



**Wharton County
Junior College**

**Proposed Agenda Item
Board of Trustees Meeting**

Date of Board Meeting: August 21, 2018 Date of This Proposal: July 13, 2018

SUBJECT (item as it will appear on agenda): Revise Contract for Instructional Assessment Director

RECOMMENDATION:

Approve revision from on site, full-time employee to consultant contract employee, effective Sept. 1, 2018

BACKGROUND/RATIONALE:

WCJC hired Ms. Tracy Emmons as Director of Instructional Assessment in 2015. She has extensive experience in program and course level assessment as well as the assessment processes of WCJC. Ms. Emmons' instructional background and enigmatic temperament gained her mutual respect and credibility with faculty and administration. She coordinated development of the QEP over the last year thus holds extensive knowledge of the implementation process and the five-year plan. Her expertise in instructional assessment, the QEP, and the implementation of the EAB Navigate software is valuable to WCJC. Thus, converting her contract to consultant work as outlined in the attached Service Contract and Scope of Work is strongly recommended for FY 19.

Estimated Cost and Budgetary Support (how will this be paid for?):

\$76,000 FY19 budget (saving over \$20,000 from benefits in FY18 budget)

RESOURCE PERSON(S) [name(s) and title(s)]: Leigh Ann Collins, Vice President of Instruction

SIGNATURES:

Originator
LAC

Cabinet-Level Supervisor

Date
7-13-18

Date

PRESIDENT'S APPROVAL:

Betty L. McCreary

8-15-18

Temporary Service Contract

WCJC Instructional Assessment Management and QEP Coordination

This Temporary Service Contract (the "Contract") states the terms and conditions that govern the contractual agreement between the Wharton County Junior College, Wharton, TX and Tracy Emmons (the "Contractor"), whose primary place of residence is 11788 N. 160th East Avenue, Collinsville, OK 74021, who agrees to be bound by this Contract. WCJC and the Contractor (individually, each a "Party" and collectively, the "Parties") agree as follows:

I. Term

The term of this Temporary Service Contract shall commence on September 1, 2018 and continue to August 30, 2019. Wharton County Junior College (WCJC) agrees to contract with the Contractor for a part-time, temporary contract position.

II. Termination

The Contractor agrees and acknowledges that, just as they have the right to terminate their contract with WCJC at any time for any reason, WCJC has the same right, and may terminate the contract at any time for any reason. Either Party may terminate said contract with written notice to the other Party with 14 days notice.

III. Duties

The Contractor accepts the terms and conditions set forth within this Temporary Service Contract and agrees to the performance of duties under this Contract as defined in Attachment A – Scope of Work.

IV. Compensation

In consideration for the performance of the duties hereunder, the Contractor shall be compensated at a rate of \$76,000, to be divided into 12 equal payments, and paid monthly effective September 2018 through August 2019.

The Contractor acknowledges that expenses shall not be reimbursed for airfare, mileage, lodging, meals, conference registrations, or supplies as outlined in Appendix E of the Texas Workforce Commission Independent Contractor Test.

V. Payment Schedule

The Contractor will submit an invoice for contract payment on the last working day of every month beginning Sept 28, 2018 and ending August 30, 2019.

VI. Nature of Position

As a part-time and temporary contractor, the Contractor is not eligible to participate in any organizational benefit programs. The Contractor understands that the part-time

and temporary status does not entitle the Contractor to any special consideration for permanent or full-time employment.

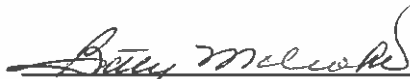
VII. No Modification Unless in Writing

No modifications of this Contract shall be valid unless in writing and agreed upon by both Parties.

VIII. Applicable Law

The Temporary Service Contract and the interpretation of its terms shall be governed by and constructed in accordance with the laws of the State of Texas and subject to the exclusion jurisdiction of the federal and state courts.

In WITNESS WHEREOF, each of the Parties has executed this Temporary Service Contract, both Parties by its duly authorized officer, as of the day and year set forth below.



Betty McCrohan
President and CEO,
Wharton County Junior College

Tracy Emmons

(Date)

(Date)

Attachment A - Scope of Work
WCJC Instructional Assessment Management and QEP Coordination
Academic Year 2018-2019

Tracy Emmons has been employed full-time with WCJC for the past three years as Director of Instructional Assessment and QEP Coordinator. Mrs. Emmons has extensive experience in program and course level assessment as well as the assessment processes of WCJC. Due to Mrs. Emmons instructional background, there has been a deep mutual respect and credibility built with the administration and faculty of WCJC. Mrs. Emmons played an integral part in developing the QEP campaign that is near completion and thoroughly knows the plans and the path forward.

Scope of Work

This scope of work will consist of 10 component areas: Program and Course Level Assessment, General Education Assessment, Instructional Assessment Committee Chair, Program Management Plan Review, SACSCOC (On-site Visit Participation and 2 Annual Events), Administrative Master Syllabi, QEP Coordination, EAB Leadership, Handbook and Web Page Revisions, and Other Duties.

Program and Course Level Assessment

Mrs. Emmons will be responsible for the oversight of all the components of the program and course level assessment. This will include, but not be limited to the following:

- aid in development of three-year course level assessment plans,
- analyze plans to ensure compliance with WCJC policy on program and course level assessment,
- analyze plans to ensure compliance with state and regional accrediting bodies,
- be available to answer questions within one business day of receiving the request by email, phone, or digital meeting platform,
- procurement of all program and department Course Level Assessment Plan,
- procurement of all program and department Annual Course Level Assessment Summary,
- ensure all Course level Assessment Plans are revised when needed,
- ensure findings and proposed remedies are documented in department minutes and using the Annual Course Level Assessment Summary (ACLAS),
- track assessment compliance with THECB and regional accrediting bodies,
- store all documents on a shared WCJC drive.

General Education Assessment

Mrs. Emmons will be responsible for the oversight of all the components of the WCJC General Education Assessment. This will include, but not be limited to the following:

- communicate with Institutional Research to coordinate the random selection of courses, instructors, and students for the General Education Assessment for fall 2018 and spring 2019 semesters,

- communicate the assessment documents and procedures to the stakeholders,
- on-site training for faculty each semester during Convocational Professional Development Tuesday,
- be available to answer faculty questions within one business day of receiving the request by email, phone, or digital meeting platform,
- complete video training tutorials of General Education assessment each semester and post to intranet,
- compile all assessment results on the communicated submission date,
- analyze all assessment results,
- communicate results to all stakeholders each semester by multiple means,
- aid in incorporation of changes derived from discussing results of assessment,
- complete any documentation for submission to accrediting bodies,
- submit a General Education Assessment Comprehensive Report to VPI spring 2019,
- ensure appropriate revisions to core assessment rubrics as needed,
- store all documents on a WCJC shared drive,
- complete all documentation for revisions to the core curriculum.

Instructional Assessment Committee Chair

Mrs. Emmons will be responsible for the oversight of the Instructional Assessment Committee by continuing to serve as the chair of that committee. These duties will include, but not be limited to the following:

- communication with IAC members by monthly virtual meeting,
- face-to-face summary and planning meetings once a semester (2 days on-site),
- written progress reports submitted to VPI once a semester

Program Management Plan (PMP) Review

Mrs. Emmons will be responsible for the oversight of all the components of the WCJC Program Management Plan Review process. This will include, but not be limited to the following:

- communication of the PMP review schedule to program directors, department heads, and division chairs,
- communication of the PMP annual progress report schedule to program directors, department heads, and division chairs,
- be available to answer PMP Review questions within one business day of receiving the request by email, phone, or digital meeting platform,
- oversee the scheduling of the PMP review sessions with program directors, division chairs, Instructional Assessment Committee members, and VPI,
- compile and distribute the PMP documents,
- on-campus participation of the PMP review sessions (5 days on-site),
- compile the IAC members rubric and comments for PMP review sessions,
- oversee the completion of the PMP review session minutes,
- deliver the minutes and IAC member comments to stakeholders for response,
- submit an annual Program Management Plan Comprehensive Report to VPI spring 2019.

SACSCOC (On-Site Visit Participation and 2 Annual Events)

Mrs. Emmons will offer full participation in the SACSCOC On-Site Visit. This will include, but not be limited to the following:

- preparation of any documents requested for the SACSCOC on-site visit,
- on-campus participation for the on-site committee (5 days on site),
- participation in any requirements arising from the on-site committee recommendations.

Administrative Master Syllabi

Mrs. Emmons will be responsible for the oversight of all components of the process for Administrative Master Syllabi. This will include, but not be limited to the following:

- assist faculty with the development of AMS,
- create an Excel spreadsheet to track all approval dates of AMS,
- review to ensure all AMS are communicating up-to-date information,
- communicate with program directors, department heads, and division chairs on updating AMS,
- periodic review of instructional related web pages to ensure up-to-date curriculum information is being communicated and is easily navigated,

QEP Coordination

Mrs. Emmons will continue to be a part of the QEP Implementation Team for the academic year 2018-2019. This will include, but not be limited to the following:

- participation in meetings by conference call, digital meeting platform, or on-campus when necessary (2days on-site),
- coordination of implementation strategies for academic year 2018-2019 activities,
- regular college-wide communication on progress of QEP implementation,
- monthly reports to Student Success Council on progress of QEP,
- regular communication with Marketing on the strategies to be implemented,
- ensure completion of all milestones in QEP Implementation plan,
- coordinate scheduling by guest lectures and external consultants to enhance understanding of topics relevant to the QEP
- Gather and analyze all assessment results to monitor adequacy of training

EAB Leadership Team

Mrs. Emmons will continue to be a part of the EAB Leadership Team for the academic year 2018-2019. This will include, but not be limited to the following:

- bi-weekly conference calls with the SSC Navigate Team,
- regular email and phone contact with other 3 members of the EAB Leadership Team,
- participate in the on-site kickoff to map institutional processes (2 days on-site),
- regular college-wide communication on progress of Navigate implementation,
- collaborate with Marketing to communicate launch phases of Navigate platform,
- coordinate the creation/revision of all processes to ensure smooth transition to Navigate platform
- coordinate implementation activities,

- coordinate on-site training for faculty and staff,
- participate in any on-site training/onboarding of the technology platform (5 days on-site),
- coordinate the launch of each phase of the platform,
- coordinate the promotion of Navigate platform through information sessions, workshops, PSYC/EDUC 1300 courses, and NSO,
- ensure WCJC processes direct all new students to Navigate platform after launch,
- coordinate communication with consultant and EAB Leadership Team.

Handbook and Web Page Revisions

Mrs. Emmons will continue to ensure that the Instructional Assessment Handbook and the Instructional Assessment Web Pages are revised and communicating current information.

Other Duties

- Mrs. Emmons will continue to be responsible for the oversight of the Secretary to DIA position by coordinating work assignments, ensuring accuracy and completion, and completing any performance reviews.
- Mrs. Emmons will continue to participate in any meetings possible through the video conferencing abilities of the college through collaboration with Michele Betancourt.
- Mrs. Emmons will continue to participate in the SACSCOC Annual meetings held in December and July.
- Mrs. Emmons will continue to participate in the Achieving the Dream meetings held in February.
- Mrs. Emmons will participate in any meetings/conference for the betterment of the Assessment department or QEP.

