

**KVCC2020 Report
December 2019**

Goal 3: KVCC Institutional Operations are Effective and Efficient						
Objective 3.1: Develop and support KVCC employees and students						
Measure 3.1: Perform above the 50 mean on each of the Community College Survey of Student Engagement (CCSSE) benchmarks (active and collaborative learning, student effort, academic challenge, student-faculty interaction, and support for learners).						
The Community College Survey of Student Engagement (CCSSE) was administered in Spring 2019. Data has been provided to the Institutional Accreditation and Effectiveness Steering Committee for use in the college's strategic planning process, KVCC2025. Next administration will be spring 2022.						
Measure 3.1b: Develop and create a plan to increase attainment of professional development and educational goals for KVCC employees.						
Per bargaining contract, faculty professional development was increased in fiscal year 2018 from \$1,400 per person to \$2,500 annually. The Teaching, Learning and Scholarship committee is currently working on an instructional plan for attainment of professional development for all KVCC employees.						
Measure 3.1c: Voted as one of Maine's Best Places to Work by the Society for Human Resource Management's Maine State Council (MESHRM).						Revised in May
2019: The college will conduct the Personal Assessment of the College Environment (PACE) survey every 5 years.						
The PACE was administer in spring 2019. Data will be provided to the Institutional Accreditation and Effectiveness Steering Committee for use in strategic planning. Next administration of the PACE will occur in 2024.				Reason for May 2019 revision: The PACE is an online survey instrument that provides a mechanism for institutions to capture employees' experiences and satisfaction of the institution. The PACE report highlights areas for growth, defines areas needing change or improvement, and provides information to assist strategic planning.		
Objective 3.2: Maintain a secure, reliable and integrated technology infrastructure to enable innovation uses of technology in administration and business systems to support excellence in education.						
Measure 3.2a: Leverage existing software to shift workflow to digital processes and move toward a paperless administration.						
The following processes have moved to electronic, paperless processes: 1) Online contract creation/approval system (fall 2016) 2) web-based event request/management form (fall 2017), 3) email-based leave request/review process (fall 2018), 4) off-site storage/digital retrieval of student records (fall 2018), 5) online incident report form (spring 2019), and 6) automated blackboard course creation (fall 2018) 7)System to store and retrieve all student enrollment records with the college's student information system (EX) (summer/fall 2019), 8) online, web-based workforce course registration system (summer 2020), 9) online, web-based non-degree student course registration system (fall 2020)						
Measure 3.2b: Implement a student-centered, centralized, electronic course-scheduling system.						
December 2019: Explore options for the purpose of a student-centered, centralized, electronic-course scheduling system.						
In spring 2017, the college initiated a procurement process and reviewed submitted proposals. Proposed estimates for an electronic course-scheduling system were in excess of the college's projected budget for the software.				Reason for December 2019 revision: Due to the cost of the scheduling the software, the college will not be able to purchase the course-scheduling system for implementation.		
Objective 3.3: Identify infrastructure needs and report on investment to help address those needs.						
Measure 3.3a: Report annually a capital and physical plant plan and detailed budget that address short- and long-term goals.						
Fiscal Year	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
Report Completed	Completed	Completed	Completed	Completed	Completed	
Measure 3.3b: Report annually on investments made to address the college's capital needs.						
Fiscal Year	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
Report Completed	Completed	Completed	Completed	Completed	Completed	
Measure 3.3c: Report annually on the amount of cash and equipment, including grants, obtained.						
Fiscal Year	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
Report Completed	Completed	Completed	Completed	Completed	Completed	
Objective 3.4: Use data at all levels of the institution to inform decisions, practice and policy						
Measure 3.4a: Create and post an annual data fact book capturing key data on institutional performance and operations.						
AY2015-2016	AY2016-2017	AY2017-2018	AY2018-2019	AY2019-2020		
Completed	Completed	Completed	Completed	Completed	http://www.kvcc.me.edu/pages/General/institutional-research-page	
Measure 3.4b: Implement a formal process with KVCC Leadership to review KVCC policies every three years.						
In April 2021, the KVCC Leadership team approved a three-year review cycle for KVCC policies.						
Measure 3.4c: Design, create, and implement an internal, electronic dashboard capturing operational data.						
In Fall 2018, an internal enrollment report was created in Tableau dashboard. The dashboard is running parallel during academic year 2018-2019 to test accuracy. It is anticipated that manual enrollment report will no longer run in Fall 2019 semester and full transition to the tableau dashboard for internal enrollment reports will be completed. It is projected that an internal dashboard providing admission data will be implemented during summer 2019.						
In Fall 2018, a public dashboard was implemented for associate degree programs. The dashboard includes 2014-2017 cohort data performance (retention, completion and transfer at 100, 150 and 200%) and successful course completion rates during the first year of enrollment in the program. It is projected that the data from the 218-2019 academic year will be update in late fall 2019.				http://www.kvcc.me.edu/Pages/Institutional-Assessment/program-review-dashboard		

**KVCC2020 Report
December 2019**

In 2020, The Office of Institutional Research has created the following dashboards for the executive team: Successful course completions by course and academic year, top DWF courses by academic year, admission funnel data, workforce development registrations by fiscal year, course and grant funding,