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College Goals Report






Edit Goal	Strategic Goal	Strategic Objective	Current FY College Goal	Desired Results	Assessment Method	Actual Assessment Results	Analysis	Use of Results/Improvement
	<u>1.Educational Programs-</u> Provide educational programs and services for professional skills enhancement.	1.1:Maintain or increase enrollment.	1% Enrollment Increase	1% increase in enrollment and FTE enrollment over FY 2007	KMS Enrollment Report DC 126	Enrollment Summer FY 08 - 9.6% Fall FY 08 -7.8% Winter FY 08 - 8.2% Spring FY 08 - 1.4% FTE Summer FY 08 2% up Fall FY 08 -.8% Winter FY 08 - 3.3% Spring FY 08 4.2% up Enrollment is down @6.7% over FY 07 while FTE is up @ 2.1%	The explanation and emphasis on the importance of FTE is finally working. Students are obtaining more credits and achieving their credentials in a more timely manner.	Instructors were encouraged to advise students to take more than just one class at a time and stick with it to obtain their desired award.
	<u>1.Educational Programs-</u> Provide educational programs and services for professional skills enhancement.	1.2:Maintain retention rates at the highest possible level.	65% Retention Rate	65% minimum retention rate	KMS Retention Report LB 177	54.2% YTD June 27,2008	FY 2005 63.7% FY 2006 64.7% FY 2007 53.6% Drastic decline in retention rate	Attrition by course reports are being disseminated quarterly in an effort to pinpoint the causes.
	<u>1.Educational Programs-</u> Provide educational programs and services for professional skills enhancement.	1.3:Maintain graduation rates at the highest possible level.	50% Graduation Rate	50% graduation rate	KMS Graduation Rate Reports: LB 177 DC108	49.5% YTD June 27,2008 1.4% increase over previous fiscal year	FY 2005 53.7% FY 2006 48.4% FY 2007 49.8% One graduate stated that it is real easy to get in, but hard to get out. Increased emphasis on ensuring and verifying competent graduates may cause a temporary decrease in the graduation rate, but comments from graduates regarding how proud they are to have passed all graduation requirements and feel more confident of their skills for success on the job.	Instructors have encouraged students to perform at their best to meet graduation requirements. The IE webpage publishes student successes/learning outcomes.
	<u>1.Educational Programs-</u> Provide educational programs and services for professional skills enhancement.	1.4:Maintain graduate placement rates at the highest possible level.	90% Placement Rate	90% Graduate Placement rate	KMS Report DC108 Unduplicated Graduate & Total Placement Report	93.82%	Although the benchmark was exceeded YTD July 2008, the final graduate placement rate will not be available until Fall.	The College faculty and Career Services staff worked diligently to assist graduates in finding employment. The College will continue to work with Advisory Committees and Business & Industry representatives to place graduates.
	<u>1.Educational Programs-</u> Provide educational programs and services for professional skills enhancement.	1.5:Maintain graduate employment rates at the highest possible level.	80% Employment Rate	80% minimum graduate employment rate	KMS Graduate Employment Report: DC 108 UI Data	2006 data currently available 83.2% 2005 81.8% 1.4% increase over previous fiscal year	UI data not available until Fall	UI data not available until Fall
	<u>1.Educational Programs-</u>	1.6:Maintain licensure pass	85% Licensure Pass Rates	85% minimum Licensure Rate	Licensure Reports Georgia Secretary of	Cosmetology 100% YTD June	Instructors comment that	NCLEX practice on new allied




	Provide educational programs and services for professional skills enhancement.	rates at the highest possible level.			State Professional Licensing Board: License Verification Database	2008 Practical Nursing 94% YTD June 2008	the enhanced graduation requirements have proven to be the best indicators of licensure exam success.	health computers were incorporated into the program. This practice provided students with real test-like experiences.
	<u>1: Educational Programs-</u> Provide educational programs and services for professional skills enhancement.	1.7: Collaborate with local high schools to attract students immediately after completion of high school and collaborate with employers to encourage dropouts to pursue their GEDs.	1% increase in enrollment of GED students and students immediately after completion of high school	1% increase in enrollment of GED students and students immediately after completion of high school	Tech Prep Report 61-06 IPEDS Report GED vouchers 47-06	20% increase in GED Graduates enrolling at STC 59 GED graduates enrolled at STC in FY 2008 and 47 enrolled in FY 2007 47 High School graduates enrolled at STC in FY 2008 57 High School graduates enrolled at STC in FY 2007= 11.48% drop	Benchmark was exceeded for the GED graduates enrolling at STC Furthermore, the 97 GED graduates from the Swainsboro program enrolled in a technical college in FY 2008 or that 97, 59 enrolled at STC. The Gallis report lists the GED grad by name and the technical college they chose. The majority of the graduates chose the college closest to their homes. High School graduates do not appear to enroll immediately after high school. The College used summer and fall quarter enrollments to determine the percentages. Many high school graduates either go directly to work or to another educational system first before realizing the value of a technical education. The College should continue to collaborate with local high schools to attract more students immediately after graduation.	The goal was revised into two separate goals in the FY 2009 update of the strategic plan. 7. Collaborate with local high schools to attract students immediately after completion of high school. 8. Transition GED graduates to postsecondary education.
	<u>1: Educational Programs-</u> Provide educational programs and services for professional skills enhancement.	1.8: Provide career counseling; information literacy; personal assistance; referral, academic, and financial advising; disability services and placement assistance that contribute to graduation and employment for traditional and nontraditional students.	80% minimum satisfaction of Assistance Services	80% minimum satisfaction of services	Student Perception of Services Survey Results	84% satisfaction of these services 90.10% overall satisfaction rating of services & programs	Although the benchmark was surpassed, continuous improvements of services should be considered and implemented.	Student Affairs team met regularly. Student Affairs added a recruiter, a recruiter/retention specialist, and a new career services coordinator started in the fall of 2007. Beginning FY 2009 (July 2008), a High School Coordinator will join this team to coordinate services with area high schools.
	<u>1: Educational Programs-</u> Provide educational programs and services for professional skills enhancement.	1.9: Provide academic support services and resources.	80% minimum satisfaction Support Services and Resources	80% minimum satisfaction rate of academic support services and student services	Satisfaction Survey	overall 90% satisfaction of academic & support services and student services	Benchmark was exceeded. Students are satisfied with the academic support services and resources.	The College will continue to monitor student satisfaction and make corrections as needed.
	<u>1: Educational Programs-</u> Provide educational programs and services for professional skills enhancement.	1.10: Research and develop needed programs in the strategic and supporting industry clusters or initiatives.	1 (minimum) Strategic and Supporting Industry Programs Developed	1 (minimum) Development of a needed strategic industry program	KMS Strategic Industry Programs Report AP14	Timber Harvesting and Heavy Equipment TCC was added. This TCC falls in the agribusiness strategic-industry cluster.	STC has 7 programs in the Agribusiness strategic industry; 2 programs in the Energy and Environment strategic industry; and 12 programs in the Healthcare and Eldercare strategic	The certificate was developed in response to advisory input and industry needs.

							Industry categories. 18 programs in Homeland Security area	
	<u>2:Workforce Development</u> -Contribute to workforce Development through quality training programs and services for business and industry.	2.1:Actively survey local business and industry to determine their employee education needs. Create a close linkage between employer needs and program offerings in order to respond rapidly to their requests and enable employees to maintain competitive skills.	Employer to program linkage	Implement new program as a results of assessments / feedback	Needs Assessment/Advisory Committee Recommendations	Timber Harvesting & Heavy Equipment TCC Cosmetology Instructor Training TCC	2 TCCs were developed in response to Advisory Committee input	The College will continue to respond to advisory recommendations.
	<u>2:Workforce Development</u> -Contribute to workforce Development through quality training programs and services for business and industry.	2.2:Offer high-quality customized training for local business and industry including Quick Start program services.	Increase Customized Training Programs	Increase number of customized training programs offered over previous fiscal year	Customized Training Reports Quick Start Reports	Contract Training: 5 Businesses/Industries conducted contract training with a total of 94 people trained QuickStart: 4 Businesses/Industries conducted QuickStart Training	Although the number of training programs did not increase, the number of people trained increased by 67%. The number of Quickstart projects doubled over the previous year. The new VPED has transferred to a sister college.	The new VPED attended business and community functions to promote customized and Quick Start training. The acting VPED will continue to promote the programs that offer the type training needed in the service delivery area.
	<u>2:Workforce Development</u> -Contribute to workforce Development through quality training programs and services for business and industry.	2.3:Promote good work ethics and good work habits in our students.	80% satisfaction of Work Ethics & Skills Training	Minimum of 80% employer satisfaction of work ethics and skills training	Employer Survey Reports	100% satisfaction YTD July 2008	Benchmark was exceeded.	The faculty reviewed the survey results and contacted employees for further feedback if appropriate. The College implemented an assessment requirement for graduation. The assessment verifies that a student's skills are acceptable for entry into the workplace.
	<u>2:Workforce Development</u> -Contribute to workforce Development through quality training programs and services for business and industry.	2.4:Provide opportunities for the development of leadership skills that directly benefit area employers.	Student Leadership	Maintain club/organizations to develop leadership skills	Student Leadership Council Minutes	The Student Leadership Website on the IE Intranet documents the meetings and budget. SkillsUSA activities provided enhanced skills training competitions that lead to future benefits for area employers. The Wildlife Club involves Fish & Game and Forestry students in leadership skills for their future employment.	Benchmark was met. Leadership skills were promoted at STC.	The President met with the Student Leadership Council. The Wildlife Club activities promoted not only the programs, but an appreciation for community service/ involvement. The College sent 11 finalists to the national SkillsUSA competitions. This organization is recognized for skills and leadership activities.
	<u>2:Workforce Development</u> -Contribute to workforce Development through quality training programs and services for business and industry.	2.5:Expand and develop internship opportunities with local businesses that give students the opportunity to "make the connection" between learning and employment.	Internships	Increase number of internship sites over previous FY	Listing of Internship Sites	100% increase in the number of internship sites over the previous fiscal year FY 2007 - 17 sites FY 2008 - 34 sites The benchmark was exceeded.	Benchmark was exceeded. In looking at the internship applications there was a substantial increase in the number of internships for Medical Assisting (20 in FY 08 and 11 in FY 07) and Phlebotomy (9 in FY 08 and 0 in FY07). Part of the increase in internship sites is the result of efforts by the instructors to place the students in a setting close to home to reduce travel cost. The increased	Instructors better accommodated students by working diligently to ensure they had appropriate, quality learning and job opportunities closer to their homes.

							number of sites affords students the opportunity to practice and demonstrate their skills and to create job opportunities for themselves and future graduates.	
	3:Outreach- Provide outreach programs which include training, development, and literacy skills.	3.1:Provide continuing educational opportunities to allow students to increase job skills.	Increase Continuing Education Offerings	Increase number of continuing education offerings over previous FY	Continuing Education Listing	The number of continuing education offerings increased dramatically due to the implementation of the Ed2Go online learning opportunities.	Benchmark was surpassed. Non-credit courses offered online provide a convenient and affordable means for life-long learning opportunities.	The VPED implemented Ed2Go and other options to enable continuing education options to further enhance skills and knowledge.
	3:Outreach- Provide outreach programs which include training, development, and literacy skills.	3.2:Emphasize technical and adult continuing education to give our citizens the opportunity for retraining or personal growth.	Promote technical education	Increase awareness of technical education through advertising	Advertising Budget Human Interest/Success Stories	Benchmark was exceeded Advertising efforts have kept advancing during the fiscal year. The Public Relations link on the STC webpage verifies news articles, special events, as well as a view from the sky.	Articles such as The Last Piece of the Puzzle illustrate how the College affects personal growth opportunities. As stated by an instructor, She is a perfect example of seeing it all come together. She now has the self-esteem and self-confidence to succeed. STC affects student learning both in and outside the classroom - directly and indirectly.	A new Director of Institutional Advancement, Public Relations, and Marketing was hired to focus on promoting Swainsboro Technical College and technical education.
	3:Outreach- Provide outreach programs which include training, development, and literacy skills.	3.3:Participate in local education and civic organizations to increase awareness of technical and adult education and to enlist the support of employers and educators in sending this message.	Promoting technical education through community involvement	100% participation of the President's direct reports in local education and civic organizations	Community Involvement Report	Benchmark met 100% of the President's Council served in civic organizations or community service projects	Through community involvement/service projects, not only administrators, but faculty and staff served as role models encouraging and training students in the importance of giving back to the community	Community service was increased and a stronger sense of teamwork grew from the Relay for Life, SkillsUSA, and various other community projects of faculty/staff participation. A Community Service-Civic Organization report was disseminated to show how Swainsboro Technical College gives back to the community it serves.
	3:Outreach- Provide outreach programs which include training, development, and literacy skills.	3.4:Market Swainsboro Technical College as a unit of the Georgia Department of Technical and Adult Education.	Market STC	Increase awareness that STC is a unit of the Georgia Department of Technical and Adult Education	Publications	The tag line was added to the website and publications.	Although the benchmark was met, DTAE will become TCSG effective July 1, 2008. The tag line will then read a Unit of the Technical College System of Georgia.	The Department of Technical and Adult Education will become the Technical College System of Georgia in FY 2009. Fresh and more exciting advertisements will promote the new image of technical education in Georgia.
	4:Institutional Effectiveness- Promote institutional effectiveness through a process of planning, evaluation, and improvement.	4.1:Receive and maintain COC, COE, and program-specific accreditations to ensure a quality educational experience for our students.	Accreditation	Progress toward COC accreditation while maintaining COE and program specific accreditations	Accreditation Reports	Candidacy Team Visit - September 2007 Candidacy granted December 2007 Accrediting Team scheduled for September 2008 COE Annual Report submitted/approved	The journey toward regional accreditation and gaining the proof of quality and excellence in programs and services at Swainsboro Technical College is progressing according to the timeline. Team input has been a vital link in this process. An appreciation for the SPIRIT system has been a wonderful byproduct of the annual planning processes.	Review and input from administrators, teams, and the TCSG IE specialist was considered, studied, and incorporated in the compliance narratives for the candidacy team visit.
	4:Institutional Effectiveness- Promote institutional	4.2:Promote a rigorous program of self-study and evaluation to	Self-evaluation	Improvements / decisions resulting from assessment results	Educational Program Plans in SPIRIT (shows actual results & use of results for	The FY 2008 Academic Affairs Plan in SPIRIT	The PAS Budget Request report in SPIRIT allows the Budget	A new SPIRIT report in table format was developed to

	effectiveness through a process of planning, evaluation, and improvement.	ensure efficiency and effectiveness of program delivery.			improvements)	documents how improvements/decisions result from planning, assessment, and equipment needs.	Committee to make decisions regarding equipment needs. Numerous surveys also provide the evidence of efficiency and effectiveness of the programs.	help instructors and administrators determine any areas of need. Supervisors were required to review the reports to monitor any needed actions.
	<u>4:Institutional Effectiveness-</u> Promote institutional effectiveness through a process of planning, evaluation, and improvement.	4.3:Implement technology to extend and enhance our ability to serve students, provide programs and services, and analyze feedback about our performance.	80% satisfaction with technology / equipment	80% satisfaction with technology / equipment	Student Perception Survey Reports	The Student Perception of Services Survey Report has indicated that 82.27 % of the students are satisfied with the integration of technology and use of equipment provided for instruction at Swainsboro Technical College. Our goal for this year was 80% in this area and was exceeded.	Benchmark was surpassed	From computer-based programs for remediation to sophisticated software for its technical programs, Swainsboro Technical College will continue to utilize technology to enhance student learning. The College maintains a campus-wide local access network (LAN) that facilitates access to the Internet. The campus network enhances the use of computers and other equipment for teaching, learning, and sharing information whether the user is on-campus or off-campus. Students use these resources daily allowing them to interact within the digital environment. In the Student Services area, BANNER Xtender, a document processing database driven add-on for our current student transaction processing system has been successfully implemented this year. The office of Financial Aid (the first office to implement Xtender) has scanned and indexed 10,229 documents into the system as of July 1, 2008. Many of these documents contained multiple pages and every student who was enrolled for Spring Term had their paperwork indexed and ALL paperwork for every student who applied for Financial Aid for the new aid year was scanned and indexed into Xtender. This means that all verification and application processing and review of student's Financial Aid applications for the new year has been handled completely electronically in Application Xtender. Bandwidth to the college has

								been upgraded from 1.5 to a 6 megabyte connection, the fastest available in this area. Healthcare labs have been significantly upgraded with new furnishings and equipment this year.
	<u>4:Institutional Effectiveness</u> -Promote institutional effectiveness through a process of planning, evaluation, and improvement.	4.4:Expand and improve facilities and programs targeted to meet the emerging needs of business and industry.	Program facilities	Renovate/update Buildings 1, 2, and 3 to provide needed improvements New Allied Health and Library Services Building on the Main Campus	MR&R Report Capital Outlay	Renovations still in progress Allied Health and Library Services Building submitted on Capital Outlay The Allied Health Dept gained a fully functional health lab that meets the Georgia Medical Care Foundation guidelines in every service area county. STC became a regional test site for the National Nurse Aide Assessment Program (NNAAP) - contract with Pearson Vue, Inc.	Although the needed building was not approved in capital outlay, the College improved the appearance of the campus and enhanced the learning environment.	A new Director of Facilities was hired to ensure that the facilities are maintained and improvements are implemented. The Director will be responsible for the MR& R and Capital Outlay reports.
	<u>4:Institutional Effectiveness</u> -Promote institutional effectiveness through a process of planning, evaluation, and improvement.	4.5:Provide up-to-date equipment and resources necessary for today's workforce.	Up-to-date Equipment	Minimum 80% satisfaction with equipment in classrooms and labs	Perception Survey Reports Advisory Committee Reports	94% Faculty/Staff satisfaction Student Perception of Services Reports also indicated that 94.47% of students felt that Swainsboro Technical College provides up-to-date equipment and resources necessary to train today's workforce.	Benchmark was surpassed The College provides up-to-date equipment and resources necessary for today's workforce. The Budget Request system needs the ability to mark when a piece of equipment is received and not have to delete it from the budget. This improvement will enable the Budget Committee to view the history for each program and unit.	The College utilized the PAS Equipment Budget Request in SPIRIT to ensure up-to-date equipment is utilized. The SPIRIT Budget Request System will be enhanced to provide an improved record of recommended equipment and purchased equipment with an archive to show the history.
	<u>4:Institutional Effectiveness</u> -Promote institutional effectiveness through a process of planning, evaluation, and improvement.	4.6:Support faculty and staff through ongoing professional and personal development and learning opportunities.	Well-trained faculty and staff	100% of the Faculty & Staff will meet the minimum staff development hour requirement to enhance current job skills	Staff Development Reports Annual Plans	100% of the faculty & staff met minimum staff development hour requirements	Benchmark was met	The faculty and staff were encouraged to select training opportunities that they could use to impact student learning. It was stressed that we all affect student learning and were challenged to ask ourselves what is it we do that can help improve student learning.
	<u>4:Institutional Effectiveness</u> -Promote institutional effectiveness through a process of planning, evaluation, and improvement.	4.7:Improve communication among faculty and staff.	80% Communications	80% agreement that communication is adequate among faculty and staff	Perception Survey Results	71.43 satisfaction	During the time of the survey, communication efforts were lagging. Every effort needs to be made to ensure that everyone receives the appropriate information in a more timely manner. Faculty and staff input is important.	In an effort to improve communication and cooperation, a Faculty Council was developed . The Faculty Council met with Student Affairs. Teams have cross-functional memberships. Orientation and Calendar Committees met to improve communications.
	<u>4:Institutional Effectiveness</u> -Promote institutional effectiveness through a process of planning, evaluation, and improvement.	4.8:Provide the highest quality programs and services for our clientele (i.e. students, faculty and staff, business and industry, and our local	High Quality programs and services	80% agreement that evaluation results in improvements	Perception Survey Results	98.11% agreement	The SPIRIT system is functioning properly. Faculty & staff are seeing the results of the evaluations, etc. leading to	Refinements were made to the SPIRIT system. New reports in table formats have enabled users to easily track their goals progress.

	improvement.	community) by concentrating on continuous improvement of programs and services.					improvements.	Supervisor screens were developed to ensure plans were on track.
	<u>4.Institutional Effectiveness-</u> Promote institutional effectiveness through a process of planning, evaluation, and improvement.	4.9:Explore alternative funding sources and grant development to supplement system base and performance funding.	Alternative Funding	Obtain a minimum of 2 grants	List of Grants Funding Sources	Stay-In-School (Student Affairs) 64,600.00 CCR&R (Child Care Resource & Referral) 7/1/07 - 6/30/08 457,514.08 CCR&R (Child Care Resource & Referral) 7/1/08 - 9/30/08 105,517.64 Bright from the Start - (Child Development) 1,500.00 Washington Electric Foundation Grant (Adult Education) 5,602.00 Department of Labor Contract - Jenkins County (Adult Education) 8,500.00 AT&T Grant was submitted, but not awarded. Wal-Mart technology grant was submitted, but no decision has been determined as of June 2008.	Benchmark was exceeded, but more time is needed to explore alternative funding sources and submit grants	Grant funding was used to supplement system base and performance funding. More research time and personnel will be utilized in the next fiscal year.
	<u>4.Institutional Effectiveness-</u> Promote institutional effectiveness through a process of planning, evaluation, and improvement.	4.10:Ensure the review and compliance of policies and procedures.	Policy Compliance: Annual reviews	Policies reviewed annually	President's Review Calendar and President's Council Minutes	All policies are reviewed as indicated on the President's Review Calendar.	Administrators reviewing the policies have gained a better understanding of the policies and the revisions.	The President's Review Calendar was converted to a web page. Automatic email reminders were dynamically/automatically sent out as reminders of assigned items to be reviewed. This process kept the ball rolling and made reviewing much easier.
	<u>4.Institutional Effectiveness-</u> Promote institutional effectiveness through a process of planning, evaluation, and improvement.	4.11:Provide cost-effective programs and facility maintenance.	Efficiency	Meet Performance Accountability System (PAS) benchmarks	PAS Audit Report	Submitted PAS Annual Submission Hosted PAR Team - March 2008 - 1 recommendation - addressed, 3 commendations FY 2007 Audit Report - No findings	STC was evaluated according to state system criteria. The College is in compliance. The only recommendation was to use a specific form. The form used by the College had been approved for use, but the new form was preferred. The VPIE and DIR analyzed the form and concluded that in order to complete the form, verification data was needed. A verification system is needed.	The VPIE and DIR developed a system to verify the information to complete the suggested form. As a result, a database was also developed to track all budgets in the IE office.