develop strategy to offset State funding loss due to implementation of employee health insurance proportionality**

Coordinator of effort: VP of Business Services

*Measurement 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 11.01 Work with the Legislative Budget Board to attempt restoration of these employee benefit appropriations.

Activity results 1101 The budget impact was relieved with tuition increase and maintaining existing expenditure allocations.

Objectives 11.02 Develop an appropriate plan to make up this revenue loss.

Activity results 1102 Tuition was increased 5% for in-district residents and 8% for out-of-district residents. This was used exclusively for meeting the insurance requirement dictated by the state.

**Goal 12 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**

Coordinator of effort: VP of Business Services

Closing the gaps alignment: Participation, Excellence

*Measurement 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 12.01 Construction of the facilities described above.

Activity results 1201 Voter approval obtained with the Science Building construction beginning Spring 2008, and Arnold Renovations completed March 2008.

**Goal 13 Creation of a funding plan for the East Williamson County Higher Education Center**

Coordinator of effort: VP of Business Services

Closing the gaps alignment: Excellence

*Measurement 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 13.01 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.

Activity results 1301 The financing of the Taylor multi-institutional teaching facility was approved by the Texas Attorney General and bonds were set for sale in August 2008.

Temple College is committed to excellence in helping students reach their full potential by developing their academic competencies, critical thinking skills, communication proficiency, civic responsibility, and global awareness. As a leader in education, the College is proud of its mission of challenging the human mind to explore new ideas and seek new opportunities.