

# Appendix A

## **Definitions**

# General Terms

**Objective** – Goals deemed most important to the current and future health of college prioritized through analysis of institutional practices.

**Strategy** – High level plan to achieve the related strategy under uncertain conditions and/or limited resources.

**Activities** – Specific work/actions to be completed by an assigned individual or group related to identified strategies.

**Key Performance Measure (KPM)** – Quantitative measures with specific outcome objectives.

**Quality Indicators (QI)** – Qualitative measures that are reported on annually. The outcome is ranked and reviewed by SPT representatives.

# Performance Measure Definitions

## Student Access

**KPM: Develop 1 new program annually.** – A new program will include any new program of study including degrees and certificates. It does not include program restructures, statewide mandated changes, nor “Degrees with Designation” or other articulation agreements.

**KPM: Have 10 students in new programs within 3 years.** – The number of students in identified programs will be counted each year. Each program is expected to have 10 or more students enrolled in the program within 3 years, but the goal will be attained if the program reaches this enrollment prior to the milestone.

**KPM: Reduce enrollment gap of underserved populations by at least 1% annually.** – Underserved students is defined by the state as minority students identifying with a race/ethnicity other than white or Asian. For the purpose of this metric, the enrollment gap will be calculated with the fall unduplicated headcount of all credit seeking students (including concurrent enrollment students). Students identifying as “More than one Race” will be counted as underserved while those with an “Unknown” or “Non-Resident Alien” race will be excluded.

*Source: SURDS Fall Enrollment; Ethnicity Table*

**KPM: Increase enrollment 5% annually at new facility sites.** – Included facilities will be identified by the Management Leadership Team and reviewed by the Strategic Planning Team. Facilities may include previously existing facilities that have been repurposed to promote additional enrollment opportunities. Enrollment will be calculated as duplicated enrollment in courses with the designated facility building code.

**KPM: Increase number of concurrent enrollment students earning a Certificate/Degree.** – Includes any student who takes at least one concurrent enrollment course and graduates with a certificate or degree within the same academic year.

*Source: Cognos SPT Report*

**KPM: Increase average credits earned by concurrent enrollment students.** – For all students taking at least one class via concurrent enrollment, calculate total credits in an academic year divided by the unduplicated headcount.

*Source: Cognos SPT Report*

## **Student Success**

**KPM: Increase Retention rates by 1% annually.** – Percentage of students enrolling from one fall term to the fall term of the following year (excludes graduates). Does not include adjustments for students that transfer.

*Source: Cognos SPT Report*

**KPM: Increase Persistence rates by 1% annually.** – Percentage of students enrolling from fall term to the following spring term of the same academic year (excludes graduates).

*Source: Cognos SPT Report*

**KPM: Increase Transfer rate by 1% annually.** – Percentage of college & senior high school students enrolled in the fall term that transfer to a 4-year institution between January 1 and December 30 of the following year.

*Source: National Student Clearinghouse*

**KPM: Increase Graduation rate by 1% annually.** – Calculated as the 2005 Graduation Rate submitted to IPEDS during the current year.

*Source: IPEDS Submission*

**KPM: Develop, offer and fill 3 community or continuing education courses per year.** – Based on enrollment in continuing education terms during the academic year. Full enrollment will be defined by the instructional office for each course

**KPM: Increase faculty rating on "Great College to Work For" survey in "Teaching Environment" & "Policies, Resources, & Efficiency"** – Measures in the "Faculty" category on the "Topline Results by Job Category" report.

**KPM: Maintain or Increase faculty participation rates in external professional development.** – Count of unduplicated faculty that report participation in professional development activities outside MCC.

*Source: MCC Post-Training Evaluation survey*

**KPM: Increase percentage of distance education trained faculty.** – Unduplicated count of faculty that have completed MCC distance education training (or approved equivalent).

*Source: MCC Instructional Office*

**KPM: Exceed the Colorado Community College Distance Education enrollment rate.** – Based on number of students not enrolled in any distance education courses divided by total unduplicated headcount for CCCS colleges.

*Source: IPEDS/NCES Data Center, Provisional Data, Fall Enrollment Report*

## **Community Success**

**QI: Monitor instructional program relevancy by juxtaposing graduates against regional workforce needs.** – This Quality Indicator will be evaluated by the instructional office. Sources for data reviewed may include institutional graduation reports, IPEDS Data Feedback Reports, and EMSI Analyst.

**QI: Tracking employment for students in chosen positions.** – This Quality Indicator will be evaluated by the Instructional Office at the conclusion of the Annual VE-135 reporting cycle (late Spring). This indicator will primarily focus on CTE programs graduates. Additional data for review may include items like the annual Gainful Employment Disclosure report.

**QI: Maintain active MCC representation with community economic development organizations.** – Maintain participation in:

Morgan County Economic Development Corporation  
Pro 15  
Colorado Workforce

- QI: Sponsor economic development activities and organizations.**
- QI: Perform and evaluate economic impact studies.**
- QI: Maintain/Increase number of CACE events.**
- QI: Maintain/Increase attendance at CACE events.**
- QI: Qualitative surveying of participants for impact.**
- QI: Conduct surveys for events & services on campus and in the community.**
- QI: Maintain active MCC representation with community/cultural development organizations.** – Maintain participation in:
  - Community FORT.
  - Educational Opportunity Council.
  - One Morgan County Cultures United for Progress.
  
- QI: Develop impact summaries following major events.**

### **Operational Effectiveness**

- QI: Improve individual and group participation in professional development activities.**
- KPM: Increase outside resources % over the prior year.**
- QI: Increase position recruitment activities.**
- KPM: Close faculty/staff representation gaps.**
- QI: Conduct an employee satisfaction survey in alternating years.**
- QI: Support wellness activities.**

# Appendix D

## **Quality Indicator Report**

Because Quality Indicators are more subjective and qualitative in nature, this form will be used to “rank” the progress on the strategy for the Scorecard and collect evidence for the ranking. The form will be completed at least annually for each Quality Indicator by the assigned faculty/staff and maintained by the Institutional Effectiveness Office.

**Date:** Enter Date of Report

**Academic Year:** Choose Academic Year

**Quality Indicator:** Choose QI

**Name:** Click or tap here to enter text.

**Narrative:**

*Provide a concise statement about the progress on this Quality Indicator since the last report. Be sure to include/attach additional evidence where possible.*

Click or tap here to enter text.

**Status:** Select a status

*Select the appropriate status/ranking for this Quality Indicator. Your selection should be justified in the narrative.*

*(1=Needs Improvement; 2=Improving; 3=Excellent/*

**Action:**

*Provide a brief recommendation for future action such as recommended changes, discontinuing or editing the indicator, or additional indicators or measures.*

*Enter follow-up actions or plans.*