

2006 EVALUATION REPORT

**Office of Institutional Planning, Evaluation, and Effectiveness
Instructional Services Department
DeKalb Technical College
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INTRODUCTION

The following is a summary of the results of planning for 2006 and the use of those results for improvement of systems, programs, and services at DeKalb Tech. Planning Objectives for each College Goal have been evaluated by the various planning units and documented on the web-based Action Plan form located at <http://intranet.dekalbtech.edu/webapps/oractionplans.htm>. A report of all Action Plans may be accessed at <http://intranet.dekalbtech.edu/webapps/insteff.htm>.

Results are summarized by College Goal. The results are categorized by topics which dominated the plans. These topics varied by College Goal.

Each topic is divided into two sections:

- * Actual Results, (including those outcomes not completed) and
- * Evaluation and Use of Results for Improvement.

The 2006 Planning Year began in July, 2005 and ended June 30, 2006. This was the first year we implemented the new web-based format of the Action Plan. Programming of the web page continued as new planning units were added. Next year the planning units will be reorganized and the planning cycle will change.

Only one planning unit failed to submit plans in 2006: Information Technology. This unit was encouraged to plan in 2007.

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BENCHMARK EVALUATION

This section provides the results of assessment of measures and benchmarks that the Strategic Planning Oversight Committee has chosen to evaluate each goal. In some cases, reports were not available at this writing that provide the data necessary to evaluate the measure. The reports, survey tabulations, and other data will continue to be collected throughout FY07.

BENCHMARKS FOR GOAL 1: Promote student success by providing access to programs, services and support systems.

1.1 Student Satisfaction Surveys > 85% satisfaction with student support services

1.2 Student retention: Total > 50% from year to year

1.3 Student retention: Total > 50% from quarter to quarter

1.4 Student retention: Developmental Studies > 40% from quarter to quarter

1.5 ___ % admitted enrolled (collect baseline)

1.6 Number and % enrollments from ESL/Adult Education to DTC (collect baseline)

1.7 ___ % Satisfaction of community with access to programs, services and support systems

BENCHMARKS FOR GOAL 2: Provide quality program offerings that support:

- the development of knowledge, skills and attitudes necessary for fulfillment of goals, abilities and interests;
- employment and career success.

2.1 Advisory Committee satisfaction > 85%

2.2 Student evaluation of faculty institutional average > 80% satisfaction

2.3 100% accreditation of mandatory accreditable programs

2.4 75% success rate on applicable licensure exams

2.5 25% graduation of credit program students

2.6 Work Ethics success rate >80% of students achieve score of "2" or greater (meets criteria)

2.7 Success of students entering with dual/joint or articulated credit earned during high school –establish baseline data

2.8 Success of students entering with credit earned at other post-secondary institutions – establish baseline data

2.9 % satisfaction of Community with Programs offered

2.10 95% overall placement rate

2.11 85% placed in field rate

BENCHMARKS FOR GOAL 3: Demonstrate accountability and effectiveness through:

- the procurement and efficient use of resources; and
- appropriate leadership and management practices.

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3.1 Faculty/ adjunct faculty / staff survey > 85% satisfaction (multiple assessed items: BANNER, evaluation satisfaction, communication, technology support, etc.)

3.2 Campus climate data > 85% satisfaction (in multiple areas: leadership, change agent, facilities, equipment / resources, funding, Foundation effectiveness, budgeting processes, etc.)

3.3 Scholarships awarded >\$2000 per year

3.4 Foundation endowments/donation\$100,000/year

80% Full Time employee contributions to Foundation

3.5 Leadership /management development opportunities > 2 / year

3.6 Satisfaction with Institutional Effectiveness System

3.7 % satisfaction of community with accountability and effectiveness, resources, and leadership

3.8 Procurement of external resources > 90% previous year level (incl. matching grants, etc.)

BENCHMARKS FOR GOAL 4: Enhance economic development of the region through workforce development, job training and partnerships that add value to the communities served.

4.1 95% of requests for Business & Industry services met

4.2 85% of requests for contract training met

4.3 > 85% satisfaction with quality of Business & Industry and Continuing Education courses

4.4 Industry trends measured in Business and Industry surveys

4.5 Participation in community initiatives e.g., Chambers of Commerce, service clubs, community groups > 6/year/ group

4.6 % satisfaction of community with economic development activities

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2006 BENCHMARK REPORT

GOAL	BENCHMARK	FY 2006 Results
College Goal 1: Promote student success by providing access to programs, services and support systems.	1.1 Student Satisfaction Surveys > 85% satisfaction with student support services	Student Satisfaction Survey Average Satisfaction 85% <i>Data Source: Student Satisfaction Survey</i>
	1.2 Student retention: Total > 50% from year to year	42.9% <i>Data Source: 2003-2004 Governor's Office of Student Achievement Annual Report</i>
	1.3 Student retention: Total > 50% from quarter to quarter	Summer - Fall = 66.9% Fall – Winter = 55.2% Winter – Spring = 39.3% Spring – Summer = 57.3% <i>Data Source: DTC Current Student Report Comparison Study</i>
	1.4 Student retention: Provisional enrollment > 40% from quarter to quarter	Summer - Fall = 50% Fall – Winter = 49% Winter – Spring = 27% Spring – Summer = 56% <i>Data Source: DTC Current Student Report Comparison Study</i>
	1.5 % admitted enrolled (collect baseline)	Summer 2005 = 38.44% Fall 2005 = 46.98% Winter 2006 = 42.37% Spring 2006 = 47.81% <i>Data Source: DTC Admitted to Enrolled Report</i>
	1.6 Number and % enrollments from ESL/Adult Education to DTC (collect baseline)	Due to a change from one reporting system to another, this data is unavailable.
	1.7 % Satisfaction of community with access to programs, services and support systems	93.3% <i>Data Source: 2005 DTC Community Needs Survey</i>

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College Goal 2: Provide quality program offerings that support the development of knowledge, skills and attitudes necessary for fulfillment of goals, abilities and interests and for employment and career success.	2.1 Advisory Committee satisfaction > 85%	Not enough data available.	
	2.2 Student evaluation of faculty institutional average > 80% satisfaction	200601 200602 200603 200604 <i>Data Source: DTC Quarterly Student Evaluation of Instruction</i>	91% 86% 92% 87%
	2.3 100% accreditation of mandatory accreditable programs	See list of accredited programs*	
	2.4 75% success rate on applicable licensure exams	FY 2006	100%
	2.5 25% graduation of credit program students	Associate Degree TCC <i>Data Source: OSA 2004-05 Report Card</i>	19.7% 45.7%
	2.6 Work Ethics success rate >80% of students achieve score of "2" or greater (meets criteria)	FY 2006 <i>Data Source: DTC Grade Analysis Report</i>	95%
	2.7 Success of students entering with dual/joint or articulated credit earned during high school –establish baseline data	Data not currently available	
	2.8 Success of students entering with credit earned at other post-secondary institutions – establish baseline data	Number of students with transfer credit graduating during FY 2006 <i>Data Source: DTC Transfer Students Report</i>	584
	2.9 % satisfaction of Community with Programs offered	<i>Data Source: 2005 Community Needs Survey</i> 97%	

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College Goal 3: Demonstrate accountability and effectiveness through: the procurement and efficient use of resources appropriate leadership and management practices.	3.1 Faculty/ adjunct faculty / staff survey > 85% satisfaction (multiple assessed items: BANNER, evaluation satisfaction, communication, technology support, etc.)	92%	<i>Data Source: FY 2006 Organizational Commitment Survey</i>	
	3.2 Campus climate data > 85% satisfaction (in multiple areas: leadership, change agent, facilities, equipment / resources, funding, Foundation effectiveness, budgeting processes, etc.)	71%	<i>Data Source: FY 2006 Organizational Commitment Survey</i>	
	3.3 Scholarships awarded > ??? per year			
	3.4 Foundation endowments / donation xxx / year % Full Time employee contributions to Foundation	FY 2006 Foundation Donations \$58,931.00 Percentage of Employee Donations 41%		<i>Data Source: DTC Business Office</i>
	3.5 Leadership /management development opportunities > 2 / year	4		
	3.6 Satisfaction with Institutional Effectiveness System			
	3.7 % satisfaction of community with accountability and effectiveness, resources, and leadership	100%	<i>Data Source: 2005 Community Needs Survey</i>	
	3.8 Procurement of external resources \geq 90% previous year level (incl. matching grants, etc)			

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College Goal 4: Enhance economic development of the region through workforce development, job training and partnerships that add value to the communities served.	4.1 95% of requests for Business & Industry services met	2006 – 100% of Business & Industry Requests <i>Data Source: DTC Economic Development</i>			
	4.2 85% of requests for contract training met	2006 – 100% of Contract Training Requests Met <i>Data Source: DTC Economic Development</i>			
	4.3 > 85% satisfaction with quality of Business & Industry and Continuing Education courses	93.2%			
	4.4 Industry trends measured in Business and Industry surveys		More	Less	Same
		<i>Workforce Growth 1-3 Years</i>	63	4	33
		<i>Workforce Growth 3-5 Years</i>	75	6	20
	<i>Data Source: 2005 Community Needs Survey</i>				
4.5 Participation in community initiatives e.g., Chambers of Commerce, service clubs, community groups > 6 / year / group	30				
% satisfaction of community with economic development activities	97% <i>Data Source: 2005 Community Needs Survey</i>				

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DETAIL AND METHODOLOGY

- 1.1 The *Student Satisfaction* survey is given at New Student Orientation. Students are asked to rank their overall satisfaction with the Admissions and Financial Aid offices as well as their satisfaction with the orientation. The 85% represents a composite of the Admissions and Financial Aid ratings.
- 1.7 On the 2005 Community Needs Survey respondents were asked to rank DeKalb Tech's performance relating to College Goal 1 on a scale from *Ineffective* to *Highly Effective*. There were 30 responses to this question, 29 rated the school *Effective* or better, none rated DTC as *Ineffective*.
- 2.2 The *Student Evaluation of Instruction* is given quarterly to all students. The response to this benchmark has been equated to the response to the survey question, "Would you recommend this instructor to others?".
- 2.3 DeKalb Technical Colleges Accredited Programs and the Accrediting Body:

Air Conditioning Technology Program	Partnership for Heating Ventilation Air Conditioning Refrigeration Accreditation (PAHRA)
Electronics and Computer Engineering Technology Programs	Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET)
Medical Assisting Program	Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Medical Laboratory Technology	American Medical Association's National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Opticianry Program	Commission on Opticianry Accreditation (C.O.A.)

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Surgical Technology Program	American Medical Association's Joint Review Committee on Medical Education (American College of Surgeons, American Hospital Association, Association of Surgical Technologists) and Commission on Accreditation for Allied Health Education Programs (CAAHEP)
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- 2.9 On the 2005 Community Needs Survey respondents were asked to rank DeKalb Tech's performance relating to College Goal 2 on a scale from *Ineffective* to *Highly Effective*. There were 30 responses to this question, 29 rated the school *Effective* or better, none rated DTC as *Ineffective*.
- 3.1 The *DeKalb Technical College Organizational Commitment Survey* was given during the Winter Quarter 2006 to all faculty and staff. The response to this benchmark has been equated to the response to the survey question, "*I am very proud to be an employee of DeKalb Technical College.*".
- 3.2 The *DeKalb Technical College Organizational Commitment Survey* was given during the Winter Quarter 2006 to all faculty and staff. The response to this benchmark has been equated to the response to the survey question, "*In general, the people employed by DeKalb Technical College are working toward the same goals.*"
- 3.5
1. Spring & Fall Forums
 2. Recognizing and Avoiding Sexual Harassment
 3. Preventing and Handling Sexual Harassment
 4. Emergency Procedures
- 3.7 On the 2005 Community Needs Survey respondents were asked to rank DeKalb Tech's performance relating to College Goal 3 on a scale from *Ineffective* to *Highly Effective*. There were 30 responses to this question, 30 rated the school *Effective* or better, none rated DTC as *Ineffective*.
- 4.3 Individual Continuing Education and Business & Industry classes are surveyed on a 4 point scale. On the question "*Would you recommend this course to others?*"; 284 responded *Strongly Agree* and 78 responded *Agree*. Awarding *Strongly Agree* – 4 points, *Agree* – 3 points, *Disagree* – 2 points, and *Strongly Disagree* – 1 point, Continuing Education/B&I classes earned 362 out of 388 points.
- 4.4 Detailed List
1. Leadership DeKalb
 2. DeKalb Chamber
 3. Conyers-Rockdale Chamber
 4. Newton County Chamber

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5. Madison Morgan Chamber
6. Greater Lithonia Chamber
7. Georgia Hispanic Chamber
8. TCFA – Technical College Foundation Association
9. NCMPR – National Council of Marketing and Public Relations
10. CRD – Council for Resource Development
11. GUCC Georgia Utility Coordinating Council
12. GUCA Georgia Utility Contractors Association
13. APWA Atlanta Public Works Association
14. DOT Large Project Committee
15. Ga. Hispanic Chamber
16. Latin American Association
17. Georgia Special Olympics
18. TIEGA Technical and Industrial Educators of Georgia
19. GACTE
20. DeKalb Chamber of Commerce
21. Conyers-Rockdale Chamber of Commerce
22. Greater Lithonia Chamber of Commerce
23. Newton Chamber of Commerce
24. Kiwanis Club of Northlake
25. American Society for Training and Development
26. East Metro Atlanta Christian Writers
27. Newton Chamber of Commerce Education Committee
28. Newton Leadership Alumni Association
29. Habitat for Humanity

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SUMMARY OF ACTION PLANS

COLLEGE GOAL 1: Promote student success by providing access to programs, services and support systems.

REGISTRATION

Actual Results

Based on enrollment, Banner Web registration was open for currently enrolled three to four weeks including Saturdays. Also, one or two make-up days of Banner Web registration were held for currently enrolled and new students prior to the first day of the quarter. Typically, 200 to 300 students registered during the make-up period. Students can instantly print/view their schedule and invoice via Banner Web as soon as they register for their class(es). Students are advised as soon as they take the COMPASS. This prevents them having to see an advisor on New Student Registration Day.

Evaluation: Use of Results for Improvement

Banner Web gives students the flexibility to register for their class(es) over a span of dates and times throughout the quarter. Banner Web allows students to print/view their schedule and invoice at any time and provides students the opportunity to meet with an academic advisor and to select their courses after taking the COMPASS placement test. This prevents students from having to wait in line to see an advisor on New Student Registration Day.

TESTING

Actual Results

College wide test dates were increased by about 30%. The COMPASS Internet version was installed and implemented College-Wide.

Admissions established college-wide quarterly pre-assessment workshops (two workshops per quarter per campus); hired personnel to facilitate these workshops.

General Education established a computer lab that is utilized specifically for exit testing. They equipped the lab with exit testing program(s). They staffed computer lab with two part-time proctors. Proctors are certified as official testers of standardized exit exams.

The Practical Nursing Program on both campuses has implemented ATI comprehensive exams.

The Practical Nursing Program had a licensure test (NCLEX-PN) pass rate above 90% for both campuses. (First time test takers).

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Ten Automotive Program students took a total of 40 ASE certification tests. Thirty-four of the 40 ASE tests taken were passed.

Evaluation: Use of Results for Improvement

The pre-assessment workshops allow students to prepare on the front-end of testing to potentially increase chances of successfully completing the COMPASS.

Having more COMPASS test dates allows for greater flexibility to accommodate the student schedules

Admissions could not evaluate the effectiveness of the pre-assessment workshops because a correlation could not be established between those students who completed the pre-assessment session and the number of students who were "Program Ready." A pretest would need to be given and compared to the actual COMPASS scores.

The establishment of the General Education Testing Lab has enabled the Department to provide an environment that is conducive to testing; this resource will allow the Department to meet students' ongoing needs.

RECRUITMENT

Actual Results

Admissions completed a two-year recruitment plan on April 2006. Display boards were developed and utilized in February 2006. Brochures were developed and utilized in PY 2005-06.

A new web page was created for International Students.

Trifold brochures were created for each articulated Tech Prep course and distributed to teachers/counselors. Companion posters were distributed to counselors and teachers as well. Presentations were made and Tech Prep brand materials were distributed to high school students/faculty. Students saw the Tech Prep video and were surveyed about the video. Data was compiled from the surveys.

Evaluation: Use of Results for Improvement

The recruitment plan has provided a more systematic college-wide approach to recruitment. It reflects and promotes 1) diversity of DeKalb Tech alumni and student body, 2) programs of study, and 3) careers to prospective students and employers. It enhances community awareness and pride.

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High School students inquired about articulated credit following the presentations on Tech Prep. Feedback from the surveys on Tech Prep was given to local school system faculty and administration.

ADVISEMENT/COUNSELING

Actual Results

An Academic Advisor was hired for Covington in July, 2006.

Of the forty-three referrals to Career Services by the Admissions Office, 26 students actually took advantage of the service which is 60.5%. This is an increase over last year. Career Services assisted 65 individuals to complete the self-assessment and career exploration inventories (Clarkston, Covington, & Buford Highway.) They did not achieve a reduction in the average number of times a student changes their program of study (current average still is estimated at 3 times.) However they did achieve a reduction in the number of students who changed their programs of study.

A grievance procedure for disabled students was included in the Student Handbook.

Special Workforce Services conducted monthly lunch and learn workshops to include life management, goal setting, financial management, Self Esteem Building, "What's Holding You Back", and Parenting skills for students. Students participated and received additional resources for each area of discussion.

Evaluation: Use of Results for Improvement

Having a full-time academic advisor on board has improved the registration process and reduced the advising errors that occur during registration; and it has released faculty to focus on teaching without the interruptions from advisees.

The partnership between Career Services and Admission was enhanced due to working together to ensure students selected viable programs of study to pursue. This communication fostered our consulting on other issues more frequently. Receiving positive feedback from students and potential students on how the interest/career assessments aided them, Career Services shared information on activities with the Compass Lab Coordinator and the Academic Advisor. They are now also referring "undecided" students to the Career Center for assessments. This increase in demand supports our request for additional full-time staff to help meet the needs of the client base.

Career Services working with the Admissions Department, the Compass Lab Coordinator, and the Student Academic Advisor, has increased the number of students who seek assistance from that department to help them select programs of study prior to enrolling into DTC. The volume for interpreting self-assessments and career exploration

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inventories has increased significantly. The work in this area should soon make a noticeable impact on the average number of times a student changes his/her program of study as well as in the overall number of students who change their programs.

Two full-time professionals on the Clarkston and Covington-Newton Campuses (one each) are still needed to aid marketing the Career Centers; administering the computerized tests and interpreting the results; career exploration/occupational matching; and keeping and compiling this data, along with performing other career services-related duties.

ADMISSIONS

Actual Results

A committee was formed to study the use of a predictor test for choosing students into the Health and Human Services Programs. A survey was conducted of other Tech schools to see if predictor tests were used by any other schools. The types of tests were studied and the committee chose what they determined to be the best testing system. A proposal was written and submitted to the Policies and Procedures committee. It was approved and the proposal was sent to the ISC committee. The committee reviewed it and turned down the proposal as not a suitable solution for choosing students for DTC.

Evaluation: Use of Results for Improvement

The proposal to implement entrance testing for healthcare career programs has been tabled for the present time. It is possible it will be revisited in the future.

STUDENT RECORDS

Actual Results

About 75% of current student files have been scanned/imaged and stored. A Master Schedule was established with the Admissions Office as to when applicant files are "purged" to the Registrar's Office, prepped, scanned, and stored. One hundred percent of all current employees in the Registrar's Office and the Admissions Office were trained on how to view and retrieve student files. One hundred percent of the Registrar's Office personnel were trained on how to scan student files. Registrar obtained a Student Record Room at Montreal Campus to prepare for Phase Two of the Scanning Project. An additional 25% of the Student Withdrawal Forms were scanned.

The Registrar tested 100% of Fall Quarter 2005 Graduation Applications on Banner Web CAPP for accuracy. Discrepancies were reported between a student's Graduation Application and Banner Web CAPP to Techsupport/Banner Support Specialist. The process had approximately an 85% accuracy rate.

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Evaluation: Use of Results for Improvement

The scanning project provides a more efficient method of recordkeeping. Student records are literally available at your fingertips - each employee in the Registrar's Office and Admissions Office has access to the DocStar imaging system at which all student files that have been scanned/imaged can be viewed and/or printed by student name or number. Since the Registrar's Office is low on space, scanning/imaging the student records has eliminated the need to maintain student files in wall-to-wall file cabinets thereby making much needed office space for personnel.

Banner Web CAPP serves as an advisement tool as well as a degree audit tool for faculty and students to help keep students on track through their enrollment period up until graduation. Banner Web CAPP is major specific and catalog/year specific and can be "run" at any time by an advisor or by the student.

STUDENT ACTIVITIES

Actual Results

Student Activities personnel are in the process of developing a notebook for club advisors. Printed resources were refined and consolidated to create college-wide New Student Orientation and registration materials on student activities. Student Activities purchased and distributed DeKalb Tech club uniforms. They also hosted semi-annual college-wide club and organization fairs.

Evaluation: Use of Results for Improvement

The Student Club Advisor's Notebook is due to be completed by December 2006 and distributed by the end of Winter Quarter 2007. The new promotional materials were more accessible, user-friendly, and cost-efficient. The club uniforms provided better representation, enhanced oneness, and increased team spirit and professional appearance. Due to the club and organization fairs, Student Activities experienced growth in college-wide club membership and advisors. Also, they experienced state and national recognition.

FINANCIAL AID

Actual Results

Scholarships for disadvantaged nursing students were secured with the help from The Office of Institutional Effectiveness. Approximately 50,000 dollars were received for the 2005-2006 academic year.

Approximately a 5% decrease in student receivables occurred for the 2005-2006. The percentage was smaller than projected due to the technology fee being introduced to all students.

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Evaluation: Use of Results for Improvement

The scholarships for disadvantaged nursing students will not be available in 2007.

Increased enhancements to Banner web should be implemented to assist with decreasing receivables. Additional correspondence helped with decreasing receivables but not enough to reach the desired outcome.

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COLLEGE GOAL 2: Provide quality program offerings that support: the development of knowledge, skills and attitudes necessary for fulfillment of goals, abilities and interests; employment and career success.

ENROLLMENT

Actual Results

Banking and Finance reported these enrollment numbers: BFN1 9 BFN2 74 BFN3 23 total 125.

CIS enrollment remains a concern especially at the Covington Campus.

Enrollment increased in Printing and Graphics.

High school students are applying for Articulated Credit. Tech Prep identified up to five Dual Enrollment classes to be offered on-site in local high schools.

Evaluation: Use of Results for Improvement

Enrollment at DeKalb Tech continued to decrease through FY06 with an 8.5% decrease for the year. Summer Quarter (200701) enrollment decrease 13% from last year. As a result, recruitment efforts were stepped up, especially in the High Schools. Applicants were called to remind them to register for classes for fall 2006.

RETENTION

Actual Results

Banking and Finance had a retention rate of 65.6%.

Retention remains a concern especially in SCT100 classes.

Retention rates are increasing.

Evaluation: Use of Results for Improvement

Because the Retention Committee increased the awareness of the faculty and staff at DTC college-wide, as it relates to the student success and retention, the College retention rates are improving. This is proof that efforts to improve retention have been successful.

GRADUATION

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Actual Results

Banking and Finance reported these Graduate Awards: Clarkston: BFN1 16; BFN2 1; BFN3 9; total 26. Covington: BFN1 10; BFN2 1; BFN3 5; total 16.

Graduation rate increased in Printing and Graphics.

The Registrar held the Graduation Workshop for potential graduates in 2005 with low participation. Content and timing of the Workshop was reviewed with hopes for a better turnout.

The Registrar and tech support made all graduation forms available online for faculty and students such as the graduation application with instructions on how to apply to graduate including graduation application with graduation deadlines.

Evaluation: Use of Results for Improvement

In 2005, even though the turnout was low for the Graduation Workshop, the feedback was positive. The Q & A was very productive. Since students are very transient, it is difficult to capture a large number of students. Day and evening sessions were held but both had low participation. In 2006, a graduation "packet" was developed which included a graduation application and "how to apply to graduate" instructions.

PROGRAMS

Actual Results

Computer Information Systems and Banking and Finance reported that they both published an annual schedule of course offerings.

A TCC for JAVA was approved for CIS effective in the 2006-2007 college catalog. Student GPA remains a concern in SCT 100.

Faculty have been trained on the new version of Blackboard. The update has occurred during the break between Spring Quarter and Summer Quarter of 2006 and faculty are using the new version.

The plans for a barbering program are still in the planning stage because of funding for class and instructors.

A new Cosmetology program at Covington was established with new equipment. Ten students were enrolled in FY06.

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One new Drafting lab on Covington Campus was furnished with software and a 3 year upgrade contract. The existing Clarkston lab was furnished with software and 3 year upgrade contract.

The Business Technologies department reports that all state competencies are covered in course syllabi. Each program Advisory Committee met twice during the year. Advisor office hours are posted on the doors of the instructors. Students are informed of the services of the Student Support Center. Student Learning Outcomes will be developed as part of the Quality Curriculum Initiative over the next five years.

The BEST Plus test was used to test ESL students in Adult Education. Several training sessions were held and many testers were trained. This will be an ongoing process to keep enough testers available. At the larger sites some ESL students were not BEST Plus tested. Around 1,200 students were not tested and were not able to be counted in final reporting. As a result of the testing, Adult Education was able to report that 61.6% of the ESL students completed a level, 20 points higher than planned.

The Course Syllabi Committee was disbanded. The Department Chairs for CIS, HHS, Industrial, BOT/ACC/PLS/CRJ were tasked with developing a common syllabi for their respective programs. The Vice President of Instruction met with each Department to explain the ongoing process. Sandra Clapper was charged with the responsibility for developing common syllabi for on-line classes. This work continues as part of the QCI.

More ECE courses were made available in the evenings for students who work during the day on the Clarkston campus. The majority of the ECE courses offered in the evening are taught for 4 hours on one evening rather than 2 hours on two evenings. Additional adjunct instructors were employed to teach these classes.

Air Conditioning Technology developed a Ductboard class for current students.

Evaluation: Use of Results for Improvement

The publication of an annual schedule course offerings will aid students to better plan their academic schedules and decrease frustrations by having fewer cancelled classes.

The development & approval of TCCs based on CIS Advisory Committee recommendations is a means to meet industry needs and a recognition of achievement to encourage CIS students as they progress towards a diploma or degree.

Adoption of a new SCT100 textbook and the evaluation of new software for possible adoption aimed at standardizing teaching methods employed in the course for the purpose of improving retention rate and student GPA.

Faculty have started implementing new features of the Blackboard upgrade. This is enabling Internet Course Support to update individual courses with new information quickly and efficiently.

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The barbering program plans are still a work in progress; Cosmetology instructors have researched state standards.

Drafting students are receiving instruction on the latest software.

The results show that the BEST Plus Test is an excellent way to evaluate ESL students in Adult Education. It was projected that 40% of ESL students would complete a level of instruction and the actual result was 61.6%. The problem that will be addressed this coming year will be to make sure each student takes the BEST Test so that they can be counted in the system. Holding orientation sessions with BEST Testing as a part of orientation would solve that problem.

Placing responsibility for syllabi consolidation and revision in the hands of Department Chairs, under the direct supervision of the Vice President for Instruction through the QCI initiative will result in improved process that allows for individual department idiosyncrasies but ensure commonality where commonality is required.

In order to add additional evening ECE courses at Clarkston, it is recommended that a third full time instructor be hired to teach the courses for the associate degree, diploma and certificate programs. The ECE instructors have submitted a request for offering the Program Administration TCC because of the overwhelming student interest.

A new ECE course offering for Child Care Program Administration has been approved for Summer quarter 2006. Courses begin on the Covington campus in winter quarter, 2007.

The Ductboard class in Air Conditioning Technology offers current students yet another opportunity to receive a certificate offered by an outside agency (NAIMA).

CURRICULUM

Actual Results

The QCI (Quality Curriculum Initiative) is underway; 3 staff development sessions were completed. In the fall, 2006, Department Chairs will facilitate faculty work groups to begin actual revision of course and program competencies, objectives and assessment methodologies. Revised syllabi will be stored on shared server using templates provided.

The Quality Curriculum Initiative was launched. The Faculty Manual was written and plans were made for staff development. A Steering Committee was formed and had two meetings to plan the implementation of the initiative. None of the programs were reviewed in 2006.

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Tech Prep developed alignment documents and held workshops on each alignment package with secondary and postsecondary faculty. They also developed Exemption Exams and Teacher Exemption Exam Guides. The Tech Prep Website was updated with Exempt Exam and Teacher Guide Information.

Tech Prep held Contextual Learning Workshops and high school teachers attending wrote contextual lesson plans.

Evaluation: Use of Results for Improvement

The QCI staff development sessions were well received. When completed with Session #4, faculty will provide assessment and feedback data regarding additional needs. Subsequent QCI Development sessions will be designed based on this feedback. The Office of Institutional Planning, Evaluation and Effectiveness will begin collection of outcome assessment data for baseline purposes; e.g., COMPASS exit scores from Spring Quarter, 2006.

The QCI is embraced by the leadership and the steering committee. Staff development will inform faculty of the need for student learning outcomes and their assessment. The Manual provided resources for use in the evaluation of courses and programs and the development of Student Learning Outcomes. The schedule for evaluation and development will start in 2007.

There is a closer match on scope & depth of secondary teacher instruction on aligned curriculum with postsecondary requirements. High school students earn Articulated Credits and Dual Enrollment Credits. There is accessible student data & accurate reports of Articulated and Dual Enrollment Credits and related economic information.

As a result of the Contextual Learning Workshops there is integration of work-related math/science into classroom instruction. There are contextual learning instruction and demonstrations in secondary classrooms as well as joint instruction between business/industry and secondary teachers.

STUDENT OUTCOMES

Actual Results

Ninety percent (90%) of CIS students achieve a work ethics score of 2 or greater.

Developmental Studies exit testing results: Reading .36 passing rate Writing; .45 passing rate; and Math .39 passing rate.

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Evaluation: Use of Results for Improvement

The General Education Department will continue to train adjunct instructors in an effort to provide instruction that will assist students in obtaining college-level entry scores.

LEARNING SUPPORT

Actual Results

The DTC/GPC Learning Resource Center Agreement was successfully completed and terminated effective July 1, 2006.

Students' participation in quarterly study skills seminars in the Student Success Center increased.

Evaluation: Use of Results for Improvement

The Learning Resource Center was established at DTC's Clarkston Campus.

According to a recent report from DTAE, our FY06 student success reflects an improvement.

PLACEMENT

Actual Results

Banking and Finance reported placements: Clarkston: BFN1 16; BFN2 1; BFN3 9; 88.2%; Covington: BFN1 10; BFN2 1; BFN3 5; 100%.

The preliminary placement results (as of July 31, 2006) indicate that 82% of the graduates secured jobs in their fields of study, their related fields of study, continued their education, or joined the military. This rate excludes students working, but employed outside of their field which is included in DTAE's formula for the placement rate. (The 82% becomes 85%, if students unavailable for employment --- those waiting on certification --- are included.)

Twenty percent (20%) more employers (15) hold 3 or more recruiting sessions at DeKalb Tech this year. The eRecruiting System is still in place. More than 400 jobs, but only 82 resumes have posted to the eRecruiting System. There are 723 active employers in the eRecruiting database.

Career Services has 732 businesses registered in our eRecruiting System who have shared more than 400 job postings with us. There are 82 student resumes posted in eRecruiting.

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Although CS does not have a lot of resumes uploaded at this time, they have had more than 200 students and community residents to access the system seeking jobs.

CS was not able hire a full-time person to help with assisting students to find employment off-campus. However, the part-time person exceeded the federal goals set for this position. Most students looking for part-time work while they are in school are reluctant to post their resumes because they have not attained enough skills in their programs of study. They are generally looking for positions to give them a chance to gain program-related skills and experience, or to secure short-term jobs using skills they have, unrelated to their programs.

Evaluation: Use of Results for Improvement

Results indicate that Career Services (CS) needs to continue to make personal contact with students to inform them of services offered by the Career Services Department and to encourage them to use them. CS needs to continue to strengthen relationships with instructors to assist in following up on students. All departments, especially Admissions, need to ensure that CS stresses that students keep their contact information current in Banner. Not having current information hampers our follow up efforts. CS needs to continue to develop and/or strengthen relationships with businesses to secure employment opportunities for our students.

CS will continue to focus a large part of their efforts for resume postings toward students one or two quarters from graduating, interns, and recent graduates.

PERSONNEL

Actual Results

With the cancellation of the Learning Resources Center contract with GPC and the establishment of the new LRC, funds are now available for adjuncts and two full time positions.

A full time Surgical Technology instructor came on board in September, 2005 and quit in June, 2006.

One additional full time Drafting instructor was hired and two adjunct instructors are ready to be hired for summer 2006.

A committee representing Industrial Technology faculty from Covington and Clarkston campuses met to discuss workload distribution and the efficacy of using individualized instruction as a teaching methodology. The consensus of faculty members was to continue individualized instruction but reconsider instructional hours. Beginning July, 2006 the Electronics Technology program faculty were reassigned with one faculty member moving to General Education, a Covington faculty member traveling to

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Clarkston one day a week to assist instruction in the Clarkston lab, and lab hours were adjusted.

Mark Reddick, the Covington Dean assigned the duty of supervising faculty contracts was reassigned to the College business office. His responsibilities were transferred to the Clarkston Dean's Office. Additional staff personnel were hired for the Clarkston Dean's office and these people assist the Department Chairs with processing contracts.

Part time faculty continue to be a vital link in the ECCE courses offered on Covington campus. Current adjunct members have been with the program for over one year.

Evaluation: Use of Results for Improvement

Surgical Technology is looking for a new instructor.

Drafting instructors can now teach two full specialized tracks of courses -- Mechanical Drafting and Architectural Drafting. There is potential to begin drafting program at Covington Campus.

The lab hour schedule revision and the reassignment of faculty streamlined the Electronics program to better fit the student enrollment in this program.

Consolidating the contract submission process in one central location streamlines this activity. Questions and troubleshooting contract problems are improved by having one office responsible for the execution of the contracts.

ADVISORY COMMITTEE

Actual Results

Four new members joined the Early Childhood program advisory committee. To encourage more participation at the meetings, we set up a calling tree. As a result, we received more input from a variety of program settings. Advisory committee members met with the ECE students as they shared their internship documentation.

ECCE Covington invited new stakeholders from the service area to become committee members of the Advisory Council. Invitations went out but only five responses came back.

Evaluation: Use of Results for Improvement

The Early Childhood Education Program will involve the advisory committee in developing an identity for the ECE program as they plan our move to newly renovated space.

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ECCE Covington will invite members first invited to the Advisory Committee and possibly identify other stakeholders to add to the committee.

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COLLEGE GOAL 3: Demonstrate accountability and effectiveness through:

- **the procurement and efficient use of resources; and**
- **appropriate leadership and management practices.**

ACCREDITATION

Actual Results

All citations on the Medical Assisting accreditation report were addressed and submitted to the AAMA. A 10-year accreditation was awarded.

Medical Lab Technology has been working on the Self Study for more than a year and the site team from NAACLS is scheduled to visit September 14 and 15, 2006. They will make recommendations and the status of DTC will be voted on in February 2007.

Evaluation: Use of Results for Improvement

Although the accreditation will not be completed until February 2007, the process of the self study has improved the MLT program by evaluating all the policies, procedures, curriculum, contracts, and other aspects that influence the quality of the program. Several policies have been written that specifically puts into writing what is expected of the students while in the program. Curriculum has been reorganized and all put on to power point presentations to enhance delivery of information and student understanding. Contracts have been revised to reflect the requirements of NAACLS.

PLANNING AND EVALUATION

Actual Results

The Perkins Improvement Plan was approved by DTAE. The PAS Improvement Plan and Evaluation was completed and approved by DTAE. All but Information Technology completed their evaluation and planning activities.

Survey response rates have increased.

The Institutional Effectiveness Web Site came on line in the Spring of 2006. A list serve was also developed for communication with all planning units. SACS requirements are linked on the web site. The Evaluation Report was posted on the web site and the SPOC was alerted.

Evaluation: Use of Results for Improvement

The Action Plans were analyzed and the results appeared in the annual Evaluation Plan for 2005. A similar method for analyzing Action Plans will be done in 2006 and beyond.

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Since the survey response rates have increased, the same method of distribution will be used next year.

The web site and list serve provided a vehicle for informing planning units and SPOC with new developments and with planning requirements. The Evaluation Report provided the college with a summary of all accomplishments and improvements made by planning units. It also provided the results of surveys, data analysis, and community research in the evaluation of the benchmarks.

EQUIPMENT AND FACILITIES

Actual Results

Career Services was able to expand and upgrade the number of computers in the Career Center on the Clarkston and Covington Campuses as well as the Buford Highway Center.

Money has been approved for renovation of the laboratory space and classroom for the MLT and Phlebotomy Programs. Work is to begin 2006.

New scrub sink, OR bed, mock anesthesia machine, blanket warmer ESU and blanket warmer made training much easier in the Surgical Technology Program and the students were able to grasp the concepts much quicker. An Autoclave dropped on arrival and is in repair.

The Air Conditioning Program purchased, received and installed some high efficiency A/C equipment.

Three tractor/trailers and two vans were purchased for the Commercial Truck Driving Program with Perkins funds.

The new Drafting labs on Covington campus were furnished. The existing Clarkston labs were updated with new chairs, some new monitors, new scanner, new video cards in half of the computers and new plotter.

In Machine Tool Technology a wire EDM was delivered in August. The 5-axis machining center was delivered in July. The cylindrical grinder is up and running and working properly.

The industry-spec Dynamometer room is almost complete in Motorcycle Technology. All outside contract work is done. All that remains is the electrical and utility wiring computer network access and some detail work.

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Motorcycle Technology did not get open/closeable windows, with blinds, between labs D-7 and D-9 to allow easy visibility and monitoring of student progress. DTC did not renovate lab D-7 to match appearance of D-9.

Updated utility equipment was loaned to the Utility Locating Technician Program.

Two new Instructional Design Labs were started and will be operational Fall, 2006. Some delay in set-up was experienced due to pull-down of Matching Grant funds.

Media Services at Clarkston purchased 16 LCD projectors in 2005. None have been installed into classrooms. Eight have been placed on carts to use as mobile units. Covington has replaced all remaining projectors. All classrooms have motorized screens, DVD capabilities and upgraded LCD projectors. Multimedia cabinets and Smart systems have not been purchased. Clarkston renovation for actual satellite/cable distribution system is on hold. Only four out of ten of the monitors are working. Covington campus's cable network was not fully established. Only two monitors are working.

Perkins funds were used to purchase some of the equipment for the new Instructional Design lab. A total of 6 computers for the Clarkston campus and 4 computers for the Covington campus will be available to faculty and staff. Lab locations are being setup. The official name will be the Teaching New Technology (TNT) lab.

A COMPASS Lab Projector was installed.

Electronics Technology purchased a Low-Voltage trainer. No additional funds were available for the expansion of the Interactive Computer-based system.

For Electronics and Computer Engineering security doors were not installed for Rooms B5A and B5B. Network drops were not installed in Labs B5A, B5B and Lab B5C. The slate chalkboard was removed. Room B5C was painted. The floor in Room B5A was not stripped or waxed. New tile was not installed in Room B9A. A Wall-mounted projector was not added to Room B5A. Room B9A received an overhead-mounted projector but did not receive a wall-mounted screen. The concrete block was not removed from Room B5A. Room B9A did not get new computer workbenches.

Secondary to contacts within the EMS community two donations were secured for the Paramedic/EMT program. Specifically a cardiac monitor and charger and a large number of expired medications were acquired from area ambulance services.

The following items were acquired for Medical Lab Technology program: 1. LIS System 2. Jewette Blood Bank Refrigerator 3. Chemistry Analyzer 4. On-Line Training. The following items were not acquired: 1. Electrophoresis System 2. Microscan 3. Osmometer.

Contemporary-traditional eyewear dispensing and contact lens dispensing furniture was purchased and installed in the Opticianry program.

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The Administrators and Transportation Department personnel worked on the automotive technology facility to achieve NATEF certification as soon as possible.

Information on ATC was gathered, printed and disseminated by the Director of Community Relations and Board Operations to the members of the House and Senate Appropriations Committees on Higher Education. The project, which was number eight on the State Board of Technical and Adult Education's priority list for projects under \$5 million, was not funded during this year's session of the Georgia General Assembly.

An instrumentation/process control trainer and new Megohmmeter were purchased for Industrial Systems Technology.

Motorcycle Technology lab space was utilized by Polaris Industries for 5 weeks during FY2005-06. In addition, Triumph Motorcycles NA, LTD used the space 7 weeks. Both DeKalb Tech students and faculty were able to attend some sessions and saw rewards from the cooperation between school and industry.

Evaluation: Use of Results for Improvement

When Career Services (CS) rearranged the furniture and added and upgraded the computers in its office, they received many positive comments from our students and instructors on the "facelift." Since more students and potential students are using the Career Centers --- and CS's efforts are aimed at increasing the usage --- they need more computers and a larger space at both Clarkston and Covington Campuses to accommodate this increase.

With the new Air Conditioning equipment the instructors will be able to better prepare and introduce students using actual hands-on activity with the technology that they will experience in the field. Not only will this keep current students interested in the program, it will also attract new students.

The Drafting students were exposed to advanced 3d software on computers with new video cards. Students are able to hand color drawings and scan them back into digital format.

The wire EDM and the 5-axis machining center in Machine Tool Technology will both improve the program scope and attraction to prospective students.

The new Dynamometer room in Motorcycle Technology is truly industry class. It will be a great addition to the instructional program. In addition, it will serve as a great recruiting tool.

With the new media installed, faculty and students will be able to use the new technology improving teaching and learning. The closed circuit system will also allow important promotional and instructional information to be broadcast campus wide.

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With the Teaching New Technology labs, teachers will be able to design multimedia instructional projects.

COMPASS Orientation will be presented on PowerPoint format for a greater professional image.

The trainer for Electronics Technology can be used in multiple courses including a new HTI+ TCC.

Computer Laboratory equipment for Computer Engineering in Room B5A is not secure. Students do not have access to viewing lecture materials in Room B9A. Students do not have access to modern workbenches in Room B9A. Failure to upgrade facilities in Rooms B5A and B9A has resulted in students not benefiting from an improved learning environment. Because of the improvements in Room B5C, students are benefiting from the use of that lab. Similar requests for Facilities improvement will be included in Action Plans for Fiscal Year 2007.

As a result of the donations to the Paramedic/EMT program, significant monetary savings for the programs and college were obtained. Because the need for sharing will be reduced, the donated equipment and materials will be utilized to better facilitate lab exercises by allowing for smaller lab groups.

Thanks to the purchase of the LIS for Medical Lab Technology, students can enter patient data, look up previous patient results and enter patient results on this system. This is "real world" technology that prepares students for the clinical site. The Jewette Refrigerator and the chemistry analyzer were purchased, however they are not being used as yet. They, too, will offer a more up-to-date technological advanced instrumentation for students to use to prepare them for their clinical rotation. On-Line Training is now used in all courses as an enhancement of classroom instruction. This helps the student to develop advanced computer skills. The on-line training causes the student to study on their own and augments the learning experience. Other items not purchased will be re-evaluated and included on the 2007 Action Plans.

In Opticianry, student and patient feedback indicate increased satisfaction with the facilities and live-work instruction. However, the number of live-work patients has not increased appreciably. A possible explanation is new construction and renovation of the parking facilities. Clinic patients are having difficulty finding a place to park and locating the eyewear clinic. Appropriate signage in the parking lots may help increase the number of live-work patients.

The Administration has a plan of work for the automotive technology facility to make it NATEF certified.

Since the new classroom building and renovation of existing space on the Clarkston Campus was funded during the 2005 session of the Georgia General Assembly, the

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legislature was less inclined to appropriate additional resources for the acquisition of the ATC; however, the DTC Foundation Board and Board of Directors have identified private funding for the project as an important strategic initiative. Acquisition and build out of the ATC - or the Covington Newton Campus South (CNCSouth) - will be an on-going project during the next few years.

STUDENT SATISFACTION

Actual Results

In Banking and Finance the student satisfaction rating averaged 78%.

In Management and Supervisory Development the ratings on each question on the student evaluations was above the 3.0 mark (range of 3.1 -4.17).

Evaluation: Use of Results for Improvement

Student satisfaction surveys will continue to be conducted and analyzed.

INFORMATION TECHNOLOGY

Actual Results

Distance Learning students have received Tech Support evenings and on Sunday evenings for this fiscal year.

Evaluation: Use of Results for Improvement

A log was kept on Distance Learning student comments and student comments have been better about technical support.

STAFF DEVELOPMENT

Actual Results

Cosmetology instructors attended the CEA convention and shared information with students to keep them updated and innovative.

Machine Tool Technology instructor, Richard Egge received training on the latest Cad/Cam software and is now certified in MasterCam version X.

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The Registrar attended the GACRAO and AACRAO conferences where sessions on FERPA were conducted. Some of the FERPA sessions were question/answer type and some sessions were designed for faculty and/or staff.

The Air Conditioning Technology instructors successfully attended the 2006 ARI Instructor's workshop in Arlington, VA. They also visited West Central Tech as a team leader to evaluate for program accreditation.

The Director of Community Relations and Board Operations attended the state's Leadership Conference in Savannah and attended training session for both local and foundation board members. Also participated in the national Council on Resource Development regional conference and joined the CRD as professional member. The Director also completed Leadership DeKalb Class of 2006 in June, 2006. She will continue to be active in the organization and recommended additional DTC management staff for participation.

Evaluation: Use of Results for Improvement

There are better informed and enthusiastic students as a result of the Cosmetology instructors attending the CEA convention.

DeKalb Tech is the only technical college in Georgia with a certified Mastercam version X instructor in Machine Tool Technology.

All of the sessions at AACRAO that were attended by the Registrar were designed to put together a workshop for DeKalb Tech faculty and staff on the do's and don't's of FERPA. The Registrar networked with other registrar's on ideas of how they enforce FERPA at their college and gathered handouts and pamphlets on FERPA.

The Air Conditioning Technology instructors received specific training from manufacturers dealing with some of the new technologies that students will face in industry. They were able to network with other instructors from all over the country. They discussed curriculum, student retention, and job placement at the other Technical College. This gave one of instructors an opportunity to get an insight into another A/C program. They were able to analyze their strengths and weaknesses and learn from both.

Community leaders that the Director of Community Relations and Board Operations met during Leadership DeKalb are proving to be very useful in community relations and foundation efforts.

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FOUNDATION

Actual Results

The Foundation sponsored a Bike ride, dance (Heard it through the Grapevine), and Golf Tournament this past year raising a combined \$12,000. The events brought new "friends" to the college network.

Five Trustees attended the Leadership Conference. The DTCF website had some modifications but still needs improvement. We have had some Matching Grant donations but with uncertainty about future of Matching Grants at the State level Matching Grants donations are down from last year.

An annual audit was done in spring vs. fall; Dir. of Budgets & Audits transferred all bookkeeping to Quick Books. Board membership increased by 4, but needs more work. Starnes and Snapping Shoals EMC scholarships were awarded.

Evaluation: Use of Results for Improvement

The events and the brick campaign have brought new donors, but a feasibility study will be the "heavy" with donor cultivation. An annual fund drive will follow feasibility results. Brick campaign sold over 200 bricks totaling over \$5,000 in revenue.

MARKETING

Actual Results

A Marketing Advisory Team (MAT) composed of representatives from all areas was created and has met 3 times. Meetings have included presentations by committee members (I.e. Webmaster) as well as discussion on needed improvements to our overall marketing plan. A Link on intranet was implemented to provide colleagues with official logos. The MAT has since been changed to the college wide Marketing and Public Relations Committee. The committee has been charged with developing and implementing the college's strategic marketing plan to support recruitment and retention efforts.

Marketing Director has also been involved with helping various departments produce in-house publications with a more professional look. A graphic design firm is creating a brochure template that can be accessed by all colleagues to produce publications. Departmental brochures were not produced due to lack of funds.

Weekly press releases were produced and sent to DTAE, newspapers, and posted on our press web site. However, there is an on-going need to enhance press release efforts. Marketing materials are passed out at new-hire workshops. Presentations are made at colleague meetings, but they need to be more frequent.

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Evaluation: Use of Results for Improvement

Marketing data will be collected and analyzed to determine if the efforts worked in recruiting students and businesses.

ADMINISTRATION

Actual Results

The finance department automated the purchasing process for the instructional division. Automation of the payroll process was attempted but not completed due to personnel turnover and implementation of the new PeopleSoft software. Document imaging is continuing.

Judge Gregory Adams, Superior Court Judge from DeKalb County, joined the Board of Directors and has been very involved in state and college training activities. Several members received recognition by the Technical College Directors' Association for becoming Certified Board Members; several more will complete training this year with the goal of 100% certification. Recruitment for potential board members continues with negotiations taking place with identified individual(s) to represent the Newton and Morgan County communities. DTC was well represented by staff and boards at state's annual leadership conference in Savannah. The Community Relations staff continues training with the state's CEDT program and the national Council on Resource Development. Development of committees for both local and foundation boards continues to be a work in progress.

Evaluation: Use of Results for Improvement

There needs to be more experience with the automated purchasing process with the Instructional area before expanding it to other areas. Automation of the payroll process and document scanning will be completed in 2007.

The addition of Judge Adams and training of existing board members has been very advantageous to both local and foundation boards. The two boards met jointly during the spring of 2006 to identify strategic initiatives for use in foundation efforts. Business, industry, civic and governmental leaders from DTC's four county service area have met with the college leadership team to explore the feasibility of strategic initiatives identified and established by the boards. Members of both the local and foundation board have been well represented at these community meetings creating visibility for the college and the programs and services offered. Results of these community meetings will be used in setting the direction for future work in the community to gain additional support for the college, students and programs.

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COLLEGE GOAL 4: Enhance economic development of the region through workforce development, job training and partnerships that add value to the communities served.

PERSONNEL

Actual Results

Consuelo Godden was transferred from Instruction to Economic Development.

Economic Development hired an OSHA and Safety Certified Trainer in Spring 2006. He is beginning to market the programs. Mark Burton upgraded his First Aid and CPR and Blood Borne Pathogen certification to meet the American Red Cross and OSHA requirements.

Evaluation: Use of Results for Improvement

Five companies have been contacted by Economic Development staff by the targeted date for OSHA training. Two are scheduled to train in August 2006 with over 80 participants. As a result of the updated training, we have updated our curriculum to reflect the new criteria.

PROGRAMS

Actual Results

Ed2Go had an overall increase in enrollment of 1.63%. An informal survey was conducted by Ed2go account representative with individual students as situations arose. Economic Development staff met with DeKalb Tech instructional staff to discuss concerns over duplication of course offerings. The new Bill Pay system was implemented Winter Quarter 2006.

Certified Highway Worker classes have increased to two a quarter.

A classroom suitable for Continuing Education and Business and Industry training was set up at Montreal. A regular schedule of classes was offered and presented to the public at Montreal.

Classrooms and office space at Rockdale County was successfully completed. This space is recognized as the Rockdale Campus of DeKalb Tech. Classes were offered to the public through Continuing Education and through Rockdale County Government.

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The Morgan County Chamber CEO and DTC's Economic Development Coordinator visited 9 manufacturers. They provided documents for application. This resulted in two nominees and exceeded our goal. The nominees were Flambeau Inc. and C.R. Bard Mfg.

Evaluation: Use of Results for Improvement

There is a need to advertise and promote Ed2Go. Records indicate that there are repeat students thus indicating satisfaction in delivery. Results cleared up student concerns about viability of career certificate programs. There is full information available online at Ed2Go website. The web site is available online for student reviews and comments and available for all to view. A decision was made for Economic Development to offer only courses not offered by Instruction. Payment for courses is done online with a credit card at time of registration and there is no loss of revenue due to bad checks.

By increasing the number of Certified Highway Worker classes, enrollment and therefore revenue increased.

Classroom availability at Montreal needs to be publicized as well as advertising of classes. Classroom space at Montreal is available for business and industry training and has been utilized as such.

There will be continued upgrading of equipment and services in the space at Rockdale County. An onsite Rockdale Economic Development Coordinator was in place as of July 2006. There needs to be more advertising of Continuing Education in Rockdale media.