



## Report Card 2007

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2006-2007 Performance on Indicators in *Our Strategy*

End-of-Year Report on *2006-2007 Annual Plan* to Address Planning Priorities

Summary Report of 2006-2007 Operational Unit Planning Activities  
(July 1, 2006 through June 30, 2007)

2007-2008 Planning Priorities

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# ANNUAL REPORT CARD

Chipola College

Report of Institutional Performance on  
Chipola's 28 Indicators from 2006-2007

*Institutional Effectiveness and Accountability Progress Report*

Chipola has identified seven Success Factors or areas of performance by which the community and the college itself can judge success. Several INDICATORS and Expected Outcomes surround each Success Factor. Twenty-eight indicators measure how well the college is performing relative to its own mission of providing quality, affordable postsecondary education for the citizens of its five-county district. Some of these indicators are also Division of Community Colleges' Accountability Outcome Measures. Others are sets of data comparing Florida's 28 community colleges. Most are unique to Chipola, generated by college personnel specifically for analysis of programs and services.

Reflected below is the college's performance on the 28 Effectiveness Indicators.

	<b>WAS CC EFFECTIVE IN ACHIEVING 2006-07 INDICATORS/ EXPECTED OUTCOMES?</b>
<b>SUCCESS FACTOR 1: QUALITY EDUCATIONAL PROGRAMS: ACADEMIC AND WORKFORCE DEVELOPMENT</b>	
<b>INDICATOR 1: Monitor student success by measuring and reporting grade distributions for all students in college credit classes</b>	
Expected Outcome 1-A: Grade distributions show that at least 70% of students achieve grades of "C" or better in college credit courses.	Yes
Expected Outcome 1-B: Departments measure and report grade distributions by a variety of student categories.	Yes
<b>INDICATOR 2: Remain above the national average on the Collegiate Assessment of Academic Proficiency (CAAP) test.</b>	
Expected Outcome 2: Exceed the national average on each test and subtest of the CAAP.	Yes
<b>INDICATOR 3: Remain above the state average on GPA reports of community college transfer students in the State University System (SUS).</b>	
Expected Outcome 3: GPAs of AA graduates in the SUS remain above the state average.	Yes

<b>INDICATOR 4: Achieve or exceed the state-mandated passing rate of 70% on annual state licensing examinations.</b>	
Expected Outcome 4-A: At least a 70% passing rate on state licensure examinations	Yes
Expected Outcome 4-B: At least a 70% passing rate on the Practical Nursing Licensing Examination	Yes
Expected Outcome 4-C: At least a 70% passing rate on the annual Associate Degree (ADN)/Registered Nursing (RN) Examination	Yes
Expected Outcome 4-D: At least a 70% passing rate of 70% on the annual Correctional Officer Licensing Examination	Yes
Expected Outcome 4-E: At least a 70% passing rate on the annual Law Enforcement Licensing Examination	Yes
Expected Outcome 4-F: At least a 70% passing rate on the annual Firefighting Licensing Examination	Yes
Expected Outcome 4-G: At least a 70% passing rate on the annual Cosmetology Licensing Examination	Yes
Expected Outcome 4-H: At least a 70% passing rate on the annual Florida Teacher Certification Examination	Yes
<b>INDICATOR 5: Conduct Institutional Program Viability Review Results</b>	
Expected Outcome 5-A: Program Viability Reviews are conducted on schedule and results are published/communicated.	Yes
<b>INDICATOR 6: Assess Student Learning Outcomes on the Graduating Student Survey by asking graduates to self-report their skills.</b>	
Expected Outcome 6-A: At least 90% of graduates self-report achievement of each college-level competency.	Yes
Expected Outcome 6-B: At least 90% of graduates self-report achievement of department-level competencies in speech, research, library use, and critical thinking.	Yes
Expected Outcome 6-C: At least 95% of graduates self-report competency in specific computer and calculator skills.	Yes
<b>INDICATOR 7: Increase library resources and services to support quality educational programs.</b>	
Expected Outcome 7-A: At least \$70.00 per FTE is expended for non-salary library resources and support.	Yes
Expected Outcome 7-B: New format and benchmarks developed for reporting library circulation in new format.	Yes
Expected Outcome 7-C: New benchmarks developed for reporting electronic library use.	Yes
Expected Outcome 7-D: New benchmarks developed for reporting library	Yes

attendance.	
<b>INDICATOR 8: Record and report the ratio of full-time to part-time faculty to reflect a commitment to quality educational programs.</b>	
Expected Outcome 8-A: Insure that no more than 25% of all student contact hours are taught by part-time or adjunct faculty.	Yes
<b>SUCCESS FACTOR 2: MARKETING, RECRUITMENT, AND ENROLLMENT</b>	
<b>INDICATOR 9: Increase the annual headcount enrollment.</b>	
Expected Outcome 9-A: Academic and Workforce Development headcount enrollment increases.	No
Expected Outcome 9-B: Continuing Education and Public Service headcount enrollment increases.	No
Expected Outcome 9-C: Exceed the state average in the percentage of prior-year in-district high school graduates who are enrolled at Chipola the following academic year.	Yes
<b>INDICATOR 10: Increase the annual total FTE enrollment.</b>	
Expected Outcome 10-A: Increase the annual advanced and professional FTE enrollment.	No
Expected Outcome 10-B: Increase the annual occupational and career FTE enrollment.	No
<b>INDICATOR 11: Maintain minority student enrollment at or above the minority population of the district.</b>	
Expected Outcome 11-A: Minority student enrollment at or above 25.9%, the minority population level of the college's 5-county district.	No
Expected Outcome 11-B: Minority student recruitment and admissions at or above the prior year's first-time-in-college enrollment.	No
<b>INDICATOR 12: Maintain or increase retention of disabled students.</b>	
Expected Outcome 12-A: Disabled student enrollment is monitored and reported by disability.	Yes
<b>INDICATOR 13: Maintain a variety of course offerings in programs to accommodate potential on-campus students and increase enrollment.</b>	
Expected Outcome 13-A: Dual enrollment courses are offered in at least 16 district high schools and student enrollment is monitored.	No
Expected Outcome 13-B: At least 35 courses are offered in Independent Study/Distance Learning format (unduplicated courses).	Yes

<b>SUCCESS FACTOR 3: STUDENT RETENTION, SATISFACTION, AND COMPLETION</b>	
<b>INDICATOR 14: Increase the number of students who graduate or complete programs of study.</b>	
Expected Outcome 14-A: The number of graduates in the Associate in Arts (AA) Degree program increases.	No
Expected Outcome 14-B: The number of graduates in the Associate in Science (AS) and Associate in Applied Science (AAS) Degree programs increases.	No
Expected Outcome 14-C: The number of college credit Certificate graduates increases.	No
Expected Outcome 14-D: The number of Bachelor of Science Degree graduates increases.	Yes
Expected Outcome 14-E: Services to vocational preparatory students are monitored and reported.	Yes
Expected Outcome 14-F: The number of minority students graduating or completing programs increases.	Yes
Expected Outcome 14-G: Excessive Absence Reports submitted by faculty are monitored and reported.	Yes
<b>INDICATOR 15: Monitor and report benchmarks on student engagement as measured on the CCSSE survey.</b>	
Expected Outcome 15-A: Achieve at least 50% on the “Active and Collaborative Learning” benchmark.	Yes
Expected Outcome 15-B: Achieve at least 50% on the “Student Effort” benchmark.	Yes
Expected Outcome 15-C: Achieve at least 50% on the “Academic Challenges” benchmark.	Yes
Expected Outcome 15-D: Achieve at least 50% on the “Student-Faculty Interaction” benchmark.	Yes
Expected Outcome 15-E: Achieve at least 50% on the “Support for Learners” benchmark.	Yes
<b>INDICATOR 16: Promote student retention and satisfaction by maintaining or increasing the number of students receiving financial assistance and/or scholarships.</b>	
Expected Outcome 16-A: The amount of money awarded through the Chipola Foundation increases.	Yes
Expected Outcome 16-B: The amount of financial aid disbursed through the Chipola Financial Aid Office increases.	Yes
<b>INDICATOR 17: Maintain or increase student satisfaction with the programs and services of Chipola.</b>	
Expected Outcome 17-A: Annual graduating student surveys show that at	Yes

	least 90% are "very satisfied" or "satisfied" with the "quality of teaching at Chipola College."	
Expected Outcome 17-B:	Annual graduating student surveys show that at least 90% are "very satisfied" or "satisfied" with the "services at Chipola College."	Yes
Expected Outcome 17-C:	Annual graduating student surveys show that at least 90% are "very satisfied" or "satisfied" with their "overall educational experience at Chipola College."	Yes
<b>SUCCESS FACTOR 4: RESPONSIBLE RESOURCE MANAGEMENT</b>		
<b>INDICATOR 18: Increase by 2% annually non-enrollment-based fiscal resources (non-CCPF funds) and other state appropriations.</b>		
Expected Outcome 18-A:	Annual expenditures through restricted funds (grants and student activity fees) increase.	Yes
Expected Outcome 18-B:	Chipola College Foundation resources increase annually.	Yes
<b>INDICATOR 19: Maintain sound fiscal management in support of quality educational programs.</b>		
Expected Outcome 19-A:	Achieve Fund I expenditures at less than 80% for personnel.	Yes
Expected Outcome 19-B:	Proportional expenditure of all funds (state appropriation, grants, and student fees) promotes sound fiscal management.	Yes
Expected Outcome 19-C:	The percent of total expenditures for direct instruction exceeds the state average.	No
Expected Outcome 19-D:	Contingency Fund and Fund Balance remain in compliance with state mandate and board policy when budgeting for the combined Contingency Fund and Fund Balance.	Yes
<b>INDICATOR 20: From 2007-2012, increase available space to accommodate quality educational programs and student services by submitting the Capital Improvement Plan (CIP) and aggressively seeking construction, renovation, and remodeling funds from the Legislature.</b>		
Expected Outcome 20-A:	CIP requests adequate legislative funding for new construction on the Chipola campus between 2005 and 2010.	Yes
Expected Outcome 20-B:	CIP requests legislative funding for renovation and remodeling of campus facilities between 2005 and 2010.	Yes

<b>INDICATOR 21: Maintain facilities and parking to accommodate on-campus instructional programs and community activities.</b>	
Expected Outcome 21-A: Between 2006 and 2011, the number of student parking spaces increases.	No
Expected Outcome 21-B: The number of work orders reflects maintenance of facilities to accommodate on-campus instructional programs and community activities.	Yes
Expected Outcome 21-C: The number of packages received by the Inventory Control Office accommodates college operations.	Yes
Expected Outcome 21-D: There are appropriate increases and improvements in technology and computer resources.	Yes
<b>SUCCESS FACTOR 5: STAFF AND ORGANIZATIONAL DEVELOPMENT</b>	
<b>INDICATOR 22: Provide opportunities for employees to gain new skills and improve job performance by participating in inservice and staff development activities.</b>	
Expected Outcome 22-A: At least \$50,000 is expended in support of staff and program development.	No
Expected Outcome 22-B: College course work completed by faculty and staff indicates adequate professional development.	Yes
Expected Outcome 22-C: The number of new degrees earned by faculty and staff reflects adequate professional development.	Yes
<b>INDICATOR 23: Increase employee job satisfaction.</b>	
Expected Outcome 23-A: Employee salaries increase.	Yes
Expected Outcome 23-B: The annual employee survey reflects that at least 90% "strongly agree" or "agree" that: "Chipola College is a good place to work."	Yes
<b>INDICATOR 24: Recognize excellence in employees.</b>	
Expected Outcome 24-A: Annual supervisors' evaluations reflect that at least 80% of employees "exceed standards" or are "outstanding" on administrators' overall performance evaluation.	Yes
Expected Outcome 24-B: Annual supervisors' evaluations reflect that at least 80% of employees are "above average" or "outstanding" on career employees' overall performance rating.	Yes
<b>SUCCESS FACTOR 6: COMMUNITY INVOLVEMENT AND DEVELOPMENT</b>	

<b>INDICATOR 25: Maintain the college's annual on-campus contact with community members and organizations.</b>	
Expected Outcome 25-A: Total (headcount) participation in Continuing Education and Public Service programs increases.	No
Expected Outcome 25-B: Participation in all Continuing Education is recorded and monitored to ensure community participation.	Yes
Expected Outcome 25-C: At least 400 community members participate in College support organizations and advisory committees.	Yes
Expected Outcome 25-D: Use of campus facilities by community organizations is recorded and monitored as a measure of community involvement.	Yes
<b>INDICATOR 26: Monitor funds raised by community support organizations.</b>	
Expected Outcome 26-A: Fund raising for fine and performing arts is monitored.	Yes
Expected Outcome 26-B: Fund raising for athletics is monitored.	Yes
Expected Outcome 26-C: Total funds generated by community support organizations increases.	Yes
<b>SUCCESS FACTOR 7: POST-CHIPOLA STUDENT SATISFACTION AND SUCCESS</b>	
<b>INDICATOR 27: Maintain annual vocational program job placement rates at or above the state-mandated levels of 70%.</b>	
Expected Outcome 27-A: Annual job placement rates equal or exceed the state-mandated level of 70% for students graduating from Associate in Science and Associate in Applied Science programs.	Yes
Expected Outcome 27-B: Annual job placement rates equal or exceed the state mandated level of 70% for students completing Certificate programs.	Yes
Expected Outcome 27-C: Maintain annual job placement rate of 70% on program leavers (students who do not complete a program) but are placed in jobs.	Yes
<b>INDICATOR 28: Provide a satisfactory overall educational experience for students.</b>	
Expected Outcome 28-A: Annual graduating student survey reflects that at least 90% are "very satisfied" or "satisfied" with the "overall educational experience provided at Chipola College."	Yes

**End-of-Year Report  
2006-2007 ANNUAL PLAN  
to address Planning Priorities**

Evaluation and assessment resulted in the Annual Plan to address five planning priorities. Only strategies which were **new** in some way and could be carried out in **one year** with **existing** or **newly allocated resources** were included. The report below indicates the number of strategies carried out to help achieve each INDICATOR and Expected Outcome.

<b>2006-2007 Planning Priorities, Expected Outcomes, and Strategies (Carried out between July 1, 2006 and June 30, 2007)</b>	<b>Number of Specific Institutional Strategies Addressing This Priority</b>	<b>Did Chipola achieve INDICATOR or Expected Outcome?</b>
<b>PRIORITY 1. DEVELOP THE QUALITY ENHANCEMENT PLAN (QEP)</b>		
1.1 Identify the issue to be addressed in the QEP and research expert opinion and best practices.	6	Yes
1.2 Engage faculty and staff in developing and implementing specific strategies in the QEP.	4	Yes
1.3 Initiate early stages of the QEP during fall 2006 and spring 2007 semesters.	5	Yes
1.4 Prepare final document to be submitted to SACS and posted on the college website.	3	Yes
1.5 Provide professional development for faculty and staff.	3	Yes
<b>PRIORITY 2. COMPLETE THE SACS COMPLIANCE CERTIFICATION DOCUMENTS</b>		
2.1 Continue to ensure college-wide compliance with SACS' <i>Principles of Accreditation</i> .	5	Yes
2.2 Prepare Compliance Certification for submission by March 15, 2007.	4	Yes
2.3 Continue to refine SACS webpage with all documentation for review by Off-Site Committee.	4	Yes
2.4 Engage college personnel in reviewing documentation and testing links on the SACS webpage.	2	Yes
<b>PRIORITY 3. INCREASE STUDENT RETENTION, SATISFACTION, AND COMPLETION</b>		
3.1 Engage the Retention Committee in revising the current retention plan	5	No
3.2 Enhance on-line student services and communication.	6	Progress Continues
3.3 Revise and field test SLS 1501-Student Success Skills and require of students taking all three college-prep courses.	4	Progress Continues
3.4 Increase marketing to include billboards, increased TV and radio presence, and revised brochures.	5	Yes
<b>PRIORITY 4. STRENGTHEN EDUCATIONAL PROGRAMS AND</b>		

<b>INSTRUCTIONAL SUPPORT</b>			
4.1	Initiate new Workforce Development training programs in response to business and industry.	5	Yes
4.2	Continue to refine and expand availability of Bachelor's degrees.	6	Yes
4.3	Continue to submit grant proposals to fund training programs.	5	Yes
4.4	Continue to refine the assessment of College-Level Competencies and learning outcomes.	7	Yes
4.5	Continue to improve instructional technology and its use.	5	Yes
4.6	Further assess student success in distance learning courses (Independent Study, On-line, DIS).	1	No
<b>PRIORITY 5. REVISE AND REFINE COLLEGE DOCUMENTS, POLICIES, AND PROCESSES</b>			
5.1	Review and update all documents in light of <i>Principles of Accreditation</i> (catalog, handbooks, brochures, website, etc.).	4	Yes
5.2	Review, update, and distribute college policies and IMMs.	3	Yes
5.3	Evaluate and enhance college operations.	6	Yes

**Summary Report of  
2006-07 Operational Unit Planning Activities  
(July 1, 2006 through June 30, 2007)**

Annual unit plans are prepared by the college's operational units. In 2006-07 these units operated under the Executive Vice President (four units), the Senior Vice President of Instructional and Student Services (eighteen units), the Special Assistant for Management & Operations/Athletics (2 units), and the Vice President of Finance (1 unit). Each unit planner submitted a plan of activities to increase effectiveness.

<b>PLANNING UNIT SUMMARY (2006-2007)</b>	<b>NUMBER</b>	<b>PERCENT</b>
Total measures assessed and monitored by Operational Units during 2005-2006	571	100%
Operational units with statement of purpose and unit measures	23	100%
Units submitting 2006-07 activities to increase effectiveness	20	87%
Units submitting 2006-07 Unit Report Card	11	55%
<b>2006-07 UNIT ACTIVITIES TO INCREASE EFFECTIVENESS</b>	<b>NUMBER</b>	<b>PERCENT</b>
Activities described as "completed" during 2006-07	551	77%
Activities described as "progress continues", "carried over to next year", or "no budget".	149	22%
Activities described as "no progress" or "not complete".	16	29%
Activities described as "deleted", "no longer needed", or "cannot evaluate".	4	.05%
<b>Total 2006-07 Unit Activities Reported</b>	<b>720</b>	<b>100%</b>

**Chipola College**  
**2007-2008 Planning Priorities**  
(Addressed in the 2007-08 Annual Plan)

**1. Achieve reaffirmation of accreditation by SACS.**

- 1.1 Continue to ensure college wide compliance with SACS' *Principles of Accreditation*.
- 1.2 Complete and submit the Focused Report for review by the On-Site Review Committee.
- 1.3 Continue to refine the SACS webpage with documentation for review by the On-Site Review Committee.
- 1.4 Engage all personnel in hosting a successful On-Site Review Committee visit.
- 1.5 Prepare and submit an appropriate Quality Enhancement Plan (QEP).

**2: Increase student learning and success by implementing the QEP.**

- 2.1 Begin to implement QEP Component I: Supplemental Instruction (SI) in high-risk courses.
- 2.2 Develop QEP Component 2: First-Year Learning Experience (FYLE), a one-semester-hour course for entering Associate degree-seeking students.
- 2.3 Prepare plans for faculty development to equip faculty to implement *Learning to Persist* (QEP).

**3. Improve the community by identifying, evaluating, and addressing specific educational needs of business and industry.**

- 3.1 Initiate a new Masonry Apprentice Training Program
- 3.2 Continue plans to initiate a Surveying and Mapping Training Program.
- 3.3 Continue research and seek ways to improve or expand specialized training and continuing education in the following new and emerging industries:
  - (1) Overhead Power Line Technician
  - (2) Information Technology
  - (3) Homeland Security
  - (4) Real estate, investments, banking, etc. (as requested through Continuing Education)
  - (5) Child Development (AS and Child Care Credential)
  - (6) Veterinarian Technician
  - (7) Others, as appropriate for local employers
- 3.4 Become an approved test site for the Ready-to-Work credentialing project.
- 3.5 Continue to refine and expand availability of Bachelor's degrees in the college district.
- 3.6 Continue to submit grant proposals to fund training programs.
- 3.7 Implement new state requirements for awarding Tech Prep mini-grants.

**4. Continue to refine the services of the Academic Center for Excellence (ACE).**

- 4.1 Continue to refine and expand publicity about the ACE.
- 4.2 Continue to encourage faculty to support the ACE.
- 4.3 Plan and implement a series of success skills workshops sponsored by the ACE.
- 4.4 Begin using Accutrack software to collect data for assessment and planning.

4.5 Earn CRLA credentials for the ACE and certify tutors at level one.

**5. Improve and increase professional development for faculty.**

5.1 Provide training for faculty in use of Desire 2 Learn (D2L) instructional technology.

5.2 Evaluate and refine processes of the Staff and Program Development Committee.

5.3 Engage faculty in a comprehensive five-year plan to implement the QEP.