

## **Institutional Effectiveness Plan—A Timeline of Progress**

**Context:** The key components of the Institutional Effectiveness process include a) Strategic planning and b) Operational planning. An evaluation component is included within each of these key activities.

Strategic planning allows the institution to develop a long-term direction and focus. As a result, this process serves as the framework for continuous planning at TSC. This allows for the development of objectives by the president, derived from the institutional goals identified in the five-year Strategic Plan. These objectives serve as key priorities to be addressed within the next year to ensure that TSC's mission is fulfilled. In summary, strategic planning serves to identify the intended purpose, direction, and expected outcomes of the College.

Operational planning allows for focused review of educational, administrative, and support programs and services, based on the College's goals, objectives and expected outcomes. Individuals at the implementation level are responsible for developing different but complementary plans of action for service and improvement:

- Institutional effectiveness plans (IEPs) are developed by each college planning unit, to address the effectiveness of programs and services. The IEPs serve to guide all employees in the design, implementation and changes in procedures and services, based on the previous year's evaluation and assessment results.
- Student outcomes assessment plans (SOAPs) are developed by the faculty, to focus on improving the effectiveness of teaching and student learning. The results of assessment and student outcomes are used to review and revise their SOAPs, with the ultimate goal of improving student learning.

Each of these plans is developed on an annual basis and includes a review of the previous year's activities and results. Linked to the College's Strategic Plan, they allow for broad-based involvement and participation by faculty and staff.

## **Institutional Effectiveness Plans: Institutional Divisions**

Date: November 7, 2013

Planning Unit: Institutional Division of Instruction

Planning Unit: Institutional Division of Student Services

Planning Unit: Institutional Division of Finance and Administration

### Agenda

- I. Review of TSC Strategic Plan—Vision 2017
- II. TSC Goals
- III. TSC Institutional Strategies for each TSC Goal
- IV. The big question: As an Institutional Division, what do you do?
- V. Crafting Measurable Outcomes
  - a. Goals vs. Outcomes
  - b. Defining Outcomes
  - c. Levels of Learning Outcome Statements
  - d. Assessment- Direct, Indirect
- VI. Worksheet-Drafting Outcomes/Strategies for Institutional Divisions

### Attendance:

- Dr. Angelica M. Fuentes (IEP Facilitator)
- Dr. Marti Flores, Vice President of Instruction
- Mr. Chet Lewis, Vice President of Finance & Instruction
- Mr. Mike Shannon, Vice President of Student Services

## **Institutional Effectiveness Plans: Academic Divisions**

Date: November 7, 2013

Planning Unit: College Preparatory Studies Division

Planning Unit: Humanities Division

Planning Unit: Health Care Career and Technical Education Division

### Agenda

- I. Review of TSC Strategic Plan—Vision 2017
- II. TSC Goals
- III. TSC Institutional Strategies for each TSC Goal
- IV. The IE Process
- V. Division of Instruction IEP
- VI. The big question: As an Instructional Division, what do you do?
- VII. Crafting Measurable Outcomes
  - a. Goals vs. Outcomes
  - b. Defining Outcomes
  - c. Levels of Learning Outcome Statements
  - d. Assessment- Direct, Indirect
- VIII. Worksheet-Drafting Outcomes/Strategies for Instructional Divisions

### Attendance:

- Dr. Marti Flores (Vice President of Instruction and Health Care Career & Technical Education, Dean)
- Dr. Angelica M. Fuentes (College Preparatory Studies, Dean)
- Mr. Jim Mills (Humanities, Dean)

## **Institutional Effectiveness Plans: Academic Divisions**

Date: November 7, 2013

Planning Unit: College Preparatory Studies (CPS) Division

### Agenda

- I. Review of TSC Strategic Plan—Vision 2017
- II. TSC Goals
- III. TSC Institutional Strategies for each TSC Goal
- IV. The IE Process
- V. Division of Instruction IEP
- VI. The big question: As a CPS Division, what do you do?
- VII. Crafting Measurable Outcomes
  - a. Goals vs. Outcomes
  - b. Defining Outcomes
  - c. Levels of Learning Outcome Statements
  - d. Assessment- Direct, Indirect
- VIII. Worksheet-Drafting Outcomes/Strategies for Instructional Divisions

Attendance:

- Dr. Angelica M. Fuentes (IEP Facilitator, CPS Dean)
- Mr. Daniel Perez (CPS English)
- Mr. Abraham Jimenez (CPS Math)
- Mr. Thomas Welther (CPS ESOL)

## Institutional Effectiveness Plans: CPS Programs

Date: November 8, 2013

Planning Unit: CPS Math

Planning Unit: CPS English and Reading

Planning Unit: CPS ESOL

Planning Unit: CPS Fundamental Labs

### Agenda

- I. Review of TSC Strategic Plan—Vision 2017
- II. TSC Goals
- III. TSC Institutional Strategies for each TSC Goal
- IV. The IE Process
- V. Division of Instruction IEP
- VI. CPS Division IEP
- VII. The big question: As a CPS Program, what do you do?
- VIII. Crafting Measurable Outcomes
  - a. Goals vs. Outcomes
  - b. Defining Outcomes
  - c. Levels of Learning Outcome Statements
  - d. Assessment- Direct, Indirect
- IX. Worksheet-Drafting Outcomes/Strategies for Programs
- X. Guiding Questions for Program Level Outcomes/Strategies
- XI. Compliance Assist Format

### Attendance:

- Dr. Angelica M. Fuentes (IEP Facilitator, CPS Dean)
- Mr. Daniel Perez, CPS English & Reading
- Mr. Shane Snelson, CPS English & Reading
- Mrs. Ela Newman, CPS English & Reading
- Mr. Obed Sanchez, CPS English & Reading
- Mr. Abraham Jimenez, CPS Math
- Mr. Dennis Salinas, CPS Math
- Mr. Thomas Welther, CPS ESOL
- Dr. Apolinar Zapata, CPS Math
- Dr. Laura Villarreal, CPS Math
- Mrs. Janet Magturo, CPS Math
- Mr. Herman Pena, CPS English & Reading
- Mrs. Rosalinda Enriquez, CPS Administrative Assistant
- Mr. Charles Garcia, Learning Lab Manager

## Institutional Effectiveness Plans: Humanities Programs

Date: November 11, 2013

Planning Unit: Art  
Planning Unit: Business  
Planning Unit: Criminal Justice  
Planning Unit: Forensic Investigation  
Planning Unit: General Studies  
Planning Unit: Social Work  
Planning Unit: Spanish Translation  
Planning Unit: Teaching

### Agenda

- I. Review of TSC Strategic Plan—Vision 2017
- II. TSC Goals
- III. TSC Institutional Strategies for each TSC Goal
- IV. The IE Process
- V. Division of Instruction Institutional Effectiveness Plan
- VI. The big question: As a Humanities Division, what do you do?
- VII. The big question: As a Humanities Program, what do you do?
- VIII. Crafting Measurable Outcomes
  - a. Goals vs. Outcomes
  - b. Defining Outcomes
  - c. Levels of Learning Outcome Statements
  - d. Assessment- Direct, Indirect
- IX. Worksheet-Drafting Outcomes/Strategies for Programs

### Attendance:

- Dr. Angelica M. Fuentes (IEP Facilitator)
- Mr. Jim Mills (Humanities Dean)
- Mr. Daniel Perez (IE Support Team)
- Mr. Pat Aderman (Business)
- Mrs. Alma Ortiz-Knopp (History)
- Mrs. Maria Luisa Pacheco (English)
- Mr. David Phillipp (Speech)
- Mr. Rob Ramaker (History)
- Mrs. Monica Reyes (English)
- Dr. Jonathan Dotson (Music)
- Dr. Deborah Huerta (Psychology)
- Mr. Albert Juarez (Business)
- Mrs. Julie Larson (Speech)

- Mr. Maz Martinez (Criminal Justice)
- Mrs. Maria Morales (English)
- Mr. Robert Andes (Art)
- Mrs. Dorothy Boven (Spanish)
- Dr. James Beale (Psychology)
- Mr. Antonio Briseno (Music)
- Mr. Gil Castillo (Speech)
- Mr. Donald Crouse (English)
- Mr. Tyler Dial (Government)
- Mr. Douglas Dixon (Government)
- Mr. Ted Molina (Sociology)

## **Institutional Effectiveness Plans: Academic Divisions**

Date: November 12, 2013

Planning Unit: Science, Technology, Engineering, and Mathematics Division

### Agenda

- I. Review of TSC Strategic Plan—Vision 2017
- II. TSC Goals
- III. TSC Institutional Strategies for each TSC Goal
- IV. The IE Process
- V. Division of Instruction Institutional Effectiveness Plan
- VI. The big question: As a STEMS Division, what do you do?
- VII. Crafting Measurable Outcomes
  - a. Goals vs. Outcomes
  - b. Defining Outcomes
  - c. Levels of Learning Outcome Statements
  - d. Assessment- Direct, Indirect
- VIII. Worksheet-Drafting Outcomes/Strategies for Academic Divisions

### Attendance:

- Dr. Angelica M. Fuentes (IEP Facilitator)
- Mrs. Blanca Lozano (Computer Science)
- Dr. Celia Flores-Feist (Chemistry)
- Mr. Fred Warnke (Math)
- Mr. Daniel Perez (IE Support)
- Mrs. Nancy Cortez (STEMS Administrative Assistant)



## **Institutional Effectiveness Plans: STEM Programs**

Date: November 14, 2013

Planning Unit: Computer Information Systems

Planning Unit: Computer Science

Planning Unit: Architecture

Planning Unit: Computer-Aided Drafting

Planning Unit: Sciences

### Agenda

- I. Review of TSC Strategic Plan—Vision 2017
- II. TSC Goals
- III. TSC Institutional Strategies for each TSC Goal
- IV. The IE Process
- V. Division of Instruction Institutional Effectiveness Plan
- VI. STEM IEP
- VII. The big question: As a STEMS Program, what do you do?
- VIII. Crafting Measurable Outcomes
  - a. Goals vs. Outcomes
  - b. Defining Outcomes
  - c. Levels of Learning Outcome Statements
  - d. Assessment- Direct, Indirect
- IX. Worksheet-Drafting Outcomes/Strategies for Programs.

### Attendance:

- Dr. Angelica M. Fuentes (IEP Facilitator)
- Mrs. Blanca Lozano (Computer Science)
- Dr. Celia Flores-Feist (Chemistry)
- Mr. Fred Warnke (Math)
- Mr. Daniel Perez (IE Support)
- Mrs. Nancy Cortez (STEMS Administrative Assistant)
- Mrs. Adriana Olvera (Drafting)
- Dr. Murad Abusalim (Architecture)
- Mrs. Janice Phillip (Math)
- Mrs. Felicia Farquhar (Biology)
- Dr. Alberto Herrera (Biology)
- Mr. Dodson (Biology)

## **Institutional Effectiveness Plans: HCCTE Division & Programs**

Date: November 13, 2013

Planning Unit: Health Care Careers & Technical Education Division  
Planning Unit: Emergency Medical Science  
Planning Unit: Diagnostic Medical Sonography  
Planning Unit: Accounting Technology  
Planning Unit: Building Technology  
Planning Unit: Business Management and Technology  
Planning Unit: Medical Office Management  
Planning Unit: Childcare and Development  
Planning Unit: Medical Laboratory Technology  
Planning Unit: Associate Degree Nursing  
Planning Unit: Paralegal Studies  
Planning Unit: Radiological Technology  
Planning Unit: Respiratory Care Science  
Planning Unit: Transportation Service Technology  
Planning Unit: Licensed Vocational Nursing  
Planning Unit: Early Childhood Center

### Agenda

- I. Review of TSC Strategic Plan—Vision 2017
- II. TSC Goals
- III. TSC Institutional Strategies for each TSC Goal
- IV. The IE Process
- V. Division of Instruction Institutional Effectiveness Plan
- VI. The big question: As a HCCTE Division, what do you do?
- VII. The big question: As a HCCTE Program, what do you do?
- VIII. Crafting Measurable Outcomes
  - a. Goals vs. Outcomes
  - b. Defining Outcomes
  - c. Levels of Learning Outcome Statements
  - d. Assessment- Direct, Indirect
- IX. Worksheet-Drafting Outcomes/Strategies for Programs

Attendance:

- Dr. Angelica M. Fuentes (IEP Facilitator)
- Mr. Abraham Jimenez (IE Support)
- Dr. Marti Flores (HCCTE Dean)
- Mr. Jeffrey Gregor (Emergency Medical Science)
- Mrs. Albert Ayotte (Respiratory Care)

- Mrs. Beatriz V. Castillo (Applied Business Technology)
- Mrs. Maria Celia de la Garza (Associate Degree Nursing)
- Mrs. Leticia Diaz (Child Care & Development)
- Mrs. Adriana Dallas (Diagnostic Medical Sonography)
- Mr. Manuel Gavito (Radiology Technology)
- Mrs. Nava Marisela (Center for Early Childhood)
- Mrs. Maria del Carmen (Medical Laboratory)
- Mrs. Silvia Luz (Associate Degree Nursing)
- Mrs. Carol Pool (Vocational Nursing)
- Mrs. Maggie Solis (Business Management)
- Mrs. Consuelo Villalon ( Medical Laboratory Technology)
- Mr. Ariel Villanueva (Diagnostic Medical Sonography)
- Mrs. Janet Williams (Vocational Nursing)
- Mr. Daniel Zuniga (Construction Program Instructor)

## **Institutional Effectiveness Plans: Division of Student Services Programs/Offices**

Date: November 13, 2013

Planning Unit: Office of Admissions and Records  
Planning Unit: Office of Student Life  
Planning Unit: Office of Financial Aid  
Planning Unit: Academic Advising  
Planning Unit: Testing  
Planning Unit: Office of disAbility  
Planning Unit: Office of Veterans & Military Services  
Planning Unit: Recreation Center  
Planning Unit: Dual Enrollment

### Agenda

- I. Review of TSC Strategic Plan—Vision 2017
- II. TSC Goals
- III. TSC Institutional Strategies for each TSC Goal
- IV. The IE Process
- V. Division of Student Service Institutional Effectiveness Plan
- VI. The big question: As an Office/Program in Student Services, what do you do?
- VII. Crafting Measurable Outcomes
  - a. Goals vs. Outcomes
  - b. Defining Outcomes
  - c. Levels of Learning Outcome Statements
  - d. Assessment- Direct, Indirect
- VIII. Worksheet-Drafting Outcomes/Strategies for Programs/Offices

### Attendance:

- Dr. Angelica M. Fuentes (IEP Facilitator)
- Mr. Daniel Perez (IE Support)
- Mr. Mike Shannon (VP Student Services)
- Mr. Arnold Trejo (Financial Aid)
- Mr. Alex Salinas (Admissions and Records)
- Mrs. Vanessa Maldonado (Admissions and Dual Enrollment)
- Mr. Joe Arambul (Academic Advising)
- Mrs. Sarai Barrera (High School Relations & Community Outreach)
- Mr. Oscar Blanco (Records & Compliance)
- Mrs. Lupita Castillo-Medellin (Financial Aid)
- Mrs. Vicenta Fernandez (Academic Advising)
- Mrs. Patricia Flores (Academic Advising)
- Mr. Victor Flores (Academic Advising)

- Mrs. Marisol Gutierrez (Financial Aid)
- Mrs. Mary Gutierrez (Office of Student Life, AA)
- Mr. Gilbert Hernandez (Academic Advising)
- Mrs. Mary Juarez (Testing)
- Mrs. Amanda Moreno (Admissions and Records)
- Mr. Jose Orozco (Academic Advising)
- Mr. Armando Ponce (Office of Student Life/Disability Services)
- Mr. Pedro Saldana (Veterans & Military Services)
- Mr. Frank Slovak (Disability Services/Interpreting Services)
- Mrs. Carol Arroyo (Disability Services/Interpreting Services)
- Mrs. Thelma Sullivan (Academic Advisor)

## **Institutional Effectiveness Plans**

Date: November 15, 2013

Planning Unit: IT (Dynamic Campus)

Planning Unit: Workforce Training

Planning Unit: Continuing Education

Planning Unit: Office of Vice President Administrative Support (aligns with VP Instruction IEP)

Planning Unit: Criminal Justice Institute

### **Agenda**

- I. Review of TSC Strategic Plan—Vision 2017
- II. TSC Goals
- III. TSC Institutional Strategies for each TSC Goal
- IV. The IE Process
- V. The big question: As an Office/Program, what do you do?
- VI. Crafting Measurable Outcomes
  - a. Goals vs. Outcomes
  - b. Defining Outcomes
  - c. Levels of Learning Outcome Statements
  - d. Assessment- Direct, Indirect
- VII. Worksheet-Drafting Outcomes/Strategies for Programs/Offices

### **Attendance:**

- Angelica M. Fuentes (IEP Facilitator)
- Julieta Ontiveros (VP Instruction AA)
- Daniel De Leon (IT)
- Rene Villarreal (IT)
- Steven Sanchez (Workforce Training & Continuing Education)

## **Institutional Effectiveness Plans: Division of Finance & Administration Programs/Offices**

Date: December 6, 2013

Planning Unit: Office of Purchasing

Planning Unit: Office of Finance

Planning Unit: Security

Planning Unit: Administrative Support Services

Planning Unit: Facilities and Physical Plant

### Agenda

- I. Review of TSC Strategic Plan—Vision 2017
- II. TSC Goals
- III. TSC Institutional Strategies for each TSC Goal
- IV. The IE Process
- V. Division of Finance & Administration Institutional Effectiveness Plan
- VI. The big question: As an Office/Program in Finance & Administration, what do you do?
- VII. Crafting Measurable Outcomes
  - a. Goals vs. Outcomes
  - b. Defining Outcomes
  - c. Levels of Learning Outcome Statements
  - d. Assessment- Direct, Indirect
- VIII. Worksheet-Drafting Outcomes/Strategies for Programs/Offices

### Attendance:

- Angelica M. Fuentes (IEP Facilitator)
- Luz Hernandez (AA Finance & Administration)
- Patti Sanchez (Purchasing)
- Officer Parades (Security)
- Eric Delgado (Facilities & Physical Plant)
- Homero Flores (Finance)

## **Institutional Effectiveness Plans: Director of Curricular Innovation and Educational Technologies**

Date: December 11, 2013

Planning Units: Director of Curricular Innovation and Educational Technologies  
Agenda

- I. Review of TSC Strategic Plan—Vision 2017
- II. TSC Goals
- III. TSC Institutional Strategies for each TSC Goal
- IV. The IE Process
- V. Division of Instruction Institutional Effectiveness Plan
- VI. The big question: As an Office, what do you do?
- VII. Crafting Measurable Outcomes
  - a. Goals vs. Outcomes
  - b. Defining Outcomes
  - c. Levels of Learning Outcome Statements
  - d. Assessment- Direct, Indirect
- VIII. Worksheet-Drafting Outcomes/Strategies for Offices

Attendance:

- Dr. Angelica M. Fuentes (IEP Facilitator)
- Mr. Abraham Jimenez (IE Support)
- Mr. Mario Ortiz (Director of Curricular Innovation and Educational Technologies)