

Somerset Community College
2003-2004 Annual Unit Plan Assessments

Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
5	Chief Academic Officer	The SCC Academic Affairs will assist in increasing the enrollment of students by 2% in 2003-04	Mid-Year Review: Enrollment increased 11% from Fall 2002-03 to Fall 2003-04	<input checked="" type="checkbox"/>	Enrollment increased 11% from Fall 2002-03 to Fall 2003-04
		80% of SCC faculty will agree that the college has an equitable workload policy by June 2004.	Mid-Year Review: Complete data are not available from the Spring Campus Climate Survey at this time.		End-of-Year Review: Outcome not met. 73% of faculty responding to the Spring 2004 Campus Climate Survey (excluding "not applicable" or "no response") agree or strongly agree that SCC has made progress in establishing an equitable faculty workload policy.
		80% of SCC employees will agree that they are satisfied with the revised academic organizational chart as indicated on the Spring 2004 Campus Climate Survey.	Mid-Year Review: Organizational charts have been revised and will be distributed after final proofing. Complete data are not available from the Spring Campus Climate Survey at this time.		End-of-Year Review: Data not available. The organizational chart question was not on the Spring 2004 Campus Climate Survey.
		80% of the Academic Affairs staff and the Academic Leadership Team will agree that they are satisfied with internal communications within Academic Affairs during the Spring 2004.	Mid-Year Review: Complete data are not available from the Spring Campus Climate Survey at this time.		End-of-Year Review: Data not available. The department and unit identification questions were removed from the Spring 2004 Campus Climate Survey to improve survey confidentiality.
		SCC Academic Affairs will develop a Quality Assessment Plan in 2003-04 encompassing 100% of the college's educational programs.	Mid-Year Review: Program assessment instruments are being gathered and studied by the Academic Leadership Team for possible modification/adoption. We remain on target to assess 100% of the college's educational programs by the end of 2004.		End-of-Year Review: Outcome not met. Program reviews for each academic area are underway but none have been completed at this time.
		The SCC Academic Affairs will develop a yearly schedule of classes by the end of 2004.	Mid-Year Review: The scheduling process is under review by the Academic Leadership Team and preparations are being made to have a yearly schedule of classes by the end of 2004.		End-of-Year Review: The scheduling process remains a major focus of the Academic Leadership Team. The process for developing an annual schedule will conclude during the fall semester 2004.

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10	Administrative Services	Administrative Services will achieve an 80% overall satisfaction rate from faculty and staff by June 30, 2004.	Mid-Year Review: All areas reporting to Administrative Services received an 80% or higher rating on the Spring Survey.	<input checked="" type="checkbox"/>	End of Year Review: All areas reporting to Administrative Services received an 80% or higher rating on the Spring Survey. Administrative Services did oversee the space utilization of both Phase II and Clinton Center. Unit met "Outcome".
		Administrative Services will enhance our telecommunications system to provide the seamless transfer of calls.	This process is on-going. We have now gone from 5 phone systems to 3 and are continuing to meet this outcome.	<input checked="" type="checkbox"/>	End of Year Review: We have added several of our buildings to the Voice over IP system and are continuing to add more as funds are available. Outcome for this goal has been met.
		Administrative Services will meet the educational environment needs of students by obtaining an 80% student satisfaction rate by June 30, 2004.	Mid-Year Review: All areas reporting to Administrative Services received an 80% or higher rating on the Spring Survey.	<input checked="" type="checkbox"/>	End of Year Review: All areas reporting to Administrative Services received an 80% or higher rating on the Spring Survey. The two new buildings are complete. We did meet the "Outcome" for this strategy.
11	Bookstore	Student satisfaction with the Bookstore will increase by 10% by July 1, 2004.	Mid-year review: Student satisfaction survey will be administered Spring, 04.		End-of-Year Review: Goal not met. The percent of favorable student responses to the Spring 2004 student satisfaction survey bookstore questions declined from the 2003 survey responses.
12	Information Technology	Information Technology will obtain an 80% satisfaction rate for administrative computing by June 30, 2004.	Mid Year Review: Helpdesk feature has not been fully integrated; however, administrative computers have been maintained and upgraded as needed. Server, projectors, and laptop requested through planning process.		End of Year Review: Helpdesk feature has not been fully integrated; however, administrative computers have been maintained and upgraded as needed. The IT department purchased a classroom projector for the McCreary Campus and a projector/laptop for faculty/staff to check out.

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		Information Technology will meet the academic needs of students by obtaining an 80% student satisfaction rate by June 30, 2004.	Mid Year Review: Email sent to faculty to receive input on software being taught and info used to create ghost image that was installed on all classroom and lab computers. This has provided the opportunity to maintain software consistency for students. Helpdesk feature has not been fully integrated. Computers, projector and smartboards requested through planning process.		End of Year Review: The IT department purchased 25 computers for the McCreary Student Classroom/Lab, 25 computers through grant funding for room 218 on south campus, and provided a projector for the graphics classroom. Classroom/lab computers were ghosted each semester per instructor software requests.
		Information Technology will assist in providing and maintaining computer equipment to obtain a 1:1 faculty/staff to workstation ratio and a 7:1 student to workstation ratio by June 30, 2004.	Mid Year Review: IT replaced as many outdated computers on campus as we had equipment to do so. IT Coordinator worked with Perkins Coordinator to increase equipment available for students in the technical areas.		End of Year Review: IT continued replacing outdated computers throughout the year. Several new computers, printers, projectors and laptops were purchased and installed through the IT budget or through grant funding. New faculty were provided computers by using resources already on campus that were being replaced with newer models.
		Information Technology will respond within a 24 hour period to 75% of all written technical requests by June 30, 2004.	Mid Year Review: Helpdesk feature has not been fully integrated; however, requests are received through the use of the Technical Service Request Form or through email to the coordinator. All requests are responded to within 24 hours.		End of Year Review: Helpdesk feature has not been fully integrated; however, requests are received through the use of the Technical Service Request Form or through email to the coordinator. All requests are responded to within 24 hours.
		Information Technology will obtain a 25% enhancement of technical support by June 30, 2004.	Mid Year Review: Coordinator of Systems Support currently serves as the Information Technical Manager. The full-time temporary position was converted to a full-time permanent position and filled. Three new positions were requested through the planning process. Computers and cable analyzer requested through the planning process.		End of Year Review: Coordinator of Systems Support currently serves as the Information Technical Manager. The full-time temporary position was converted to a full-time permanent position and filled. Three new positions were requested through the planning process. Computers and cable analyzer requested through the planning process.

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Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met	End-of-Year Review
13	Maintenance and Operations	Maintenance and Operations will achieve an 80% overall satisfaction rate from students, faculty and staff by June 30, 2004.	Mid-Year Review: On the spring survey the M&O Department got one of the highest ratings in the College. Well above the 80%.	<input checked="" type="checkbox"/>	End of Year Review: The M&O Department received one of the highest rating in the College on the spring survey. The supervisors and assistant supervisors have been crossed trained. The "Outcome" has been met or exceeded.
		Maintenance and Operations will respond within a 24-hour period to 75% of all written maintenance requests by June 30, 2004.	Mid-Year Review: M & O received one of the highest percentage approval rating in the spring survey. Well above the 80%.	<input checked="" type="checkbox"/>	End of Year Review: M & O did receive one of the highest percentage approval ratings in the spring survey. Well above the 80%. All work orders, as well as e-mail request were prioritized and the resolution time met in a prompt manner. The "Outcome" for this goal was met or exceeded.
15	Community and Economic Development	Workplace, assessment, adult ed, continuing education, ag educators, and ready to work units of CED will expand number of programs and participants served by 5% in order to better serve the needs of the community and region.	MID-YEAR REVIEW: Additional industries have been surveyed to ascertain specific training needs. B & I Assessment unit continues to maintain current industries, as well as maintaining sites for GED testing. Ag educators in Casey, Wayne and Laurel Counties have developed specific guidelines and standard procedures for serving individuals. Ready to Work continues to pursue avenues of bringing in additional participants. Adult education has expanded workplace and family literacy components.		END OF YEAR REVIEW: In collaboration with the Somerset/Pulaski County Industrial Consortium, area industries were surveyed to determine training needs. Assessment testing continued for local industry, and GED testing was conducted in seven (7) counties. Ag Educators in Casey, Wayne and Laurel Counties worked together to develop guidelines/procedures to better serve individuals and programs. Ready to Work increased its number of participants from 86 to 108. Adult Ed has expanded workplace and family literacy components. CED conducted classes in Whitley, Adair and Washington Counties, and classes continue in Pulaski, McCreary and Clinton Counties.

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		100% of CED Units will implement a Quality Assessment Plan by June 2004.	MID-YEAR REVIEW: CED has added two new insurance schools: 1) Property & Casualty and 2) Personal Lines, and is involved with the nationwide Life and Health Insurance Foundation for Education. CDL, Inc., has entered into a partnership with SCC to provide truck driver training through CED. Adult Education and BIT, as well as Workforce Training Units have met or exceeded projected figures. Continuing Education and Ready to Work programs are approaching projected numbers. Qualified instructors have been hired, and new curricula created as needed. CED continues to survey and evaluate programs to assess quality.		END OF YEAR REVIEW: The Property and Casualty Insurance school is in place, and classes are offered on a monthly basis. The Life and Health Insurance Foundation for Education (LIFE) grant has been implemented and will begin in October 2004. The division is in the process of hiring personnel to administer the LIFE grant. CDL classes are held the 1st week of every month. Adult Ed has exceeded the 5% growth objective. CED/BIT successfully met the projected estimate of growth. Ready to Work has expanded to include the GED population and has added two (2) new part-time employees. Qualified instructors have been employed and have or will conduct new program offerings for targeted audiences as well as the community. An evaluation/survey is conducted at the completion of each offering to determine additional training needs, as well as to identify areas of needed improvement on behalf of the department and/or instructor. A summarization of the survey results is discussed with and given to the instructor and also kept as a part of the class file.
		100% of CED units will implement a Quality Assessment Plan by June 2005.	MID-YEAR REVIEW: Sub-units have not completed plans.		END OF YEAR REVIEW: Sub-units are in the process of developing individual plans. Plans will be in place by December 15, 2004.
20	Construction and Manufacturing Division	The Construction and Manufacturing Division will meet the increasing demands of the students of its departments by offering beginning, advanced level courses in fluid power and more lab time.	1)Mid-Year Review: New equipment has been purchased and at the beginning of the fall 2003 classes both beginning and advance fluid power has been taught.		End of year review 2) CAD instructor was never hired. Presently adjunct is handling classes. 3) The additional funding for Fluid Power has been secured.

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Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		The students' NOCTI scores will increase by 3% during 2003-2004. The Construction and Manufacturing Division faculty will upgrade their training to meet the high standards of industry.	Mid-Year Review: New equipment has been purchased and is being used in the training of CNC and Machine Tool Classes. We are will on target.		End of Year Review: Since the CAD instructor was not secured the training for this position wasn't accomplished. Training for Machine tool was accomplished for two instructors. Mastercam software license was renewed and the Laurel Machine Shop was also upgraded to Mastercam.
		The Construction and Manufacturing Division will improve its student retention rate by 8% during 2003-04.	Mid-Year Review: IMT has added addition equipment and the shop is receiving major improvements including a new classroom scheduled to be completed for use by the beginning of the <u>Spring Semester</u> .		End of Year Review: Major equipment improvements were made to existing equipment by the addition of new readouts. Additional equipment was secured giving the shop the requested upgrades.
		The Construction and Manufacturing Division will improve the student completion rate by 2% of its programs. The students will receive up-to-date information and training to prepare them for the changing needs in the work force.	Mid-Year Review: Instructors have not been able to attend summer or fall training but hope to do the training in December.		End of year: Carpentry and masonry instructors attended the ACTE Conference and the Kentucky Department of Technical Education Construction Workshops.
		The Construction and Manufacturing Division, CAD Department, will increase enrollment by 5% during 2003-04 year. The Division at SCC South will increase the number of graduating high school seniors entering the Industrial Maintenance Technology Program during the 2003-04 year by 10%.	Mid-Year Review: CAD classes will be offered beginning Jan. 2004		End of year Review: CAD classes were offered the Spring Semester 04. Travel was used by IMT for instructor receiving advance fluid power training.

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25	Developmental Education	100% of faculty and adjunct faculty teaching developmental education courses will agree that they are informed about and/or interact with each other concerning the coordinated developmental education program.	Mid-Year Review: The outcome has not been reached. There have been several professional development workshop that would have been appropriate for adjunct faculty but not available at the time they could attend. There may not be a specific workshop for developmental adjuncts during the fall semester. Three math adjuncts and five english adjuncts attended the KADE conference in November. The Annual Conference on Learning Communities and KADE occurred on the same weekend thus no one attended the learning community conference. Four full-time faculty and two adjuncts from the learning communities have met almost every Monday afternoon during September and October for discussion and interaction concerning the learning communities. A full-time history instructor and adjunct reading instructor has met several times to interact concerning the paired learning community. Thus there has been more interaction between instructors and adjuncts than in the past. Not all of the outcome was met but at least 60% of it was met.		Not provided by planning unit.

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		Developmental Education will increase the number of successful students in developmental courses by 3%.	Mid-Year Review: In Fall 2003 Developmental Reading, 90.8% of students were placed correctly. In Fall 2003 Developmental English, 94.2% of students were placed correctly. In Fall 2003 Developmental Math, 97.3% of students were placed correctly. There has been no progress on a better early alert system than what already exists. An estimate of the correct placement for the Spring semester would be 85% for English and 88% for Math. In the fall, developmental courses showed 84% retention of students and 60% success for students that were retained. In the spring, retention was also 84% but success for students that were retained was only 53%. We did not meet this outcome.		Not provided by planning unit.

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		Developmental education will increase the number of students maintaining success in the next level of developmental education by 5% over the previous year.	Mid-Year Review: The learning communities presented opportunities for students to interact with each other outside of class. Learning community one held a breakfast function and went to a Math Study Skills workshop. Learning community one also established Study Buddies. Learning community two held a pizza party. The major portion of this outcome cannot be assessed until the end of the semester. Students speak highly of their experience in the Learning Communities but since taking Division Chair responsibilities, there has not been time to pursue fostering the success of learning communities. Left on their own, they have added a lot of benefit to students by listening to their comments about the experience. However, they could be better.		Not provided by planning unit.
		The Developmental Education Program will develop a Quality Assessment Plan during 2003-04	Mid-Year Review: The Student Evaluation of Instruction and Developmental Education Program survey are being administered during November. Two learning communities were created and maintained by faculty interaction on a regular basis. One paired learning community was created and has been maintained by a full-time and adjunct instructor. There has been no follow-up concerning Master Advisors at this time. This outcome was not met due to lack of assistance and time.		Not provided by planning unit.
30	Distance Learning	Distance Learning Office will expand dual credit/dual enrollment by 2% during 2003-04.	Mid-year review: We are on schedule with this goal and have exceeded the 2% expansion during fall 2003 semester.	<input checked="" type="checkbox"/>	The Distance Learning Office exceeded the 2% expansion of dual credit/dual enrollment students in 2003-2004.

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		Increase course offerings in Off-Campus and Distance Learning classes by 5% in 2003-2004.	Mid-year review: We are on schedule to achieve this goal with additional classes to be offered at off-campus sites and the ITV classrooms.	<input checked="" type="checkbox"/>	The Distance Learning office did increase course offerings in off-campus and distance learning classes by 5% with the expansion at the Russell Center and through ITV in 2003-2004.
		All college wide surveys will receive a 50% response from Distance Learning staff and adjunct faculty teaching in off-campus sites (Wayne, Casey, Clinton, Russell and Rockcastle counties).	Mid-year review: Surveys are not complete at this time.		100% of the Distance Learning staff did complete college wide surveys but 50% of off-campus adjunct faculty did not complete surveys.
		Over 50% of Distance Learning employees will agree that they are satisfied with internal communications during the Spring of 2004	Mid-year review: Results will be completed during late spring 2004.	<input checked="" type="checkbox"/>	85% of all college employees were satisfied with internal communications within their departments in 2003-2004.
		Complete a distance learning related QEP by June 2004.	Mid-Year Review: QEP is on target for June, 2004.		This project has not been completed but will be a high priority in 2004-2005.
35	Enrollment Management	The Office Of Enrollment Management will build pathways for graduating seniors from local ATC's and area High Schools to matriculate to SCC at an increased rate of 5% during the 2003-2004 school year.	Mid-year review: We are on schedule to achieve this goal with a significant increase in dual enrollment/dual credit courses. We have increased MOA's with ATC's and are directly targeting ATC seniors.		There was not a 5% increase in 2003-2004 of area high school seniors coming to Somerset Community College so this goal was not met.
		Enrollment Management Department will assist SCC in increasing student enrollment by 2% in 2003-2004.	Mid-year review: We are on schedule to achieve this goal with fall 2003 enrollment up approximately 10% from fall 2002.	<input checked="" type="checkbox"/>	Somerset Community College did increase student enrollment by over 2% in 2003-2004.
		75% of Enrollment Management employees will agree that they are satisfied with faculty and staff internal communications as indicated on a Spring 2004 Campus Climate Survey.	Mid-year review: We are on target to achieve this goal as all enrollment management staff have indicated they have completed the fall 2003 campus climate survey.	<input checked="" type="checkbox"/>	85% of all college employees were satisfied with internal communications within departments in 2003-2004.
		All surveys (college-wide and unit) will receive a minimum of 50% response from Enrollment Management staff.	Mid-year review: We are on target to achieve this goal as all enrollment management are committed to completing all college surveys.	<input checked="" type="checkbox"/>	100% of Enrollment Management staff did complete College surveys this year.

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		Complete an enrollment management related QEP by June 2004.	Mid-Year Review: QEP is on target for June, 2004.		This project has not been completed but will be a high priority in 2004-2005.
		The Enrollment Management office will assist Somerset Community College in increasing the retention of students by 5% in 2003-2004.	Mid-year review: Information will not be available until late spring 2004.	<input checked="" type="checkbox"/>	There was an increase of over 10% in the retention of students in 2003-2004.
40	Financial Services	Financial Services will receive an 85% student satisfaction rate by June 30, 2004.	Mid-Year Review: The student survey will be sent out in Spring 2004 and results will be calculated at that time. However, the Financial Services Office is continuing to develop workflow processes that will enhance services to students on both the Somerset and London campuses.		End of Year Review: This objective was not met as the Student Survey indicated an 82% satisfaction rate.
		Financial Services will receive an 85% faculty and staff satisfaction rate by June 30, 2004.	Mid-Year Review: The preliminary Campus Climate Survey results indicate that the Financial Services Unit received a 93.7% overall satisfaction rating. A full-time HR Assistant will soon be hired to enhance services offered by the HR Department. Some of the equipment has been ordered and placed in service. The Unit has attended several PD activities. Four employees are currently enrolled in college classes.	<input checked="" type="checkbox"/>	End of Year Review: This objective was met with a 96% employee satisfaction rate. However, due to limited funding, the computers could not be replaced this year. Also, due to limited communications systems, a dedicated fax line could not be installed.
		Financial Services will receive a 5% increase in staff and faculty satisfaction over the 2002-2003 results.	Mid-Year Review: The Financial Services Unit underwent personnel changes and restructuring of job responsibilities at the start of this fiscal year. The focus for the first part of the year has been on training and cross-training employees while providing uninterrupted services to students, faculty and staff.	<input checked="" type="checkbox"/>	End of Year Review: This objective was met. The FY03 rate was 90% and the FY04 rate was 96%, an increase of 6%.

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		Improve accessibility to the four areas of the Financial Services department by relocating to one centralized area on the SCC Somerset campuses by June 30, 2004.	Mid-Year Review: This objective is contingent upon the capital renovation project of Meece Hall. The renovation is currently scheduled to start in January 2004.		End of Year Review: This objective was not met. The renovation project was delayed, therefore, the space renovation for the Financial Services offices was not started in FY04.
45	Health Division	The retention rate for division courses/programs will improve by 2.5% by May 2004.	Mid Year Review: Outcome met.	<input checked="" type="checkbox"/>	End of Year Review: Outcome met.
		Student satisfaction with the quality of advising for applicants to Health Division programs will improve by 5% by May 2004	Mid Year Review: Statistics available after May 2004.	<input checked="" type="checkbox"/>	End of Year Review: Met.
		The PTA program will achieve accreditation from CAPTE by June 2004.	Mid-Year Review: On-site visit on September 22, 2003 with probationary accreditation status continuing.		End of Year Review: Probationary accreditation status continuing with Progress Report due to CAPTE September 7, 2004.
		The Health Division will increase enrollment by 2% for the 2003-2004 academic year.	Mid Year Review: Met by new Radiography program - 20 students and new Surgical Technology program - 20 students.	<input checked="" type="checkbox"/>	End of Year Review: Met
		100% of Health Division programs will complete annual reviews by May 2003	Mid Year Review: In progress.		End of Year Review: New format provided by Dr. Barbara Jones in Spring 2004, program reviews in progress.
		Graduates of all professional licensure programs will pass exams at a minimum class rate of 85% for each program.	Mid Year Review: Outcome met.	<input checked="" type="checkbox"/>	End of Year Review: Outcome met.

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46	Clinical Laboratory Technician	Increase retention of students in the CLT Program and associated certificates.	Mid-Year Review: Equipment requested has been purchased and is being used. Instructional specialist position has been budgeted for part-time instead of full-time. Mentoring program has begun with former graduates and currently enrolled students. Tutoring services are being used with Carl Perkins Title I monies. No money was budgeted for Voluntary Faculty dinner. Retention Figures: CLT freshmen - 87.5%; CLT Sophomores - 92.8%; Certificate Students - 100%	<input checked="" type="checkbox"/>	Year End Review: Completion Rates for CLT sophomore students admitted 2002 were 80%. Completion rates for CLT freshmen students were 61%. Completion rates for Certificate students was 0%. National Certification exam results are 100% with 4 out of 13 graduates tested. 100% of CLT sophomores rated their clinical experience as satisfactory. 95% of all CLT students rated the faculty as outstanding to good on course evaluations. The other 5% rated the faculty as satisfactory.
47	Medical Assisting	Increase Student Enrollment by 5 %.	Mid-Year Review: Selective Admissions process used for Fall 2003 semester admitting 22 students into the program. Program Coordinator developed selective admission form. Developed program advising plan.	<input checked="" type="checkbox"/>	End Year Review: As written above, the selective admission process was successfully utilized. "Met"
		*To increase the number of students exposed to improved hands on training by providing workable equipment.	Mid-Year Review: Surveys and evaluations to be completed May 2004.	<input checked="" type="checkbox"/>	End of Year review: Met the outcomes
		Graduates will pass the Registered Medical Assisting Exam at a minimum class rate of 85%	Mid-Year Review: New curriculum implemented Fall 2003. Tutoring offered for students having academic difficulties. Evaluation of admission guidelines in process.	<input checked="" type="checkbox"/>	Outcomes were "Met" with students scoring in the 90th percentile on the RMA exam.
		Implement selective admission procedure for the academic year 2003-2004	Mid-Year Review: Met 100%.	<input checked="" type="checkbox"/>	Met 100%.
48	Nursing PN	Graduates of the PN program will pass the National licensure exam at a minimum class rate of 85% by the end of the Spring 2004 semester.	Mid-year Review Somerset PN NCLEX pass rate 98% Laurel PN NCLEX pass rate 90%	<input checked="" type="checkbox"/>	End of year Review Outcome met. Somerset PN NCLEX pass rate 100%. Laurel PN-Class graduates Dec. 2004.

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		After completing a section of employment readiness to be included in the curriculum, at least 95% of the PN program graduates will be employed as nurses within six months of graduation.	Mid-year Review Laurel PN's graduating class of December, 2002 has 100% reported employed within 6 months of graduation.	<input checked="" type="checkbox"/>	End of Year Review Outcome met. Somerset PN graduating class of Dec. 2003 has 100% reported employed within 6 months of graduation.
		Retention/Graduation rate for PN program will increase to 80% or better for each level of the nursing program by the end of the Spring 2004 semester.	Mid Year Review: Somerset PN has a retention rate of 96% at mid semester. Laurel PN has a retention rate of 68% at mid semester.	<input checked="" type="checkbox"/>	End of year Review. Outcome met for end of year with Somerset PN having a retention rate of 87% and Laurel PN having a retention rate of 93% at the end of the spring semester.
		The PN faculty will achieve a faculty:student clinical ratio of 1:10 or less of nursing faculty with a minimum of two years experience to meet the goals of the program each semester.	Mid-year Review Clinical ratio remains at 1:10 or less in Somerset and Laurel PN	<input checked="" type="checkbox"/>	End of year Review. Outcome met. Clinical Ratio remained at 1:10 or less in Somerset and Laurel PN.
		The PN program faculty will obtain 100% Professional CEU's needed to maintain nursing skills and knowledge by the end of the Spring 2004 semester.	Mid-year Review Faculty will attend professional development in March.	<input checked="" type="checkbox"/>	End of Year Review". Outcome met, faculty attended Professional Development as requested during year.
50	RN Nursing	Students will have increased opportunity for enrollment opportunities for the ADN program according to published guidelines beginning Summer 2003.	Mid-Year Review: On track, 50 students selected to enter Fall 2003; 5 Conferences held so far for next years class.	<input checked="" type="checkbox"/>	End-of-Year Review: Outcome fully met at 100%; 50 students admitted into the Fall 04 class; 9 conferences held Fall 03 and 5 conferences held Spring 04.
		Students will actively participate in developing a plan for their success thereby improving the retention rate starting Fall 2003.	Mid-Year Review: On track, conferences continue to be held with students having difficulty, students have been referred to an online tutorial.		End-of-Year Review: Outcome partially met at 50%. Although students were actively involved in developing a plan for their success, the retention rate for the fall semester dropped from 84% (F02) to 78% (F03); however, the retention rate for the spring semester increased from 81% (Sp03) to 90% (Sp04).

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		Students will be prepared to apply to take and successfully pass the national licensure exam by the end of the Spring 2004 semester.	Mid-Year Review: Not yet started, will start this process beginning January 2004.		End-of-Year Review: Outcome partially met at 84%. 31 students took the NLN Comprehensive Exam at the end of Spring 04 semester in preparation for the licensure exam; 32 students graduated and are in the process of taking their licensure exam. As of 7/22/04, 27 have taken and passed the licensure exam. We have not yet heard from 5 students.
		At least 95% of graduates will be employed as nurses within six months of graduation.	Mid-Year Review: Unable to evaluate at this time; surveys to May 2003 graduates will be mailed in January 2004.	<input checked="" type="checkbox"/>	End-of-Year Review: Outcome goal exceeded. Employment readiness content included in Nursing 205; 100% of the May 2003 graduates responding to the Graduate Survey indicated that they were employed as RN's within 6 months of graduation.
		At least 90% of the graduates will be rated as competent in all performance categories, by employers responding to the Employer Survey, within six months of graduation.	Mid-Year Review: Not yet started, Employer Survey's will be mailed in February 2004.	<input checked="" type="checkbox"/>	End-of-Year Review: Outcome goal exceeded. 100% of employers responding to the Employer Survey rated our graduates as competent in all performance categories.
		Students will receive the most current, relevant, and appropriate nursing education thereby ensuring improved student success rates.	Mid-Year Review: Completed, Pass rate on NCLEX-RN exam was 100% for May 2003 graduates.		End-of-Year Review: Outcome goal partially met at 84%. Faculty:student ratio of 1:10 or less maintained; 2 faculty attended a national conference and 6 attended state conferences; nursing lab equipment continues to be updated with the purchase of new equipment and clinical simulators. As of 7/22/04, our pass rate on NCLEX-RN exam for the May 2004 graduates is 84%. We have not yet heard from 5 graduates.
51	Physical Therapist Assistant	The PTA Program will increase its current enrollment (12 students) by at least 10% during 2003-2004.	Mid-Year Review: The class admitted for 2003 numbers 19. This is a 37% increase over the previous year.	<input checked="" type="checkbox"/>	Year -End review: Goal Accomplished see Mid-Term review.

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Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		The PTA Program will obtain regular accreditation from the Commission on Accreditation of Physical Therapy Education by May 2004.	Mid-Year Review: Commission visitors reviewed the program in September 2003. Results are expected before January 2004.		Year-End review: Goal Partially Met, final decision will be made by CAPTE in October, 2004
		The PTA Program will recruit a qualified applicant pool from which to admit a class and will graduate 85% of those students. 2003-2004 Academic Year.	Mid-Year Review: This cannot be determined until the end of the Fall Term. 10 of 13(77%) Sophomores are still in the program and 19 out of 19 (100%) Freshmen are still in the Program. 29 out of 32 (91%) of all students are on track to graduate.	<input checked="" type="checkbox"/>	Final Review: Goal Exceeded, graduated 100% of cohort.
		The PTA Program will maintain academic excellence by performing continuous assessment activities to promote beneficial change.	Mid-Year Review: The following assessments have been performed: individual course evaluations, student evaluations of instruction, student clinical evaluations of PTA 170, clinical faculty evaluation of professional development program, clinical faculty recommendations for professional development activities, review of program by PTA Advisory Committee.	<input checked="" type="checkbox"/>	Final Review: Goal Accomplished, new assessment protocol developed and implemented.
		The PTA Program will maintain its employer satisfaction rating at 4.95 out of 5 on the TEDS Employer Follow-Up Survey.	Mid-Year Review: The update of the TEDS study will not be available until January.		Final review: Goal Partially Accomplished, 4.65 out of 5.00 obtained.
		Graduates of the PTA Program will achieve a pass rate of at least 85% on the Kentucky State Board Certification Examination within 9 months of graduation.	Mid-Year Review: The 2002-2004 class will not be able to take State Board Examinations until after they graduate in May.		Final Review: Results not available until February, 2005
		Graduates of the PTA Program will achieve an employment rate of at least 75% in a physical therapy setting within six months following certification	Mid-Year Review: This outcome cannot be determined until the new Employer survey is performed in January, 2004.	<input checked="" type="checkbox"/>	Final Review: Goal Exceeded, survey indicated 85% of graduates were employed in a Physical therapy setting.

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Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		90% of the PTA students will complete and receive satisfactory evaluations in each Physical Therapy clinical rotation by the Academic Coordinator of Clinical Education.	Mid-Year Review: 100% of the students successfully completed their clinical rotation in the Spring of 2003. Goal exceeded.	<input checked="" type="checkbox"/>	Final review: Goal Exceeded, There was a 96.7% pass rate.
52	Respiratory Therapy	Graduates of the Respiratory Program will pass NBRC exams at a minimum class rate of 85%.	Mid-Year Review: 6 of the anticipated 13 graduates in the August 2002 cohort will be eligible for national board exams after December 2003. The remaining 7 will be eligible after May 2004.	<input checked="" type="checkbox"/>	End of Year Review: The 13 Graduates have all completed, and all but two have taken and passed boards which gives us a 85% pass rate. We have met our Outcome. We will continue to monitor the two remaining students.
55	Human Services, Business Technology, and Computer Science	100% of division faculty will participate in professional development by 2004 to enhance student instruction, program quality, and maintain professional licenses and certifications.	Mid-Year Review: For Business this was not funded, but we are doing as much professional development as possible with limited resources. Cosmetology faculty scheduled for esthetics training. Early childhood faculty attended professional development training.	<input checked="" type="checkbox"/>	End-of-Year Review: One hundred percent of business and IT faculty participated in professional development activities.
		Increase enrollment and retention by 5% by May 2004.	Mid-year Review Hospitality option approved, position posted, interview committee established, courses scheduled for Spring '04. Integrated Office Systems courses scheduled for Spring '04.	<input checked="" type="checkbox"/>	End-of-Year Review: This goal was met by the Business and IT departments.
		Enhance student opportunities through expanded course offerings by January 2004.	Mid-Year Review: For Business this has been and is being done. IECE has taught five classes by ITV during Fall '03, has two scheduled for Spring '04. Scheduling for OST for Spring '04 will allow students to complete a certificate in one semester.	<input checked="" type="checkbox"/>	End-of-Year Review: This goal was met by Business and IT.

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2003-2004 Annual Unit Plan Assessments

Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		Enhance student learning opportunities and skill development through purchase and upgrade of equipment and software, tutoring assistance, and professional development by May 2004.	Mid-Year Review: Business in the process of replacing a lab in Building 2, room 218. This was funded with Perkins money. Nothing else in the business area was funded. Computer Science: Self-test Software: Purchased and being installed today. Fluke Micro-Scanner kits: Purchased, and being used. Videos: purchased and waiting for faculty to use them. Many business items not funded in budge cycle. Laurel Business purchased and installed 21 computers for an open computer lab. Laurel Business purchased one laptop and micro-projector for incorporating PowerPoint presentations in to classes.	<input checked="" type="checkbox"/>	End-of-Year Review: Partially completed in Business and IT due to lack of funding.
		100% of division faculty will participate in professional development by 2004 to enhance student instruction, program quality, and maintain professional licenses and certifications.	Mid-year Review: IECE Faculty attend professional development trainings and college classes, fall '03. Graphics faculty attended professional development opportunities, and attended college classes Fall'03. 100% of Laurel Business faculty attended professional development training.	<input checked="" type="checkbox"/>	End-of-Year Review: 100% completed by business and IT.
60	General Education Liberal Arts Area	The GELAA will increase the enrollment of students by 2% in 2003-2004.	Mid-Year Review: Preliminary enrollment data would indicate that Gen Ed enrollment increased by considerably more than 2%. Individuals have attend DL workshops on various issues, Em workshops and a number will attend SACS in December.	<input checked="" type="checkbox"/>	End of Year: The Fall '03 enrolment was approximately up by 10% from the previous fall.

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2003-2004 Annual Unit Plan Assessments

Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		The GELAA will increase course offerings by 5% through flexible scheduling in 2003-2004.	Mid-Year Review: With the New ITV rooms, new DL offerings have exceeded 5% in the fall. The new Russell Center has allowed for increased flexibility of scheduling during the day-time hours/	<input checked="" type="checkbox"/>	Year End Review: With the New ITV rooms, new DL offerings have exceeded and bi-term classes exceeded 5% in the fall. The new Russell Center has allowed for increased flexibility of scheduling during the day-time hours.
		The GELAA will assist in increasing retention of students through the employment of a coordinator of developmental education in 2003-2004.	Mid-Year Review: This position was requested but not funded.		Year End Review: This position was requested but not funded.
		80% of SCC faculty will agree that they have the necessary supplies to do their jobs.	Mid-Year Review: Faculty will be surveyed in the spring semester. This will require a specific question on a larger survey.	<input checked="" type="checkbox"/>	Year End Review: More than 90% indicated on the Campus Climate Survey that the students were being served adequately; hence supplies and support are adequate.
		Complete a student outcomes related QEP by June 2004.	Mid-Year Review: This is an on-going project with a completion date of June 30.		Year End Review: This project was not completed by June 30; however, it will be continued at a <u>high</u> priority.
		80% of GELAA staff and GELAA Division Chairs will agree that they are satisfied with internal communications within the unit during 2003-04.	Mid-Year Review: This question will be surveyed during the spring semester.	<input checked="" type="checkbox"/>	Year End Review: Eighty-five percent indicated a satisfaction with the communications within the unit.
65	Humanities, Fine Arts, and Social Sciences Division	The retention rate will increase by 5% in division courses by the end of 2003-04.	Mid-Year Review: We failed to agree on a division attendance policy in an August meeting. It is too early to have retention figures.		Not provided by planning unit.
		Student participation in extracurricular activities supported by the division will increase by 5% during the academic year.	Mid-year Review: It is too soon to have numbers to report. However, we can say that the organizations are active, the Bridge is being printed, the Soap Box series is continuing, and plans for ACTF are being made.		Not provided by planning unit.

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Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		The Humanities, Fine Arts, and Social Sciences Division will advocate for the establishment of a fine arts endowment to support enrollment growth and student and community involvement during 2003-04.	Mid-Year Review: We have applied for grant funding and are awaiting results. A Fine Arts Endowment was not one of the initiatives chosen for the fund raising drive led by the Clements Group.		Not provided by planning unit.
		Students will improve their writing skills through a 10% expansion of Writing Center services in 2003-04.	Mid-Year Review: We have expanded Writing Center hours and increased student demand for services. We have requested an Inst. Spec. position.		Not provided by planning unit.
		The favorable student satisfaction survey responses will increase by 5% in division courses during 2003-04	Mid-Year Review: Seven faculty have gained offices, and others await the complete of remodeling in the Stoner Bldg.		Not provided by planning unit.
		Student enrollment in basic skills courses, fine arts courses, and criminal justice courses will increase by 5% during the 2003-04 academic year.	Mid-Year Review: Requests have been made for the faculty positions listed above. A CJ instructor has been hired. The CJ program budget and Perkins funds should be sufficient to meet CJ needs. No additional funds have been provided for the other requested materials.		Not provided by planning unit.
		80% of division members will agree that they are satisfied with internal communications as indicated on a Spring 2004 Campus Climate Survey.	Mid-Year Review: Results are not yet available.		Not provided by planning unit.
70	Institutional Advancement	100% of 2004-2005 college planning unit's annual plans and budget requests will be presented to the planning team by March 15, 2004.	Mid-Year Review: The 2004-2005 Planning Cycle begins November 17-18, 2003 with the Annual Planning Retreat. We are on schedule to achieve this outcome.	<input checked="" type="checkbox"/>	End of Year Review: Met outcome.
		Increase the Student Satisfaction Survey response rate to 20% on the Spring 2004 survey.	Mid-Year Review: The Planning, Evaluation, and Research Workgroup will meet in January 2004 to implement strategies to achieve this outcome.		End of Year Review: Did not meet outcome. Response rates for the Spring 2004 Student Satisfaction Survey were: Full-time students, 14.78%; part-time students, 2.52%; total student response, 9.25%.

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Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		The IE/IR Office will obtain at least an 80% response rate from the faculty, staff, and administration (each group) on the Spring 2004 Campus Climate Survey.	Mid-Year Review: The Fall 2003 Campus Climate Survey opened October 27th and will remain open until November 12. The Fall 2003 response rate was less than 80% for each group.		End of Year Review: Partially met outcome. Response rates on the Spring 2004 Campus Climate Survey were: Faculty, 24.77%; Staff, 34.87%; Administration, 100%.
		The IE/IR Office will be incorporated into Institutional Advancement functions.	Mid-Year Review: One IR/IE staff member has relocated to Meece. The remaining staff will relocate to Meece after Student Services moves to the new Student Building. IR/IE attends regular IA meetings.	<input checked="" type="checkbox"/>	End of Year Review: Met outcome. IR/IE staff now located in Meece Hall.
		Scholarship funding will increase by 10% for the 2003-2004 academic year.	Mid-Year Review: Several new scholarships have been added to those available with the potential to serve a number of additional students.	<input checked="" type="checkbox"/>	End-of-Year Review: Goal exceeded. New scholarship funds for fiscal year 2003-04 total \$40,000 versus \$15,000 for 2002-03.
		Print shop will increase service to the College by 5% over the 2002-2003 benchmark year.	Mid-Year review of 2003-2004 print services vs. 2002-2003 print services shows a significant trend of increase.	<input checked="" type="checkbox"/>	End-of-Year Review: Goal exceeded. The number of printing requests filled by the print shop increased by 11 percent in FY 2003-04 over FY 2002-03.
80	Laurel Campus	The Laurel Campus will increase retention by 10% during 2003-04.	Mid-Year Review: survey results are not available		Not provided by planning unit.
		The Maintenance and Operations department will achieve an approval rating of at least 85% on the student and faculty/staff surveys during the 2003-2004 academic year.	mid-year review survey results not available.		Not provided by planning unit.
		The Laurel Campus will increase enrollment by 5% for 2003-2004.	Mid-Year Review: enrollment statistics indicate an increase in enrollment greater than 5%.		Not provided by planning unit.
		Laurel Campus will improve retention by 10% in all general education courses by July 1, 2004.	Mid-Year Review: full-time faculty have not been employed.		Not provided by planning unit.
		The Laurel Campus will increase course offerings by 5% through flexible scheduling during 2003-04.	Mid-Year Review: results have not been determined at this time.		Not provided by planning unit.

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Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
85	Library	Increase access to and use of the library collection of print titles by eliminating 10% of the B-BJ, BL-BX, H-HA, HM-HX, L, M, and N classification (Year 3 of the 5 year evaluation of library collection plan)	Not Available	<input checked="" type="checkbox"/>	End of Year Review. Eliminated over 10% of B-BJ, BL-BX, H-HA, HM-HX, L-LA classifications.
		Improve the quality of the KCTCS database and access to the Somerset Community College Library Collection by eliminating 100% of the bibliographic records with a "lost" status of over three years or a "missing" status of over three years.	Not Available	<input checked="" type="checkbox"/>	End of Year Review. 100% of records with "Lost" status eliminated, policies and procedures reviewed and revised.
		Decrease student requests for periodical articles on ILL by 5%.	Not Available	<input checked="" type="checkbox"/>	End of Year Review. Copyright handout distributed at fall faculty/staff orientation. Copyright workshop offered in Somerset and Laurel. ILL request must be requested. Title list of electronic journals available on home page. ILL requests for articles by students decreased from 18 (2002/2003) to 1 (2003/2004)
		80% of the students assessed will be able to demonstrate their ability to successfully complete defined library competencies.	Not Available		End of Year Review. Not funded.
		Decrease librarian to student ratio.	Not Available		End of Year Review. Librarian hired to serve as Laurel Campus Reference Librarian. Clinton County position not funded. Librarian to staff ratio: 2002/2003 = 4:652, 2003/2004 = 5:594
		Library staff will have the equipment necessary to perform their jobs.	Not Available		End of Year Review. Not funded.
		Library staff and library faculty will agree they are satisfied with the consolidation of library services.	Not Available		End of Year Review. Planning day held July 25, 2003. Results of a survey of the staff attending the Planning Day agree the day enhance the planning process.

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Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
90	Mathematics and Natural Science	The Division will increase retention by 5% for pre-professional majors and by 3% in Mathematics courses during the 2003-2004 academic year	Mid-Year Review: The math and science division coordinators submitted a spring schedule that minimized scheduling conflicts for pre-professional students. The division worked with the Humanities and Arts division to minimize conflicts with developmental courses. The chemistry and biology labs have spent in excess of \$4000 for supplies. During the fall semester 2003, 97.5% of students registered for a mathematics entry level and developmental course were correctly placed. The division will not send one person to AMATYC this year. One biology division member did attend a national biology conference. In the developmental math courses our retention rate remained the same at 84% retention of students for both semesters. In the entry level math courses our retention rate for fall was 74% and for spring was 72%, a slight decrease. In the pre-professional courses our retention rate for fall was 88% and for spring was 84%, a slight decrease also. We continue to work hard at improving our curriculum but have not met this particular outcome.		Not provided by planning unit.

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Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		<p>During the next two academic years the Division will have an increase in enrollment in anatomy & physiology classes of 100%, microbiology classes of 50% and chemistry and geology classes of 20% at the Somerset and Laurel Campuses.</p>	<p>Mid-Year Review: One biology instructor was hired beginning the academic year, 2003-2004. The division is in the process of searching for one biology and chemistry instructor. The small division budget has not allowed us to update any equipment for labs. Enrollment data: Microbiology: Fall02-37 & Fall03-23, 37.8% decrease ; Anatomy&Physiology: Fall02-274 & Fall03-323, 17.9% increase; Chemistry: Fall02-116 & Fall03-140, 20.7% increase; Chemistry Labs: Fall02-67 & Fall03-61, 9% decrease; Geology: Fall02-76 & Fall03-126, 65.8% increase. Microbiology: Spr04, 33 ,43% increase; Anatomy&Physiology: Spr04, 344, 6.5% increase; Geology: Spr04, 120, 4.7% decrease; Chemistry has suffered a decrease in enrollment due to lack of instructors to offer more sections and not being able to maintain an instructor at the present time. We have met this objective.</p>		<p>Not provided by planning unit.</p>

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Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		The division will provide an academic year schedule of classes to meet the needs of the pre-professional and AAS students	Mid-Year Review: An appropriate spring and summer schedule was constructed for pre-professionals and AAS students. The Math and Science coordinators, the division chair and pre-professional curriculum committee worked together to create a schedule with less conflicts and appropriate times and loads for faculty and students. We have discovered that we have some conflicts that need to be resolved on the London and Somerset campus between the pre-professional courses. This will continually be worked on but overall we accomplished a good fall and spring schedule with fewer conflicts.		Not provided by planning unit.
		The Division will increase retention of mathematics education students in MAT 201. (using AY 2003-2004 as the benchmark year)	Mid-Year Review: The division offered two sections of MAT 201 during the fall semester. One section is off-campus for a Mid-way cohort and one section is on campus for Mid-way students and Eastern transfer students. There is plans to pilot a geometry course for elementary and middle school pre-service teachers in the Spring. Retention cannot be measured at this time. The resource needs have not been met to this date. The geometry course was not piloted and this is our bench year for retention purposes. The outcome has not been fully met.		Not provided by planning unit.
		The Division will fund mathematics scholarships in non-developmental mathematics courses during 2004-2005.	Mid-Year Review: The outcome cannot be measured at this time. The outcome was discussed at the first division meeting and one faculty member is pursuing the details of writing the grant. This outcome was not met.		Not provided by planning unit.

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Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		The Division will provide an equitable workload among mathematics faculty during 2003-2004.	Mid-Year Review: Five faculty members have anywhere from three to twelve hours of release time for various other duties they perform. otherwise, all faculty carry an average of fifteen credit/contact hours per semester. One physics instructor has carried more hours several semesters due to the leave of absence of one physics instructor. One temporary full-time instructor was hired for the Laurel campus for the academic year, 2003-2004. The division has hired two math instructors to help distribute the load to begin in the fall, 2004. We had two temporary full-time adjunct instructors to help distribute the course load. Our outcome has been met temporarily.		Not provided by planning unit.
		The Division will improve final exam scores of MAH070 students in software assisted sections by 10% above students without access to software assistance during 2003-2004.	Mid-Year Review: The outcome cannot be measured until after final exams. The progress of this outcome does look dim. The adjunct instructor working with ALEX had to leave due to personal illness and a new adjunct instructor had to be hired that does not have the same familiarity of ALEX. This outcome was not met due to the circumstances of the instructor using ALEX program and the instructor that replaced him was not able to become proficient in ALEX to benefit students. The program has temporarily been abandoned.		Not provided by planning unit.

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2003-2004 Annual Unit Plan Assessments

Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		The Division will increase retention by 5% for pre-professional majors and by 3% in Mathematics courses during the 2003-2004 academic year	Mid-Year Review: The math and science division coordinators submitted a spring schedule that minimized scheduling conflicts for pre-professional students. The division worked with the Humanities and Arts division to minimize conflicts with developmental courses. The chemistry and biology labs have spent in excess of \$4000 for supplies. During the fall semester 2003, 97.5% of students registered for a mathematics entry level and developmental course were correctly placed. The division will not send one person to AMATYC this year. One biology division member did attend a national biology conference. In the developmental math courses our retention rate remained the same at 84% retention of students for both semesters. In the entry level math courses our retention rate for fall was 74% and for spring was 72%, a slight decrease. In the pre-professional courses our retention rate for fall was 88% and for spring was 84%, a slight decrease also. We continue to work hard at improving our curriculum but have not met this particular outcome.	<input checked="" type="checkbox"/>	Not provided by planning unit.
95	McCreary Center	The McCreary Center is going to increase the number of classes offered during the day schedule by adding 12 classes in the Spring of 2004.	Not Available	<input checked="" type="checkbox"/>	End-of-year Review: Goal exceeded. The McCreary Center offered 14 more classes in Spring 2004 than in Fall 2003; and 17 more than in Spring 2003.

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Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		McCreary Center will increase enrollment by 2% during the academic year of 2003-2004.	Not Available	<input checked="" type="checkbox"/>	End-of-Year Review: Goal Exceeded. McCreary Center total enrollment for AY 2003-2004 (710) increased 2.9% over the AY 2002-2003 enrollment (630). Fall 2002 to Fall 2003 term enrollment increased 13.1%.
		McCreary Center will increase retention by 2% during the academic year of 2003-2004.	Not Available		End-of-Year Review: Goal not met. The retention of first-time students from Fall to Spring of AY 2003-2004 was 69.9%, 2.6% less than AY 2002-2003's 71.8% retention rate.
100	Office of the President	At least 75% of faculty and staff will agree that they are informed of Board of Director's actions during fiscal year 2003-2004.	Mid-year Review: As indicated by the fall 2003 faculty/staff campus climate survey, 87% of the faculty and staff agree that they are informed of Board of Directors' actions.	<input checked="" type="checkbox"/>	End of Year Review: Goal exceeded. As indicated by the Spring 2004 faculty/staff campus climate survey, 92% agree that they are informed of Board of Directors' meetings and actions taken.
		At least 75% of faculty and staff will agree that they receive regular communication from the President's Office.	Mid-year Review: The 2003 campus climate survey indicates that 65.2% of respondents read the President's monthly newsletter. 84.2% of the respondents agree that the President's office is well run and exhibits leadership.		End of Year Review: The Spring 2004 campus climate survey did not measure regular communication from the President's office. 82% of the respondents agree that the President's office is leading the College toward excellence in all areas.
		At least 75% of faculty and staff will agree that they receive timely information on the status of the Major Gifts Campaign.	Mid-year Review: 72.9% of the respondents to the faculty/staff climate survey agree that the President's Office keeps them abreast of the major gifts campaign.		End of Year Review: The Spring 2004 campus climate survey did not measure information on the status of the Major Gifts Campaign. 97% of the goal had been reached at the mid-year review.
105	Student Affairs	SCC credential-seeking students will graduate/complete their program at a rate 5% higher than the previous academic year by June 2004.	Mid-year review: We will award credentials through the end of the spring semester so we will have this data by June 2004.	<input checked="" type="checkbox"/>	End of year review: Exceeded based on IPEDS.
		SCC will increase enrollment by 2% for the 2003-2004 school year.	Mid-year review: Fall 2003 enrollment is 5648 which is an 11% increase from Fall 2002 which was 5082.	<input checked="" type="checkbox"/>	End of the Year Review: Exceeded

Somerset Community College
2003-2004 Annual Unit Plan Assessments

Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		Student Affairs will achieve a 75% excellent/good rating from students, faculty and staff by June 2004.	Mid-year Review: We have a career counselor in the Counseling Center with the addition of Kay Spillman. We have also purchased new equipment and computers for Student Affairs as part of the new Student Commons building that will open during Fall 2003.	<input checked="" type="checkbox"/>	End of year review: Exceeded
		80% of Student Affairs employees will agree that they are satisfied with faculty and staff internal communications as indicated on a Spring 2004 Campus Climate Survey.	Mid-year Review - May 03 meeting at Williamsburg, periodic unit head meetings, office staff meetings, communication by e-mail.	<input checked="" type="checkbox"/>	End of year review: Met
		All college wide surveys will receive a minimum of 50% response from Student Affairs faculty, staff and administration.	Mid-year review: E-mails to encourage Student Affairs to complete surveys as they are sent out.		End of year review: Division/unit identifiers were removed from the survey and we could not identify this.
		100% of the Student Services staff will attend at least one professional development workshop throughout the year.	Mid-year review: Some staff have already attended a PD workshop and others will before the school year is complete.		End of Year Review: Partially met by approximately 75%.
		Student Affairs will achieve a 75% satisfaction rating from students and faculty	Mid-year review: Submitted requests for the above items in the planning process. The fireproof cabinets from Somerset can be moved to London upon moving into the new Student Commons building this fall. Computers were purchased for London Admissions Office	<input checked="" type="checkbox"/>	End of Year review: Met
110	Technical and Occupational Programs Area	The unit will assess 80% of program area graduates during the 2003-04 school year.	Mid-year Review: In progress, graduates will be assessed at the end of semester.		Not provided by planning unit.
		The Technical and Occupational Programs Area will increase student retention in its programs by 5% during the 2003-04 academic year.	Mid-year Review: Fall 2002 to Fall 2003 is 53.2% compared to overall College rate of 54.3%. Need to ensure programs are focused on retention.		Not provided by planning unit.

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2003-2004 Annual Unit Plan Assessments

Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		The Dean will assist in developing a quality enhancement plan for each program area during 2003-04.	Mid-year Review: In progress, the quality enhancement plan for programs will be completed in the Spring semester for all technical programs.		Not provided by planning unit.
		The Technology and Occupational Program Area will have an increase of 2% in student enrollment during 2003-04.	Mid-year Review: progress made in the Radiography program and Surgical Technology. Progress being made in other areas to be completed Spring 04. Progress made enrollment report from institutional research indicated 10.8% positive change from Fall 2002 to Fall 2003.		Not provided by planning unit.
115	Transportation	Transportation Division will increase retention by 5%.	MID-YEAR REVIEW: Have purchased three new paint guns, funded aircraft library publications updates, received gift of turbine engine and completed waste removal contract. The other strategies are currently pending		END OF YEAR REVIEW: The valve grinding equipment for Diesel and Auto Tech at Laurel, the hydraulic jacks for Diesel, the frame rack for Auto Body at Laurel, the Genesis Velocity Measuring system and Aircraft hardware have been purchased, hazardous waste removal services were obtained, students and advisors from Auto Tech and Auto Body attended the National VICA Conference and all programs received some professional upgrade training. The overall goal of increasing the retention rate by 5% was not realized but an increase of 2% was realized as a result of increased funding and personal efforts by all division faculty and staff.

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Unit Number	Unit Name	Outcomes	Mid-Year Review	Outcome Met <input checked="" type="checkbox"/>	End-of-Year Review
		Transportation credential-seeking students will graduate/complete their program at a rate 5% higher than for the previous academic year by June 2004.	MID-YEAR REVIEW: Some training has been completed but most of the training will be completed in the spring semester.		END OF YEAR REVIEW: Faculty attended the National VICA Conferences, State Technical Education Conference in Louisville, NATEF Workshops, and various other special interest and instructional meetings. The overall goal of students graduating their program areas with a 5% higher rate than the previous year was not realized. However the rate of increase was about 1.5% as a division average.
		The Diesel Technology Program at SCC South will have improved student success rates by 5% and increased retention by 10% with class enrollment growth by 20%.	MID-YEAR REVIEW: None of these strategies has been funded to date.		END OF YEAR REVIEW: This strategy was not funded this academic year and was not realized. The success rate, growth and retention of the Diesel program has remained unchanged.
		Enrollment increases will be realized by 10% at the SCC South Diesel Program, during the year 2003 -2004. The student success rate will increase by 15% and the retention of the students will increase by 5% during the year 2003-2004 in addition to continuing growth in future years due to long life of the equipment.	MID-YEAR REVIEW: This strategies has not be funded.		END OF YEAR REVIEW: The fork truck for Diesel has been purchased. However it was purchased in the summer session while students were on summer break and as a result it has had no impact on the program results for this academic year. The projected increase in growth, retention and success have not been realized but the program has remained steady but unchanged.