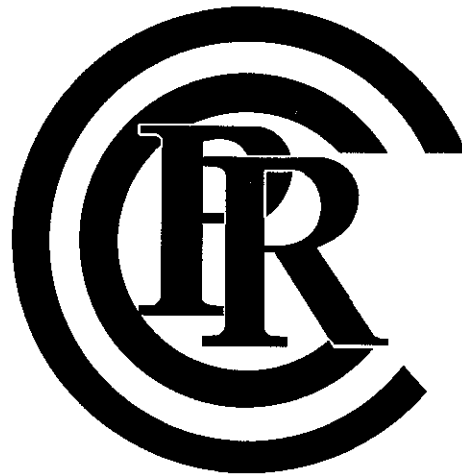# STRATEGIC PLAN
and
INTERNAL PERFORMANCE INDICATORS

INTERIM REPORT
2006 FALL SEMESTER

PEARL RIVER
COMMUNITY COLLEGE

POPLARVILLE - HATTIESBURG
MISSISSIPPI

STRATEGIC PLAN
and
INTERNAL PERFORMANCE INDICATORS

INTERIM REPORT
2006 FALL SEMESTER

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PRESIDENT'S LETTER

TO: PRCC Employees

FROM: William Lewis
            President

DATE: February 2007

RE: Strategic Plan and Internal Performance Indicators

Pearl River Community College (PRCC) has the status of being the first two-year public institution of higher learning in Mississippi, and, therefore, is unique among the fifteen public community and junior colleges in the State. As can be seen by reviewing this document, PRCC continues to place the needs of students first, to provide quality programs and services, and to build the PRCC family. The College's efforts to expand and improve our academic, career, technical, and workforce education programs are strongly supported by the Board of Trustees as exemplified by the Board's commitment to the improvement of our facilities, personnel, and programs.

With the growth of enrollment in our college, we must continue to plan for the future of our institution. The Strategic Plan allows us to measure our success against the established Internal Performance Indicators and assists us in determining our measures of strengths and weaknesses; therefore, it is critical that all of us are involved in the work that is inherent in the development and maintenance of the Strategic Plan. We must ensure that the educational programs and accompanying services that we provide are of the highest quality and that they meet or exceed our indicators of success. This process of planning and evaluation is an on-going effort.

As documented by the Strategic Plan and Internal Performance Indicators, Pearl River Community College continues to serve an important leadership role in the State. We must plan to continue to provide quality educational opportunities for all the citizens of South Mississippi.

HISTORY
of
PEARL RIVER
COMMUNITY COLLEGE

HISTORY OF PEARL RIVER COMMUNITY COLLEGE

Pearl River Community College (PRCC) is among the oldest colleges of its kind in the South and is the pioneer junior college in Mississippi. PRCC began its journey as the State's first county agricultural high school in the first decade of the twentieth century and has since been a pathfinder for advanced education in South Mississippi.

Pearl River County Agricultural High School (PRCAHS), the first in the State, opened its doors in 1909. For the first eleven years, the school was devoted solely to educating high school age students in academic studies and in agricultural and home sciences. In 1921, PRCAHS became the first agricultural high school to offer freshman college courses, and was soon renamed Pearl River Junior College. The institution's name was changed to Pearl River Community College on July 1, 1988. The name change reflects the comprehensive academic, career, technical, and community services programs that are offered through the College.

The College operates multi-instructional sites. A post-secondary vocational-technical center was built in 1969 in Hattiesburg and developed into the Pearl River Community College Forrest County Center. The facility has been expanded several times. The most recent addition is a new library and classroom building that opened in the Spring of 2006. The Hancock Center opened in Waveland in January 2005, only to be destroyed by Hurricane Katrina on August 29, 2005. The Hancock Center reopened in late 2006. The Lowery A. Woodall Advanced Technology Center opened in Hattiesburg in October 2004.

As this is being written, the College has made a dramatic recovery from the extensive damage due to Hurricane Katrina, but continues to suffer the losses of M.R. White Coliseum and Moody Hall Auditorium. Plans are being drawn for the construction of a new performing arts center and a new coliseum/assembly center.

FINANCIAL OVERVIEW

Pearl River Community College
Budgets
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2006-2007

Pearl River Community College
Current Unrestricted Fund
Summary Statement of Revenues and Expenditures
FY 2006-2007

	2005-2006	% Total	2006-2007	% Total	Increase (Decrease)
Revenues					
Student Fees	8,102,890	36.1%	8,102,890	30.6%	0
County Support	2,269,336	10.1%	1,736,190	6.6%	(533,146)
State Support	11,381,676	50.7%	13,007,457	49.2%	1,625,781
Federal Support	209,856	0.9%	249,856	0.9%	40,000
Private Gifts, Grants, and Contracts	205,000	0.9%	205,000	0.8%	0
Investment Income	40,000	0.2%	180,000	0.7%	140,000
Sales and Svc of Educ Activities	118,070	0.5%	118,070	0.4%	0
Other Sources	101,467	0.5%	2,854,421	10.8%	2,752,954
Total Revenues	**22,428,295**	**100.0%**	**26,453,884**	**100.0%**	**4,025,589**
Expenditures					
Instructional - Academic	7,119,649	31.7%	8,475,080	32.0%	1,355,431
Instructional - Vo-Tech	4,726,784	21.1%	4,847,256	18.3%	120,472
Instructional - Other	426,512	1.9%	440,379	1.7%	13,867
Instructional - Support	751,552	3.4%	871,228	3.3%	119,676
Student Services	2,845,591	12.7%	3,294,547	12.5%	448,956
Institutional Support	3,705,370	16.5%	5,121,606	19.4%	1,416,236
Operation of Plant	2,852,837	12.7%	3,403,788	12.9%	550,951
Total Expenditures	**22,428,295**	**100.0%**	**26,453,884**	**100.0%**	**4,025,589**

Pearl River Community College
Current Unrestricted Fund
Schedule of Revenue

	2005-2006	2006-2007	Increase (Decrease)
Educational Revenues			
Student Fees			
Academic			
Full Time Tuition - IS	2,676,240	2,676,240	0
Part Time Tuition - IS	1,369,860	1,369,860	0
Full Time Tuition - OS	76,140	76,140	0
Part Time Tuition - OS	27,540	27,540	0
Virtual Community College Tuition	325,584	325,584	0
Night Class Tuition	750,000	750,000	0
Full Time Fees - OS	100,800	100,800	0
Part Time Fees - OS	22,000	22,000	0
Graduation Fees	20,657	20,657	0
Lab Fees	171,027	171,027	0
Technology Fee	153,225	153,225	0
Registration Fee	153,225	153,225	0
Other Fees	2,100	2,100	0
Total Academic	5,848,398	5,848,398	0
Vocational			
Full Time Tuition - IS	320,760	320,760	0
Part Time Tuition -IS	42,330	42,330	0
Full time Tuition - OS	4,000	4,000	0
Part Time Tuition - OS	0	0	0
Night Class Tuition	0	0	0
Full Time Fees - OS	10,000	10,000	0
Part Time Fees - OS	0	0	0
Program and Course Fees	52,000	52,000	0
Continuing Education Fees	0	0	0
Graduation Fees	3,177	3,177	0
Technology Fee	12,075	12,075	0
Registration Fee	12,075	12,075	0
Other Fees - Nursing Assistant Program	61,500	61,500	0
Total Vocational	517,917	517,917	0
Technical			
Full Time Tuition - IS	1,078,920	1,078,920	0
Part Time Tuition - IS	220,830	220,830	0
Full time Tuition - OS	11,340	11,340	0
Part Time Tuition - OS	0	0	0
Night Class Tuition	37,958	37,958	0
Full Time Fee - OS	11,510	11,510	0
Part Time Fees - OS	0	0	0
Virtual Community College Tuition	28,728	28,728	0
Program and Course Fees	182,738	182,738	0

	2005-2006	2006-2007	Increase (Decrease)
Graduation Fees	6,500	6,500	0
Technology Fee	44,500	44,500	0
Registration Fee	44,500	44,500	0
Total Technical	1,667,524	1,667,524	0
Other Student Fees			
Orientation	23,561	23,561	0
Transcripts	7,000	7,000	0
ACT/GED Testing	22,490	22,490	0
ID Card Fees	6,000	6,000	0
Deferment Fees	10,000	10,000	0
Total Other Student Fees	69,051	69,051	0
Total Student Fees	**8,102,890**	**8,102,890**	**0**
General Revenues			
County Support			
Forrest	470,000	540,000	70,000
Hancock	651,000	0	(651,000)
Jefferson Davis	94,190	94,190	0
Lamar	348,380	435,000	86,620
Marion	252,000	252,000	0
Pearl River	453,766	415,000	(38,766)
Total County Support	**2,269,336**	**1,736,190**	**(533,146)**
State Support			
General			
General Appropriations	4,499,519	6,737,767	2,238,248
Health Insurance	1,116,805	1,127,719	10,914
Technology Appropriation	203,859	203,859	0
Rural Health Corp Appropriation	72,545	72,545	0
One Stop Career Center	300,000	300,000	0
Advanced Tech Center	150,000	150,000	0
Retirement Reimbursement	121,276	0	(121,276)
EEF	1,769,843	2,210,131	440,288
Budget Contingency	749,075	0	(749,075)
Other State Revenue			
Vocational Salary Reimbursement	2,065,021	2,008,073	(56,948)
Vocational Equip. Reimbursement	261,870	78,000	(183,870)
Industrial Training	31,363	31,363	0
State Grants - Other	40,500	88,000	47,500
Total State Support	**11,381,676**	**13,007,457**	**1,625,781**

Pearl River Community College
Current Unrestricted Fund
Schedule of Revenue

	2005-2006	2006-2007	Increase (Decrease)
Federal Support			
Vocational Program Reimbursement	174,856	174,856	0
Vocational Program Salary Reimb Other	16,000	16,000	0
Recovery of Admin Costs	19,000	59,000	40,000
Total Federal Support	209,856	249,856	40,000
Private Gifts, Grants and Contracts			
Outside Scholarships	205,000	205,000	0
Investment Income			
Interest Income	40,000	180,000	140,000
Sales & Services of Educational Activities			
Child Care Revenue	34,700	34,700	0
Wellness Center Usage Fees	15,500	15,500	0
Gate Receipts	15,000	15,000	0
Season Ticket Sales	420	420	0
Ad Sales	600	600	0
Program Sales	600	600	0
Barbering Revenue	2,700	2,700	0
Cosmetology Revenue	2,600	2,600	0
CD Annuals	13,650	13,650	0
Vending	10,000	10,000	0
Vo-Tech Service Income	20,300	20,300	0
Drama Ticket Sales	2,000	2,000	0
Total Sales & Svc of Ed Activities	118,070	118,070	0
Other Sources			
Library Fines	2,900	2,900	0
Traffic Violations	23,000	23,000	0
Parking Permits	20,000	20,000	0
Other Income	35,776	35,776	0
Due from Foundation	17,691	17,691	0
Miscellaneous Income	2,000	2,000	0
Community Disaster Loan Funding	0	2,000,000	2,000,000
Reappropriation of FY 2006 Funds	0	452,954	452,954
Cash Short/Over	100	100	0
Total Other Sources	101,467	2,554,421	2,452,954
Transfers In	0	300,000	300,000

	2005-2006	2006-2007	Increase (Decrease)
Total Educational and General Revenues	22,428,295	26,453,884	4,025,589

Pearl River Community college
Current Unrestricted Fund
Schedule of Expenditures by Object

	2005-2006	2006-2007	Increase (Decrease)
Salaries	13,016,489	14,813,956	1,797,467
Fringe Benefits	3,521,567	4,121,526	599,959
Work Study Salaries	71,000	100,000	29,000
Postage	73,114	73,614	500
Telephone	131,484	131,484	0
Printing and Reproduction Service	46,849	46,849	0
Repairs and Maintenance	129,963	129,963	0
Service Contracts on Equipment	265,958	396,745	130,787
Utilities			
Electricity	604,909	766,695	161,786
Gas	132,350	315,901	183,551
Water	79,453	79,453	0
Waste Disposal	29,079	29,079	0
Equipment and Other Rentals	251,193	251,193	0
Insurance	418,817	1,318,817	900,000
Professional Fees	364,262	375,762	11,500
Medical Services	10,892	10,892	0
Other Contractual Services	26,510	46,910	20,400
Advertising	54,662	54,662	0
Legal and Membership Dues	69,466	75,466	6,000
Educational Supplies	268,042	268,042	0
Office Supplies	106,124	107,124	1,000
Building and Construction Supplies	94,075	94,075	0
Janitorial Supplies	76,200	76,200	0
Automotive Supplies	12,822	12,822	0

Pearl River Community college
Current Unrestricted Fund
Schedule of Expenditures by Object

	2005-2006	2006-2007	Increase (Decrease)
Landscaping Supplies	19,787	19,787	0
Gas, Oil, and Deisel	31,100	44,100	13,000
Computer Software	35,132	35,132	0
Other Supplies	116,294	116,294	0
Printing and Binding Supplies	3,422	3,422	0
Scholarships	1,314,042	1,414,042	100,000
Vehicle Tags, Taxes, Etc.	1,683	1,683	0
Mandatory Transfers	114,000	114,000	0
Reserve for Unexpected Expenditures	0	0	0
Miscellaneous Expense	13,000	13,000	0
Meal Expense	79,527	79,527	0
Bad Debts (Student Accts Receivable)	51,303	51,303	0
Uniforms	44,479	93,738	49,259
Medical Supplies	8,975	8,975	0
Minor Equipment	45,225	45,225	0
In State Travel	114,107	304,607	190,500
Out of State Travel	59,615	68,115	8,500
Library Books, Films and Periodicals	104,048	104,048	0
State 100% Reimburseable Equipment	261,870	78,000	(183,870)
Equipment	155,406	161,656	6,250
Total Expenditures by Object	**22,428,295**	**26,453,884**	**4,025,589**

	2005-2006	2006-2007	Increase (Decrease)
Academic Instruction			
Poplarville			
Vice President of Instruction	702,442	1,172,295	469,853
Business Education	141,618	149,404	7,786
Art	83,640	89,292	5,652
Theatre	9,153	9,153	0
Communications	176,634	188,486	11,852
English	588,100	625,540	37,440
Journalism	3,295	3,295	0
Reading	47,002	33,412	(13,590)
Band	243,848	327,844	83,996
String of Pearls	30,161	34,467	4,306
Chorus	98,875	187,929	89,054
Music	295,041	272,530	(22,511)
Social Sciences	632,298	668,259	35,961
Criminal Justice	17,333	50,526	33,193
Sciences	713,962	806,130	92,168
Mathematical Sciences	641,164	640,454	(710)
QEP	0	169,457	169,457
Associate Degree Nursing	1,442,085	1,617,546	175,461
Nursing and Wellness Center	453,665	488,722	35,057
Foreign Language	60,835	64,574	3,739
Total Academic Instruction - Poplarville	6,381,151	7,599,315	1,218,164
Forrest County			
Communications	33,962	35,550	1,588
English	94,904	99,037	4,133
Music	1,027	1,027	0
Reading	7,696	7,696	0
Criminal Justice	3,079	3,079	0
Foreign Language	1,027	1,027	0
Physical Education	11,694	11,694	0
Mathematical Sciences	149,129	209,089	59,960
Business Education	8,209	8,209	0
Science	184,565	233,626	49,061
Social Science	38,481	38,481	0
Total Academic Instruction - Forrest County	533,773	648,515	114,742
Hancock Center			
Director's Office	125,110	127,604	2,494
Communications	2,663	2,663	0
Business Education	96	96	0
Mathematical Sciences	12,315	12,315	0
English	52,065	72,096	20,031

	2005-2006	2006-2007	Increase (Decrease)
Social Science	12,476	12,476	0
Total Academic Instruction - Hancock Center	204,725	227,250	22,525
Total Academic Instruction	**7,119,649**	**8,475,080**	**1,355,431**
Career Technical Instruction			
Poplarville			
Director's Office	270,799	288,817	18,018
Science & Technology	65,620	70,481	4,861
Business & Office Technology	372,429	399,855	27,426
Marketing	63,814	109,939	46,125
Computer Technology	120,535	129,316	8,781
Computer Network Support Technology	88,738	95,297	6,559
Drafting	106,275	113,995	7,720
Electronics	90,815	97,529	6,714
Banking & Finance	61,817	6,157	(55,660)
Child Care/Development	93,898	100,680	6,782
Child Development Tech Lab School	55,210	53,363	(1,847)
Automated Manufacturing	92,608	99,495	6,887
Barbering	51,962	55,514	3,552
Cosmetology	57,308	61,365	4,057
Heating, Air Conditioning and Refrigeration	42,404	45,477	3,073
Auto Mechanics	96,621	103,171	6,550
Construction Engineering Technology	46,159	47,257	1,098
Electricity	115,906	124,672	8,766
Machine Shop	61,745	65,788	4,043
Masonry	49,400	52,905	3,505
Commercial Truck Driving	97,316	102,659	5,343
Truck Driver Testing	8,219	8,327	108
Aviation Maintenance	81,576	84,797	3,221
Welding	64,908	68,648	3,740
LPN	109,662	125,229	15,567
100% Equipment Reimbursed by State	261,870	78,000	(183,870)
Total Career Technical Instruction Poplarville	2,627,614	2,588,733	(38,881)
Forrest County			
Director's Office	310,203	338,804	28,601
Business & Office Technology	72,400	77,557	5,157
LPN	164,012	187,348	23,336
Nursing Assistant Program	51,655	55,340	3,685
Nurses' Aid Competency Evaluation Testing	3,908	3,926	18
Heating, Air Conditioning and Refrigeration	56,425	60,242	3,817
Welding	50,977	54,121	3,144

	2005-2006	2006-2007	Increase (Decrease)
Electronics	45,323	48,592	3,269
Computer Servicing Technology	44,343	47,487	3,144
Allied Health Program			
Dental Hygiene	248,932	261,394	12,462
Dental Assisting	98,256	105,492	7,236
Physical Therapy Assisting	215,455	231,096	15,641
Medical Lab Technology	117,151	125,365	8,214
Respiratory Therapy	195,938	214,066	18,128
Operating Room Technician	118,211	127,026	8,815
Occupational Therapy	170,388	172,979	2,591
X-Ray Technology	135,593	147,688	12,095
Total Career Technical Instruction Hattiesburg	2,099,170	2,258,523	159,353
Total Career Technical Instruction	**4,726,784**	**4,847,256**	**120,472**

Other Instruction
Forrest County

	2005-2006	2006-2007	Increase (Decrease)
Advanced Technology Center	**426,512**	**440,379**	**13,867**

Instructional Support Library

	2005-2006	2006-2007	Increase (Decrease)
Poplarville	622,186	668,703	46,517
Forrest County	129,366	202,525	73,159
Total Instructional Support Library	**751,552**	**871,228**	**119,676**

Student Services

	2005-2006	2006-2007	Increase (Decrease)
Dean's Office	144,410	154,889	10,479
Admissions	214,859	229,752	14,893
Guidance and Counselors (Academic Pville)	151,431	148,682	(2,749)
Academic Coordinator (Hattiesburg)	76,498	81,213	4,715
Vo-Tech Counselors (Pville)	194,582	205,736	11,154
Vo-Tech Counselors (Hburg)	209,465	287,921	78,456
ACT/GED Testing Service	35,146	35,151	5
Health Service	42,245	45,423	3,178
Game Room	19,607	21,079	1,472
Student Council	4,799	4,799	0
Phi Theta Kappa	7,412	7,412	0
Cheerleaders	29,322	30,572	1,250
Homecoming	8,647	8,647	0
Recruitment	203,713	213,833	10,120
Parade of Beauties	950	950	0
Intramurals	34,657	42,506	7,849
Student Activities	17,967	59,248	41,281
Student Publications	15,007	15,007	0

	2005-2006	2006-2007	Increase (Decrease)
Financial Aid	296,228	343,636	47,408
Disability Services	11,250	11,250	0
Football	382,064	400,900	18,836
Athletic Director	167,637	344,882	177,245
Athletic Medical Supplies	10,000	10,000	0
Basketball - Men	117,934	118,414	480
Basketball - Women	100,646	107,475	6,829
Softball - Women	58,787	67,954	9,167
Baseball - Men	125,657	129,286	3,629
Golf	20,993	21,787	794
Soccer - Men	54,028	55,424	1,396
Soccer - Women	55,073	56,469	1,396
Tennis	34,577	34,250	(327)
Total Student Services	**2,845,591**	**3,294,547**	**448,956**
Institutional Support			
Board of Trustees	15,530	15,530	0
President's Office	283,961	291,905	7,944
Business Office	469,861	495,735	25,874
Business Office - Forrest County	0	30,301	30,301
Information Technology	693,803	864,438	170,635
Alumni-Foundation Office	157,219	208,021	50,802
Grants & Research Office	36,030	36,030	0
Developmental Disabilities	0	56,136	56,136
General Administration	837,770	1,749,852	912,082
Public Relations and Printing	309,071	338,648	29,577
Post Office	6,133	6,593	460
Transfers to Grants and Restricted Funds	114,000	114,000	0
Reserve for Unexpected Expenditures	0	0	0
Bad Debts (Student Accounts)	51,303	51,303	0
Campus Security (Poplarville)	279,496	347,006	67,510
Campus Security (Hattiesburg)	72,037	109,058	37,021
Institutional Research	78,026	89,445	11,419
Extended Education/Distance Learning	102,695	138,191	35,496
Planning and Research	198,435	179,414	(19,021)
Total Institutional Support	**3,705,370**	**5,121,606**	**1,416,236**
Operation of Plant			
Poplarville			
Janitorial	465,896	494,662	28,766
Building Maintenance	621,841	741,938	120,097
Grounds	252,025	236,642	(15,383)
Utilities and Telephone	740,897	1,002,348	261,451

Pearl River Community College
Current Unrestricted Fund
Schedule of Expenditures by Function

	2005-2006	2006-2007	Increase (Decrease)
Other Transportation	121,296	159,870	38,574
Total Operation of Plant - Poplarville	2,201,955	2,635,460	433,505
Forrest County			
Janitorial	121,653	147,572	25,919
Building Maintenance	87,205	91,322	4,117
Grounds	29,240	29,240	0
Utilities	179,124	249,010	69,886
Transportation	838	838	0
Total Operation of Plant - Forrest County	418,060	517,982	99,922
Advanced Technology Center			
Janitorial	54,002	57,526	3,524
Building Maintenance	10,000	10,000	0
Grounds	25,000	25,000	0
Utilities	75,000	88,100	13,100
Total Operation of Plant - Advanced Tech Ctr	164,002	180,626	16,624
Hancock Center			
Janitorial	9,200	9,200	0
Building Maintenance	45,920	45,920	0
Utilities	13,700	14,600	900
Total Operation of Plant - Hancock Center	68,820	69,720	900
Total Operation of Plant	**2,852,837**	**3,403,788**	**550,951**
Total Unrestricted Current Fund Expenditures	**22,428,295**	**26,453,884**	**4,025,589**

Pearl River Community College
Auxilary Fund
Schedule of Revenues and Expenditures

	2005-2006	2006-2007	Increase (Decrease)
Revenues			
Food Service			
Food Sales	185,000	185,000	0
Meal tickets	756,000	1,176,000	420,000
Sales to college	100,000	85,000	(15,000)
Total Food Service	1,041,000	1,446,000	405,000
Residential Facilities			
Room Rentals	461,277	1,313,200	851,923
Miscellaneous	2,500	500	(2,000)
Other Rentals	315	0	(315)
Total Residential Facilities	464,092	1,313,700	849,608
Bookstore (Pearl River and Forrest County)			
Book Rentals	189,000	0	(189,000)
Book Sales	1,220,000	1,762,500	542,500
Books Not Returned	45,000	0	(45,000)
Sale of Rental Books	10,000	0	(10,000)
Merchandise Sales	350,000	500,000	150,000
Non-Taxable Sales	1,200	1,200	0
Other Income	32,000	6,000	(26,000)
Interest Earned	9,700	0	(9,700)
Total Bookstore	1,856,900	2,269,700	412,800
Total Auxilary Revenues	**3,361,992**	**5,029,400**	**1,667,408**
Expenditures			
Food Service			
Contract Cost	1,086,845	1,034,880	(51,965)
Postage and Freight	1,600	300	(1,300)
Equipment Rental	1,100	500	(600)
Repairs	5,000	5,000	0
Other Supplies	2,100	1,000	(1,100)
Meal Expense	2,500	1,000	(1,500)
Total Food Service	1,099,145	1,042,680	(56,465)
Residential Facilities			
Salaries	101,666	155,429	53,763
Staff Benefits	41,576	74,654	33,078
Maintenance Supplies	15,000	15,000	0

	2005-2006	2006-2007	Increase (Decrease)
Scholarships	38,000	45,000	7,000
Utilities (Cable)	30,000	50,000	20,000
Repairs	38,000	15,000	(23,000)
Professional Fees	2,900	2,900	0
Meal Expense	3,200	3,500	300
Minor Equipment	0	0	0
Bond Obligation	0	539,985	539,985
Total Residential Facilities	270,342	901,468	631,126

Bookstore (Pearl River and Forrest County)

	2005-2006	2006-2007	Increase (Decrease)
Salaries	177,077	196,609	19,532
Fringe Benefits	57,631	72,686	15,055
Book Purchases	1,033,000	1,410,000	377,000
Rental Book Purchases	62,000	0	(62,000)
Book Buy Back Purchases	43,000	43,000	0
Merchandise Purchases	200,000	300,000	100,000
Postage and Freight	2,000	4,000	2,000
Repairs	0	500	500
Office Supplies	8,000	5,000	(3,000)
Miscellaneous	138	0	(138)
Minor Equipment	1,000	500	(500)
Equipment Rental	1,500	1,500	0
Dues and Subscriptions	75	75	0
Travel	3,000	2,000	(1,000)
Meal Expense	1,800	1,000	(800)
Sales Tax	20,000	35,420	15,420
POS Equipment Lease	36,000	36,000	0
Transfer to Unrestricted Current Funds	0	300,000	300,000
Work-Study Salaries	10,000	5,000	(5,000)
Total Bookstore	1,656,221	2,413,290	757,069
Total Auxiliary Expenditures	**3,025,708**	**4,357,438**	**1,331,730**
Excess Revenues Over/(Under) Expenditures	**336,284**	**671,962**	**335,678**

	2005-2006	2006-2007	Increase (Decrease)
Revenues			
PELL Grants	6,400,000	6,400,000	0
Supplemental Grants	130,000	130,000	0
State Student Incentive Grants	271,151	288,774	17,623
Total Revenues	6,801,151	6,818,774	17,623
Expenditures			
Payment to General Fund for Student Accts	4,352,736	4,432,203	79,467
Payment to Students	2,448,415	2,386,571	(61,844)
Total Expenditures	6,801,151	6,818,774	17,623
Excess Revenues Over Expenditures	0	0	0

Pearl River Community College
Current Restricted Fund
Grants

	2005-2006	Proposed 2006-2007	Increase (Decrease)
Revenues			
ABE/GED - Federal	415,995	400,179	(15,816)
WIN Job Center	56,087	56,087	0
NASA	111,779	132,491	20,712
WIA	118,293	0	(118,293)
WIA/Security Guard	22,962	45,924	22,962
WIA/Geospatial Tech	24,733	0	(24,733)
WIA/Pre-Employ Const Trade	158,914	0	(158,914)
Dislocated Workers	66,904	66,904	0
Student Support Services - Federal	298,263	298,263	0
Student Support Services - Grant Aid	100,000	0	(100,000)
Technical Preparation	103,842	103,842	0
Cops Grant	46,290	22,000	(24,290)
Rural Health	110,354	110,354	0
ATC SBCJC Projects	569,905	569,905	0
Underage Drinking Grant	8,000	8,000	0
NASA Space Grant	4,500	4,500	0
Partnership for Healthy Mississippi	11,500	0	(11,500)
USM/PME	2,309	2,309	0
Courage to Teach	18,000	18,000	0
SpaceTEC	14,056	0	(14,056)
Developmental Disabilities	74,583	0	(74,583)
Total Revenues	2,337,269	1,838,758	(498,511)
Expenditures			
Salaries	1,141,279	938,562	(202,717)
Fringe Benefits	236,850	192,554	(44,296)
Contractual	539,017	457,027	(81,990)
Materials & Supplies	160,537	83,982	(76,555)
Scholarships	160,354	110,354	(50,000)
Equipment	34,461	15,045	(19,416)
Travel	89,408	65,871	(23,537)
Other	(24,637)	(24,637)	0
Total Expenditures	2,337,269	1,838,758	(498,511)
Excess Revenues Over Expenditures	0	0	0

Note: All Grants Represent Amounts Requested, not necessarily approved.

Pearl River Community College
Current Restricted Funds
Federal Workstudy Fund

	2005-2006	2006-2007	Increase (Decrease)
Revenues			
Receipts from U.S. Department of Education	150,000	160,000	10,000
Receipts from PRCC - Matching (25%)	0	0	0
Total Revenues	150,000	160,000	10,000
Expenditures			
Payments to qualifying students	150,000	160,000	10,000
Excess Revenues Over Expenditures	0	0	0

Pearl River Community College
Plant Funds
Faculty Housing Fund

	2005-2006	2006-2007	Increase (Decrease)
Revenues			
Rent from Apartments	22,000	18,575	(3,425)
Interest Income	150	300	150
Total Revenues	22,150	18,875	(3,275)
Expenditures			
Transfer to Debt Service	6,450	6,270	(180)
Repairs	3,000	7,500	4,500
Building and Construction Supplies	2,420	5,000	2,580
Total Expenditures	11,870	18,770	6,900
Excess Revenues Over Expenditures	10,280	105	(10,175)

Pearl River Community College
Plant Funds
Debt Service

	2005-2006	2006-2007	Increase (Decrease)
Revenues			
County Tax Support			
Forrest	59,000	75,000	16,000
Hancock	33,000	0	(33,000)
Jeff Davis	10,000	10,500	500
Lamar	156,000	188,000	32,000
Marion	22,000	1,000	(21,000)
Pearl River	168,172	96,000	(72,172)
Total County Tax Support	448,172	370,500	(77,672)
Interest	16,000	16,000	0
Transfers In	223,707	223,527	(180)
Total Revenues	687,879	610,027	(77,852)
Expenditures			
Principal & Interest - Pymt. Crosby Hall	81,700	83,060	1,360
Principal & Interest - ADN Building	152,588	152,003	(585)
Principal & Interest - Faculty Housing	6,450	6,270	(180)
Principal & Interest - CAPS Loan	52,181	52,182	1
Principal & Interest - Energy Management	100,757	100,757	0
Principal & Interest - Revenue Shortfall Note	79,172	0	(79,172)
Principal & Interest - Forrest County	170,565	146,220	(24,345)
Other Bond Costs	1,000	1,000	0
Total Expenditures	644,413	541,492	(102,921)
Excess Revenues Over/(Under) Expenditures	43,466	68,535	25,069

Pearl River Community College
Plant Funds
Enlargement and Improvement Fund
Capital Expenditures

	2005-2006	2006-2007	Increase (Decrease)
Revenues			
County Tax Support			
Forrest	326,096	326,096	0
Jefferson Davis	24,108	24,108	0
Lamar	290,042	200,000	(90,042)
Marion	56,000	56,000	0
Pearl River	443,165	332,374	(110,791)
Total County Tax Support	1,139,411	938,578	(200,833)
Reappropriate Funds	60,864	416,000	355,136
Interest Income	5,000	5,000	0
Total Revenues	1,205,275	1,359,578	154,303
Expenditures			
Pearl River County Projects	244,000	244,000	0
Transfer Out - FCC Bond Project	116,500	116,500	0
Tennis Courts (PRCC Project)	0	141,000	141,000
ID Systems (P'ville & FCC)	25,000	0	(25,000)
Vehicles	60,000	60,000	0
Maintenance Equipment	45,000	45,000	0
Boiler Repair (FCC)	15,000	0	(15,000)
FCC Creek Project	25,000	25,000	0
Message Boards (P'ville & FCC)	88,300	0	(88,300)
Band Equip, Instruments, Uniforms	25,000	0	(25,000)
Learning Lab Computers - P'ville	27,475	27,475	0
FCC Library Books	7,000	7,000	0
HC Library Books	7,000	0	(7,000)
QEP Funds	100,000	184,850	84,850
Alumni House Carpeting	5,000	0	(5,000)
Wireless Equip P'ville	30,000	0	(30,000)
Faculty Housing Renovations	30,000	40,000	10,000
Masonry Shop Roof	25,000	0	(25,000)
White Coliseum Renovations	40,000	0	(40,000)
Athletic Complex; Restrooms, etc	35,000	45,000	10,000
Furniture - Cafe', Seal, FCC Class	150,000	150,000	0
President's Home Repairs	15,000	40,000	25,000
Tech Bldg Special Events Room	12,000	15,000	3,000
Huff Hall Repairs	10,000	20,000	10,000
Road & Building Signs	6,000	8,000	2,000
Kitchen Upgrades	10,000	0	(10,000)
Entrance Gates/Seal Hall Brick	17,000	17,000	0

	2005-2006	2006-2007	Increase (Decrease)
T-1 Lines	20,000	0	(20,000)
Crosby Hall Repairs (2nd Floor)	15,000	15,000	0
Science Lab - Hburg	0	34,732	34,732
Football Scoreboard	0	30,000	30,000
I.T. Racks, Batteries	0	47,325	47,325
I.T. Switches	0	31,696	31,696
Parking Area Project	0	15,000	15,000
Total Expenditures	1,205,275	1,359,578	154,303
Excess Revenues Over Expenditures	0	0	0

Pearl River Community College
Plant Funds
Construction Fund - Capital Improvements
Active Projects

	2006-2007
Revenues	
Proceeds from State Bond Funds	3,100,000
Total Revenues	3,100,000
Expenditures	
Courtyard Project	800,000
Street & Parking Construction Project	1,000,000
Lighting Project	300,000
Performing Arts Center Project	1,000,000
Total Expenditures	3,100,000
Excess Revenues Over Expenditures	0

FACILITIES PLAN

MEETING DOCUMENTATION

MEETING: Buildings & Grounds Committee

DATE: October 10, 2006

PLACE: Alexander Administration Building
(Second Floor Conference Room)

ATTENDEES:

Sonny Knight	Bruce Hankins	Clint Tapper
Frank Ladner	Adam Breerwood	H.R. Nobles
Craig Robbins	Charles Speed	William Lewis
Archie Rawls	Lewis Griffin	

The Buildings and Grounds Committee and selected College administrators met to discuss the following items:

1. Roger Knight and Dr. Lewis discussed the current status of the Hurricane Katrina insurance claim. Zurich and PRCC have both identified adjusters and are working on an agreement as to the umpire for the appraisal process.

2. Discussed the Career Education Building project. Lewis Griffin presented the new timetable for the re-bidding of this project. The goal for this project is to have the Board of Trustees approve the bids at the December, 2006, meeting.

3. Discussed development plans for the Performing Arts Center. Two sites for the Center were discussed. A decision was made to pursue a stand alone building to be constructed at the former site of White Coliseum.

4. Plans for the rebuilding of the new Coliseum were presented. Lewis Griffin presented a draft of the floor plans. The Committee also discussed the interest of Southern Bone & Joint in developing a rehabilitation clinic within the Coliseum.

5. The plans for the relocation of the Transportation Shop/Shipping & Receiving Warehouse/Physical Plant offices were briefly discussed. A more detailed discussion will be included on the agenda for the November meeting.

6. Clint Tapper reviewed for the Committee the status of the following on-going projects: (1) road and parking projects for Poplarville and the Forrest County Center, (2) creek improvement project on the Forrest County Center campus, (3) lighting for the athletic fields, (4) new tennis courts, (5) renovations and repairs for Shivers Gymnasium, (6) campus lighting for the Poplarville campus.

MEETING DOCUMENTATION

MEETING: Buildings & Grounds Committee

DATE: November 14, 2006

PLACE: Poplarville Campus
                Crosby Hall Great Hall Conference Room

ATTENDEES:

Sonny Knight	Bruce Hankins	Lewis Griffin
Frank Ladner	Adam Breerwood	H.R. Nobles
Craig Robbins	Charles Speed	William Lewis
Roger Knight		

The Buildings and Grounds Committee and selected College administrators met to discuss the following items:

1. The bid dates for the following projects were confirmed:
   Career Education Center.............December 7th (2:00 p.m.)
   Student Center Courtyard............December 12th (2:00 p.m.)

2. It was agreed that the Physical Plant operations would move to the old Career-Technical building after the completion of the new building. The committee asked about the feasibility of using a section of Bilbo Hall as shop areas for the Physical Plant operations on a temporary basis. Clint Tapper and Lewis Griffin are to report on this possibility at the December, 2006, meeting.

3. Lewis Griffin presented the latest plans for the rebuilding of White Coliseum. The committee agreed with Mr. Griffin's latest plans and gave him authorization to move forward with finalizing the plans for the Coliseum.

INTRODUCTION
to
PLANNING
and
EVALUATION
at
PEARL RIVER
COMMUNITY COLLEGE

INTRODUCTION to PLANNING and EVALUATION
at
PEARL RIVER COMMUNITY COLLEGE

The underlying philosophy that Pearl River Community College (PRCC) holds regarding institutional effectiveness is that its principal mission is that of a teaching/learning institution. The College has planning and evaluation processes that are broad-based and systematic with involvement at all levels. The strategic planning process at PRCC involves the formulation of the Mission Statement and Strategic Goals which serve as the foundation for all planning and evaluation at the College. The faculty and staff at Pearl River Community College realize that planning and evaluation are very important responsibilities. The planning and evaluation processes are continuous and provide assurance that the Mission Statement is being fulfilled, provide a method to measure performance, and provide documentation that improvements are being made as needed.

In the past, the Mission Statement and Strategic Goals have been reviewed annually by the Policy and Procedure Committee, which has representation from all areas of the College. In the spring of 2003, the President appointed a special committee composed of faculty, staff, administrators, student representatives, and community and alumni members to review them once again. Using historical data as a basis, this committee met, researched and reviewed data, and recommended a revised Mission Statement and Strategic Goals. The revised Mission Statement and Strategic Goals were presented to all College personnel and the community through email and other appropriate methods, and input was requested. After much discussion and review, several minor changes were made. Approval was received from the Policy and Procedure Committee, the President and the Administrative Council in May, and final approval was received from the Board of Trustees in June.

As included in the Institutional Effectiveness Planning and Evaluation Calendar, the Mission Statement and Strategic Goals are reviewed annually by members of the Planning and Effectiveness Committee, the Administrative Council, and the Board of Trustees and are included in various College publications (College catalog, student handbook, etc.). Internal Performance Indicators, standards to assist in determining if a Strategic Goal has been met, are written with the assistance of the Chief Planning Officer, the Institutional Research Specialist, and committees in order to assist with the documentation of progress and the development of new objectives and plans of action that should lead to even greater improvements. This provides more specific delineations for development of objectives and assessment methods at the divisional level where operational planning is performed. The composition of the working groups which develop divisional objectives is left to the discretion of the particular division or departmental administrator or chair. Operational plans are reviewed by members of the Institutional Effectiveness Committee who determine if the objectives are appropriate in relation to the College's Mission Statement and Strategic Goals and then transmitted to the College President and other appropriate administrators for final review and approval.

Each year as detailed in the Institutional Effectiveness Planning and Evaluation Calendar, institutional data and measurements are collected and reviewed by College committees, the Administrative Council, the President, and the Board of Trustees in order to determine the extent to which Pearl River Community College is achieving its Mission. Since the College's annual budget process is driven by the Mission Statement and the Strategic Goals, this compilation assists in determining the extent to which the College is fulfilling the Mission and the Strategic Goals and directly influences the preparation of the annual budget. When Internal Performance Indicators are reviewed and found to need additional effort before being met, strategies to improve the action plans are discussed, financial support is provided when budgets are considered, and the Strategic Plan and Internal Performance Indicators are updated. Requests for additional funds are identified on the appropriate Needs Assessment form and related to specific Strategic Goals. This procedure ensures that the PRCC Mission Statement and Strategic Goals continue to serve as the foundation for all planning and evaluation at the College. The President and Board of Trustees have final budget authority.

With this process followed annually, improvements are made based on the use of information from surveys, reports, and data. Progress is reported each year in documents that are available for review. These reports provide evidence of improvement and document that the College is achieving its Mission and Strategic Goals.

PEARL RIVER COMMUNITY COLLEGE
NEEDS ASSESSMENT

INSTRUCTIONS: This form should be completed when requesting changes in existing budget and/or in existing personnel needs and returned to your supervisor with your budget sheet. Refer to your Institutional Effectiveness Assessment Chart (Use of Results Column) and to the projections indicated in the Strategic Plan and Internal Performance Indicators to assist in your justification. Each identified need should then be prioritized.

Description field should be very specific of the item being prioritized.

Please use one of the following abbreviations for the Funding Source field for each need:

I	Institutional	CT	Career/Technical (Ex. Reimbursements in departments such as Allied Health, Business Technology)
F	Federal	GC	Grants/Contracts (Ex. Workforce Development, Tech Prep)

Please use one of the following abbreviations for the Category field:

EQ	Equipment	TR	Travel
FA	Facility	IT	Information Technology Equipment and Software Items
MS	Materials and Supplies	ED	Educational Materials, Supplies, and Literature
PE	Personnel Needs		

Justification field should explain the reason of need for the item as related to the PRCC Mission Statement and Strategic Goals. (See Policy and Procedure Manual for Goal numbers.)
(ex. Description: Video Data Projectors and Notebook Computers; Justification: Instructional technology in classrooms is presently inadequate. This equipment is needed for classroom presentations; Goal Number(s): 1, 5)

Division/Department: _____   Prepared by: _____   Date: _____

PRIORITY RANK	DESCRIPTION	COST	FUNDING SOURCE	CATEGORY	JUSTIFICATION and GOAL NUMBER(S)

RATIONALE
for
STRATEGIC GOALS

RATIONALE FOR STRATEGIC GOALS

In the spring of 2003, all faculty, staff, and administrators at Pearl River Community College (PRCC) were given an opportunity to participate in an analysis of the strengths and weaknesses of the College and the opportunities and threats facing the College. Approximately 27% of the population responded to a strengths, weaknesses, opportunities, and threats (SWOT) form sent by email.

After compiling the responses, a chart was prepared to present the items which received the greatest number of responses. (This chart can be found at the end of this section.) The information in the chart was shared with members of both the Strategic Objectives Committee and with the Administrative Council. The Strategic Objectives Committee, a group of faculty, staff, administrators, student representatives, and community and alumni members, met, researched and reviewed data, and recommended a revised Mission Statement and Strategic Goals. The revised Mission Statement and Strategic Goals were presented to all College personnel and the community through email and other appropriate methods, and input was requested. After much discussion and review, several minor changes were made. Approval was received from the Policy and Procedure Committee, the President, and the Administrative Council in May, and final approval was received from the Board of Trustees in June 2003. As can be seen by comparing the Mission Statement and Strategic Goals with the SWOT Analysis, the information received from the PRCC faculty, staff, administrators, and students was critical in determining the direction in which Pearl River Community College will move in the future.

Specifically, PRCC personnel indicated in the SWOT Analysis that the instructional programs offered to students are one of the strengths of the College and should be included in the goals to continue to place emphasis on the preparation that students receive in order to be successful when they transfer and/or enter the world of work. A concern regarding recruitment was viewed as both a weakness and a threat; therefore, it was determined that recruitment should be part of a goal that would also include retention. Emphasis was placed on this topic primarily because of the College's location in a district surrounded by a number of colleges and universities, all seeking expansion.

Although the faculty and staff were seen as strengths of the College, the loss of faculty was found to be a threat. Morale had been low because of funding/budget concerns and low salaries. Budget concerns had also led to deteriorating infrastructure, less emphasis on professional development, a greater need for renovations of facilities, and the employment of more adjunct faculty. With this in mind, a goal was proposed to include employment of qualified faculty and staff who would be compensated well and given the opportunity for professional development, along with the goal of providing facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make college services available via the Internet.

A need to improve and expand student services was identified, and a goal to provide quality student services to enhance the development of students was proposed. Lack of communication was also found to be a weakness; therefore, the improvement of communication was included as a Strategic Goal.

With at least three of the six counties in the PRCC district predicted to be among the fastest growing in the State, the opportunity for more partnerships with various businesses and industries was identified; therefore, a goal was recommended to provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and technical skills training. In addition to expanding workforce training, a goal to provide access to college courses and programs using various instructional methods, including distance education, was determined to be needed because of the change in the State's funding formula to that of full-time equivalency (FTE).

In addition to the SWOT Analysis, during the spring of 2002 and the spring of 2004, administrative, instructional, and educational support services were also evaluated by the utilization of the Noel-Levitz Student Satisfaction Survey and the Institutional Priorities Survey. The simultaneous use of these two surveys revealed areas of agreement and disagreement between students and campus personnel and enabled PRCC to (1) confirm further the accuracy of students' perceptions, (2) identify areas for new initiatives, and (3) gain an understanding of the campus climate from a faculty/staff perspective. In Spring 2005, an in-house designed survey, The Campus Climate Survey, was administered to students on the Poplarville Campus and at the Forrest County Center. The survey was designed to obtain responses regarding campus climate, security, bookstore, financial aid, admissions/registration, advising/counseling, library, and support staff issues. Although the majority of the students were satisfied with services offered by the College, focus groups reviewed the results and made recommendations directed toward improving the quality of services offered by the College. The Campus Climate Survey was also administered in Spring 2006, and results indicated that the majority of students continue to be satisfied with College services. Again, focus groups addressed the survey responses and made recommendations for improvements.

During the 2005-2006 school year, the Mission Statement and Strategic Goals were reviewed by numerous committees; however, no changes were made. Internal Performance Indicators, standards to assist in determining if a Strategic Goal has been met, were also reviewed, and several new Internal Performance Indicators were recommended and approved for evaluation purposes in 2006-2007. Since the College's annual budget process is driven by the Mission Statement and Strategic Goals, the compilation of instructional data and measurements assists in determining the extent to which the College is fulfilling the Mission and Strategic Goals and directly influences the preparation of the annual budget. The budget review process is in place with the Needs Assessment form being utilized by departments and divisions in order to ensure that the PRCC Mission Statement and Strategic Goals continue to serve as the foundation for all planning and evaluation at the College.

PEARL RIVER COMMUNITY COLLEGE
STRENGTHS, WEAKNESSES, OPPORTUNITIES, THREATS ANALYSIS

STRENGTHS

	POP – A (22)	POP – VT (20)	FCC – VT (15)	PS (9)	SS (10)	AC (16)
Faculty/Staff	20	14	12	7	7	16
Administration	6	–	–	–	–	
Student/Teacher Ratio	4	7	–	–	–	16
Programs	4	7	7	–	–	16
Cost	3	7	4	3	6	16
Locations	–	–	11	10	3	16
Equipment	–	9	–	–	–	
Placement	–	9	–	–	–	
Scholarships	–	–	–	–	–	16
Community/Alumni Support	–	–	–	–	–	16

OPPORTUNITIES

	POP – A (22)	POP – VT (20)	FCC – VT (15)	PS (9)	SS (10)	AC (16)
Locations	9	–	2	–	–	
Program Expansion/New Funding Formula	6	–	6	5	4	16
Distance Education	3	–	–	2	2	
Extracurricular Activities	3	–	–	–	–	
Growth	–	8	14	5	3	16
Salary Improvement	–	6	–	–	–	
Placement	–	3	–	–	–	
Public Relations	–	3	–	–	–	
Expansion of Facilities	–	–	–	3	8	16
Staff Association	–	–	–	–	2	
Partnerships	–	–	–	–	–	16
Increase in Endowments	–	–	–	–	–	16

PEARL RIVER COMMUNITY COLLEGE
STRENGTHS, WEAKNESSES, OPPORTUNITIES, THREATS ANALYSIS

WEAKNESSES	POP – A (22)	POP – VT (20)	FCC – VT (15)	PS (9)	SS (10)	AC (16)
Budget/Funding	7	–	4	–	–	16
Adjunct Faculty (too many)	6	–	–	–	–	
Increasing Student/Teacher Ratio	5	–	–	–	–	
Facilities (need upgrading, etc.)	7	–	–	4	–	16
Administration	3	13	5	–	–	
Recruitment	3	–	–	–	–	
Low Salary	–	19	–	–	8	–
Salary Scale	–	12	–	–	–	16
Weak Technical Support	–	6	–	–	–	
Student Advisement	–	3	–	–	–	
Student Services	–	–	12	4	–	
Lack of Cafeteria	–	–	4	–	–	
Morale	–	–	3	–	–	
Lack of Communication	–	–	–	7	3	
Limited Technology	–	–	–	4	–	
Unorganized Registration	–	–	–	–	4	
Lack of Student Center	–	–	–	–	4	
Lack of Professional Development	–	–	–	–	3	16
Customer Service Inconsistency	–	–	–	–	–	16
Lack of faculty, staff, student participation	–	–	–	–	–	16

PEARL RIVER COMMUNITY COLLEGE
STRENGTHS, WEAKNESSES, OPPORTUNITIES, THREATS ANALYSIS

THREATS	POP – A (22)	POP – VT (20)	FCC – VT (15)	PS (9)	SS (10)	AC (16)
Funding/Budget/Economy	10	5	13	3	2	16
Publicity (need to increase)	4	–	–	–	–	
Low Salary	3	10	4	3	3	
Recruitment (competition)	3	–	–	–	3	16
Losing Faculty	3	12	–	3	–	
Poor Morale	–	4	–	–	–	16
Politics	–	3	–	–	–	
Program Expansion (not meeting needs)	–	–	–	3	–	
Telephone System	–	–	–	–	4	
Deteriorating Infrastructure	–	–	–	–	–	16
Slow Response to Rapid Change	–	–	–	–	–	16
Transfer of Local Control	–	–	–	–	–	16

MISSION STATEMENT
and
STRATEGIC GOALS

MISSION STATEMENT

Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.

STRATEGIC GOALS

1. To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in careers for which they have been prepared.

2. To provide quality student services.

3. To provide access to college courses and programs using various instructional methods, including distance education.

4. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.

5. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make college services available via the Internet.

6. To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.

7. To recruit and retain students from a diverse population.

8. To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and technical skills training.

STRATEGIC GOALS
and
INTERNAL
PERFORMANCE
INDICATORS

Pearl River Community College

MISSION STATEMENT

&

STRATEGIC GOALS

Pearl River Community College
Poplarville, Mississippi 39470
601-403-1317

Mission Statement

Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.

Strategic Goals

1. To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in careers for which they have been prepared.

2. To provide quality student services.

3. To provide access to college courses and programs using various instructional methods, including distance education.

4. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.

5. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make College services available via the Internet.

6. To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.

7. To recruit and retain students from a diverse population.

8. To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and technical skills training.

Goal 1: To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in careers for which they have been prepared.

Commitment Statement:

Pearl River Community College is committed to providing accredited programs that enable students to earn associate's degrees and certificates of proficiency, to transfer to bachelor's degree programs, to pass licensure examinations, and to gain employment in their chosen fields. Students completing these programs will express a high degree of satisfaction and will be successful in their careers and in their transfer programs.

Internal Performance Indicator 1

Instructors in all academic, technical, and career education programs will be evaluated yearly by students, self-evaluations, and by supervisors. Results will be used to improve instruction.

- **Assessment Results 2002-2003:** This Internal Performance Indicator was achieved in accordance with the Pearl River Community College Evaluation Process Policy, adopted Nov. 11, 1980.

  Source of Documentation: The results are on file in the offices of the Dean of Academic Affairs, the Director of Poplarville Career and Technical Education Programs, the Director of Forrest County Career and Technical Education Programs, and directors or chairs of instructional departments.

  > **Use of Assessment Results:** Activities for general improvement of instruction are planned annually, and specific suggestions for improvement, if needed, are placed in files of individual instructors and are reviewed annually.

- **Assessment Results 2003-2004:** This Internal Performance Indicator was achieved in accordance with the Pearl River Community College Evaluation Process Policy, adopted Nov. 11, 1980.

  Source of Documentation: The results are on file in the offices of the Vice President for Instruction, the Director of Poplarville Career and Technical Education Programs, the Director of Forrest County Career and Technical Education Programs, and directors or chairs of instructional departments.

  > **Use of Assessment Results:** Activities for general improvement of instruction are planned annually, and specific suggestions for improvement, if needed, are placed in files of individual instructors and are reviewed annually.

- **Assessment Results 2004-2005:** This Internal Performance Indicator was achieved in accordance with the Pearl River Community College Evaluation Process Policy, adopted Nov. 11, 1980.

  Source of Documentation: The results are on file in the offices of the Vice President for Instruction, the Director of Poplarville Career and Technical Education Programs, the Dean of Forrest County Center, and directors or chairs of instructional departments.

  > **Use of Assessment Results:** Activities for general improvement of instruction are planned annually, and specific suggestions for improvement, if needed, are placed in files of individual instructors and are reviewed annually.

- **Assessment Results 2005-2006:** Due to time lost for instruction as a result of Hurricane Katrina, instructors were not evaluated by students in Fall 2005. New instructors were evaluated by students in Spring 2006. All instructors were evaluated by their supervisors, as usual, in Spring 2006.

Source of Documentation: The results are on file in the offices of the Vice President for Instruction, the Director of Poplarville Career and Technical Education Programs, the Dean of Forrest County Center, and directors or chairs of instructional departments.

> **Use of Assessment Results:** Activities for general improvement of instruction are planned annually, and specific suggestions for improvement, if needed, are placed in files of individual instructors and are reviewed annually.

- **Fall 2006 Progress Report:** The Policy that governs this Indicator was revised preceding the 2006-2007 year. The Indicator will be reworded accordingly before 2007-2008. For the 2006-2007 year, instructors are being evaluated by students in Fall 2006.

Internal Performance Indicator 2

A least 80% of Pearl River Community College classes carrying three or more semester hours of credit in the fall and spring will be delivered by full-time instructors.

- **Assessment Results 2002-2003:** During the Fall 2002 and Spring 2003 semesters, 1,023, or 85.1%, of 1,202, academic and technical classes carrying three or more semester hours of credit were taught by full time instructors. This percentage is well over our Internal Performance Indicator of 80%.

  Source of Documentation: Documentation, in the form of printed copies of the schedules for these two semesters, is on file in the office of the Dean of Academic Affairs.

  > **Use of Assessment Results:** No action needed.

- **Assessment Results 2003-2004:** During the Fall 2003 and Spring 2003 semesters, 1,409, or 85.14%, of 1,655 academic and technical classes carrying three or more semester hours credit were taught by full time instructors. This percentage is over our Internal Performance Indicator of 80%.

  Source of Documentation: Documentation, in the form of printed copies of the schedules for these two semesters, is on file in the office of the Vice President for Instruction. This information is also maintained in the Office of Institutional Research.

  > **Use of Assessment Results:** No action needed.

- **Assessment Results 2004-2005:** During the Fall 2004 and Spring 2005 semesters, 1,326, or 83.92%, of 1,580 academic and technical classes carrying three or more semester hours credit were taught by full time instructors. This percentage is over our Internal Performance Indicator of 80%.

  Source of Documentation: Documentation, in the form of printed copies of the schedules for these two semesters, is on file in the office of the Vice President for Instruction. This information is also maintained in the Office of Institutional Research.

  > **Use of Assessment Results:** No action needed.

- **Assessment Results 2005-2006:** During the Fall 2005 and Spring 2006 semesters, 1,403, or 83.8%, of 1,675 academic and technical classes carrying three or more semester hours credit were taught by full time instructors. This percentage is over our Internal Performance Indicator of 80%.

  Source of Documentation: Documentation, in the form of printed copies of the schedules for these two semesters, is on file in the office of the Vice President for Instruction. This information is also maintained in the Office of Institutional Research.

Use of Assessment Results: No action needed.

- **Fall 2006 Progress Report:** This information will not be available until approximately April 2007.

Internal Performance Indicator 3

One hundred percent (100%) of programs participating in program accreditation will receive full accreditation/reaccreditations in accordance with appropriate time schedules.

- **Assessment Results 2002-2003:** The accreditations of the Associate Degree Nursing, Automotive Mechanics Technology, and Child Development Technology Programs were reaffirmed during the 2002-2003 school year. No other programs were scheduled for reaffirmation of accreditation.

    Source of Documentation: Offices of the Dean of Academic Affairs and the Director of Poplarville Career and Technical Programs.

    Use of Assessment Results: No improvements needed at this time

- **Assessment Results 2003-2004:** The practical nursing program was reaffirmed during the 2003 fall semester.

    Source of Documentation: Offices of the Vice President for Instruction and the Director of Poplarville Career and Technical Education Programs.

    Use of Assessment Results: There was one recommendation regarding the practical nursing evaluation. The practical nursing program exceeded the recommended number of students (10) per full time instructor. This recommendation has been addressed and resolved by planning to have any students who exceed the allowable instructor to student ratio to attend observational areas under the supervision of a registered nurse (RN). Examples of this include observing dialysis and assisting school nurses.

- **Assessment Results 2004-2005:** No programs at Pearl River Community College had to experience reaffirmation during the 2004-2005 school year.

    Source of Documentation: Offices of the Vice President for Instruction and the Director of Poplarville Career and Technical Education.

    Use of Assessment Results: No action needed.

- **Assessment Results 2005-2006:** Medical Laboratory Technology Program was accredited for 7 years by National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois 60631, Phone: 773.714.8880. Accreditation has been reaffirmed for Respiratory Therapy through 2013. The Automotive program received a site visit and accreditation was reaffirmed.

    Source of Documentation: Offices of the Vice President for Instruction, the Dean of the Forrest County Center, and the Director of Poplarville Career and Technical Education.

    Use of Assessment Results: No action is needed.

- **Fall 2006 Progress Report:** The Medical Radiologic Technology Program will submit a progress report to the Joint Review Committee on Education in Radiologic Technology (JRCERT) in February 2007.

Internal Performance Indicator 4

Six months after graduation, 65% of students who completed career and technical programs will be positively placed according to the State measurement definition.

- **Assessment Results 2001-2002:** Ninety-four and five tenths percent (94.5%) of the students who completed programs were in jobs.

    Source of Documentation: Offices of Poplarville Career and Technical Education, Forrest County Career and Technical Education, and Career and Technical Counselors.

    Use of Assessment Results: A placement rate of 94.5% exceeds the State's requirement of 65%. No written plan of improvement is required.

Assessment Results 2002-2003: Ninety percent (90%) of the students on the Poplarville campus and at the Forrest County center are positively placed either in jobs, continuing education, or serving in the military (state definition of positive placement). The state requirement for 2002-03 for positive placements is 61.65 percent.

    Source of Documentation: Offices of Poplarville Career and Technical Education, Forrest County Career and Technical Programs, and Career and Technical Counselors.

    Use of Assessment Results: The ninety percent (90%) placement rate exceeds the State's 2002-2003 requirement of 61.65 percent. No written plans of improvement are required on the placement standard.

- **Assessment Results 2003-2004:** Ninety two percent (92%) of the students on the Poplarville campus and at the Forrest County Center are positively placed either in jobs, continuing education, or serving in the military (state definition of positive placement). The state requirement for 2003-04 is 62.15 percent.

    Source of Documentation: Offices of Poplarville Career and Technical Education, Forrest County Center Career and Technical Education, and Career Technical Counselors.

    Use of Assessment Results: The ninety two percent (92%) placement rate exceeds the State's placement requirement of 62.15 percent. No written plans of improvement are required on the placement standard.

- **Assessment Results 2004-2005:** Ninety-one percent (91%) of the students who completed programs at the Poplarville campus and at the Forrest County Center are positively placed either in jobs, continuing education, or in military service (State definition of positive placement).

    Source of Documentation: Offices of Poplarville Career and Technical Education Programs, Forrest County Career and Technical Education Programs, and Career and Technical Counselors.

    Use of Assessment Results: The ninety-one percent (91%) placement rate exceeds the State's 2004-05 requirement of 65 percent requirement. No written plans of improvement are required on the placement standard.

- **Assessment Results 2005-2006:** Ninety-two percent (92%) of the career and technical graduating students were placed either in the field for which they were trained, or related fields, or in the military service, or were continuing their education.

    Source of Documentation: Placement records in offices of Dr. Ann Moore, Dr. Joe Wesley, and Instructors.

Use of Assessment Results: No plan of improvement is required. This performance exceeded the required state standard.

- **Fall 2006 Progress Report:** This information will not be available until October 2007.

Internal Performance Indicator 5

Employers attending the Pearl River Community College Career Fairs will give Pearl River Community College students a satisfactory rating regarding employability.

- **Assessment Results 2002-2003:** The survey was not developed and used until February 2004.

  Source of Documentation: Offices of Career and Technical Counselors on the Poplarville campus and at the Forrest County Center.

  Use of Assessment Results: Developing and using the survey in 2004 is the result of an effort for improvement placement efforts.

- **Assessment Results 2003-2004:** Forty-five employers completed and returned the survey.

  A hundred percent (100%) strongly agreed or agreed that the students were helpful in set up and registration for the fair. This demonstrates courtesy.

  Eighty-nine percent (89%) strongly agreed or agreed that student interest in networking with employers was enthusiastic and genuine. Eleven percent (11%) were undecided.

  Eighty percent (80%) strongly agreed or agreed that student participation, preparation of resumes, proper attire, and polite conduct were exhibited. Fifteen percent (15%) were undecided, and five percent (5%) disagreed.

  Ninety-six percent (96%) strongly agreed or agreed that in general the upcoming graduated were employable. Four percent (4%) were undecided.

  Survey results for the Forrest County Center's career fair will be available December 1, 2004.

  Source of Documentation: Offices of Career and Technical Counselors on the Poplarville campus and at the Forrest County Center.

  Use of Assessment Results: Survey results will be used in Placement Workshops conducted in November 2004 and February 2005 for improving student readiness for career fairs.

- **Assessment Results 2004-2005:** Fifty employers responded to the survey.

  Ninety-six percent (96%) strongly agreed or agreed that the students were helpful in set up and registration for the fair. Four percent (4%) were undecided. This demonstrates courtesy.

  A hundred percent (100%) strongly agreed or agreed that student interest in networking with employers was enthusiastic and genuine.

  Ninety percent (90%) strongly agreed or agreed that student participation, preparation of resumes, proper attire, and polite conduct were exhibited. Eight percent (8%) were undecided, and two percent (2%) disagreed.

  Eighty-eight percent (88%) strongly agreed or agreed that in general the upcoming graduates were employable. Twelve percent (12%) were undecided.

Source of Documentation: Placement Office and Offices of Career Technical Counselors at the Poplarville campus and Forrest County Center.

> **Use of Assessment Results:** Survey results will be used in Placement Workshops conducted in November 2005 and February 2006 for improving student readiness for career fairs and employment.

- **Assessment Results 2005-2006:** Fifty of 73 employers who participated in the Career Fair responded to the survey. Eighty-four percent rated students as employable, and 16 percent were undecided.

> **Source of Documentation:** Career Fair Records, Dr. Ann Moore and Dr. Joe Wesley

> **Use of Assessment Results:** More responses from employers who participated in the fair are needed.

> Career Technical students will be encouraged in class as well as in the Placement Workshop to present themselves in a professional manner and to exhibit qualities of employability. Academic students who participate in the fair will be transferring to a four-year program at a college or university; thus delaying career employment.

- **Fall 2006 Progress Report:** This information will not be available until October 2007.

Internal Performance Indicator 6
The College will have an aggregate institutional passing rate of 80% for programs requiring licensure and certification examinations and each program will reflect a passing rate of 70% or better.

- **Assessment Results 2002-2003:** Refer to the chart that follows Indicator 6.

> **Source of Documentation:**
> | | |
> |---|---|
> | Associate Degree Nursing | Peggy Dease, Director of Nursing Education |
> | Poplarville Practical Nursing | Barbara Whiddon, Instructor |
> | Barbering | Ola Carpenter, Instructor |
> | Cosmetology | Delois Stovall, Instructor |
> | All others | Joe Wesley, Career/Technical Counselor |

> **Use of Assessment Results:** No action needed.

- **Assessment Results 2003-2004:** Refer to the chart that follows Indicator 6.

> **Source of Documentation:**
> | | |
> |---|---|
> | Associate Degree Nursing | Peggy Dease, Director of Nursing Education |
> | Poplarville Practical Nursing | Barbara Whiddon, Instructor |
> | Barbering | Ola Carpenter, Instructor |
> | Cosmetology | Delois Stovall, Instructor |
> | All others | Joe Wesley, Career/Technical Counselor |

> **Use of Assessment Results:** No action needed. Prior to graduation, students are encouraged to take the licensure and certification exams; however, after graduation, the College has little to no influence on students decision to take the exams.

- **Assessment Results 2004-2005:** Refer to the chart that follows Indicator 6.

(The Associate Degree Nursing statistics include a student from two years prior who took the exam along with the graduating class of 2005.)

Source of Documentation:

Poplarville Practical Nursing	Barbara Whiddon, Chair
Barbering	Ola Carpenter, Instructor
Cosmetology	Delois Stovall, Instructor
All others	Dr. Joe Wesley, Career Technical Counselor

Use of Assessment Results: No action needed. Prior to graduation, students are encouraged to take licensure and/or certification examinations; however, after graduation, the College has little or no influence on decisions graduates make regarding when or if they complete the exams.

- **Assessment Results 2005-2006:** Refer to the chart that follows Indicator 6.

Source of Documentation:

Poplarville Practical Nursing	Barbara Whiddon, Chair
Forrest County Practical Nursing	Susan Bedwell, Chair
Barbering	Ola Carpenter, Instructor
Cosmetology	Delois Stovall, Instructor
Associate Degree Nursing	Peggy Dease, Director of Nursing
All others	Dr. Joe Wesley, Career Technical Counselor

Use of Assessment Results: No improvement plan is required. State standards were met or exceeded.

- **Fall 2006 Progress Report:** This information will not be available until October 2006.

Internal Performance Indicator 7

The cumulative grade point average of students at public universities in Mississippi who have transferred from Pearl River Community College will be higher than the cumulative grade point average of students at public universities in Mississippi who have transferred from all Mississippi public community colleges.

- **Assessment Results 2004-2005:**

	Fall 2002	Fall 2003*	Fall 2004*
PRCC transfer Term GPA	2.77		
CJC transfer Term GPA	2.80		
IHL Term GPA	2.58		

*The Mississippi Public Community/Junior College Students Enrolled in Mississippi Public Universities Academic Year 2003 – 2004 and the Mississippi Public Community/Junior College Students Enrolled in Mississippi Public Universities Academic Year 2004 – 2005 are not yet available. When this information is available, it will be included in the above chart.

Source of Documentation: Fall 2002: Office of Planning and Research: Mississippi Public Community/Junior College Students Enrolled in Mississippi Public Universities Academic Year 2002 – 2003 (published May 2003)

Use of Assessment Results: See asterisk statement above.

- **Assessment Results 2005-2006:**

	Fall 2002	Fall 2003	Fall 2004*
PRCC transfer Term GPA	2.77	2.92	
CJC transfer Term GPA	2.80	2.86	
IHL Term GPA	2.58	2.60	

*The Mississippi Public Community/Junior College Students Enrolled in Mississippi Public Universities Academic Year 2004 – 2005 are not yet available. When this information is available, it will be included in the above chart.

Source of Documentation: Fall 2002: Office of Planning and Research: Mississippi Public Community/Junior College Students Enrolled in Mississippi Public Universities Academic Year 2002 – 2003 (published May 2003); Fall 2003: Office of Planning and Research: Mississippi Public Community/Junior College Students Enrolled in Mississippi Public Universities Academic Year 2003 – 2004 (published October 2005)

Use of Assessment Results: As indicated in the chart above, the cumulative grade point average of students at public universities in Mississippi who have transferred from Pearl River Community College (2.92) is higher than the cumulative grade point average of students at public universities in Mississippi who have transferred from all Mississippi public community colleges (2.86). No action needed.

- **Fall 2006 Progress Report:** The Information from this Indicator is still not available from the SBCJC. An attempt has been made to contact Dr. Larry Day the release of this information.

Internal Performance Indicator 8

Analysis of student learning outcomes in courses included in the Quality Enhancement Plan will show improvement in comparison to student learning outcomes in similar courses not included in the Quality Enhancement Plan.

- **Fall 2006 Progress Report:** This Indicator will be measured at the end of the 2006-2007 year after the yearly write-up for the QEP.

Internal Performance Indicator 9

The graduation rate for students in AA degree programs will increase each year.

- **Fall 2006 Progress Report:** This Indicator will be measured at the end of the 2006-2007 year after graduation.

Goal 2: To provide quality student services.

Commitment Statement:

Pearl River Community College is committed to serving the needs of our student body by providing specialized services.

Internal Performance Indicator 1

Students participating in an annual campus climate survey will indicate they are satisfied with the campus climate.

- **Assessment Results 2001-2002:** The Campus Climate Scale Performance Gap on the Student Satisfaction Inventory (SSI) was 0.79 on the Poplarville campus and 0.93 at the Forrest County Center, both of which indicated satisfaction; however, students at both locations did indicate some dissatisfaction with the concern shown for them as individuals. Students at the Forrest County Center also indicated a concern regarding safety.

  Source of Documentation: Office of Institutional Effectiveness and Guidance (Student Satisfaction Inventory)

  > **Use of Assessment Results:** A new day security officer was hired, and both new parking lots at the Forrest County Center are well lighted. Additional customer relations meetings were planned.

- **Assessment Results 2003-2004:** The Campus Climate Scale Performance Gap on the Student Satisfaction Inventory (SSI) was 0.80 on the Poplarville campus and 0.92 at the Forrest County Center, both of which indicated satisfaction. Improvements were made in both locations regarding concern shown for students. In addition, significant improvements were made in other areas.

  Source of Documentation: Office of Planning and Research (Student Satisfaction Inventory)

  > **Use of Assessment Results:** Additional discussions regarding ways to improve channels of communication with students will be scheduled by the Dean of Students Affairs. In addition, plans are underway for a revised policy regarding the grievance procedure for students.

- **Assessment Results 2004-2005:** (The survey given this year was an in-house survey designed to respond to campus climate, security, bookstore, financial aid, admissions/registration, advising/counseling, library, and support staff issues.) According to the survey given, 69% of the students surveyed on the Poplarville Campus and 73% of students surveyed at the Forrest County Center strongly agreed or agreed with the campus climates statements. This indicates that nearly three-quarters of the students are satisfied with campus climate issues.

  Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

  > **Use of Assessment Results:** Surveys were administered during Spring 2005. Results will be used to address issues during the 2005-2006 school year.

- **Assessment Results 2005-2006:** The in-house Campus Climate Survey was administered in February 2006. According to the survey results, 65% of the students surveyed on the Poplarville Campus and 62% of students surveyed at the Forrest County Center strongly agreed or agreed with

the campus climates statements. This indicates that nearly two-thirds of the students are satisfied with campus climate issues. The primary concern on both campuses was: Channels for expressing student complaints are readily available. At both locations, approximately half of those surveyed were either undecided or disagreed with the statement. A selection of "undecided" indicates students are unaware of channels that may already exist for expressing complaints.

Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

> **Use of Assessment Results:** Surveys were administered during Spring 2006. Results will be used to address issues during the 2006-2007 school year. To address the matter of appropriate channels for students to express complaints, Pearl River's email system will be used to send a blanket email to all students informing of proper procedures for expressing complaints.

- **Fall 2006 Progress Report:** The annual Campus Climate Survey will be administered in Spring 2007.

Internal Performance Indicator 2

The Pearl River Community College Learning Resource Center will meet 80% of Association of College & Research Libraries (ACRL) guidelines by June 2005.

- **Assessment Results 2002-2003:** The Learning Resource Center met 67% of the staffing requirements, 91% of the total collection owned requirements, and 58% of the budget requirements as established by ACRL guidelines.

  Source of Documentation: Office of the Director of Learning Resources

  > **Use of Assessment Results:**
  > o Staffing: Additional staffing was requested.
  > o Collection: The current collection was measured against ACRL guidelines for purchase of materials.
  > o Budget: Additional funds were requested to purchase resources and technology.

- **Assessment Results 2003-2004:** The Garvin H. Johnston Library met 66% of the staffing requirements, 94% of the total collection owned requirements, and 57% of the budget requirements as established by ACRL guidelines. A clerical position was added at the Forrest County Center.

  Source of Documentation: Office of the Director of College Libraries

  > **Use of Assessment Results:** Additional staffing has been requested for the following year. The total collection owned needs no improvement. The library budget has seen a decrease in funding over the last four years. Additional funds were requested to enable the library to meet the ACRL guidelines of 6% of the institution's budget.

- **Assessment Results 2004-2005:** The Garvin H. Johnston Library met 75% of the staffing requirements, 96% of the total collection owned requirements, and 58% of the budget requirements as established by ACRL guidelines. While the Poplarville Campus Library remained at 2.9% of the total school budget during the 2004-2005 school year, the Forrest County Center Library budget was increased from .5% of the overall school budget to .6% of the overall school budget. This increase was due in part to the new facility which will house the Library at the Forrest County Center.

  Source of Documentation: Office of the Director of College Libraries

Use of Assessment Results: According to ACRL guidelines, additional staff is still needed at the Forrest County Center. Additional funds were requested to enable the Library to meet the ACRL guidelines of 6% of the institution's budget. Money has been allocated for the Hancock County Center, which began operation in Fall 2004. This money will be used to purchase library supplies for this facility.

- **Assessment Results 2005-2006:** This information will not be available until December 2006.

  Source of Documentation:

  Use of Assessment Results:

- **Fall 2006 Progress Report:** Because of change in ACRL guidelines, this Indicator is not measurable at this time. Discussion is underway among ACRL personnel as to guideline specifics.

Internal Performance Indicator 3

Students participating in an annual campus climate survey will indicate that they are satisfied with the advising and counseling services.

- **Assessment Results 2001-2002:** The Academic Advising/Counseling Scale Performance Gap on the SSI was 0.84 on the Poplarville Campus and 0.83 at the Forrest County Center, both of which indicated satisfaction. The only item in this scale where dissatisfaction was indicated was one referring to assistance given to Forrest County Center students in reaching educational goals.

  Source of Documentation: Office of Institutional Effectiveness and Guidance (Student Satisfaction Survey)

  Use of Assessment Results: An additional orientation/registration session is planned for July in order to assist with overcrowding concerns during registration at the Forrest County Center. Students will have more time to discuss educational goals with academic advisors. Also, the number of academic advisors at the Forrest County Center will be increased during open registration.

- **Assessment Results 2003-2004:** The Academic Advising/Counseling Scale Performance Gap on the SSI was 0.89 on the Poplarville campus and 0.85 at the Forrest County Center, both of which indicated satisfaction. Improvements in the satisfaction level of students were made in all except two areas, one of which had a -0.01 mean difference with the other having a -0.04 mean difference.

  Source of Documentation: Office of Planning and Research (Student Satisfaction Inventory)

  Use of Assessment Results: Academic advisement workshops with faculty advisors will be continued at both the Poplarville campus and at the Forrest County Center with emphasis on transfer program requirements and changes.

- **Assessment Results 2004-2005:** (The survey given this year was an in-house survey designed to respond to campus climate, security, bookstore, financial aid, admissions/registration, advising/counseling, library, and support staff issues.) According to the survey given, 75% of the students surveyed on the Poplarville Campus and 82% of students surveyed at the Forrest County Center strongly agreed or agreed with the advising and counseling statements. This indicates that over three-quarters of the students are satisfied with advising and counseling issues.

  Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

Use of Assessment Results: Surveys were administered during Spring 2005. Results will be used to address issues during the 2005-2006 school year.

- **Assessment Results 2005-2006:** The in-house Campus Climate Survey was administered in February 2006. According to the survey results, 75% of the students surveyed on the Poplarville Campus and 74% of students surveyed at the Forrest County Center strongly agreed or agreed with the campus climates statements. This indicates that nearly three-quarters of the students are satisfied with counseling issues.

    Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

    Use of Assessment Results: Surveys were administered during Spring 2006. Results will be used to address issues during the 2006-2007 school year.

- **Fall 2006 Progress Report:** The annual Campus Climate Survey will be administered in Spring 2007.

Internal Performance Indicator 4

Students participating in an annual campus climate survey will indicate they are satisfied with the personal attention given by various offices on campus.

- **Admissions/Registration**
    - **Assessment Results 2001-2002:** The Admissions Performance Gap on the SSI was 0.86 on the Poplarville campus and 1.00 at the Forrest County Center. The Registration Performance Gap was 0.85 on the Poplarville campus and 1.13 at the Forrest County Center; therefore, satisfaction was achieved in both areas on the Poplarville campus but not at the Forrest County Center.

        Source of Documentation: Office of Institutional Effectiveness and Guidance (Student Satisfaction Inventory)

        Use of Assessment Results: An additional orientation/registration session is planned for July in order to assist with overcrowding concerns during registration at the Forrest County Center. Students will have more time to discuss educational goals with academic advisors. Also, the number of academic advisors at the Forrest County Center will be increased during open registration.

    - **Assessment Results 2003-2004:** The Admissions Performance Gap on the SSI was 0.89 on the Poplarville campus and 0.98 at the Forrest County Center. The Registration Performance Gap was 0.96 on the Poplarville campus and 1.38 at the Forrest County Center; therefore, additional study needs to take place regarding registration services at the Forrest County Center.

        Source of Documentation: Office of Planning and Research (Student Satisfaction Inventory)

        Use of Assessment Results: The Dean of Student Affairs will schedule meetings with appropriate staff to discuss needed improvements in the registration process at the Forrest County Center.

    - **Assessment Results 2004-2005:** (The survey given this year was an in-house survey designed to respond to campus climate, security, bookstore, financial aid, admissions/registration, advising/counseling, library, and support staff issues.) According to the survey given, 68% of the students surveyed on the Poplarville Campus and 74% of students surveyed at the Forrest County Center strongly agreed or agreed with the admission and registration statements. This

indicates that nearly three-quarters of the students are satisfied with admission assistance and registration procedures.

Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

> **Use of Assessment Results:** Surveys were administered during Spring 2005. Results will be used to address issues during the 2005-2006 school year.

- **Assessment Results 2005-2006:** The in-house Campus Climate Survey was administered in February 2006. According to the survey results, 76% of the students surveyed on the Poplarville Campus and 73% of students surveyed at the Forrest County Center strongly agreed or agreed with the admission and registration statements. This indicates that approximately three-quarters of the students are satisfied with admission assistance and registration procedures.

  Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

  > **Use of Assessment Results:** Surveys were administered during Spring 2006. Results will be used to address issues during the 2006-2007 school year. The format of the Summer registration and the late registration for Fall 2006 were both changed to facilitate a more evenly transitioned process for students. A discussion is underway regarding a registration survey to be administered to students at the completion of the registration process. This will take thought and planning due to the fact that many steps are involved in the process. When, where, and how to administer such a survey will require detailed preparation.

- **Fall 2006 Progress Report:** The annual Campus Climate Survey will be administered in Spring 2007.

- **Bookstore**
  - **Assessment Results 2001-2002:** : The Bookstore Performance Gap on the SSI was 0.41 on the Poplarville campus and 0.77 at the Forrest County Center, both of which indicated satisfaction.

    Source of Documentation: Office of Institutional Effectiveness and Guidance (Student Satisfaction Inventory)

    > **Use of Assessment Results:** No changes are necessary at this time.

  - **Assessment Results 2003-2004:** The Bookstore Performance Gap on the SSI was 0.50 on the Poplarville campus and 0.72 at the Forrest County Center, both of which indicated satisfaction.

    Source of Documentation: Office of Planning and Research (Student Satisfaction Inventory)

    > **Use of Assessment Results:** No changes are necessary at this time.

- **Assessment Results 2004-2005:** (The survey given this year was an in-house survey designed to respond to campus climate, security, bookstore, financial aid, admissions/registration, advising/counseling, library, and support staff issues.) According to the survey given, 86% of the students surveyed on the Poplarville Campus and 84% of students surveyed at the Forrest County Center strongly agreed or agreed with the statements regarding the bookstore. This indicates that over three-quarters of the students are satisfied with bookstore services.

  Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

Use of Assessment Results: Surveys were administered during Spring 2005. Results will be used to address issues during the 2005-2006 school year.

- **Assessment Results 2005-2006:** The in-house Campus Climate Survey was administered in February 2006. According to the survey results, 82% of the students surveyed on the Poplarville Campus and 78% of students surveyed at the Forrest County Center strongly agreed or agreed with the statements regarding the bookstore. This indicates that over three-quarters of the students are satisfied with bookstore services.

    Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

    Use of Assessment Results: Surveys were administered during Spring 2006. Results will be used to address issues during the 2006-2007 school year. Bookstore personnel will continue to work diligently to provide competitive prices and friendly service to students and instructors.

- **Fall 2006 Progress Report:** The annual Campus Climate Survey will be administered in Spring 2007.

- **Counseling Center**
    - **Assessment Results 2001-2002:** The Counseling Center Performance Gap on the SSI was 0.82 on the Poplarville campus and 0.91 at the Forrest County Center, both of which indicated satisfaction.

        Source of Documentation: Office of Institutional Effectiveness and Guidance (Student Satisfaction Inventory)

        Use of Assessment Results: No changes are necessary at this time.

    - **Assessment Results 2003-2004:** The Counseling Center Performance Gap on the SSI was 0.80 on the Poplarville campus and 0.89 at the Forrest County Center, both of which indicated improvement in the level of satisfaction.

        Source of Documentation: Office of Planning and Research (Student Satisfaction Inventory)

        Use of Assessment Results: No changes are necessary at this time.

    - **Assessment Results 2004-2005:** (The survey given this year was an in-house survey designed to respond to campus climate, security, bookstore, financial aid, admissions/registration, advising/counseling, library, and support staff issues.) According to the survey given, 68% of the students surveyed on the Poplarville Campus and 74% of students surveyed at the Forrest County Center strongly agreed or agreed with the admission and registration statements. This indicates that nearly three-quarters of the students are satisfied with admission assistance and registration procedures.

        Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

        Use of Assessment Results: Surveys were administered during Spring 2005. Results will be used to address issues during the 2005-2006 school year.

    - **Assessment Results 2005-2006:** The in-house Campus Climate Survey was administered in February 2006. According to the survey results, 75% of the students surveyed on the Poplarville

Campus and 74% of students surveyed at the Forrest County Center strongly agreed or agreed with the campus climates statements. This indicates that nearly three-quarters of the students are satisfied with counseling issues.

Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

> **Use of Assessment Results:** Surveys were administered during Spring 2006. Results will be used to address issues during the 2006-2007 school year. An effort is being made to better prepare advisors (instructors) for the task of advising students regarding the appropriate classes to be taken.

- **Fall 2006 Progress Report:** The annual Campus Climate Survey will be administered in Spring 2007.

- **Financial Aid Office**
  - **Assessment Results 2001-2002:** The Financial Aid Office Performance Gap on the SSI was 1.24 on the Poplarville campus and 1.33 at the Forrest County Center, both of which indicated dissatisfaction with the assistance provided by the Financial Aid counselors.

    Source of Documentation: Office of Institutional Effectiveness and Guidance (Student Satisfaction Inventory)

    > **Use of Assessment Results:** Additional customer relations training will be provided during the staff development sessions. Also, a new office working with financial aid concerns is being planned for the Forrest County Center.

  - **Assessment Results 2003-2004:** The Financial Aid Office Performance Gap on the SSI was 1.13 on the Poplarville campus and 1.34 at the Forrest County Center; however, the satisfaction level at both locations improved.

    Source of Documentation: Office of Planning and Research (Student Satisfaction Inventory)

    > **Use of Assessment Results:** Additional customer relations training will be scheduled for support staff, and an additional full-time financial aid employee has been hired for the Poplarville campus for the 2004-2005 school year.

  - **Assessment Results 2004-2005:** (The survey given this year was an in-house survey designed to respond to campus climate, security, bookstore, financial aid, admissions/registration, advising/counseling, library, and support staff issues.) According to the survey given, 59% of the students surveyed on the Poplarville Campus and 68% of students surveyed at the Forrest County Center strongly agreed or agreed with the statements regarding financial aid. This indicates that over half of the students are satisfied with financial aid services.

    Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

    > **Use of Assessment Results:** Surveys were administered during Spring 2005. Results will be used to address issues during the 2005-2006 school year. It was suggested that more staff provide services at the front desk in financial aid and that work study students be provided with guidance. In response to this, a mini workshop is being organized for work study students.

  - **Assessment Results 2005-2006:** The in-house Campus Climate Survey was administered in February 2006. According to the survey results, 60% of the students surveyed on the Poplarville Campus and 60% of students surveyed at the Forrest County Center strongly agreed or agreed

with the statements regarding financial aid. This indicates that over half of the students are satisfied with financial aid services.

Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

> **Use of Assessment Results:** Surveys were administered during Spring 2006. Results will be used to address issues during the 2006-2007 school year. The Financial Aid Office has hired a new assistant director to help facilitate and expedite the processing of student paperwork.

- **Fall 2006 Progress Report:** The annual Campus Climate Survey will be administered in Spring 2007.

- **Learning Resource Center**
  - **Assessment Results 2001-2002:**   The Learning Resource Center Performance Gap on the SSI was 0.57 on the Poplarville campus and 0.60 at the Forrest County Center, both of which indicated satisfaction.

    Source of Documentation: Office of Institutional Effectiveness and Guidance (Student Satisfaction Inventory)

    > **Use of Assessment Results:** No need for improvement was indicated; however, a library assistant will be hired at the Forrest County Center in order to lengthen hours of service.

  - **Assessment Results 2003-2004:** The Learning Resource Center Performance Gap on the SSI was 0.71 on the Poplarville campus and 0.63 at the Forrest County Center, both of which indicated satisfaction.

    Source of Documentation: Office of Planning and Research (Student Satisfaction Inventory)

    > **Use of Assessment Results:** No changes are necessary at this time.

- **Assessment Results 2004-2005:** (The survey given this year was an in-house survey designed to respond to campus climate, security, bookstore, financial aid, admissions/registration, advising/counseling, library, and support staff issues.) According to the survey given, 77% of the students surveyed on the Poplarville Campus and 78% of students surveyed at the Forrest County Center strongly agreed or agreed with the statements regarding the library. This indicates that over three-quarters of the students are satisfied with services provided by the library on each campus.

    Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

    > **Use of Assessment Results:** Surveys were administered during Spring 2005. Results will be used to address issues during the 2005-2006 school year.

- **Assessment Results 2005-2006:** The in-house Campus Climate Survey was administered in February 2006. According to the survey given, 74% of the students surveyed on the Poplarville Campus and 75% of students surveyed at the Forrest County Center strongly agreed or agreed with the statements regarding the library. This indicates that over three-quarters of the students are satisfied with services provided by the library on each campus.

Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

> **Use of Assessment Results:** Surveys were administered during Spring 2006. Results will be used to address issues during the 2006-2007 school year. A new library facility will be open at the Forrest County Center beginning Fall 2006.

- **Fall 2006 Progress Report:** The annual Campus Climate Survey will be administered in Spring 2007.

- **Security**
  - **Assessment Results 2001-2002:** The Security Performance Gaps on the SSI were 0.99 and 1.27 on the Poplarville campus and 1.32 and 1.80 at the Forrest County Center, three of which indicated dissatisfaction.

    Source of Documentation: Office of Institutional Effectiveness and Guidance (Student Satisfaction Inventory)

    > **Use of Assessment Results:** Street signs have been proposed, a master light plan has been proposed, and both new parking lots at the Forrest County Center are well lighted. Also, a new day security officer has been hired at the Forrest County Center.

  - **Assessment Results 2004-2005:** (The survey given this year was an in-house survey designed to respond to campus climate, security, bookstore, financial aid, admissions/registration, advising/counseling, library, and support staff issues.)

    Source of Documentation:

    > **Use of Assessment Results:** Surveys were administered during Spring 2005. Results will be used to address issues during the 2005-2006 school year.

  - **Assessment Results 2003-2004:** The Security Performance Gaps on the SSI were 1.44 and 1.18 on the Poplarville campus and 1.28 and 0.61 at the Forrest County Center, three of which indicated dissatisfaction.

    Source of Documentation: Office of Planning and Research (Student Satisfaction Inventory)

    > **Use of Assessment Results:** Although significant improvements were made at the Forrest County Center, meetings will be scheduled by the Dean of Student Affairs in order to plan for additional methods to improve these services. An additional security guard has been hired for the Poplarville campus and security cameras will be installed before the 2004 Fall Semester in all female dormitories. An additional security car will be utilized for campus patrols, and a new security golf cart will assist in improving the response time of security personnel. Work-study students will also be used to assist in the new security office which will be located outside the main entrance of the College.

- **Assessment Results 2004-2005:** (The survey given this year was an in-house survey designed to respond to campus climate, security, bookstore, financial aid, admissions/registration, advising/counseling, library, and support staff issues.) According to the survey given, 60% of the students surveyed on the Poplarville Campus and 80% of students surveyed at the Forrest County Center strongly agreed or agreed with the statements regarding security.

  Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

Use of Assessment Results: Surveys were administered during Spring 2005. Results will be used to address issues during the 2005-2006 school year. During the 2004-2005 school year, campus security were given the privileges of campus police and new personnel were hired. A new security facility was built on the main avenue entrance to campus.

- **Assessment Results 2005-2006:** The in-house Campus Climate Survey was administered in February 2006. According to the survey given, 66% of the students surveyed on the Poplarville Campus and 72% of students surveyed at the Forrest County Center strongly agreed or agreed with the statements regarding security.

  Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

  Use of Assessment Results: Surveys were administered during Spring 2006. Results will be used to address issues during the 2006-2007 school year. Campus police have received training in the following areas:
  - Firearm Training
  - Breathalyzer Training
  - High Speed pursuit Training
  - Mississippi Law Course (D.A.'s Office Poplarville)
  - First Aid CERT (Certified Emergency Response Team) Training

- **Fall 2006 Progress Report:** The annual Campus Climate Survey will be administered in Spring 2007.

Internal Performance Indicator 5

The library budget at Pearl River Community College will increase by at least a tenth of a percentage point each year until the nationally accepted standard of 6% of the education/general budget total has been reached.

- **Assessment Results 2005-2006:** The combined Library budget (Poplarville Campus and Forrest County Center) for 2004-2005 was 3.486% of the College's budget. The combined Library budget for 2005-2006 is 3.344% of the College's budget. This indicates a decrease in the overall library budget as a percentage of the College's budget. However, in actual dollars, the combined Library budget experienced a growth of 1.5% ($11,281) from 2004-2005 to 2005-2006.

  Source of Documentation: Offices of: Director of College Libraries and Dean of Business Services

  Use of Assessment Results: A Needs Assessment chart will be completed to request additional funds for the Library.

- **Fall 2006 Progress Report:** The combined Library budget (Poplarville Campus and Forrest County Center) for 2005-2006 was 3.344% of the College's budget. The combined Library budget for 2006-2007 is 3.322% of the College's budget. This indicates a decrease in the overall library budget as a percentage of the College's budget. However, in actual dollars, the combined Library budget experienced a growth of 15.6% ($117,356) from 2005-2006 to 2006-2007. The College experienced an overall budget increase of approximately 16% explaining why a 15.6% increase in the Library budget did not bring that section to 6% of the overall College budget. In addition a portion of the Library budget was increased to accommodate salaries that were added due to the expansion of the Forrest County Center Library and Learning Lab.

  Source of Documentation: Offices of: Director of College Libraries and Dean of Business Services

Use of Assessment Results: A Needs Assessment chart will be completed to request additional funds for the Library.

Internal Performance Indicator 6
Each student will be informed of the procedures to follow to seek accommodations for disability.

- **Fall 2006 Progress Report:** The Fine Arts and Communications Department, The Humanities and Social Sciences Department, the Science, Mathematics, and Business Department, the Physical Education and Recreation Department and the Nursing Departments have all verified that the disabilities statement is included on each syllabus. Each Career and Technical student was provided an information form that inquired into whether special accommodations were required.

    Source of Documentation: Copies of each syllabus are maintained in the offices of the Director of Poplarville Career and Technical Education, the Dean of Forrest County Center, and the directors or chairs of instructional departments.

    Use of Assessment Results: Procedures already in place will be continued and monitored.

Goal 3: To provide access to college courses and programs using various instructional methods, including distance education.

Commitment Statement:
Pearl River Community College is committed to making its programs and services available to all who seek an education. Various instructional methods, including distance education and offsite instruction, will be utilized, and the College will provide reasonable accommodations to the students with developmental disabilities.

Internal Performance Indicator 1
Distance learning courses provided through the Mississippi Virtual Community College will increase by 10% for each year of the next two years.

- **Assessment Results 2002-2003:** Pearl River Community College met this Internal Performance Indicator by adding two new on-line courses during the Fall 2002-2003 semester: ENG1113 taught by Greg Underwood and EPY2533 taught by Janice Poole.

    Source of Documentation: Office of Director of Extended Education

    Use of Assessment Results: The Office of Extended Education will continue to recruit and train faculty in order to meet this goal.

- **Assessment Results 2003-2004:** Pearl River Community College met this Internal Performance Indicator by adding one new on-line course during the Fall 2003-2004 semester: ENG2423 was taught by Marjory Thrash.

    Source of Documentation: Office of Director of Extended Education

    Use of Assessment Results: The Office of Extended Education will continue to recruit and train faculty in order to meet this goal. Training sessions will be provided for online instructors and the faculty handbook will be updated to include information specific to online instructors.

- **Assessment Results 2004-2005:** Pearl River Community College met this Internal Performance Indicator by adding nine new on-line courses during the Fall 2004-2005 semester: Stacy Smith – BAD 2533; Brenda Wells – BOT 1713; Leah Verdin – CNT 1323 and CPT 1513; Nicole Donald – ENG 1123; Mike Wadyko – HIS 2213 and HIS 2223; Terry Cook – PSY 1513; Steven Crowder – SOC 2113.

    Source of Documentation: Office of Director of Extended Education

    Use of Assessment Results: The Office of Extended Education will continue to recruit and train faculty in order to meet this goal. Training sessions and professional development are provided for online instructors and the faculty handbook has been updated to include information specific to online instructors.

- **Assessment Results 2005-2006:** Sixty classes (36 courses) are being taught online for Pearl River Community College during Fall 2005. Seven of these are new classes. During the Spring 2006 semester, 52 (41 courses) classes were taught online.

    Source of Documentation: Office of Director of Extended Education

Use of Assessment Results: The Office of Extended Education continues to recruit and train faculty to teach online. An additional use of this information is to develop courses and offer classes based on student demand and need.

- **Fall 2006 Progress Report:** This Indicator will be measured at the end of the 2006 – 2007 year.

Internal Performance Indicator 2
At least eighty percent (80%) of academic and technical courses carrying three or more hours will be taught using a combination of whole group lecture, small group work, and individual work within the class setting.

- **Assessment Results 2003-2004:** Department chairs reviewed syllabi for each class to ascertain that a combination of instructional methods were used within the class setting. The established Internal Performance Indicator of 80% was achieved.

  Source of Documentation: Office of Department Chairs

  Use of Assessment Results: Department chairs will continue to review the syllabus for each class each semester.
- **Assessment Results 2004-2005:** Department chairs have reviewed syllabi from the fall and spring semesters to verify that a combination of teaching methods are used in the classroom.

  Source of Documentation: Office of Department Chairs

  Use of Assessment Results: In addition to the regular review of each syllabus by department chairs, a question is being added to the faculty self-evaluation and supervisor evaluation of faculty that will specifically address the use of a combination of whole group lecture, small group work, and individual work within the class. This will enable a better system of documentation for this indicator.

- **Assessment Results 2005-2006:** Due to the disruption caused by the hurricane, this Indicator was not addressed as suggested in the 2005-2006 Use of Assessment Results. Instead, department chairs once again verified the information by reviewing syllabi.

  Source of Documentation: Office of Department Chairs

  Use of Assessment Results: Notations have already been made to make the change to the faculty self-evaluation and the supervisor evaluation for the 2006-2007 school year.

- **Fall 2006 Progress Report:** This Indicator will be measured at the end of the 2006 – 2007 year after the completion of faculty self-evaluations and supervisor evaluations.

Internal Performance Indicator 3
Throughout the implementation of the Quality Enhancement Plan, mathematics classrooms will be enhanced through the increased use of instructional technology at a rate of at least two classrooms per year until all mathematics classrooms are enhanced.

- **Fall 2006 Progress Report:** During Summer 2006, one room was equipped as a classroom for use with QEP treatment groups. At this same time, a mathematics laboratory was created in the Science Building.

Internal Performance Indicator 4

At least 10 classes will be offered at off-campus sites each semester.

- **Assessment Results 2002-2003:** A variety of course offerings were made available to students at all off-campus sites: Picayune, Columbia, Stennis, and Bay St. Louis. Although only twelve classes actually made, nineteen were offered.

  Source of Documentation: Office of Dean of Academic Affairs

  > **Use of Assessment Results:** Students at off-campus locations were able to access course offerings in several disciplines. The Office of Extended Education will continue to offer a variety of classes to its constituencies at off-campus sites in an effort to assist students in achieving their educational goals.

- **Assessment Results 2003-2004:** A variety of course offerings were made available to students at all off-campus sites: Picayune, Columbia, Stennis, and Bay St. Louis. Eleven classes made.

  Source of Documentation: Office of Vice President for Instruction

  > **Use of Assessment Results:** Students at off-campus locations were able to access course offerings in several disciplines. The Office of Extended Education will continue to offer a variety of classes to its constituencies at off-campus sites in an effort to assist students in achieving their educational goals. Classes will be offered in Jeff Davis County in an attempt to offer night class opportunities for individuals in this area.

- **Assessment Results 2004-2005:** Twenty-six night courses were made available to students at the off-campus sites of Picayune, Columbia, Jefferson Davis County. In addition, a total of six weekend classes were offered in either Poplarville or Hattiesburg.

  Source of Documentation: Office of Director of Extended Education

  > **Use of Assessment Results:** Students at off-campus sites were able to access course offerings in several disciplines. The Office of Extended Education strives to offer a variety of classes in an effort to assist students in achieving their educational goals.

- **Assessment Results 2005-2006:** In Fall 2005 Thirty-seven classes were offered at the following locations and times: Picayune, Columbia, Hancock, Stennis, and on weekends. During the Spring 2006 semester, 34 classes were offered at the following locations and times: Picayune, Columbia, Hancock, Stennis, weekends.

  Source of Documentation: Office of Extended Education

  > **Use of Assessment Results:** While 34 classes were offered, only 25 classes made. This information is used to track student demand and need.

- **Fall 2006 Progress Report:** In Fall 2006, 43 classes were offered at off-campus sites. Thirty-four classes actually made. These classes are being held at Columbia, Hancock, Picayune, Poplarville and Stennis. This number also includes weekend classes.

Internal Performance Indicator 5

Each student will be informed of the procedures to follow to seek accommodations for disability.

- **Assessment Results 2003-2004:** Each Career and Technical student was provided an information form that inquired into whether special accommodations were required. Academic students were informed of special accommodation procedures via the course syllabus in each class.

  Source of Documentation: Copies of each instructor's syllabus is maintained in the Office of Vice President for Instruction and the Office of the Director of Poplarville Career and Technical Education Programs

  > **Use of Assessment Results:** Department chairs and the Director of Poplarville Career and Technical Education Programs verify that the appropriate special accommodation information has been provided for students.

- **Assessment Results 2004-2005:** All of the nursing syllabi had the appropriate disabilities statement included. The Humanities and Social Sciences Department, the Fine Arts and Communication Department, the Health, Physical Education and Recreation Department, and the Science, Mathematics and Business Department reported that some syllabi were lacking the appropriate statement. Each department chair stated that faculty members were reminded to include the statement on the fall syllabi.

  Source of Documentation: Copies of each syllabus are maintained in the offices of the Director of Poplarville Career and Technical Education, the Dean of Forrest County Center, and the directors or chairs of instructional departments.

  > **Use of Assessment Results:** Each faculty member in the Humanities and Social Sciences Department, the Fine Arts and Communication Department, and the Science, Mathematics and Business Department was reminded of the necessity of the disabilities statement and each syllabus will be checked in the Fall semester.

- **Assessment Results 2005-2006:** The Fine Arts and Communications Department, The Humanities and Social Sciences Department, the Science, Mathematics, and Business Department, the Physical Education and Recreation Department and the Nursing Departments have all verified that the disabilities statement is included on each syllabus. Each Career and Technical student was provided an information form that inquired into whether special accommodations were required.

  Source of Documentation: Copies of each syllabus are maintained in the offices of the Director of Poplarville Career and Technical Education, the Dean of Forrest County Center, and the directors or chairs of instructional departments.

  > **Use of Assessment Results:** Procedures already in place will be continued and monitored.

- **Fall 2006 Progress Report:** The Fine Arts and Communications Department, The Humanities and Social Sciences Department, the Science, Mathematics, and Business Department, the Physical Education and Recreation Department and the Nursing Departments have all verified that the disabilities statement is included on each syllabus. Each Career and Technical student was provided an information form that inquired into whether special accommodations were required.

  > **Source of Documentation:** Copies of each syllabus are maintained in the offices of the Director of Poplarville Career and Technical Education, the Dean of Forrest County Center, and the directors or chairs of instructional departments.

  > **Use of Assessment Results:** Procedures already in place will be continued and monitored.

Goal 4: To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.

Commitment Statement:
Pearl River Community College will employ well-qualified faculty and staff, provide them with a competitive salary and benefit package, and invest in their professional development.

Internal Performance Indicator 1
Faculty salaries will rank among the top 50% of community colleges in Mississippi by 2006.

- **Assessment Results 2003-2004:** A recent SBCJC publication entitled Mississippi Community and Junior Colleges Comparison of Revenue by Source and Expenditure by Program and by Object Fiscal Year 2003, dated September 9, 2003, ranked PRCC 14th out of 15 institutions within the State of MS for both full-time average salaries and full-time average faculty salaries. This ranking does not reflect the salary increases that were implemented for FY 2004.

  Source of Documentation: Office of Dean of Business Services

    Use of Assessment Results: There will be an on-going focus throughout the budget process each fiscal year to implement incremental salary increases in addition to across the board increases in an effort to improve the institution's salary ranking within the State of MS for both defined salary groups. These efforts will be directly affected by the availability of funding sources.

- **Assessment Results 2004-2005:** Since the September 9, 2003 document released from the State Board for Community and Junior Colleges, there have been no new publications released to update the salary rankings of the 15 community colleges throughout Mississippi.

  Source of Documentation: Office of Dean of Business Services

    Use of Assessment Results: Pearl River Community College has taken an assertive position in its budgeting effort to improve the institution's salary ranking. Despite the state funding reductions over the past several years, the institution has managed to implement salary increases each fiscal year since FY 2002, including the upcoming Fiscal Year 2006.

- **Assessment Results 2005-2006:** A SBCJC publication entitled Mississippi Community and Junior Colleges Comparison of Revenue by Source and Expenditure by Program and by Object Fiscal Year 2005, dated August 2005, ranked PRCC 10th out of 15 institutions within the State of MS for full-time average faculty salaries.

  Source of Documentation: Mississippi Community and Junior Colleges Comparison of Revenue by Source and Expenditure by Program and by Object Fiscal Year 2005

    Use of Assessment Results: Recent legislation will increase salaries for the 2006-2007 school year, but it is yet uncertain how this will impact the salaries of Pearl River faculty salaries. The institution continues to take an assertive position in its budgeting effort to improve the salary ranking. While it is unlikely that this Indicator will be realized by FY2006, the College continues to strive to increase faculty salaries.

- **Fall 2006 Progress Report:** A SBCJC publication entitled Mississippi Community and Junior Colleges Comparison of Revenue by Source and Expenditure by Program and by Object Fiscal Year 2006 ranked PRCC 8th out of 15 institutions within the State of MS for full-time average faculty salaries.

Source of Documentation: Mississippi Community and Junior Colleges Comparison of Revenue by Source and Expenditure by Program and by Object Fiscal Year 2006

> **Use of Assessment Results:** This report from FY 2006 indicates that Pearl River Community College has achieved the goal stated in the Indicator. Faculty salaries rank among the top 50% of community colleges in Mississippi.

Internal Performance Indicator 2

A least 80% of Pearl River Community College classes carrying three or more semester hours of credit in the fall and spring will be delivered by full-time instructors.

- **Assessment Results 2002-2003:** During the Fall, 2002, and Spring, 2003, semesters, 1023, or 85.1%, of 1202, academic and technical classes carrying three or more semester hours of credit were taught by full time instructors. This percentage is well over our Internal Performance Indicator of 80%.

  Source of Documentation: Documentation, in the form of printed copies of the schedules for these two semesters, is on file in the office of the Dean of Academic Affairs.

  Use of Assessment Results: No action needed.

- **Assessment Results 2003-2004:** During the Fall, 2003, and Spring, 2004, semesters, 1409, or 85.14%, of 1655 academic and technical classes carrying three or more semester hours credit were taught by full time instructors. This percentage is over our Internal Performance Indicator of 80%.

  Source of Documentation: Documentation, in the form of printed copies of the schedules for these two semesters, is on file in the office of the Vice President for Academic Affairs. This information is also maintained in the Office of Institutional Research.

  Use of Assessment Results: No action needed.

- **Assessment Results 2004-2005:** During the Fall, 2004 and Spring, 2005 semesters, 1,326, or 83.92%, of 1,580 academic and technical classes carrying three or more semester hours credit were taught by full time instructors. This percentage is over our Internal Performance Indicator of 80%.

  Source of Documentation: Documentation, in the form of printed copies of the schedules for these two semesters, is on file in the office of the Vice President for Academic Affairs. This information is also maintained in the Office of Institutional Research.

  Use of Assessment Results: No action needed.

- **Assessment Results 2005-2006:** During the Fall 2005 and Spring 2006 semesters, 1,403, or 83.8%, of 1,675 academic and technical classes carrying three or more semester hours credit were taught by full time instructors. This percentage is over our Internal Performance Indicator of 80%.

  Source of Documentation: Documentation, in the form of printed copies of the schedules for these two semesters, is on file in the office of the Vice President for Academic Affairs. This information is also maintained in the Office of Institutional Research.

  Use of Assessment Results: No action needed.

- **Fall 2006 Progress Report:** This information will not be available until approximately April 2007.

Internal Performance Indicator 3
One hundred percent (100%) of faculty will be qualified according to accreditation requirements.

- **Assessment Results 2002-2003:** One faculty member lacks a limited number of graduate semester hours to be qualified.

    Source of Documentation: Offices of Dean of Academic Affairs, Director of Poplarville Career and Technical Education, and Director of Forrest County Career and Technical Education

    Use of Assessment Results: The faculty member lacking graduate semester hours is working on this deficiency according to an agreed upon plan of action.

- **Assessment Results 2003-2004:** All faculty members in the Career and Technical Division and at the Forrest County Center are licensed by the Mississippi State Department of Education. There is one academic faculty member who lacks a limited number of hours to be qualified

    Source of Documentation: Offices of Vice President for Instruction, Director of Poplarville Career and Technical Education, and Director of Forrest County Career and Technical Education

    Use of Assessment Results: No action needed at the Forrest County Center. The academic faculty member will complete all hours by the end of the 2004 summer semester.

- **Assessment Results 2004-2005:** All faculty members in the Career and Technical Division and at the Forrest County Center are licensed by the Mississippi State Department of Education. All members of the academic faculty are qualified according to accreditation requirements.

    Source of Documentation: Offices of Vice President for Instruction, Director of Poplarville Career and Technical Education, and Director of Forrest County Career and Technical Education

    Use of Assessment Results: Since all faculty members are qualified according to the appropriate standards, no action is needed.

- **Assessment Results 2005-2006:** The 2005 Southern Association of Colleges and Schools Commission on Colleges review of Pearl River Community College indicated that 100% of faculty are qualified according to accreditation requirements.

    Source of Documentation: Offices of Vice President for Instruction, Director of Poplarville Career and Technical Education, and Director of Forrest County Career and Technical Education

    Use of Assessment Results: Since all faculty members are qualified according to the appropriate standards, no action is needed.

- **Fall 2006 Progress Report:** One hundred percent of Pearl River Community College faculty are qualified according to accreditation guidelines.

Internal Performance Indicator 4
At least 80% of faculty and professional staff will participate in annual faculty/staff professional development sessions.

- **Assessment Results 2002-2003:** All faculty and professional staff were encouraged to attend the professional development sessions in August; however, the percentage who attended is not available.

    Source of Documentation: President's Office

Use of Assessment Results: Detailed registration information will be prepared and made available so that attendance can be verified in the future. Also, requests were made to have all sessions in one building and to offer a greater variety of session topics.

- **Assessment Results 2003-2004:** Eighty-seven percent (87%) of PRCC faculty and professional staff attended the Professional Development Sessions on Tuesday, August 12, 2003.

  Source of Documentation: Office of Planning and Research

  Use of Assessment Results: Since a registration session was scheduled at the Forrest County Center on this date, several faculty and staff members could not attend this session; therefore, the date for the 2004 professional development session has already been distributed.

- **Assessment Results 2004-2005:** Eighty-nine percent (89%) of PRCC faculty and professional staff attended the Professional Development Sessions on Monday, August 16, 2004.

  Source of Documentation: Office of Planning and Research

  Use of Assessment Results: Although the percentage of those attending increased, additional encouragement regarding attendance will be communicated to faculty and professional staff by email.

- **Assessment Results 2005-2006:** Ninety-one percent (91%) of PRCC faculty and professional staff attended the Professional Development Sessions on Monday, August 15, 2005.

  Source of Documentation: Office of Planning and Research

  Use of Assessment Results: Although this Internal Performance Indicator has been attained, personnel will continue to be encouraged to attend these sessions which will be planned in order to provide information and instruction regarding specific identified areas or issues.

- **Fall 2006 Progress Report:** Eighty-seven (87%) of PRCC faculty and professional staff attended the Professional Development Sessions on Tuesday, August 15, 2006.

  Source of Documentation: Office of Planning and Research

  Use of Assessment Results: Although this Internal Performance Indicator has been attained, the attendance percentage was lower this year. The format of the program was changed and will be discussed as plans are finalized for the 2007-2008 school year. Personnel will continue to be encouraged to attend these sessions which will be planned in order to provide information and instruction regarding specific identified areas or issues.

Internal Performance Indicator 5

At least 80% of faculty and professional staff will participate in professional development activities annually in addition to faculty orientation sessions.

- **Assessment Results 2003-2004:** Seventy-seven percent of faculty and professional staff participated in professional development activities in addition to faculty orientation sessions.

  Source of Documentation: Offices of Vice President for Instruction, Director of Poplarville Career and Technical Education, and Director of Forrest County Career and Technical Education

Use of Assessment Results: Due to restrictions in travel funding, out-of-state travel is limited. Faculty and professional staff are encouraged to see professional development activities that are in close proximity to the Institution. In addition, opportunities for on-campus professional development are also being explored. Currently, faculty can avail themselves of seminars and workshops offered by the library media specialist and the trainer in Information Technology.

- **Assessment Results 2004-2005:** During the 2004-2005 school year, 66.3% of the faculty and professional staff participated in professional development activities in addition to the faculty orientation session.

  Source of Documentation: Office of Vice President for Instruction

  Use of Assessment Results: Due to restrictions in travel funding, out-of-state travel is limited. Faculty and professional staff are encouraged to seek professional development activities that are in close proximity to the Institution. In addition, opportunities for on-campus professional development are also being explored. Currently, faculty can avail themselves of seminars and workshops offered by the library media specialist and the trainer in Information Technology.

- **Assessment Results 2005-2006:** At the time of publication of the Internal Performance Indicators, there is documentation which indicates 45% of the faculty and professional staff participated in professional development activities beyond the faculty orientation session.

  Source of Documentation: Office of Vice President for Instruction and Office of Institutional Research

  Use of Assessment Results: The current system of assessing whether this Indicator has been met has been difficult to maintain. Verbal conversations indicate that individuals not in the documentation have indeed participated in professional development. In order to better document this Indicator, an alternative method for gathering the information is being formatted.

- **Fall 2006 Progress Report:** The Faculty and Staff Development Committee has included as one of their objectives: Discuss and finalize an annual summary report form for the purpose of documenting self improvement that faculty and staff continually obtain independent of workshops or formal training sessions. This form will aid in calculating the percentage of faculty who participate in professional development in addition to faculty orientation sessions.

  Source of Documentation: Faculty and Staff Development Committee objectives and action plans.

Internal Performance Indicator 6
At least 80% of support staff will participate in at least one annual staff development activity.

- **Assessment Results 2001-2002:** All support staff were encouraged to participate in the staff development session in November regarding quality customer service. Although staff registered, the exact percentage who attended is not available.

  Source of Documentation: Office of Institutional Effectiveness and Guidance

  Use of Assessment Results: Detailed registration information will be prepared and made available so that attendance can be verified in the future. Quality service programs will be scheduled in the future.

- **Assessment Results 2003-2004:** Sixty-eight percent (68%) of PRCC support staff attended the Professional Development Sessions on Friday, October 24, 2003.

Source of Documentation: Office of Planning and Research

> **Use of Assessment Results:** Since several offices did not realize that all support staff should attend this session, additional information will be provided regarding the need for all support staff to participate. The evaluations were positive; therefore, plans are being made to continue these sessions on an annual basis.

- **Assessment Results 2004-2005:** Eighty-eight percent (88%) of PRCC support staff attended at least one professional development session during the 2004-2005 school year.

  Source of Documentation: Office of Planning and Research

  > **Use of Assessment Results:** Additional sessions regarding various campus topics are being planning for the 2005-2006 school year.

- **Assessment Results 2005-2006:** Eighty-eight percent (88%) of the PRCC support staff attended one of the Professional Development Sessions on October 3, October 4, and October 7, 2005.

  Source of Documentation: Office of Planning and Research

  > **Use of Assessment Results:** Topics for the 2006-2007 support staff sessions are being discussed and will include more participatory type activities.

- **Fall 2006 Progress Report:** A professional development session for support staff is scheduled for Spring 2007.

Internal Performance Indicator 7
Faculty and staff salaries will increase a minimum of 3% annually.

- **Fall 2006 Progress Report:** This information will be available June 2007.

Goal 5: To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make college services available via the Internet.

Commitment Statement:
Pearl River Community College is committed to providing the resources necessary for students and others served by the College to have successful educational experiences.

Internal Performance Indicator 1
Key service areas on campus will be enhanced through the use of technology on a steady, incremental basis.

- **Assessment Results 2002-2003:** Information Technology installed a new database server for use with the campus ID card transaction system. Blackboard Transaction System software was upgraded. Windows 2000 based INB server was installed. Banner release 5.X was upgraded. An upgrade was conducted on Oracle to 8.1.7 and OAS on Banner web servers.

   Source of Documentation: Office of Information Technology

   Use of Assessment Results: Improved efficiency and expanded capabilities of transaction system. Enhanced Registration by providing greater access to the Banner database with the addition of the INB server. For details on other projects please refer to the Information Technology Master Plan.

- **Assessment Results 2003-2004:** The primary database server for the college was replaced with an HP rp8400 server. This server provides automated functionality for registration, payroll, finance, accounts payable, purchasing, student records and fixed assets. An update to Oracle 9i and Banner 6.x were also completed.

   Source of Documentation: Office of Information Technology

   Use of Assessment Results: The functionality of the Banner software was expanded. Enhanced storage capacity was provided. Down time for server was reduced by reducing the time required for automated nightly backups.

- **Assessment Results 2004-2005:** Thirty-two Windows XP desk side units were installed in faculty offices. Twenty-three new Dell servers running Windows 2003 were installed to replace the aging servers currently in use. Some of the applications installed on these servers include: DHCP, DNS, anti-virus, Banner Web applications, Internet Native Banner applications, Microsoft Active Directory, GFI LANguard for patch management. Signed Microsoft campus agreement for operating system, server, and MS Office upgrades.

   Source of Documentation: Office of Information Technology

   Use of Assessment Results: Thirty-two faculty upgraded their office PCs in order to have the capability of running updated versions of popular software applications. Many of these PCs were running Windows 95 and could not be patched in order to protect them from computer viruses. The Dell, windows 2003 servers are providing the platform to install applications which will enhance network security from unauthorized access, provide more efficient and timely deployment of patches to campus PCs, install new anti-virus applications and help control the volume of email SPAM. Implementation of the Microsoft campus agreement assures the college

of timely access to software upgrades and the security of knowing that all installed copies of the software are legal licensed copies.

- **Assessment Results 2005-2006:** Completed the installation of a new email server for faculty and staff. Testing of the Microsoft Exchange server is ongoing. Training sessions on Microsoft Outlook client software are ongoing for faculty and staff. Installed Banner financial aid upgrades. The Business Office purchased new software and hardware to produce campus ID cards. Installation and connection to the Blackboard transaction system has been completed. Configuration of active directory continues for student labs and faculty personal computers. Once completed these upgrades will provide for greater network security. Replaced V-Tel interactive video conferencing system on the Poplarville campus with an enhanced IP based Polycom interactive video conferencing system.

    Source of Documentation: Office of Information Technology

    Use of Assessment Results: Improved efficiency and expanded capabilities of the student information system. Enhanced financial aid processing by providing greater access to the Banner database and grant programs. Microsoft Exchange installation has provided greater email access form off-campus locations and also provided for individual and group calendar functions. The new ID card equipment will produce more cards in less time resulting in reduced wait times for students. An additional portable system allows for production of ID cards at other campus branch locations. Active directory implementation is ongoing and will provide for greater network security and protection against virus attacks. The new video conferencing equipment has enhanced the capabilities of the system to allow for small groups of participants without intervention from the SBCJC. Ad hoc meetings can now be conducted on short notice. For details on other projects please refer to the Information Technology Master Plan.

- **Fall 2006 Progress Report:** Installation of *MyMathLab* software on a new twenty-five station computer lab has been completed. Additional software applications are also available for use by students enrolled in select mathematics courses.

    The Blackboard Learning Management System has been installed and is currently being configured. This software will provide a platform to facilitate greater faculty to student communication and allow for a repository of supplemental course materials.

    A new in-house television system, located in the I.T. building, will provide TV service to the new residence halls with future expansion planned for other areas of the Poplarville campus.

    Other enhancements include the addition of a learning lab located in the library of the Forrest County Center in Hattiesburg and the installation of many new classroom data projectors and *Smartboards*.

    Improvements to the College ID card system insure that the card is universally accepted on any of PRCC's campus locations.

    Oracle database software has been upgraded in preparation for Banner upgrades.

Internal Performance Indicator 2
By the year 2008, at least 80% of monies collected through technology fees (distance learning fees, etc.) will be earmarked for use by Information Technology and Distance Education.

- **Assessment Results 2003-2004:** Due to state funding issues, the monies collected through technology fees were not directed toward Information Technology and Distance Education.

    Source of Documentation: Office of Dean of Business Services

Use of Assessment Results: As budgeting issues are resolved, monies collected through technology fees will be designated for use by Information Technology and Distance Education. Although collected technology fees are not currently earmarked for Information Technology and Distance Education, the nature of the budgeting process allows for these fees to indirectly support areas such as Information Technology and Distance Education. The collected technology fees are part of the existing revenue structure used to support the unrestricted budget needs of the Institution.

- **Assessment Results 2004-2005:** Funding issues continue to hinder the institution's efforts to implement this goal. In an effort to address the existing technology needs of the institution, $300,000 was drawn from the institution's fund balances and used during the Fiscal Year 2005 to upgrade hardware and software throughout the institution with the primary focus being the Information Technology Center.

  Source of Documentation: Office of Dean of Business Services

  Use of Assessment Results: All indications are that this particular goal and performance indicator may not be realistic in today's economic environment.

- **Assessment Results 2005-2006:** The extensive destruction caused by Hurricane Katrina has created a number of budgeting issues for the institution. Despite the financial limitations created by the storm, the Information Technology Department E&G budget experienced an increase of $130,787.00, and an E&I budget increase of $79,021.00, effective with the FY 2007 budget.

  Source of Documentation: Office of Dean of Business Services

  Use of Assessment Results: Since it is still appears that the Institution will be unable to meet the Indicator as it is currently stated, it is recommended that the wording of the Indicator be revised.

- **Fall 2006 Progress Report:** This Indicator will be measured in June 2007.

Internal Performance Indicator 3
Students participating in an annual campus climate survey will indicate that they are satisfied with the assistance given to them by support staff.

- **Assessment Results 2001-2002:** The Service Excellence Scale Performance Gap on the SSI was0.81 on the Poplarville campus and 1.00 at the Forrest County Center; therefore, satisfaction with services given to the students by personnel was attained on the Poplarville campus but not at the Forrest County Center. Students indicated a concern getting the "run around" at both locations when seeking information and the need for more readily available channels for expressing student complaints. In addition, results at the Forrest County Center indicated that improvement was needed in the areas of registration and the approachability of administrators.

  Source of Documentation: Office of Institutional Effectiveness and Guidance

  Use of Assessment Results: Focus groups were organized to address these concerns. Recommendations were made to plan an information-sharing meeting for support staff in order to improve communication with students regarding all aspects of campus life. IN addition, personnel changes were made at the Forrest County Center in order to assist with the registration process and to increase administrative time available for students.

- **Assessment Results 2003-2004:** The Service Excellence Scale Performance Gap on the SSI was 0.87 on the Poplarville campus and 1.04 at the Forrest County Center. Although the Performance

Gap in both locations was higher than in 2002, both satisfaction levels improved. Significant improvements on the Poplarville Campus were found in items related to Bookstore staff being helpful and campus communications. No significant differences were found at the Forrest County Center.

Source of Documentation: Office of Planning and Research

> **Use of Assessment Results:** Professional development sessions will be utilized to provide additional good customer relations information for College personnel and to provide better communication among all office staff. These steps should assist in the areas where improvements still need to be made (students getting the "run-around" and information regarding complaint procedures).

- **Assessment Results 2004-2005:** (The survey given this year was an in-house survey designed to respond to campus climate, security, bookstore, financial aid, admissions/registration, advising/counseling, library, and support staff issues.) According to the survey given, 66% of the students surveyed on the Poplarville Campus and 72% of students surveyed at the Forrest County Center strongly agreed or agreed with the statements regarding support staff.

  Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

  > **Use of Assessment Results:** Surveys were administered during Spring 2005. Results will be used to address issues during the 2005-2006 school year.

- **Assessment Results 2005-2006:** The in-house Campus Climate Survey was administered in February 2006. According to the survey given, 72% of the students surveyed on the Poplarville Campus and 69% of students surveyed at the Forrest County Center strongly agreed or agreed with the statements regarding support staff. These numbers indicate that over half of the students are satisfied with support staff services on the respective campuses. The statement regarding the Financial Aid Office was the area of greatest concern for students.

  Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

  > **Use of Assessment Results:** Surveys were administered during Spring 2006. Results will be used to address issues during the 2006-2007 school year. The Financial Aid Office has hired a new assistant director to better facilitate the

- **Fall 2006 Progress Report:** The annual Campus Climate Survey will be administered in Spring 2007.

Internal Performance Indicator 4
The Master Facilities Plan will be implemented.

- **Assessment Results 2002-2003:** The following construction and/or renovation projects were initiated:
  Poplarville Campus:
  - New campus entrance
  - New roof on the Library
  - Student Center expansion begun

  Forrest County Center:
  - New campus entrance
  - Building #2 renovated with 5 new classrooms

Source of Documentation: Master Facilities Plan & Facilities Committee Report

> **Use of Assessment Results:** These new facilities will be used to enhance access to our campuses and to improve the learning environment for students and faculty.

- **Assessment Results 2003-2004:** The following construction and/or renovation projects were initiated:
    Poplarville Campus:
    - Renovations to four faculty housing facilities completed with two more underway
    - Student Center expansion completed

    Forrest County Center:
    - Financial Aid facility renovated
    - New parking area created
    - Advanced Technology Center complete as of August 1, 2004

    Hancock County Center
    - New center facility established

    The following construction and/or renovation projects are planned for implementation:
    - Air conditioning and heating White Coliseum
    - Lighting in White Coliseum
    - Stairways of Huff and Pearl River Halls
    - Courtyard development
    - New residence halls (in the planning stage)
    - Upgrading of street lights

Source of Documentation: Master Facilities Plan & Facilities Committee Report

- **Use of Assessment Results:** These new facilities will be used to enhance access to our campuses and to improve the learning environment for students and faculty.

- **Assessment Results 2004-2005:** The following construction and/or renovation projects were initiated:
    Poplarville Campus:
- Air conditioning and heating of White Coliseum was completed
- Lighting in White Coliseum was completed
- Stairways of Huff and Pearl River Halls were renovated
- Six new tennis courts
- New football field house
- Remodeled visitor field house
- Remodeled Shivers Gym
- New lights at the athletic field
- Improved streets and parking

    Forrest County Center:
- Improved streets and parking

    Hancock County Center:
- New Aviation classroom

    The following construction and/or renovation projects are planned for implementation:
- Courtyard development (working on bids)

- New residence halls (bids start June 2005)
- Upgrading of street lights (planning stage)

Source of Documentation: Master Facilities Plan & Facilities Committee Report

Use of Assessment Results: These new facilities will be used to enhance access to the campuses and to improve the learning environment for students and faculty.

- **Assessment Results 2005-2006:** All Katrina damaged/destroyed roofs have been repaired with the exception of Seal Hall. Contractors are approximately 90% complete with this remaining roof.

  - White Hall – Remediation has been completed.
  - Marion Hall – Remediation has been completed.
  - Crosby and Huff Halls – Remediation is not complete.
  - Lamar Hall – Remediation is not complete.
  - New Men's and Women's dorms are completed.
  - Baseball, Softball, and Soccer facilities are completed.
  - Six new Tennis courts are completed.
  - New parking lots are completed.
  - New entrance on the south end of campus is in progress.
  - New courtyard has been submitted to the state for bids.
  - White Coliseum will be demolished in September 2006.
  - New library and classrooms are complete at the Forrest County Center.
  - The second week of September will see the opening of the new Hancock Center.

Source of Documentation: Master Facilities Plan & Facilities Committee Report

Use of Assessment Results: These new facilities will be used to enhance access to the campuses and to improve the learning environment for students and faculty.

- **Fall 2006 Progress Report:**
  - All Katrina damaged/destroyed roofs have been repaired.
  - Remediation work is in progress on the following facilities:
    Crosby Hall
    Huff Hall
  - Remediation work has yet to begin on the Nursing Building & Wellness Center, Lamar Hall and Marion Hall
  - New entrance for the south end of campus is complete
  - New parking lot, pedestrian bridge and creek stabilization project on the Forrest County Center campus is complete
  - White Coliseum has been demolished
  - A contract for the demolition of Moody Hall Auditorium has been let
  - The Hancock Center has been renovated and is in operation
  - New lighting has been installed on the baseball, softball and soccer fields
  - Landscaping and fencing for the new student housing facilities is underway
  - A new parking lot adjacent to the Nursing Building is underway

Internal Performance Indicator 5
Improvements will be made in telecommunications and Internet services.

- **Assessment Results 2002-2003:** Faculty requests indicated a need for a web-based server to be used for faculty posting of syllabi and supplemental course materials. Bandwidth utilization reports indicated a need for increased Internet capacity.

Source of Documentation: Office of Information Technology

> **Use of Assessment Results:** Increased capacity of access to all Internet services by 100% by increasing form 1.5 MegaBit (single T1) to a 3 MegaBit IMA (two T1s). Added CISCO Cache Engine to improve Internet performance and assist with streaming video. Added a web server (pr10.prcc.edu) dedicated for faculty use. Additional switches, web content filtering software and traffic shaping tools will need to be added. Other planned enhancements are detailed in the Information Technology Master Plan.

- **Assessment Results 2003-2004:** Added Extreme Networks switches at the Forrest County Center. Consolidated three T1 lines into two clear channel T1 lines for voice, video and data traffic to the Forrest County Center. Upgraded anti-virus software. Expanded telephone and data communications to the new chapel.

  Source of Documentation: Office of Information Technology

  > **Use of Assessment Results:** Reduced monthly recurring line charges by consolidating three T1 lines into two. Increased network security with the addition of new switches for the Forrest County Center. Enhanced protection from the numerous virus attacks against application servers and individual PCs with upgrades in anti-virus software. Other planned enhancements are detailed in the Information Technology Master Plan.

- **Assessment Results 2004-2005:** The following equipment has been added to provide internet and network services: 1)Installed Extreme Networks model 3803 switch on the Poplarville campus, 2)Installed Extreme Networks model 3804 switch at the Woodall Center in Hattiesburg, 3)Purchased Extreme Networks model 3804 switch at the Hancock Center. Voice over IP telephone service has been installed for the Woodall Center in Hattiesburg. Four business lines have been installed to provide telephone and fax service to the Hancock Center. Wireless network access has been installed at the Woodall Advanced Technology Center. Packeteer internet traffic management devices have been installed at the Poplarville campus, Forrest County Center and the Woodall Advanced Technology Center. Nineteen aging 3Com switches where replace with Extreme Networks switches. Transferred the college backbone from ATM to Ethernet and added clear channel T-1s to provide increased capacity to the state community college network. Installed and configured new firewall equipment.

  Source of Documentation: Office of Information Technology

  > **Use of Assessment Results:** Replacing the ten year old 3Com switches has provided more bandwidth to handle the growing need for network resources. The installation of Packeteer devices at three locations has provided tools to better allocate network resources where and when they are needed the most. The new Sonicwall firewall device and software have provided enhancements to the college network in order to reduce SPAM, control viruses and improve network security.

- **Assessment Results 2005-2006:** Added encrypted wireless network capabilities for Lamar Hall and Shivers Gym. Additional wireless network access equipment is currently on order and will be installed in the following areas: Garvin Johnston Library, Crosby Hall, Forrest County Center Library, Seal Hall, New Women's Suites, New Men's Suites and the Science Building. This project is ongoing. Added frame relay switch to connect to the campus police department to the NCIC (National Criminal Information Center). Also connected campus police to the college telecommunications network.

  Source of Documentation: Office of Information Technology

Use of Assessment Results: 802.11g wireless internet service is providing greater network access for both students and faculty where limited wired services were previously offered. The addition of a National Criminal Information Center is allowing background checks of students in various allied health programs to be conducted with greater efficiency. Previously, these checks were be performed by the county sheriff's office. Having this service in-house will also allow for an increased number of background checks to be performed.

- **Fall 2006 Progress Report:** Due to the expansion of wireless Internet service, students are now able to connect wirelessly to the World Wide Web from every college campus or center. Over 400 students living in the new Men's and Women's Suites are now able to connect wirelessly to the Internet from the convenience of their room.

Internal Performance Indicator 6
Budget support for the expansion of the Quality Enhancement Plan (QEP) will continue each fiscal year at a minimum of 90 percent of the initial Quality Enhancement Plan budget amount.

- **Fall 2006 Progress Report:** The Quality Enhancement Plan (QEP) was implemented in FY2007 (the current year); therefore, this Indicator cannot be accurately measured until the FY2008 budget has been completed. Measurement of this Indicator should occur by June 2007.

Internal Performance Indicator 7
The Development Foundation will maintain or increase its annual fund contributions each year.

- **Assessment Results 2003-2004:** The total funds raised $704,182 represent an increase of 3% over the prior fiscal year. Out of this total the Annual Fund amount was $611,182, which exceeded the Annual Fund goal of $475,000 by 29%.

  Source of Documentation: The annual audit and minutes of the Development Foundation supports the assessment results.

  Use of Assessment Results:
  - Scholarships were funded for 216 students for a total of $178,000 exceeding the indicator of excellence expectation of a minimum of 100 by 100%.

  - The Teaching Enhancement Grants changed focus (upon the request of the College President) to fund faculty development (workshops, seminars, etc.) instead of equipment and supplies for the classrooms. The funds of $4,118.95 provided opportunities for professional development for 10 instructors, which met the minimum indicator of excellence that was set at 10.

  - The endowment fund increased by 10.17% ($2,109,221), which exceeded the indicator of excellence minimum of 2.5%.

  - $93,000 of the total funds raised was given toward the building of the Chapel on campus.

- **Assessment Results 2004-2005:** The total funds raised $738,766 represent an increase of 4.91% over the prior fiscal year. Out of this total the Annual Fund amount was $698,766, which exceeded the Annual Fund goal of $500,000 by 39.75%.

  Source of Documentation: The annual audit and minutes of the Development Foundation supports the assessment results.

  Use of Assessment Results:

- Scholarships were funded for 200 students for a total of $153,172.

- Faculty development funds were provided to afford the faculty professional opportunities through workshops and seminars, etc. The funds of $5,000 provided opportunities for professional development for 15 instructors, which exceeded the minimum indicator of excellence of 10 by 50%.

- The endowment fund increased by 14.03% ($2,405,280), which exceeded the indicator of excellence minimum of 2.5%.

- $40,000 of the total funds raised was given toward the building of the Chapel on campus.

- **Assessment Results 2005-2006:** The total funds raised were $684,143. Out of this total, the Annual Fund amount was $672,143 which exceeded the Annual Fund goal of $550,000 by 22.2%. $12,000 of the total was given toward the maintenance of the Chapel on campus.

   Source of Documentation: The annual audit and minutes of the Development Foundation supports the assessment results.

   Use of Assessment Results:

   - The endowment fund increased by 11.67% ($2,685,996), which exceeded the indicator of excellence minimum of 2.5%.

   - Scholarships were funded for 219 students with a dollar value of $116,128. This exceeded the indicator of excellence expectation of a minimum of 100 by 119%.

- **Fall 2006 Progress Report:** The Development foundation is on track to increase its annual fund contributions. The Foundations Fiscal year runs through June 2007. By this time the foundation will have conducted the winter and spring fundraising efforts that will help us achieve this performance goal.

Goal 6: To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.

Commitment Statement:

Pearl River Community College is committed to specific activities with the goal of improving communication.

Internal Performance Indicator 1

The campus community will be informed of activities through a weekly report and a computerized calendar.

- **Assessment Results 2002-2003:** The Friday Report is distributed weekly by the Dean of Students Office. Copies are made available to all faculty, staff, and students on the Poplarville and Forrest County campuses. Weekly activities, taken from the Friday Report, appear on the PRCC website (www.prcc.edu) under the subhead calendar. RiverTec is a quarterly newsletter that focuses primarily on the Forrest County Center. RiverTec is made available to all faculty, staff, and students and contains a calendar of upcoming events. Dixie Drawl is a newspaper published twice each semester and includes a calendar of events.

  Source of Documentation: Office of Dean of Student Affairs, Director of Public Relations, and Director of the Learning Resource Center

  Use of Assessment Results: Plans were made to expand the computerized calendar by adding a master calendar for the year on the school's website for 2003-04. The calendar of events for each month will be listed individually.

- **Assessment Results 2003-2004:**
  1. Friday report: Distributed by the office of Dean of Student Affairs. Copies are made available to all faculty, staff and students on Poplarville and Forrest County campuses.
  2. Weekly activities, taken from the Friday report, appear on the PRCC website, www.prcc.edu under the subhead calendar. Weekly events are also listed on the front page of the website in the scroll.
  3. RiverTec: A quarterly newsletter that focuses primarily on the Forrest County Center. Made available to all faculty, staff and students. Includes upcoming calendar of events
  4. Dixie Drawl newspaper: Published a minimum of twice each semester, includes upcoming calendar of events.

  Source of Documentation: Copies of the Friday report are on file in the office of Dean of Student Affairs. Copies of the RiverTec newsletter are available in the public relations department. Copies of the Dixie Drawl newspaper are available in the PRCC library and the public relations department.

  Use of Assessment Results: Plans are made to expand the computerized calendar by adding a master calendar for the year on the school's official website for 2004-05. Each month will be listed individually. Additions will be able to be made to the calendar as they are reported to the webmaster. Weekly activities, taken from the Friday report, will also appear on the PRCC website, under the subhead calendar. Future events will also be listed on the front page of the website in the scroll.

- **Assessment Results 2004-2005:**
  1. The Friday Report: Distributed by the Office of Student Services. Copies are made available to all faculty, staff and students on the Poplarville and Forrest County campuses, as well as the Hancock Center in Waveland.

2. Items on the Friday Report are also put on the PRCC website www.prcc.edu under the subhead calendar. Weekly events on campus are also listed on the front page of the website in the scroll.
3. Dixie Drawl newspaper: The school newspaper is published a minimum of twice each semester. It contains upcoming calendar of events. It is distributed to all faculty, staff and students, and made available in racks at all the major venues on the Poplarville and Hattiesburg campuses.

Source of Documentation: Copies of the Friday report are on file in the office of the Dean of Student Services. Copies of the Dixie Drawl newspaper are available in the PRCC library on the Poplarville campus and the Public Relations Department in Hancock Hall. Copies of the Dixie Drawl can also be found on the PRCC website under News-Calendar.

Use of Assessment Results: Plans are made to expand distribution of the master calendar for the year to all on-campus students. A 12-month calendar of all campus events (athletics, banquets, holidays, school breaks, etc.) will be included in the Cat Country Guide, which is a printed student handbook and is distributed to all students at the first of the school year in August. The Cat Country Guide is also distributed to all new students attending PRCC for the first time in the spring semester. Space in the calendar will be allotted for each day of the month so students can make additions of school, as well as personal, activities and events.

- **Assessment Results 2005-2006:**
  1. The Friday Report: Distributed by the Office of Student Services. Copies are made available to all faculty, staff and students on the Poplarville and Forrest County campuses, as well as the Hancock Center operations in Waveland.
  2. Items on the Friday Report are also put on the PRCS website www.prcc.edu under the subhead calendar. Weekly and monthly events are also listed on the front page of the website in the scroll.
  3. Dixie Drawl newspaper: The school newspaper is published a minimum of twice each semester. It contains upcoming calendar of events, weekly and monthly. It is distributed to all faculty, staff and students, and also made available to the general public in racks and carts in some business establishments throughout the PRCC district.

Source of Documentation: Copies of the Friday report are on file in the office of the Dean of Student Services. Copies of the Dixie Drawl newspaper are available in the PRCC library on the Poplarville campus and the Public Relations Department in Hancock Hall. Copies of the Dixie Drawl can also be found on 5the PRCC website under News-Calendar.

Use of Assessment Results: Plans are made to continue expanded distribution of the master calendar for the year to all on-campus students. A 12-month calendar of all campus events (athletics, banquets, school breaks, final exam schedules, etc.) is passed out to all students, along with the Cat Country Guide, which is a printed student handbook and is distributed to all students at the first of the school year in August. Space in the calendar will be allotted for each day of the month so students can make additions of school activities and events, as well as personal events.

- **Fall 2006 Progress Report:** This Indicator will be completed at the end of the fiscal year.

Internal Performance Indicator 2
Planning documents for the College will be made available to the community by means of an updated website and various other methods.

- **Assessment Results 2002-2003:** The Policy and Procedure Manual was made available to all PRCC personnel and community members by means of the PRCC web site. In addition, each administrator was given a copy of this manual. The new Mission Statement and Strategic Goals were made available to tall PRCC personnel and to the public by means of the PRCC web site and by use

of laminated signs placed in strategic locations on the Poplarville campus and at the Forrest County Center.

Source of Documentation: PRCC website and Office of Institutional Effectiveness and Guidance

> **Use of Assessment Results:** An Institutional Effectiveness website is being planned which will include documents relating to the Mission Statement, Strategic Goals, and Internal Performance Indicators. In addition, Mission Statement cards will be given to all PRCC personnel and will be made available to the public during the 2003 Fall Semester.

- **Assessment Results 2003-2004:** The Institutional Effectiveness website which includes documents relating to the Mission Statement, Strategic Goals, and Internal Performance Indicators has been established. Mission Statement cards were given to all PRCC personnel and were made available to the public during the 2003 Fall Semester. Updated Policy and Procedure Manuals were distributed to members of the Administrative Council.

  Source of Documentation: PRCC website and Office of Planning and Research

  > **Use of Assessment Results:** Additional documentation, including the Institutional Planning and Effectiveness document and the Strategic Plan and Internal Performance Indicators for Progress document will be added to the Planning and Research (IE) website during the 2004-2005 school year.

- **Assessment Results 2004-2005:** Additional planning and evaluation documents have been included on the PRCC Institutional Effectiveness website. Information regarding the Southern Association of Colleges and Schools reaffirmation process has also been included. Framed Mission Statements have been placed in strategic locations on campus.

  Source of Documentation: PRCC website and Office of Planning and Research

  > **Use of Assessment Results:** Plans are being made to distribute Mission Statement and Strategic Goals Cards to PRCC personnel and to make them available for community members.

- **Assessment Results 2005-2006:** Mission Statement and Strategic Goals cards were distributed to PRCC personnel during the 2005 Fall Semester and were available for community members in various campus offices. Additional planning documents have been added to the PRCC Office of Planning and Research website.

  Source of Documentation: PRCC website and Office of Planning and Research

  > **Use of Assessment Results:** Additional planning documents, including the PRCC Fact Book, will be added to the Office of Planning and Research website as they become available. The Policy and Procedure Manual will also be updated as needed.

- **Fall 2006 Progress Report:** Mission Statement and Goals are posted in strategic locations throughout the College. Documents produced by the Office of Planning and Research are located online at http://pr10.prcc.edu/~mlbyrd/ie/.

  Source of Documentation: PRCC website (http://pr10.prcc.edu/~mlbyrd/ie/) and Office of Planning and Research

  > **Use of Assessment Results:** Documents that are currently available online will continue to be updated as new documents become available.

Internal Performance Indicator 3

A general faculty meeting will be held at least once during each year.

- **Assessment Results 2003-2004:** Academic meetings were held in August 2003 and April 2004. Career and Technical meetings on the Poplarville campus were held on December 12, 2003, and January 5, 2004. Meetings on the Forrest County campus were held on August 13, 2003 and April 13, 2004.

  Source of Documentation: Office of Vice President for Instruction and the Office of the Director of Poplarville Career and Technical Education Programs.

  Use of Assessment Results: Faculty meetings are held to disseminate information regarding policies, procedures, QEP plans, etc. that are necessary for the effective functioning of the College.

- **Assessment Results 2004-2005:** The Career and Technical Division meetings on the Poplarville campus were held on August 17, 2004 and January 5, 2005. On both the Poplarville Campus and the Forrest County Center, meetings were held with groups of faculty members from across all departments. These small meetings were held in place of larger whole group sessions to allow for question and answer times about the Quality Enhancement Plan.

  Source of Documentation: The information is on file in the offices of the Vice President for Instruction and the Director of Poplarville Career and Technical Education Programs.

  Use of Assessment Results: Faculty meetings are held to disseminate information regarding policies, procedures, QEP plans, etc. that are necessary for the effective functioning of the College.

- **Assessment Results 2005-2006:** The Poplarville Career and Technical Department met on August 16, 2005. Faculty met on the Poplarville campus on October 18, 2005 to discuss the upcoming SACS visit.

  Source of Documentation: The information is on file in the offices of the Vice President for Instruction and the Director of Poplarville Career and Technical Education Programs.

  Use of Assessment Results: Faculty meetings are held to disseminate information regarding policies, procedures, QEP plans, etc. that are necessary for the effective functioning of the College.

- **Fall 2006 Progress Report:** This information will be compiled at the completion of 2006-2007.

Internal Performance Indicator 4

Departmental faculty meetings will be held at least twice during each semester.

- **Assessment Results 2003-2004:**
  Departmental meetings were held on the following dates:

Department of Humanities and Social Sciences	August 13, 2003	October 9, 2003	Jan. 8, 2004	March 25, 2004
Department of Science, Mathematics, and Business	August 2, 2003	October 13, 2003	Feb. 5, 2004	March 4, 2004

Department of Fine Arts and Communication	August 14, 2003	Dec. 10, 2003	Jan. 9, 2004	May 6, 2004
Department of Health, Physical Education, and Recreation	August 13, 2003	October 21, 2003	March 23, 2004	May 18, 2004
Department of Nursing Education	August 13, 2003	October 21, 2003	Jan. 8, 2003	May 6, 2004
Resource Services	August 13, 2003	October 16, 2003	Jan. 8, 2003	March 25, 2004
Business and Commerce	August 13, 2003	October 16, 2003	Jan. 8, 2003	March 25, 2004
Engineering Technology	August 13, 2003	October 16, 2003	Jan. 8, 2003	March 25, 2004
Occupational Training	August 13, 2003	October 16, 2003	Jan. 8, 2003	March 25, 2004

Departmental meetings on the Forrest County Center were held; however, the structure of the campus is identified as Programs rather than Departments.

Source of Documentation: Meeting information is the office of each department chair.

Use of Assessment Results: Academic meetings were used to discuss the new issues related to the departments, upcoming semesters scheduling, advising of students, and the yearly award ceremony. Career and Technical meetings were used to disseminate information concerning State equipment and pre-registration for spring semester.

- **Assessment Results 2004-2005:**
  Departmental meetings were held on the following dates:

Department of Humanities and Social Sciences	August 17, 2004	October 14, 2004	March 10, 2005	March 29, 2005
Department of Science, Mathematics, and Business	August 17, 2004	October 28, 2004	March 24, 2005	April 5, 2005
Department of Fine Arts and Communication	August 12, 2004	Dec. 9, 2004	May 9, 2005	February 15, 2005
Department of Health, Physical Education, and Recreation	August 17, 2004	October 26, 2004	February 3, 2005	May 17, 2005
Department of Nursing Education	August 25, 2004	Nov. 8 & 29, 2004	January 24, 2005	March 21, 2005
Business and Commerce	August 17, 2004	Nov. 1, 2004	January 6, 2005	April 4, 2005
Industrial Technology*	August 17, 2004	October 29, 2004	January 6, 2005	April 4, 2005
Occupational Training	August 13, 2003	October 16, 2003	January 6, 2005	April 4, 2005

*Changes in Technical Departmental titles are a result of changes in the State curriculum.

Departmental meetings on the Forrest County Center were held; however, the structure of the campus is identified as Programs rather than Departments.

Source of Documentation: Meeting information is the office of each department chair.

Use of Assessment Results: Academic meetings were used to discuss the new issues related to the departments, upcoming semesters scheduling, advising of students, and the yearly award ceremony. Career and Technical meetings were used to disseminate information concerning State equipment and pre-registration for spring semester.

- **Assessment Results 2005-2006:**

Departmental meetings were held on the following dates:

Department of Humanities and Social Sciences	August 15, 2005	October 10, 2005	Jan. 5, 2006	March 21, 2006
Department of Science, Mathematics, and Business	August 16, 2005	Nov. 8, 2005	March 24, 2006	April 4, 2006
Department of Fine Arts and Communication	August 16, 2005	Sept. 16, 2005	Jan. 6, 2006	May 9, 2006
Department of Health, Physical Education, and Recreation	August 16, 2005	Dec. 13, 2005	Jan. 9, 2006	May 8, 2006
Department of Nursing Education	August 15, 2005	August 22, 2005	Jan. 23, 2006	April 24, 2006
Business and Commerce	August 16, 2005	August 18, 2005	Jan. 4, 2006	April 6, 2006
Industrial Technology	August 16, 2005	August 18, 2005	Jan. 4, 2006	April 11, 2006
Occupational Training	August 16, 2005	August 18, 2005	Jan. 4, 2006	April 10, 2006

Source of Documentation: Meeting information is the office of each department chair.

Use of Assessment Results: Academic meetings were used to discuss the new issues related to the departments, upcoming semesters scheduling, advising of students, and the yearly award ceremony. Career and Technical meetings were used to disseminate information concerning State equipment and fall pre-registration which occurs during the spring semester.

- **Fall 2006 Progress Report:**

Departmental meetings were held on the following dates:

Department of Humanities and Social Sciences	August 17, 2006	Dec. 12, 2006		
Department of Science, Mathematics, and Business	August 16, 2006	Sept. 28, 2006		
Department of Fine Arts and Communication	August 16, 2006	Dec. 11, 2006		
Department of Health, Physical Education, and Recreation	August 16, 2006	Dec. 4, 2006		
Department of Nursing Education	Sept. 11, 2006	October 16, 2006		
Business and Commerce	Sept. 7, 2006	October 3, 2006		
Industrial Technology	August 18	October 5, 2006		
Occupational Training	October 3, 2006	Dec. 11, 2006		

Internal Performance Indicator 5

At least one support staff meeting will be held each year.

- **Assessment Results 2002-2003:** A "Quality Customer Service" workshop for all support staff was held in November.

    Source of Documentation: Office of Institutional Effectiveness and Guidance

    Use of Assessment Results: Positive evaluations indicated that the speaker was very effective in communicating a focus on providing quality services to all customers of the institutions. Additional sessions will be planned.

- **Assessment Results 2003-2004:** In October, a professional development workshop which emphasized the importance of good customer relations, was held for all support staff.

    Source of Documentation: Office of Planning and Research

    Use of Assessment Results: Evaluations were very positive, and plans are being made to continue these meetings on an annual basis with consideration being given to having the 2004-2005 meeting at the Forrest County Center.

- **Assessment Results 2004-2005:** A number of professional development sessions were provided for support staff during the 2004-2005 school year with 88% of the staff attending at least one of the sessions.

    Source of Documentation: Office of Planning and Research

    Use of Assessment Results: Additional sessions are being planned for the 2005-2006 school year with an emphasis on training in specialized areas.

- **Assessment Results 2005-2006:** A number of professional development sessions were provided for support staff during the 2005-2006 school year, including sessions on October 3, October 4, and October 7, 2005.

    Source of Documentation: Office of Planning and Research

    Use of Assessment Results: Sessions continue to be well attended. Input will be requested regarding topics for consideration for future programs.

- **Fall 2006 Progress Report:** A professional development session for support staff is scheduled for Spring 2007.

Internal Performance Indicator 6

The Alumni Association will hold annual meetings in each county in the Pearl River Community College district.

- **Assessment Results 2003-2004:** Alumni Chapter activities are now underway in all six counties of the PRCC district.

    Source of Documentation: Results are located in the minutes of the College of the Board of Trustees, Development Foundation, Alumni Association and quarterly editions of the alumni magazine, RiverSide.

Use of Assessment Results: The results provide opportunities for alumni to continue their involvement in the programs and activities of the College such as Homecoming including reunions, an alumni luncheon and a golf tournament. The alumni chapter activities increase the alumni's involvement through meetings, social events and scholarship fundraising efforts.

- **Assessment Results 2004-2005:** Alumni Chapter activities are now underway in all six counties of the PRCC district.

    Source of Documentation: Results are located in the minutes of the College of the Board of Trustees, Development Foundation, Alumni Association and quarterly editions of the alumni magazine, RiverSide.

    Use of Assessment Results: The results provide opportunities for alumni to continue their involvement in the programs and activities of the College such as Homecoming including reunions, an alumni luncheon and a golf tournament. The alumni chapter activities increase the alumni's involvement through meetings, social events and scholarship fundraising efforts. The number in attendance at the events in 2004-2005 was 1,700 and the funds raised were $23,100.

- **Assessment Results 2005-2006:** Alumni chapter activities expanded with more events such as golf tournaments and/or fish try socials as well as monthly meetings in some counties.

    Source of Documentation: Results are located in the minutes of the College of the Board of Trustees, Development Foundation, Alumni Association and quarterly editions of the alumni magazine, RiverSide.

    Use of Assessment Results: Efforts are now underway in all six counties of the PRCC district. During Fall 2005 and Spring 2006, the following scholarship monies were supplied by the counties:
    - Marion / Jeff Davis $1,620
    - Forrest / Lamar $6,480
    - Hancock $3,000

    Pearl River County alumni will begin scholarship donations in Fall 2006.

- **Fall 2006 Progress Report:** Each Alumni Chapter of the PRCC Alumni Association is now conducting Bi-Monthly meetings which indicates that this measurement will far surpass expectations.

Goal 7: To recruit and retain students from a diverse population.

Commitment Statement:
Pearl River Community College is committed to increasing the number and diversity of the student population and to helping students complete academic and career/technical programs through strong recruitment, retention, and transition programs.

Internal Performance Indicator 1
All high schools in the Pearl River Community College district will be represented in the student body.

- **Assessment Results 2002-2003:** Data indicates that all six counties in the district are represented. Data from each high school indicates that 22 out of 25 high schools in the district are represented.

  Source of Documentation: Office of the Dean of Student Affairs and Office of Institutional Research

  Use of Assessment Results: The high schools not represented will be identified and additional recruitment efforts will be directed at these institutions.

- **Assessment Results 2003-2004:** Data indicates that all six counties in the district are represented. Data from each high school indicates that 23 out of 25 high schools (92%) in the district are represented.

  Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

  Use of Assessment Results: The high schools not represented will be identified and additional recruitment efforts will be directed at these institutions. High schools that are not represented are two small private schools. Efforts are being made to disseminate information to juniors and seniors at these schools.

- **Assessment Results 2004-2005:** Data indicates that all six counties in the district are represented. Data from each high school indicates that 22 out of 25 high schools in the district are represented.

  Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

  Use of Assessment Results: An increased number of counselor and private visits will be initiated at the schools where student enrollment is listed as zero.

- **Assessment Results 2005-2006:** Data indicates that all six counties in the district are represented. Data from each high school indicates that 23 out of 25 high schools in the district are represented.

  Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

  Use of Assessment Results: There is some question regarding the high schools that are listed as unrepresented. These schools are Lamar Christian School and Presbyterian Christian School. According to verbal statements, students from these schools do attend Pearl River; however, the records do not reflect this. An analysis of the data error will ensue from the Office of the Dean of Student Services who oversees data entry in the Office of Admissions.

- **Fall 2006 Progress Report:** This Indicator cannot be measured until audit data is available for review.

Internal Performance Indicator 2
At least 80% of students who begin the semester will remain enrolled through the six-week period.

- **Assessment Results 2002-2003:** According to Pearl River Community College enrollment data, a total of 3,742 students were enrolled at the end of the designated late registration period. After the sixth week of scheduled classes, 3,389 students were enrolled. This is a 90.5% retention rate.

    Source of Documentation: Office of the Dean of Student Affairs and Office of Institutional Research

    Use of Assessment Results: Retention rate was higher than the established Internal Performance Indicator; therefore, procedures already in place will be maintained.

- **Assessment Results 2003-2004:** According to Pearl River Community College enrollment data, a total of 3925 students were enrolled at the end of the designated late registration period. After the sixth week of scheduled classes, 3,589 students were enrolled. This is a 91.4% retention rate.

    Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

    Use of Assessment Results: No action needed.

- **Assessment Results 2004-2005:** According to Pearl River Community College enrollment data, a total of 4,109 students were enrolled at the end of the designated late registration period. After the sixth week of scheduled classes, 3, 768 students were enrolled. This is a 91.7% retention rate.

    Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

    Use of Assessment Results: No action needed.

- **Assessment Results 2005-2006:** According to Pearl River Community College enrollment data, a total of 4,185 students were enrolled at the end of the designated late registration period. After the sixth week of scheduled classes, 3,556 students were enrolled. This is an 85.0% retention rate.

    Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

    Use of Assessment Results: While 85.0% is above the stated Indicator measurement of 80%, this number is lower than previous semesters. This is due to the circumstances surrounding Hurricane Katrina. The late registration number of 4,185 was the largest number of students to ever enroll at Pearl River Community College.

- **Fall 2006 Progress Report:** This Indicator cannot be measured until audit data is available for review.

Internal Performance Indicator 3
At least 80% of students enrolled through the six-week period will complete the semester.

- **Assessment Results 2003-2004:** During Fall 2003, 3,589 students were enrolled at the six week audit period. 3,507 students completed the semester. This is a retention rate of 98%. During Spring

2004, 3,380 students were enrolled at the six week audit period. 3,349 students completed the semester. This is a retention rate of 99%.

Source of Documentation: Office of the Dean of Student Affairs and Office of Institutional Research

    Use of Assessment Results: No action needed.

- **Assessment Results 2004-2005:** During Fall 2004, 3,768 students were enrolled at the six week audit period. 3,601 students completed the semester. This is a retention rate of 96%. During Spring 2005, 3,714 students were enrolled at the six week audit period. 3,549 students completed the semester. This is a retention rate of 96%.

   Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

    Use of Assessment Results: No action needed.

- **Assessment Results 2005-2006:** During Fall 2003, 3,556 students were enrolled at the six week audit period. 3,474 students completed the semester. This is a retention rate of 97.7%.

   Source of Documentation: Office of the Dean of Student Services and Office of Institutional Research

    Use of Assessment Results: No action needed.

- **Fall 2006 Progress Report:** This Indicator cannot be measured until audit data is available for review.

Internal Performance Indicator 4
Summer school enrollment will increase by 20% each summer.

- **Assessment Results 2002-2003:** Summer enrollment for 2002 was 1,315 students. Enrollment for summer 2003 was 1,373 students. This is an increase of 4%. Assessment results indicate that the Internal Performance Indicator of 20% was not achieved.*

   Source of Documentation: Office of the Dean of Student Affairs

    Use of Assessment Results: Recruitment activities are being developed and implemented that advertise summer semester classes.

- **Assessment Results 2003-2004:** Summer enrollment for 2003 was 1,373 students. Enrollment for summer 2004 was 1,478 students. This is an increase of 8 %. Assessment results indicate that the Internal Performance Indicator of 20% was not achieved.*

   Source of Documentation: Office of the Dean of Student Services

    Use of Assessment Results: On-going recruitment activities that advertise summer semester classes are continually being developed and implemented.

* The enrollment numbers for summer 2003 and summer 2004 have been changed to reflect audited figures. Audited numbers are consistent with other fall and spring numbers used throughout the Indicators.

- **Assessment Results 2004-2005:** Summer enrollment for 2004 was 1,478 students. Enrollment for summer 2005 was 1,473 students. This is a *decrease* of less than 1%. Assessment results indicate that the Internal Performance Indicator of 20% increase was not achieved.

   Source of Documentation: Office of the Dean of Student Services

   Use of Assessment Results: Information on early registration and summer classes will be mailed to all high school seniors in the district and to all individuals who have completed applications to attend Pearl River Community College. In addition, in early Spring information regarding summer classes is given to high school counselors in the district.

- **Assessment Results 2005-2006:** Summer enrollment for 2005 was 1,473 students. Enrollment for summer 2006 was 1,331 students. This is a *decrease* of 9.6%. Assessment results indicate that the Internal Performance Indicator of 20% increase was not achieved.

   Source of Documentation: Office of the Dean of Student Services

   Use of Assessment Results: Information on early registration and summer classes will be mailed to all high school seniors in the district and to all individuals who have completed applications to attend Pearl River Community College. In addition, in early Spring information regarding summer classes is given to high school counselors in the district.

- **Fall 2006 Progress Report:** This Indicator cannot be measured until Summer 2007 audit data is available for review.

Summer school enrollment will increase by 5% each summer. (It was recognized that an Indicator requiring a 20% increase each year in summer school enrollment was not feasible at this time; therefore, the Indicator has been revised to reflect a more achievable goal.)

Internal Performance Indicator 5
Recruitment strategies will demonstrate an effort to recruit students from a diverse population.

- **Assessment Results 2002-2003:** The following activities were implemented in an effort to recruit from a diverse population:
  - Scholar's Night: Aimed at the upper academic arena of High School Students
  - Spring Fest: Aimed at all high school seniors in all programs (career/technical and academic)
  - Local Wal-Marts and Unemployment agencies: Information has been placed at these locations to reach both traditional and non-traditional students.
  - Hancock County night class registration: Aimed at traditional and non-traditional students

   Source of Documentation: Office of the Director of Recruitment and Orientation

   Use of Assessment Results: Dissemination of information regarding Pearl River Community College is an on-going endeavor. The above-mentioned recruitment activities are being continued while other methods of attracting a diverse population of students are being explored (such as weekend and online classes).

- **Assessment Results 2003-2004:** The following activities were implemented in an effort to recruit from a diverse population:
  - Fill the Stadium Football Night: All high school seniors and parents in the PRCC district
  - Scholar's Night: Aimed at the upper academic arena of High School Students
  - Spring Fest: Aimed at all high school seniors in all programs (career/technical and academic)
  - Local Wal-Marts, area restaurants, and Unemployment agencies: Information has been placed at these locations to reach both traditional and non-traditional students.

- Hancock County night class registration: Aimed at traditional and non-traditional students

Source of Documentation: Office of the Director of Recruitment and Orientation

> **Use of Assessment Results:** Dissemination of information regarding Pearl River Community College is an on-going endeavor. The above-mentioned recruitment activities are being continued while other methods of attracting a diverse population of students are being explored (such as weekend and online classes).

- **Assessment Results 2004-2005:** The following activities were implemented in an effort to recruit from a diverse population:
  - Fill the Stadium Football Night: All high school seniors and parents in the PRCC district
  - Scholar's Night: Aimed at the upper academic arena of High School Students
  - Spring Fest: Aimed at all high school seniors in all programs (career/technical and academic)
  - Local Wal-Marts, area restaurants, and Unemployment agencies: Information has been placed at these locations to reach both traditional and non-traditional students.
  - Hancock County night class registration: Aimed at traditional and non-traditional students

Source of Documentation: Office of the Director of Recruitment and Orientation

> **Use of Assessment Results:** Dissemination of information regarding Pearl River Community College is an on-going endeavor. The above-mentioned recruitment activities are being continued while other methods of attracting a diverse population of students are being explored (such as weekend and online classes). An orientation session for the Hancock County Center has been planned for Fall 2005. The Recruiter, the Assistant Recruiter, and the Director of Recruitment and Orientation will deliver new recruitment packets to high schools in the district and to the WIN Job Center.

- **Assessment Results 2005-2006:** The following activities were implemented in an effort to recruit from a diverse population:
  - Fill the Stadium Football Night: All high school juniors and seniors in the PRCC district
  - Scholars Night: Aimed at upper academic arena of High School Students
  - Spring Fest: Aimed at all high school seniors in all programs (career/ technical and academic)
  - Local Wal-Marts, area restaurants, and Unemployment agencies: Information has been placed at these locations to reach both traditional and non-traditional students
  - Hancock County registration and orientation: Aimed at traditional and non-traditional students in Hancock County
  - April Early Orientation: Limited to 100 students with an ACT score of an 18 or higher, in the PRCC district
  - Space Day: Students in grades 8th-12th were invited, in addition to the general public
  - Geer Up Mississippi: Area high school students in the 8th, 9th and 10th grade

Source of Documentation: Office of the Director of Recruitment and Orientation

> **Use of Assessment Results:** Dissemination of information regarding Pearl River Community College is an on-going endeavor. The above-mentioned recruitment activities are being continued while other methods of attracting a diverse population of students are being explored. The level of success experienced during April Early Orientation has lead to the implementation of new procedures for Summer Orientation. The Recruiter, the Assistant Recruiter, and the Director of Recruitment and Orientation will deliver new recruitment packets to high schools in the district, as well as continue to inform the community as to the many diverse educational opportunities available at Pearl River Community College. Both College and Career fairs will be attended by college representatives, so as to make information available to the largest and most diverse group of potential students.

- **Fall 2006 Progress Report:** Recruitment presentations have been made to various GED classes in our six-county district. The recruiter has also attended numerous College/ Career fairs which seek to provide information for both traditional and non-traditional students.

Internal Performance Indicator 6

Eighty percent (80%) of career and technical education students who are eligible for graduation will successfully complete their respective programs according to the State measurement definition.

- **Assessment Results 2001-2002:** Ninety-five and five tenths percent (95.5%) of the students completed their respective programs.

  Source of Documentation: Offices of Poplarville Career and Technical Education Programs, Forrest County Career and Technical Education Programs, and Career and Technical Counselors.

    Use of Assessment Results: Attainment of 95.5% exceeds the State's completion requirement. No written plan of improvement is required.

- **Assessment Results 2002-2003:** Ninety-four percent of the students who were eligible for graduation on the Poplarville campus and at the Forrest County center completed their respective programs. However, the State reporting program was changed in 2001-2002. The results of the pilot program for reporting were not used because of incomplete data and computer glitches. Some reporting errors occurred as late as 2002-2003 due to misinterpretations of State guidelines and unclear definitions of terms such as majors, participants, concentrators, and completers. The results submitted herein reflect the correct enrollment figures for 2002-2003, and those figures include the actual majors in programs. The State reporting program differs and permits duplication that appears inflationary for the purposes of reporting for the SACS evaluation.

  Source of Documentation: Offices of Career and Technical Education on Poparville campus, at the Forrest County center, and Career and Technical Counselors.

    Use of Assessment Results: Plans of improvement were submitted and accepted by the State. Reporting errors were taken into consideration but not corrected by the State. The plans of improvement ensure that the State's definition of terms is understood by those submitting reports and that future reports are submitted using the clarified definitions.

- **Assessment Results 2003-2004:** Ninety-three percent (93%) of the students who were eligible for graduation on the Poplarville campus and at the Forrest County center completed their respective programs.

  Source of Documentation: Offices of Career and Technical Education on the Poplarville campus, the Forrest County center, and Career and Technical Counselors.

    Use of Assessment Results: Ninety-three percent (93%) completion exceeds the State's original and new standards for completion. Clarification of guidelines and terms should eliminate the necessity for plans of improvement in the future on the completion standard.

- **Assessment Results 2004-2005:** Ninety-seven (97%) of the career and technical students who were eligible for graduation completed their respective programs. The results submitted herein reflect the correct unduplicated enrollment for actual majors in programs. The State reporting program permits duplication counts where students are enrolled in classes differing from their major; therefore, enrollment can appear inflated.

Source of Documentation: Offices of Career and Technical Education on the Poplarville campus, Forrest County Center, and Career Technical Counselors.

> **Use of Assessment Results:** The completion rate of 97% exceeds the State requirement. No plan of improvement is required.

- **Assessment Results 2005-2006:** Ninety four percent of those students who were eligible for graduation completed their respective programs.

  Source of Documentation: Dr. Ann Moore and Dr. Joe Wesley, Counselors, and Instructors

  > **Use of Assessment Results:** The graduation rate of 94 percent (94%) exceeds the state requirement. No plan of improvement is required.

- **Fall 2006 Progress Report:** This information will not be available until October 2007.

Internal Performance Indicator 7

Career and technical education programs will demonstrate a retention rate of 86% according to the State measurement definition.

- **Assessment Results 2001-2002:** A retention rate of 89.5% was achieved.

  Source of Documentation: Offices of Poplarville Career and Technical Education Programs, Forrest County Career and Technical Education Programs, and Career and Technical Counselors.

  > **Use of Assessment Results:** A retention rate of 89.5% exceeds the State's 86% retention requirement. No written plan of improvement is required.

- **Assessment Results 2002-2003:** Eighty-nine percent (89%) of the students enrolled in career and technical programs on the Poplarville campus and at the Forrest County center passed a level of instruction according to the State measurement definition of retention.

  Source of Documentation: Offices of the Career and Technical Programs on the Poplarville campus, at the Forrest County center, and Career and Technical Counselors.

  > **Use of Assessment Results:** Eighty-nine percent (89%) retention exceeds the State requirement. No plans of improvement are required on the retention standard.

- **Assessment Results 2003-2004:** Ninety percent (90) of the students enrolled in career and technical programs on the Poplarville campus and at the Forrest County center passed a level of instruction according to the State measurement definition of retention.

  Source of Documentation: Offices of the Career and Technical Programs on the Poplarville campus, at the Forrest County center, and Career and Technical Counselors.

  > **Use of Assessment Results:** Ninety percent (90%) retention exceeds the State requirement. No plans of improvement are required on the retention standard.

- **Assessment Results 2004-2005:** Ninety percent (90%) of the students enrolled in career technical education passed a level of instruction (State definition for retention). No plans of improvement are required.

  Source of Documentation: Offices of the Career and Technical Education Programs on the Poplarville campus, the Forrest County Center, and Career and Technical Counselors.

Use of Assessment Results: The retention rate of 90% exceeds the State requirement of 86%. No plan of improvement is required.

- **Assessment Results 2005-2006:** Career and Technical Programs maintained a retention rate of 87 percent.

  Source of Documentation: Dr. Ann Moore and Dr. Joe Wesley, Counselors, and Instructors

  Use of Assessment Results: The State standard for retention was met. No plan of improvement plan is required.

- **Fall 2006 Progress Report:** This information will not be available until October 2007.

Internal Performance Indicator 8

At least 80% of those students who have earned less than sixteen semester hours of credit and are enrolled in at least twelve hours of academic course work after six weeks of any fall semester will be enrolled at the end of registration for the next fall semester.

- **Assessment Results 2004-2005:** A total of 61.34% of the students named in the Indicator above were retained from six week audit period of Fall 2003 through the late registration of Fall 2004.

  Source of Documentation: The Office of Institutional Research

  Use of Assessment Results: Pearl River Community College recognizes that intellectual development is necessary for an individual to obtain gainful employment; however, the need to devote concentrated effort to the development of the whole individual is also recognized. In an effort to improve the retention of first time freshmen, Pearl River Community College has hired a full-time student activities director who will plan activities designed to appeal to the student as a whole. Additional personnel will be designated for intramural programs.

- **Assessment Results 2005-2006:** A total of 58.6% of the students named in Goal seven Indicator eight were retained from six week audit period of Fall 2004 through the late registration of Fall 2005.

  Source of Documentation: The Office of Institutional Research

  Use of Assessment Results: In an effort to provide a more cohesive college experience for students, new residence halls have been established. Discussion regarding the issue of retention revealed how closely the concept of retention is tied to the action of advisement. To this end, an effort is underway to better inform students of advisement proceedings. Efforts include appropriate publicity concerning advisement and web page links to a variety of information regarding advisement including catalogs of four-year universities and colleges.

- **Fall 2006 Progress Report:** This Indicator has not been measured at this time due to discussion regarding "the end of registration." Since registration occurs throughout the semester for certain classes, it is difficult to obtain a number that reflects all students.

Internal Performance Indicator 9

The Hancock Center will increase total credit hours by at least 20% by Fall 2007.

- **Assessment Results 2005-2006:** Due to the situation that evolved following Hurricane Katrina's devastation at the Hancock Center, classes were disrupted and later reconvened at the Hancock

County airport. The measurement of this Indicator will likely be reworded to a date later than Fall 2007.

Source of Documentation:

    Use of Assessment Results:

- **Fall 2006 Progress Report:** Pre-Katrina, 21 classes were offered at the Hancock Center. Post-Katrina numbers reflect 14 classes which were offered. In Fall 2006, 25 classes were offered to students at the Hancock Center. Since this Indicator asks for total credit hours, these classes will be translated into total credit hours before the final publication of the 2006-2007 Indicators.

    Source of Documentation: Lead Instructor of Hancock Center

Goal 8: To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and technical skills training.

Commitment Statement:
The Pearl River Community College Workforce Development Center is committed to enabling businesses, industries, educational and public service organizations, and individuals in need of employability skills improvement to achieve their personal and organizational job performance goals.

Internal Performance Indicator 1
At least 60 training projects will be developed and delivered to businesses, industries, educational and public service entities.

- **Assessment Results 2001-2002:** Ninety-five projects were developed and delivered.

  Source of Documentation: Information is on file in the Workforce Development Office.

  Use of Assessment Results: Results were used to evaluate organizational effectiveness and forecast project activity for Fiscal Year 2003.

- **Assessment Results 2002-2003:** Sixty-six projects were developed and delivered.

  Source of Documentation: Information is on file in the Workforce Development Office.

  Use of Assessment Results: Results were used to evaluate organizational effectiveness and forecast project activity for Fiscal Year 2004.

- **Assessment Results 2003-2004:** As of June 30, 2004, the Workforce Development Center delivered 67 training projects to businesses, industries, educational and public service entities in the Pearl River Community College District.

  Source of Documentation: Documentation to confirm this data exists in the form of Project Applications approved by the State Board for Community and Junior Colleges and a listing of approved training projects published via computer program by the Board.

  Use of Assessment Results: Results were used to evaluate organizational effectiveness and forecast project activity for Fiscal Year 2005. It was concluded on the basis of assessment results that the Workforce Development Center's organization was sound and effective and project activity forecast for FY 2005 should remain at the current level of approximately 60 projects.

- **Assessment Results 2004-2005:** Sixty-five projects were developed and delivered.

  Source of Documentation: Documentation to confirm this data exists in the form of Project Applications approved by the State Board for Community and Junior Colleges and a listing of approved training projects published via computer program by the Board.

  Use of Assessment Results: Results were used to evaluate organizational effectiveness and forecast project activity for Fiscal Year 2006. It was concluded on the basis of assessment results that the Workforce Development Center's organization was sound and effective and project activity forecast for FY 2006 should remain at the current level of approximately 60 projects.

- **Assessment Results 2005-2006:** As a result of hurricane Katrina, approximately one quarter of the fiscal year for training was lost. In spite of this catastrophe, PRCC's Workforce Education Center developed and delivered forty-six projects.

  Source of Documentation: Documentation to confirm this data exists in the State Board for Community and Junior Colleges' GCR System.

    Use of Assessment Results: Results were used to evaluate organizational effectiveness and forecast project activity for Fiscal Year 2007. It was concluded on the basis of assessment results that the Workforce Education Center's organization was sound and effective and project activity forecast for FY 2007 should remain at the current level of approximately 60 projects.

- **Fall 2006 Progress Report:** As of November 28, 2006 35 SBCJC projects have been submitted along with the approximately 12 externally/grant funded programs, the total is near 40. However, to streamline paperwork many projects that were once included in several smaller ones are now being consolidated.

  Source of Documentation: SBCJC GCR and PRCC Grant funded programs

    Use of Assessment Results: The measurements used in prior fiscal years are being reexamined for validity and to meet the new criteria of meeting SBCJC goals.

Internal Performance Indicator 2
Each of Pearl River Community College's six counties will be served by at least one Adult Education Center.

- **Assessment Results 2002-2003:** Each of the six counties in the district was served.

  Source of Documentation: Information is on file in the Workforce Development Office.

    Use of Assessment Results: Results used to evaluate organizational effectiveness and forecast needs for additional Adult Education Centers for Fiscal Year 2004.

- **Assessment Results 2003-2004:** Each of Pearl River Community College's six supported counties has convenient access to an Adult Education site. Two of those facilities, at Picayune and Columbia, are located in mobile training labs provided by the College. The remaining six Adult Education facilities are co-located with schools or vocational-technical centers.

  Source of Documentation: Documentation confirming the existence of the aforementioned Adult Education facilities may by obtained by on-site visits and observation of training, by consulting the written Adult Education Grant or by inquiring of the County Boards of Supervisors.

    Use of Assessment Results: Results used to evaluate organizational effectiveness and forecast needs for additional Adult Education Centers for Fiscal Year 2005. It was concluded on the basis of assessment results that the Adult Education Program is sound and effectively serving the needs of the PRCC District and that no additional Adult Education sites are needed.

- **Assessment Results 2004-2005:** Pearl River Community College provided comprehensive Adult Education services to each of the six counties in the PRCC district.

  Source of Documentation: Documentation provided on end-of-year reports generated by AEM's software used to track Adult Education data.

Use of Assessment Results: Results used to evaluate program effectiveness and determine needs for 2006. Assessment results showed that the Adult Education program is effectively service the PRCC district.

- **Assessment Results 2005-2006:** All counties were served with the exception of Jeff Davis, as the enrollment numbers prohibited the continuation of the program.

  Source of Documentation: Documentation provided on end-of-year reports generated by AEM's software used to track Adult Education data.

  Use of Assessment Results: Results used to evaluate program effectiveness and determine needs for 2006. Assessment results showed that the Adult Education program is effectively service the PRCC district.

- **Fall 2006 Progress Report:** As of November 28, 2006 all counties are being served with except Jeff Davis.

  Source of Documentation: ABE Director

  Use of Assessment Results: Programs at all locations are under constant analysis for improvement. The ABE Director and Workforce Directors are setting a strategy to try and broaden the scope of the ABE Program to encapsulate a career pathways component. In this format the GED will be a milestone a career development path.

Internal Performance Indicator 3
At least 8000 persons will be trained in the Workforce Development Center's training projects with businesses, industries, educational and public service customers annually.

- **Assessment Results 2001-2002:** The total number of individuals receiving training was 8,306.

  Source of Documentation: Information is on file in the Workforce Development Office.

  Use of Assessment Results: Results used to evaluate organizational effectiveness and forecast requirements for training activities and associated courses for Fiscal Year 2003.

- **Assessment Results 2002-2003:** The total number of individuals receiving training was 10,901.

  Source of Documentation: Information is on file in the Workforce Development Office.

  Use of Assessment Results: Results used to evaluate organizational effectiveness and forecast requirements for training activities and associated courses for Fiscal Year 2004.

- **Assessment Results 2003-2004:** Non-duplicated count of persons trained in Fiscal Year 2004 is 8,362. Duplicated count is 38,633.

  Source of Documentation: Documentation confirming numbers of persons trained is contained in the end-of-year Close-Out reports completed by Project Managers and also by referring to the State Board for Community and Junior Colleges on-line Legislative Accountability Report system.

  Use of Assessment Results: Results used to evaluate organizational effectiveness and forecast requirements for training activities and associated courses for Fiscal Year 2005. It was concluded on the basis of assessment results that the Workforce Development Center is offering adequate training across the broad spectrum of training activities applicable to the businesses, industries, educational and public service entities in the PRCC District. Further, results indicate

that the Workforce Development Center staff is reaching the trainee population most in need of training.

- **Assessment Results 2004-2005:** The total number of individuals receiving training was 7484.

   Source of Documentation: Documentation confirming calculations related to numbers of persons trained is contained in the end-of-year Close-Out reports completed by Project Managers and also in the State Board for Community and Junior Colleges on-line Legislative Accountability Report system.

   Use of Assessment Results: Results are used to evaluate organizational effectiveness and to forecast training requirements for Fiscal Year 2006. It was concluded on the basis of assessment results that the Workforce Education Center is offering adequate support for training across the broad spectrum of training activities applicable to the businesses, industries, educational and public service entities in the PRCC district. Further, assessment results indicate that the Workforce Education Center is reaching the trainee population most in need of training.

- **Assessment Results 2005-2006:** Non-duplicated count of persons trained in Fiscal Year 2006 is 6,808; duplicated is 17,761. The slight decrease in number of persons trained this fiscal year is due to the effects of Hurricane Katrina.

   Source of Documentation: Documentation confirming calculations related to numbers of persons trained can be found on the GCR and on file at the Woodall Center.

   Use of Assessment Results: Results are used to evaluate organizational effectiveness and to forecast training requirements for Fiscal Year 2007. It was concluded on the basis of assessment results that the Workforce Education Center is offering adequate support for training across the broad spectrum of training activities applicable to the businesses, industries, educational and public service entities in the PRCC district. Further, assessment results indicate that the Workforce Education Center is reaching the trainee population most in need of training.

- **Fall 2006 Progress Report:** This data is currently unavailable as it is tabulated upon project and grant close outs. However, most programs are on track based on current estimates.

   Source of Documentation: Workforce Director.

Internal Performance Indicator 4

One hundred percent of the Workforce Development Center's customers responding to the Legislative Accountability Report will indicate that their training objectives were met and they will continue to use the Center.

- **Assessment Results 2001-2002:** Ninety-nine percent (99%) indicated that training objectives were met.

   Source of Documentation: Information is on file in the Workforce Development Office.

   Use of Assessment Results: Results used to determine level of customer satisfaction and areas of workforce training that require performance improvement.

- **Assessment Results 2002-2003:** Ninety-nine percent (99%) indicated that training objectives were met.

   Source of Documentation: Information is on file in the Workforce Development Office.

Use of Assessment Results: Results used to determine level of customer satisfaction and areas of workforce training that require performance improvement.

- **Assessment Results 2003-2004:** Owing to a change in the system for completing and forwarding Legislative Accountability Reports to the SBCJC for FY 04, (from paper to electronic) this information is not currently available. Anticipate that the SBCJC will release this figure to PRCC at a future time.

  Source of Documentation: Documentation to confirm the accomplishment of this Internal Performance Indicator is available in the SBCJC LAR reporting system.

  Use of Assessment Results: Results used to determine level of customer satisfaction and areas of workforce training that require performance improvement. When, and if, the SBCJC releases information regarding the results of the LARs submitted by the PRCC Workforce Development Center's customers, actions will be taken should any of the LARs reveal customers who state that their training objectives were not met.

- **Assessment Results 2004-2005:** Out of 64 Projects, the results are as follows:

  - 59 Projects reported they would use Pearl River Community College's Workforce Education again
  - 2 Projects didn't complete the LAR
  - 3 Projects reported they would not use us again. (1 company is shut down and the other didn't use the funds)

  Source of Documentation: State Board for Community and Junior Colleges

  Use of Assessment Results:

- **Assessment Results 2005-2006:** LAR data have been tabulated, however, 100% was not attained. The LAR process is being evaluated due to low customer response.

  Source of Documentation: State Board for Community and Junior Colleges

  Use of Assessment Results: The SBCJC is creating an improved LAR system, the Workforce Center Director's Association is working with the SBCJC to create a better measurement tool.

- **Fall 2006 Progress Report:** Not available at this time.

Internal Performance Indicator 5

The Advanced Technology Center's facility will be occupied by the Workforce Development Center and commence training operations in Fiscal Year 2005.

- **Assessment Results 2002-2003:** Facility is under construction and on target for opening when scheduled.

  Source of Documentation: Information is on file in the Workforce Development Office.

  Use of Assessment Results: Results used to forecast probable date of Advanced Technology Center facility completion and operational readiness.

- **Assessment Results 2003-2004:** Construction continued on the Lowery A Woodall Center throughout Fiscal Year 2004 and is scheduled for completion by mid-August 2004. Relocation of the Workforce Development Center's offices to the Woodall Center will occur during the August-September 2004 time frame. Training in the Center will begin prior to January 1, 2005.

Source of Documentation: Verification of this Internal Performance Indicator may be made by on-site observation.

> **Use of Assessment Results:** Results used to forecast probable date of Advanced Technology Center facility completion and operational readiness. It was concluded on the basis of assessment results that the Workforce Development Center may plan on occupying the Woodall Center in August-September 2004. Further, equipment for training should be delivered and installed so that the Center may reach full-up training capability by mid-January 2005.

[Since the Advanced Technology Center is now occupied, the original Internal Performance Indicator 5 was met. The Indicator was reworded (below) to specify activities that are planned for the facility.]

Internal Performance Indicator 5

The Advanced Technology Center's facility will commence training operations in all of the following areas:
- Industrial Maintenance
- Spatial Technologies
- Computer Assisted Design
- Computer Applications Training
- CISCO Networking

- **Assessment Results 2004-2005:** The Lowery A. Woodall Advanced Technology Center was occupied by the Workforce Development Center staff on September 1, 2004. Use of the facility for training purposes began the following day. Assessment and evaluation of advanced technology training programs indicates the desirability of increasing trainee participation by a factor of 25-50% in Spatial Technologies, Computer Network, Industrial Maintenance, Programmable Logic Controls and Computer Assisted Design training programs in Fiscal Year 2006.

  Source of Documentation: Verification of this Internal Performance Indicator may be made by on-site observation that the Woodall Center is occupied and training activities underway. Records verifying the conduct of advanced technology training programs and trainee enrollments may be made by examining the training project file for each program.

  > **Use of Assessment Results:** Results used to measure organizational effectiveness by determining the extent to which The Woodall Advanced Technology Center is accomplishing its intended mission to offer advanced technology training to businesses, industries, educational and public service organizations in the PRCC district.

- **Assessment Results 2005-2006:** Industrial Maintenance, Spatial Technologies, Computer Assisted Design, Computer Applications Training, and CISCO Networking programs were conducted at the Woodall Center along with EMT, First Aid/CPR, Real Estate, Disaster Response and many other programs. The center has also been used extensively for business meetings, seminars and private industry training engagements.

  Source of Documentation: SBCJC Project Database and the center's schedule of events database.

  > **Use of Assessment Results:** The center desires to grow the training programs in the list above as well as becoming a choice site for companies' in the region to have meetings, seminars and conferences.

- **Fall 2006 Progress Report:** The Woodall ATC continues to host a growing number of events. The facility usage has increases substantially as gross revenues are much higher. A full detailed analysis will be repaired for year end. The GIS program is underway at Stennis Space Center as a full time Program Manager is now housed at the Center of Higher Learning on site. A MTA/MEP grant has been issued to Workforce Ed to focus on manufacturers affected by Hurricane Katrina. Industrial

Technology classes are being conducted with these funds as a compliment to the existing SBCJC workforce funds.

Source of Documentation: Workforce Director

INTERNAL PERFORMANCE INDICATOR RESPONSIBILITY CHART

Internal Performance Indicator Responsibility Chart

Goal	Indicator	Persons Responsible for Indicators		
1 Dr. John A. Grant, Jr. Vice President for Instruction	1	Dr. John A. Grant, Jr. Vice President for Instruction	Dr. Cecil Burt Dean of Forrest County Center	Mr. Don Welsh Director of Poplarville Career and Technical Education Programs
	2	Dr. John A. Grant, Jr. Vice President for Instruction	Dr. Cecil Burt Dean of Forrest County Center	Mr. Don Welsh Director of Poplarville Career and Technical Education Programs
	3	Dr. John A. Grant, Jr. Vice President for Instruction	Dr. Cecil Burt Dean of Forrest County Center	Mr. Don Welsh Director of Poplarville Career and Technical Education Programs
	4	Dr. Ann Moore Placement Director/Career and Technical Counselor	Dr. Joe Wesley Career and Technical Counselor	
	5	Dr. Ann Moore Placement Director/Career and Technical Counselor	Dr. Joe Wesley Career and Technical Counselor	
	6	Dr. John A. Grant, Jr. Vice President for Instruction	Dr. Cecil Burt Dean of Forrest County Center	Mr. Don Welsh Director of Poplarville Career and Technical Education Programs
	7	Dr. John A. Grant, Jr. Vice President for Instruction		
	8	Ms. Jennifer Seal QEP Director	Dr. Martha Lou Byrd Smith Institutional Research Specialist	
	9	Dr. John A. Grant, Jr. Vice President for Instruction	Dr. Cecil Burt Dean of Forrest County Center	Mr. Don Welsh Director of Poplarville Career and Technical Education Programs

Goal	Indicator	Persons Responsible for Indicators	
2 Dr. Adam Breerwood Dean of Student Services	1	Dr. Martha Lou Byrd Smith Institutional Research Specialist	Dr. Adam Breerwood Dean of Student Services
	2	Ms. Jeanne Dyar Director of College Libraries	
	3	Dr. Martha Lou Byrd Smith Institutional Research Specialist	Dr. Adam Breerwood Dean of Student Services
	4	Dr. Martha Lou Byrd Smith Institutional Research Specialist	Dr. Adam Breerwood Dean of Student Services
	5	Ms. Jeanne Dyar Director of College Libraries	
	6	Dr. John A. Grant, Jr. Vice President for Instruction	Dr. Cecil Burt Dean of Forrest County Center
			Mr. Don Welsh Director of Poplarville Career and Technical Education Programs

Goal	Indicator	Persons Responsible for Indicators
3 Dr. John A. Grant, Jr. Vice President for Instruction	1	Ms. Janice Poole Director of Extended Education
	2	Dr. Martha Lou Byrd Smith Institutional Research Specialist
	3	Ms. Jennifer Seal QEP Director
	4	Ms. Janice Poole Director of Extended Education
	5	Dr. John A. Grant, Jr. Vice President for Instruction	Dr. Cecil Burt Dean of Forrest County Center	Mr. Don Welsh Director of Poplarville Career and Technical Education Programs

Goal	Indicator	Persons Responsible for Indicators	
4 Ms. Brenda Wells Chair Professional Development Committee	1	Mr. Roger Knight Dean of Business Services	
	2	Dr. John A. Grant, Jr. Vice President for Instruction	
	3	Dr. John A. Grant, Jr. Vice President for Instruction	Dr. Cecil Burt Dean of Forrest County Center	Mr. Don Welsh Director of Poplarville Career and Technical Education Programs
	4	Dr. Becky Askew Chief Planning Officer	
	5	Dr. John A. Grant, Jr. Vice President for Instruction	Dr. Cecil Burt Dean of Forrest County Center	Mr. Don Welsh Director of Poplarville Career and Technical Education Programs
	6	Dr. Becky Askew Chief Planning Officer	
	7	Mr. Roger Knight Dean of Business Services	

Goal	Indicator	Persons Responsible for Indicators	
5 Dr. William Lewis President	1	Mr. Steve Howard Chief Technology Officer	
	2	Mr. Roger Knight Dean of Business Services	
	3	Dr. Martha Lou Byrd Smith Institutional Research Specialist	
	4	Dr. William Lewis President	
	5	Mr. Steve Howard Chief Technology Officer	
	6	Ms. Jennifer Seal QEP Director	Mr. Steve Howard Chief Technology Officer
	7	Mr. Ernie Lovell Director, Development Foundation/Alumni Affairs	Mr. Roger Knight Dean of Business Services

Goal	Indicator	Persons Responsible for Indicators	
6 Dr. William Lewis President	1	Mr. Chuck Abadie Director of Public Relations	
	2	Dr. Becky Askew Chief Planning Officer	
	3	Dr. John A. Grant, Jr. Vice President for Instruction	Dr. Cecil Burt Dean of Forrest County Center	Mr. Don Welsh Director of Poplarville Career and Technical Education Programs
	4	Dr. John A. Grant, Jr. Vice President for Instruction	Dr. Cecil Burt Dean of Forrest County Center	Mr. Don Welsh Director of Poplarville Career and Technical Education Programs
	5	Dr. Becky Askew Chief Planning Officer	
	6	Ms. Ernie Lovell Director, Development Foundation/Alumni Affairs	

Goal	Indicator	Persons Responsible for Indicators	
7 Dr. Adam Breerwood Dean of Student Services	1	Dr. Barbara Gandy Director of Recruitment and Orientation	
	2	Dr. Adam Breerwood Dean of Student Services	
	3	Dr. Adam Breerwood Dean of Student Services	
	4	Dr. Adam Breerwood Dean of Student Services	
	5	Dr. Barbara Gandy Director of Recruitment and Orientation	
	6	Dr. Ann Moore Placement Director/Career and Technical Counselor	Dr. Joe Wesley Career and Technical Counselor
	7	Dr. Ann Moore Placement Director/Career and Technical Counselor	Dr. Joe Wesley Career and Technical Counselor
	8	Dr. Martha Lou Byrd Smith Institutional Research Specialist	
	9	Ms. Maggie Smith Director of Hancock Center	

Goal	Indicator	Persons Responsible for Indicators
8 Mr. Scott Alsobrooks Director of Workforce Development Center	1	Mr. Scott Alsobrooks Director of Workforce Development Center
	2	Mr. Scott Alsobrooks Director of Workforce Development Center
	3	Mr. Scott Alsobrooks Director of Workforce Development Center
	4	Mr. Scott Alsobrooks Director of Workforce Development Center
	5	Mr. Scott Alsobrooks Director of Workforce Development Center