

THE REVIEW

Institutional Effectiveness Planning Update

Faculty Reminder: Spring Semester 2020 SLOs - Please remember to submit Spring Semester 2020 SLO results to the appropriate Program Chair for recording in the IE Planning System. Use the SLO Schedule for Spring Semester 2020 to verify that all SLOs for Spring 202014 have been submitted. The Schedule is available in [PDF](#) and [Excel](#) formats.

Closing the Loop-Annual Planning Spring 2020 - In the event you were unable to attend the IE trainings on May 5, 2020, during the Professional Development Day, the recording of the webinars and meeting materials have been posted under the Announcements area in the IE Planning System and can also be accessed at the following [link](#).

IE Planning System Updates - As of May 5, 2020, all operational plans, student learning outcomes, and program and curriculum reviews are now located together in the existing IE Planning System.

To access the IE Planning System:

- Log-in to [iNet](#)
- Expand the CGTC Web Resources
- Click on IE: Planning
- Log-in with your CGTC network credentials.

IE QUICK TIP: Access the IE Planning System at the direct link: <https://cgtc.campuslabs.com/planning/>. Bookmark the site in your internet browser to allow for easy access to the IE Planning System.



For assistance or training, please contact:

David VanLandingham, Director for Research and Compliance
478-757-3512 (office) or 478-365-2952 (cell), dvanlandingham@centralgatech.edu

TEAMS Outreach Center

Thank you for your continued support of the TEAMS Outreach Center. It is through the collaborative work between faculty and staff that hundreds of students each academic year are supported in getting back on track to achieve graduation goals. Faculty can get help for at-risk students by submitting alerts through the TEAMS platform. Students can also self-alert by accessing the Student Resources page and clicking on the self-alert [link](#). Thank you for all you do to support student success!

TEAMS Data Update				
	AY2020*	AY2019*	AY2018	AY18 to AY19 % Change
Alerts	1,608	821	701	17% +
Graduation/Reenrollment Rate	-	52%	50%	4% +
*Data not final		AY = Academic Year		

To schedule a virtual classroom visit, contact:

Kennethia Westbrook, Student Navigator
478-218-3314, kw Westbrook@centralgatech.edu

CGTC had an unduplicated enrollment of 12,048 students during AY2019. Nearly 9% of students earned at least one withdrawal failing (WF) grade in AY2019. Only 13% of students earning a WF grade were alerted to be assisted by the TEAMS Outreach Center. Students who lack course materials, miss assignments, or have low performance on tests should be alerted early enough in the term to allow the student time to get back on track. Providing early assistance is especially important in courses with high numbers or high percentages of WF grades.

AY2019 Courses with the Highest Number of WF grades		
Course	# WF grades	% WF grades
MATH 1111	172	8%
PSYC 1101	75	4%
MATH 1012	71	6%
COMP 1000	58	3%
ALHS 1011	41	5%
CGTC Average	2	3%

AY2019 Courses with the Highest Percentage of WF grades*		
Course	# WF grades	% WF grades
PARA 1145	18	28%
DFTG 1101	54	26%
CIST 2381	20	25%
BUSN 2300	27	22%
ECCE 2322	18	22%
CGTC Average	2	3%

*Courses with fewer than 10 students were excluded

Professional Development



As a reminder, faculty are **required** to complete 24 hours of professional development training each fiscal year; staff are required to complete 20 hours. Training and WebEX recordings are available in [iNet](#) under Professional Development for employees to complete the training at their convenience.

If you have any questions, please contact:
Sam Lester, Professional Development/Special Projects Director, 478-218-3247, slester@centralgatech.edu

The winners from May 5th Professional Development Day "secret word" contest were: Lynn Whiddon, Leslie Davenport, Sonia Wynne, Devona Bell, and Orinda Bishop. *congrats*



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Dr. Ivan H. Allen,
President



IE Pages Under Construction

The Office of Institutional Effectiveness is updating and streamlining the IE pages in iNet, on the Intranet, and on the CGTC Website to provide faculty and staff and the general public with quicker and easier access to IE resources.

If you are unable to locate an IE resource, please contact Cissie Creekmore. Updates will be provided in the next edition of The Review.

Cissie Creekmore, Administrative Assistant to the VPIE
478-757-3424
ucreekmore@centralgatech.edu

SNAP WORKS!

The goal of the SNAP Works program is to enhance employment and training opportunities for SNAP recipients. Through the Career Connections and Transition office, eligible students can receive the help needed to become self-sufficient. Discovering the right career path can be challenging; however with the right guidance, students can enhance their chances of obtaining high-demand jobs and living more productive lives. Support services include assistance with tuition, fees, books, supplies, tools and job placement.

For more information contact:
 Ruby Hamb-Holmes, Project Manager
 Career Connections & Transition
 478-757-3532, rhamb-holmes@centralgatech.edu

SNAP Updates	FY2020*	FY2019
Identified as SNAP E&T Eligible	66	237
Currently enrolled in the SNAP E&T Program	30	41
Attended our Breaking Barriers Workshop	116	86
*Data not final	FY = Fiscal Year	

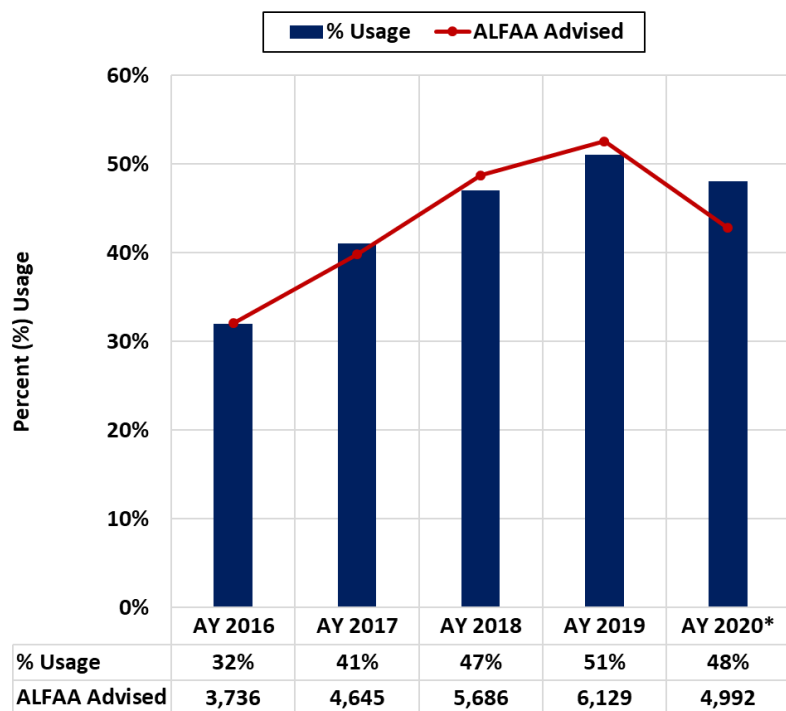


ALFAA Advisement Updates

The ALFAA Advisement Usage Chart, shown below, shows the final percentage of AY 2019 students who were ALFAA advised – the highest usage since the inception of CGTC’s Quality Enhancement Plan – at 51%.

As of May 27, 2020, CGTC faculty and staff have ALFAA advised 4,992 unduplicated students during AY 2020. Though the COVID-19 pandemic has altered face-to-face advisement, CGTC faculty and staff should continue using [ALFAA](#) as a valuable tool when contacting students regarding their academic progress.

ALFAA Advisement Year to Year Comparison



There’s still time in AY 2020 to Click the Button!!

Remember to click the submit button on the [ALFAA](#) sheet for your advisees. The student will receive an email with links about academic preparedness, life challenges, and financial aid information.

Students can refer back to the information later and directly access support such as tutoring or the library, for example.



For more information and to request ALFAA promotional material contact:
 Jeremiah Johnson, Project Manager - IE
 478-218-3354, jejohnson@centralgatech.edu

TCSG/CGTC Policies and Procedures Updates

Links to the revised policy/procedure are included below.

October 2019

- [TCSG Procedure: 2.3.3p. TCSG College Strategic Planning](#)

January 2020

- [SBTCSG Policy: 2.1.2 Mission Statement](#)
- [TCSG Procedure: 4.5.1p. Family and Medical Leave Act Leave \[FMLA\]](#)
- [TCSG Procedure: 6.4.1p. Summary of Student Notification Requirements](#)
- [TCSG Procedure: 4.1.9p. Background Investigations](#)
(note: attachments associated with 4.1.9p were updated)

March 2020

- [TCSG Procedure: 4.1.4p. Categories of Employment](#)

March 2020 (continued)

- [TCSG Procedure: 4.5.3p. Holidays](#)
- [TCSG Procedure: 4.8.1p2. Drug and Alcohol Testing for Federally-Regulated Positions](#)

April 2020

- [TCSG Procedure: 6.5.2p. Student Grade Point Average](#)
- [TCSG Procedure: 6.4.2p. Residence Hall Room Entry and Search](#)

State Board Policies and TCSG Procedures are located on the TCSG website at: <https://tcsq.edu/about-tcsq/state-board/policy-manual/>

CGTC Local procedures are located on the CGTC website at: <https://www.centralgatech.edu/faculty-staff/plans-forms-policies/procedures-plans/>