# College Goals Report

<table>
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<tr>
<th>Strategic Goal</th>
<th>Desired Results</th>
<th>Assessment Method</th>
<th>Actual Assessment Results / Analysis</th>
<th>Use of Results/Improvement</th>
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<tbody>
<tr>
<td>1:Access and opportunity for student success - Guarantee student access and the opportunity for success.</td>
<td>250 High School Enrollment (Expand dual enrollment and ACCEL opportunities for high school students)</td>
<td>KMS Dual Enrollment Report TCSG Data Center Report #DC 198 FY 2011 College Performance Funding Measures &amp; Benchmarks</td>
<td>255 High School Enrollment</td>
<td>Visited each high school (lunchroom visits) within the SDA numerous times through the year. Coordinated with the Dual Enrollment programs and high schools as schedules were developed to offer more opportunities for high school students to take more courses on campus. Students also heard presentations in smaller classrooms that allowed question and answer sessions, and attended college and career fairs. Admission testing takes place in the high school student’s sophomore year which provides coordinators an easy and accessible way to promote their programs. Students also took advantage of the mini-core course offerings which are transferable to any college within the University System of Georgia. STC saw a significant increase in the ACCEL program because of the Mini-Core agreement between TCSG and USG. Information cards were also handed out and completed by prospective students at all recruitment events. Prospective students completing the cards were mailed a packet of admissions and financial aid information.</td>
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<td>1:Access and opportunity for student success - Guarantee student access and the opportunity for success.</td>
<td>Ensure Enrollment Management System is followed</td>
<td>Enrollment Management Report KMS Enrollment Reports</td>
<td>Full implementation of the Enrollment Management Plan. Swainsboro Campus % change over previous FY Summer - 5.05% increase Fall - 3.50% increase Winter - 4.68% increase Vidalia Campus % change over previous FY Summer - 4.07% increase Fall - 1.38% decrease Spring - 4.33% decrease. Winter - 8.17% decrease</td>
<td>Time was allotted during the college wide planning day to cover the EMP with all employees of the college. The plan was reviewed in its entirety and a question and answer session was held at the end.</td>
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<td>1:Access and opportunity for student success - Guarantee student access and the opportunity for success.</td>
<td>65% Retention rate</td>
<td>TCSG Data Center Report #DC 198 FY 2011 College Performance Funding Measures &amp; Benchmarks</td>
<td>71.6% Retention Rate for FY 2011</td>
<td>Contact was made with every student reported through the Early Alert System within 24 hours. Assistance was provided or referrals were made to assist students in need. A tracking mechanism was developed to track attrition of those referred through the Early alert system.</td>
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<td>1:Access and opportunity for student success - Guarantee student access and the opportunity for success.</td>
<td>53% Graduation Rate</td>
<td>TCSG Data Center Report #DC 198 FY 2011 College Performance Funding Measures &amp; Benchmarks</td>
<td>54.2% Graduation Rate FY 2011 - 719 graduates FY 2010 - 525 graduates 37% increase</td>
<td>Program Advisors made referrals for early intervention and support services for students to ensure they were able to remain through the completion of their program.</td>
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<td>1:Access and opportunity for student success - Guarantee student access and the opportunity for success.</td>
<td>85% Job Placement Rate</td>
<td>TCSG Data Center Report #DC 198 FY 2011 College Performance</td>
<td>76.4% FY 2010 Note: Job Placement data is reported for the previous fiscal year.</td>
<td>Placement was reported for the previous fiscal year. Since this was the first year that TCSG is reporting placement on the previous fiscal year, The College will take another look at tracking the placement of leavers or non-completers in FY 2012.</td>
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<tr>
<td>Access and the opportunity for success.</td>
<td>Funding Measures &amp; Benchmarks</td>
<td>Source: TCSG Data Center and data match with DOL WRIS data. Provided by DOL around October or November for the WIA data match of the previous year. Number employed / Graduates from WIA eligible programs / Graduates from WIA eligible programs: Total unduplicated graduates with a SSN who graduated from programs identified by the college through the annual online WIA Survey, excluding graduates with placement status “Military,” “Unavailable” or any of the “Continuing Education” categories. Beginning in FY 2007, colleges were asked to report all active programs through the survey. Also beginning in FY 2007, the graduates excluded the same placement categories noted above, as well as excluded any students who were in high school (student type H) the term they graduated. Number Employed: Based on WRIS (Wage Record Interchange System). Unemployment Insurance data (a national employment database) matched by Georgia DOL: the number of graduates defined above who are employed two quarters after their graduation term.</td>
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<td>1.1: Provide services to improve enrollment, retention, graduation, and placement rates.</td>
<td>TCSG Data Center Report # DC198 FY 2011 College Performance Funding Measures &amp; Benchmarks</td>
<td>1750 FTE</td>
<td>The benchmark of 1750 was not met. This is probably due to the summer transition quarter which did not allow students enough time to take a full load. Proper advising during the next fiscal year under the semester system should ensure the college maintains FTE.</td>
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<td>1.1: Provide services to improve enrollment, retention, graduation, and placement rates.</td>
<td>TCSG Data Center Report # DC198 FY 2011 College Performance Funding Measures &amp; Benchmarks</td>
<td>1706 FTE</td>
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<td>1.3: Provide adult education opportunities to improve educational advancement.</td>
<td>TCSG Data Center Report # DC198 FY 2011 College Performance Funding Measures &amp; Benchmarks</td>
<td>1850 Adult Education Enrollment in NRS (ABE/ASE/ESL)</td>
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<tr>
<td>1.3: Provide adult education opportunities to improve educational advancement.</td>
<td>TCSG Data Center Report # DC198 FY 2011 College Performance Funding Measures &amp; Benchmarks</td>
<td>1866</td>
<td>Increased number of adult education class sites by 1% over previous fiscal year.</td>
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<td>1.4: Provide options and collaborations with business and industry, other institutions of higher learning, and other state agencies.</td>
<td>TCSG Data Center Report # DC198 FY 2011 College Performance Funding Measures &amp; Benchmarks</td>
<td>650 Level Completions in NRS (ABE/ASE/ESL)</td>
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<td>1.4: Provide options and collaborations with business and industry, other institutions of higher learning, and other state agencies.</td>
<td>TCSG Data Center Report # DC198 FY 2011 College Performance Funding Measures &amp; Benchmarks</td>
<td>500 GED Graduates</td>
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<td>1.4: Provide options and collaborations with business and industry, other institutions of higher learning, and other state agencies.</td>
<td>TCSG Data Center Report # DC198 FY 2011 College Performance Funding Measures &amp; Benchmarks</td>
<td>498 GED Graduates</td>
<td>GED instructors were trained using the distance education software. This resulted in more students having access to the GED program. GED Fast Track was implemented. Math scores also improved as a result of the GED Track.</td>
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<td>1.4: Provide options and collaborations with business and industry, other institutions of higher learning, and other state agencies.</td>
<td>TCSG Data Center Report # DC198 FY 2011 College Performance Funding Measures &amp; Benchmarks</td>
<td>Increase GED transition rate to 27% GED to Technical College Transition Rate</td>
<td>25.6% GED to Technical College Transition Rate</td>
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<tr>
<td>1.4: Provide options and collaborations with business and industry, other institutions of higher learning, and other state agencies.</td>
<td>TCSG Data Center Report # DC198 FY 2011 College Performance Funding Measures &amp; Benchmarks</td>
<td>Provide a seamless transition from secondary institutions as well as to other institutions of higher learning by implementing the Q2S conversion</td>
<td>Q2S Checklist</td>
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<td>1.4: Provide options and collaborations with business and industry, other institutions of higher learning, and other state agencies.</td>
<td>TCSG Data Center Report # DC198 FY 2011 College Performance Funding Measures &amp; Benchmarks</td>
<td>Accepted courses listing/agreements</td>
<td>It should be noted that no agreements were expanded.</td>
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<td>1.6: Assure student success</td>
<td>Program Assessment</td>
<td>Program Exit Exam Reports</td>
<td>Students performed well on both program and General Education assessments,</td>
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opportunity for student success - Guarantee student access and the opportunity for success.

Learning is achieved.

Scores for each credit program and for each college-level general education competency

Results General Education Competency Assessment Results

Exit Exams Report Summer 2010
Exit Exams Report Fall 2010
Exit Exams Report Winter 2011
Exit Exams Report Spring 2011

General Education Assessment Reports: FY 2011 General Education Assessment Report

Exit Exams Report Summer 2010
Exit Exams Report Fall 2010
Exit Exams Report Winter 2011
Exit Exams Report Spring 2011

General Education Assessment Reports: FY 2011 General Education Assessment Report

Proactive in attending/participating in local business and community meetings throughout the year. Provided a county overview to Executive Council each month to keep them informed of economic development activities and needs in the SDA.

Economic vitality.

Workforce for economic vitality - Build Southeastern Georgia’s workforce for economic vitality.

2.1: Provide economic development and community services that support attracting business and industry, creating, expanding, and retaining jobs.

Visit business/industry, development authorities, and civic/professional organizations in new SDA to determine needs.

administrative community activity report

Monthly community activity reports show consistent attendance and participation in a variety of business, industry, and community meetings and organizations throughout our service delivery area.

Economic vitality.

Workforce for economic vitality - Build Southeastern Georgia’s workforce for economic vitality.

2.1: Provide economic development and community services that support attracting business and industry, creating, expanding, and retaining jobs.

55 Companies Trained Customized Contract Training:

TCSG Data Center Report 8 DC 198 College Performance Funding Measures & Benchmarks FY 2011

54 companies

14,672 individuals were served

Assisted 112 small businesses and awarded 10 A+ computer certifications.

Economic vitality.

Workforce for economic vitality - Build Southeastern Georgia’s workforce for economic vitality.

2.1: Provide economic development and community services that support attracting business and industry, creating, expanding, and retaining jobs.

38,000 Total Trained Contact Hours: Customized Contract Training

TCSG Data Center Report 8 DC 198 FY 2011 College Performance Funding Measures & Benchmarks

47,223 hours of contract training provided to local business and industry during the year

54 companies served

Exceeded the projected hours for the fiscal year.

Economic vitality.

Workforce for economic vitality - Build Southeastern Georgia’s workforce for economic vitality.

2.1: Provide economic development and community services that support attracting business and industry, creating, expanding, and retaining jobs.

Certified Literate Community Project designation for all counties in SDA

CLCP designation Toombs, Tattnall, and Montgomery Counties successfully completed the CLCP process in the Spring of 2011

Economic vitality.

Workforce for economic vitality - Build Southeastern Georgia’s workforce for economic vitality.

2.4: Provide credit programs to match workforce needs/strategic industries.

Cosmetology (Glenville Campus) Prepare to start Automotive Technology program Fall Semester 2011 (Vidalia Campus) Develop plans for Health/Science/Library building (Swainsboro Campus) Obtain land and secure funds for a CTD facility in Swainsboro Registered Nursing DOC/POST Academy in Glennville

Advertising for Cosmetology Program to start Spring Semester (Jan 2012)

Automotive Technology program started Fall Semester (Aug 2011)

CTD land/facility on hold until further notice due to changes to HOPE program

Approval by Georgia Nursing Board for ADN program currently pending (visits and presentations in progress)

POST Academy not approved for STC. Looking at other options for use of that space.

Economic vitality.

Workforce for economic vitality - Build Southeastern Georgia’s workforce for economic vitality.

2.4: Provide credit programs to match workforce needs/strategic industries.

TCSG State Board approval of ADN Project Manual and TCSG State Board approval of ADN Project Manual

TCSG State Board approved ADN program

Tobacco Free Campus program to be implemented on July 1, 2011 to provide a healthier and cleaner campus environment.

Economic vitality.

Organizational development - Enhance the College’s organizational development in terms of its educational delivery, facilities and equipment, and internal workforce.

3.1: Provide safe and secure campuses.

Tobacco Free Campuses

Notifications Training

Notifications were disseminated in preparation for STC to go Tobacco Free effective July 1, 2011. Cessation coaches were trained to assist employees in dealing with Tobacco Free Campus program to be implemented on July 1, 2011 to provide a healthier and cleaner campus environment.

Economic vitality.

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| Organizational Development in terms of its educational delivery, facilities and equipment, and internal workforce. | 3.4: Manage financial resources efficiently and effectively. | Improve internal control documentation. | Audit Report | Southeastern Technical College received a Full-Disclosure Management Report for FY2011 and as a result of this review, it was found that Southeastern Technical College does in fact need to implement accounting procedures that are sufficient to provide for adequate controls over the financial statements preparation process. The controls in place to enter transactions into accounting records of the College are sufficient, but tighter controls should be implemented over the preparation of the Generally Accepted Accounting Principles (GAAP) and budget financial statements. | During FY 2012, the Administrative Services division will review and revise the STC Business Office Procedures Manual to include a set of accounting procedures that represent a strong system of internal controls for preparing the financial statements of the College. The Administrative Services division will also identify and correct any weaknesses in an effort to design and implement procedures necessary to strengthen controls to ensure that the statements as presented are complete, accurate, and properly supported by underlying accounting records. |
| Organizational Development in terms of its educational delivery, facilities and equipment, and internal workforce. | 3.5: Manage facilities and construction processes to maximize conservation and environmental initiatives, space utilization, campus efficiencies, and capital outlay planning. | Master Campus Plan: a. Construct Glennville Classroom building  
   b. Construct Automotive Technology--Career Academy/Early College building (Vidalia)  
   c. Accomplish renovation priorities on all campuses  
   d. Landscape Dental Hygiene building (Vidalia) and improve landscaping on all campuses  
   e. Obtain funding for Health Sciences building (Swainsboro)  
   f. Obtain funding to purchase land adjacent to Vidalia campus  
   g. Determine facility needs for growth. | Master Campus Plan - Project Status Report | a. Construct Glennville Classroom building -  
   Completed  
   b. Construct Automotive Technology--Career Academy/Early College building (Vidalia) -  
   Completed  
   c. Accomplish renovation priorities on all campuses  
   d. Landscape Dental Hygiene building (Vidalia) - Completed and improve landscaping on all campuses - Completed on Swainsboro Campus  
   e. Obtain funding for Health Sciences building (Swainsboro) - Planning Money obtained  
   f. Obtain funding to purchase land adjacent to Vidalia campus  
   g. Determine facility needs for growth. | New Master Campus Plan is influencing decisions about location and uses of new Health Sciences building that is currently in design. It is also helping senior leadership of the college to make better decisions regarding the use of limited facility construction and maintenance resources for all STC locations. |
| Organizational Development in terms of its educational delivery, facilities and equipment, and internal workforce. | 3.6: Manage facilities and construction processes to maximize conservation and environmental initiatives, space utilization, campus efficiencies, and capital outlay planning. Upgrade bandwidth between Swainsboro and Vidalia Campuses | Fiber optic installation completion | Successful installation of fiber optic between Swainsboro and Vidalia | Completed bandwidth upgrade between Swainsboro and Vidalia |
| Organizational Development in terms of its educational delivery, facilities and equipment, and internal workforce. | 3.7: Assure that the College maintains innovative, cutting-edge technology and equipment to improve operations and enhance student learning. Review/revise all policies, procedures, plans, and manuals to support the implementation of the strategic plan. | Policy Review Assignment Calendar | All policies, plans, manuals were reviewed/revised as assigned on the President's Review Calendar. The following is a list of new policies/procedures for FY 2011:  
IV.U. Policy: Southeastern Technical College Proctoring - Adopted: July 01, 2011  
IV.U. Procedure: Southeastern Technical College Proctoring - Adopted: September 12, 2011 | 3 new policies and 3 new procedures were developed in FY 2011. The need for these policies/procedures resulted from preparation for accreditation compliance, better inventory management, and to ensure proctoring. |
<p>| Visibility, value, and support | 4.1: Brand and sell the College as a first choice, first class educational experience with an innovative new Marketing Plan. | Implement new Marketing Plan. | Marketing Plan development Website, publications, radio spots, television, | Revised Marketing Plan was included in the Retention Plan. New Director of Marketing was hired late in the fiscal year. | New Marketing/PR director revised Marketing Plan. |</p>
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<th>Objective</th>
<th>Action</th>
<th>Outcome</th>
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<tr>
<td>Improve visibility, recognition of value, and support of Technical Education, Adult Education, and Workforce Training for all citizens in Southeastern Georgia.</td>
<td>4.2: Maintain COC and appropriate program accreditations.</td>
<td>Acceptable QEP Topic selected and approved, QEP Topic was selected and approved by the faculty and staff award. Awards were given for the best Use of Results for Improvement.</td>
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<td>4.3: Build private financial support and increase alternative funding sources for the College.</td>
<td>Grants Received.</td>
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<td>4.4: Provide a system of research and assessment to present value-added data for monitoring, analyzing, planning, and decision making.</td>
<td>Feedback from Administration.</td>
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**New emphasis on student learning environment**

There are many grant opportunities available in the area of education. Because of the current successes and the recent experiences with grant endeavors, a greater focus will be directed towards increasing the number of awards, as well as the amount of funding.