

Florence-Darlington Technical College



**2013-14 Institutional Effectiveness
Summary Report**

August 2014

2013-2014 INSTITUTIONAL EFFECTIVENESS

SUMMARY REPORT

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2013-2014 INSTITUTIONAL EFFECTIVENESS SUMMARY REPORT

Introduction

Florence-Darlington Technical College (FDTC) combines strategic, operational, and institutional effectiveness planning into one master planning process that serves as a vehicle for institution-wide involvement and evaluation. The College Mission and six Institutional Goals (Appendix A) drive the Institutional Effectiveness (IE) Planning Cycle activities throughout the year with a focus on continuous improvement over time.

The College is organized into seven divisional units with an Executive Committee member assigned to each of those units. It is their responsibility to provide leadership to each department within their division to ensure that efforts are maximized to support the mission, vision, and goals of the college. The seven organizational units are:

1. Academic Affairs
 - a. Evening College
 - b. Online College
 - c. Health and Sciences
 - d. Technical and General Education
2. Business Affairs
3. Continuing Education/Southeast Institute of Manufacturing and Technology
4. Institutional Advancement
5. Human Resources
6. Public Relations and Marketing
 - a. Information Technology
7. Student Services

Department IE objectives are submitted to and approved by the division vice president each spring. Department heads establish strategies to accomplish each objective and enter them into the electronic IE template on the College intranet. Objective strategies are monitored on a monthly and quarterly basis throughout the year by department and division managers.

In mid-June of each academic year, all department heads enter the results of the IE objectives that were implemented during the previous twelve months. They also comment on how those results will be used in future planning and indicate if there is a need to continue the objective in the next reporting period.

Each Unit Report summary includes a chart incorporating the following information:

- Number of IE Objectives
- Number of IE Objectives Achieved
- Number of IE Objectives Not Achieved
- Number of Objectives that will continue to the next planning year
- Number of Objectives that were closed

All Division and Department IE reports may be accessed and reviewed by all employees via the College intranet, thus individual department planning reports are not included in this document.

Summary Findings

2013-14 IE College Summary by Division

DIVISION	# of 2013-14 Objectives	Objectives Achieved	Objectives Not Achieved	Objectives Closed	Objectives Continued 14-15
AA - Evening College	15	12 (80%)	3 (20%)	12 (80%)	3 (20%)
AA - Health & Sciences	38	31 (82%)	7 (18%)	32 (84%)	6 (16%)
AA – Online College	2	2 (100%)	0	2 (100%)	0
AA - Tech & General Ed & VP AA	43	36 (84%)	7 (16%)	39 (91%)	4 (9%)
Business Affairs	18	13 (72%)	5 (28%)	16 (89%)	2 (11%)
Continuing Ed/SiMT	13	8 (62%)	5 (38%)	12 (92%)	1 (8%)
Institutional Advancement	6	3 (50%)	3 (50%)	2 (33%)	4 (67%)
Human Resources	3	2 (67%)	1 (33%)	3 (100%)	0
Public Relations/Marketing	8	6 (75%)	2 (25%)	7 (88%)	1 (12%)
PR – Information Technology	15	13 (87%)	2 (13%)	13 (87%)	2 (13%)
Student Services	23	14 (61%)	9 (39%)	15 (65%)	8 (35%)
Totals	184	140 (76%)	44 (24%)	153 (83%)	31 (17%)

The chart above reveals that a total of 184 IE objectives were established for the 2013-14 planning year, 53% of which were distributed among the Academic Affairs (AA) departmental divisions. Student Services departments focused on 13% of the IE objectives and the remaining 34% were distributed among the other five College Divisions. A total of 76% of these IE objectives were achieved. Eighty-three percent of the objectives were closed at the end of the reporting period. The remaining 17% were continued to the next planning year.

2013-14 IE Summary by College Goal

COLLEGE GOAL	Number of Divisions	# 2013-14 Objectives	Objectives Achieved	Objectives Not Achieved	Objectives Closed	Objectives Continued 14-15
Customer Service	6	65	47 (72%)	18 (28%)	51 (78%)	14 (22%)
Learning Environment	3	89	71 (80%)	18 (20%)	74 (83%)	15 (17%)
Product Development	2	4	4 (100%)	0	4 (100%)	0
Financial Environment	3	13	7 (54%)	6 (46%)	10 (77%)	3 (23%)
Institutional Advancement	3	13	10 (77%)	3 (23%)	8 (62%)	5 (38%)
Totals						
		184	139 (76%)	45 (24%)	147 (80%)	37 (20%)

Each IE objective supports one of the five major College goals as indicated in the above chart. A total of 184 objectives (48%) support the Learning Environment goal. These objectives were set by the Academic Affairs, Public Relations/Marketing, Student Services, and the Business Affairs Divisions. The Customer Service goal includes 65 (35%) of the objectives, set by Academic Affairs, Business Affairs, Continuing Education/SiMT, Human Resources, Public Relations/Marketing, and Student Services. These two college goals account for approximately 84% of the IE objectives. The remaining 30 (16%) objectives are divided among the remaining three College goals.

Academic Affairs – Evening College & Off Site Campuses 2013-14 IE Summary

DEPARTMENT	# of 13-14 Objectives	Objectives Achieved	Objectives Not Achieved	Objectives Closed	Objectives Cont'd 14-15
Administration	3	1	2	3	0
Hartsville Site	3	3	0	3	0
Lake City Site	3	3	0	3	0
Mullins Site	3	2	1	3	0
Scheduling	3	3	0	0	3
Totals					
	15	12	3	12	3

**Academic Affairs – Health & Sciences
2013-14 IE Summary**

DEPARTMENT	# of 13-14 Objectives	Objectives Achieved	Objectives Not Achieved	Objectives Closed	Objectives Cont'd 14-15
AVP	2	2	0	2	0
Criminal Justice	2	2	0	2	0
Dental Hygiene	2	2	0	2	0
Early Childhood	2	2	0	1	1
Expanded Duty Dental Assisting	2	2	0	2	0
Health Information Mgt	2	2	0	2	0
Human Services	2	2	0	2	0
Library	2	1	1	0	2
Medical Assisting	2	2	0	2	0
Medical Coding	2	1	1	2	0
Medical Lab Tech	2	0	2	2	0
Natural & Physical Sciences (Assoc. in Science)	2	0	2	0	2
Nursing & Practical Nursing	4	4	0	4	0
Paralegal	2	2	0	2	0
Phlebotomy	2	1	1	1	1
Radiologic Tech	2	2	0	2	0
Respiratory Care	2	2	0	2	0
Surgical Tech	2	2	0	2	0
Totals	38	31	7	32	6

**Academic Affairs – Online College
2013-14 IE Summary**

DEPARTMENT	# of 13-14 Objectives	Objectives Achieved	Objectives Not Achieved	Objectives Closed	Objectives Cont'd 14-15
OL College	2	2	0	2	0
Totals	2	2	0	2	0

**Academic Affairs – Vice President and
Technical & General Education
2013-14 IE Summary**

DEPARTMENT	# of 13-14 Objectives	Objectives Achieved	Objectives Not Achieved	Objectives Closed	Objectives Cont'd 14-15
Vice President*	2	0	2	2	0
AVP	3	2	1	0	3
Accounting	2	2	0	2	0
Administrative Office Technology	2	2	0	2	0
ATE	3	3	0	3	0
Automotive Tech	2	2	0	2	0
Caterpillar Academy	2	2	0	2	0
Computer Tech	2	2	0	2	0
Cosmetology	2	2	0	2	0
Engineering Technologies	6	6	0	6	0
English & Humanities	3	1	2	3	0
HVAC	2	2	0	2	0
International Business	2	1	1	1	1
Machine Tool Tech	2	2	0	2	0
Marketing	2	2	0	2	0
Management	2	2	0	2	0
Math (Associate in Arts)	2	1	1	2	0
Welding	2	2	0	2	0
Totals	43	36	7	39	4

*Left FDTC before the end of the 2013/14 planning year

**Business Affairs
2013-14 IE Summary**

DEPARTMENT	# of 13-14 Objectives	Objectives Achieved	Objectives Not Achieved	Objectives Closed	Objectives Cont'd 14-15
Vice President	2	2	0	2	0
Auxiliary Services	2	0	2	2	0
Financial Aid	1	0	1	0	1
Financial Services	2	2	0	2	0
Grounds	2	2	0	2	0
HVAC	2	2	0	2	0
Maintenance & Safety	1	1	0	1	0
Physical Plant	2	2	0	2	0
Property/Inventory	1	0	1	1	0
Purchasing	3	2	1	2	1
Totals	18	13	5	16	2

**Continuing Education and
Southeast Institute of Manufacturing & Technology
2013-14 IE Summary**

DEPARTMENT	# of 13-14 Objectives	Objectives Achieved	Objectives Not Achieved	Objectives Closed	Objectives Cont'd 14-15
Vice President	2	0	2	2	0
Accounting	1	1	0	1	0
Manufacturing & Technical Training	1	1	0	1	0
Manufacturing Technologies	4	3	1	4	0
Program Mgt & Admin Svcs	3	2	1	2	1
3D/Virtual Reality	2	1	1	2	0
Total	13	8	5	12	1

**Institutional Advancement
2013-14 IE Summary**

DEPARTMENT	# of 13-14 Objectives	Objectives Achieved	Objectives Not Achieved	Objectives Closed	Objectives Cont'd 14-15
Vice President	2	0	2	0	2
Institutional Grants	2	2	0	2	0
Institutional Research	2	2	0	2	0
Total	6	4	2	4	2

**Human Resources
2013-14 IE Summary**

DEPARTMENT	# of 13-14 Objectives	Objectives Achieved	Objectives Not Achieved	Objectives Closed	Objectives Cont'd 14-15
AVP	1	1	0	1	0
Human Resources	2	1	1	2	0
Total	3	2	1	3	0

**Public Relations & Marketing and Information Technology
2013-14 IE Summary**

DEPARTMENT	# of 13-14 Objectives	Objectives Achieved	Objectives Not Achieved	Objectives Closed	Objectives Cont'd 14-15
Vice President	3	2	1	3	0
Information	3	2	1	2	1
Print Shop	2	2	0	2	0
IT AVP-Audio Visual Team	3	3	0	3	0
IT AVP-Datatel Team	3	1	2	1	2
IT AVP-LAN Team	3	3	0	3	0
IT AVP-WAN Team	3	3	0	3	0
IT AVP-Web Services Team	3	3	0	3	0
Total	23	19	4	20	3

**Student Services
2013-14 IE Summary**

DEPARTMENT	# of 13-14 Objectives	Objectives Achieved	Objectives Not Achieved	Objectives Closed	Objectives Cont'd 14-15
Vice President	2	2	0	2	0
Assessment Cntr	3	1	2	1	2
Project RISE	2	1	1	0	2
Recruitment & Admissions	2	1	1	1	1
Registrar Services	3	3	0	3	0
Student Life/Perkins	5	3	2	4	1
Student Services	2	1	1	2	0
Student Support & Grant Programs	2	0	2	0	2
Upward Bound	2	2	0	2	0
Totals	23	14	9	15	8

INSTITUTIONAL MISSION:

Florence-Darlington Technical College will provide comprehensive technical education, workforce development, and educational services to its students, business, industry and other markets. Through instructional programs, business and industry partnerships, and community involvement, the College will play a leading role in economic development efforts and the quality of life of its customers. The educational experience at Florence-Darlington Technical College will enhance the students' marketability in today's global economy.

COLLEGE GOALS:

Customer Service: Florence-Darlington Technical College will provide high quality, efficient, customer-focused, affordable programs and services utilizing state-of-the-art delivery systems that exceed customer expectations.

Learning Environment: Florence-Darlington Technical College will transform the traditional instructional approach into a flexible, customer-oriented learning environment emphasizing a global economy, certifications, work experience, competency-based outcomes, self-paced, individualized instruction, and the infusion of technology in programs of study.

Product Development: Florence-Darlington Technical College will develop high quality, cost effective, innovative, market-driven products and services that provide strategic value to its customers.

Financial Environment: Florence-Darlington Technical College will continually strive to establish a fiscal base that enables the College to achieve its goals.

Institutional Advancement: Florence-Darlington Technical College will build relations *with* and seek support from alumni, corporations, foundations, and friends.

Approved July 19, 2006