# STRATEGIC PLAN
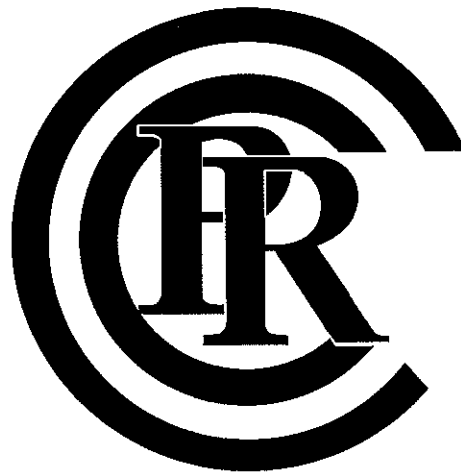## and
# INTERNAL PERFORMANCE INDICATORS

# FINAL REPORT
## 2007 - 2008

# PEARL RIVER
# COMMUNITY COLLEGE

# POPLARVILLE - HATTIESBURG
# MISSISSIPPI

# STRATEGIC PLAN
## and
# INTERNAL PERFORMANCE INDICATORS


# FINAL REPORT


# 2007 - 2008


# PEARL RIVER
# COMMUNITY COLLEGE

# STRATEGIC PLAN
## and
# INTERNAL PERFORMANCE INDICATORS

# FINAL REPORT

# 2007 -2008

# TABLE OF CONTENTS

# PRESIDENT'S LETTER

# PEARL RIVER COMMUNITY COLLEGE

TO: PRCC Board of Trustees
PRCC Faculty, Staff, and Administrators

FROM: William Lewis
President

DATE: September 2008

RE: Strategic Plan and Internal Performance Indicators

As Pearl River Community College enters its Centennial Year of service to those living within its six county district, great strides continue to be made in achieving the Mission of the College which is to provide quality educational programs and services to all who seek them. These accomplishments are documented by the Strategic Plan and Internal Performance Indicators which are included in this document.

As can be seen by reviewing the 2007-2008 Indicator updates, our students continue to be well prepared for a successful transition to other institutions of higher education and/or for the world of work. In addition, the College continued to meet reaffirmation requirements of numerous accrediting agencies which included those reviewing the Surgical Technology Program and the Medical Radiologic Technology Program, both of which received no recommendations. In an effort to enhance the safeguards used to protect student and faculty information, all students and faculty have been issued new system generated identification numbers, and Internet services for both students and faculty continue to be expanded.

Although the Hurricane Katrina insurance issues have not been settled, the Master Facilities Plan continued to be implemented during the 2007-2008 school year with the construction of the new Center for Career Education on the Poplarville Campus, the expansion of the Hancock Center Library, the completion of the new Vehicle Maintenance Building and the Shipping/Receiving Warehouse, and the renovation of Huff Hall being among the projects. The Quality Enhancement Plan (QEP) continued to expand, and funds raised through the Development Foundation increased by 43%. The Woodall Advanced Technology Center continued to grow as a conference and business center with more than 4300 students (9169 duplicated students) attending workforce training activities.

As we continue to focus on the Mission of the College, improvements will be made in all areas of our institution. By placing the needs of our students first and providing outstanding programs and services, Pearl River Community College will continue to enhance the community it serves in South Mississippi and the surrounding area.

# 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.

Although the College has made a dramatic recovery from the extensive damage due to Hurricane Katrina, it 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
## Table of Contents
## 2007-2008

# Pearl River Community College
## Current Unrestricted Fund
## Summary Statement of Revenues and Expenditures
## FY 2007-2008

| | 2006-2007 | % Total | 2007-2008 | % Total | Increase (Decrease) |
|---|---|---|---|---|---|
| **Revenues** | | | | | |
| Student Fees | 8,102,890 | 30.6% | 8,232,863 | 28.7% | 129,973 |
| County Support | 1,736,190 | 6.6% | 2,359,968 | 8.2% | 623,778 |
| State Support | 13,007,457 | 49.2% | 15,368,750 | 53.6% | 2,361,293 |
| Federal Support | 249,856 | 0.9% | 530,083 | 1.8% | 280,227 |
| Private Gifts, Grants, and Contracts | 205,000 | 0.8% | 205,000 | 0.7% | 0 |
| Investment Income | 180,000 | 0.7% | 180,000 | 0.6% | 0 |
| Sales and Svc of Educ Activities | 118,070 | 0.4% | 163,430 | 0.6% | 45,360 |
| Other Sources | 2,854,421 | 10.8% | 1,636,623 | 5.7% | (1,217,798) |
| **Total Revenues** | **26,453,884** | **100.0%** | **28,676,717** | **100.0%** | **2,222,833** |
| **Expenditures** | | | | | |
| Instructional - Academic | 8,265,336 | 31.2% | 9,052,966 | 31.6% | 787,630 |
| Instructional - Career Tech | 4,956,231 | 18.7% | 5,411,899 | 18.9% | 455,668 |
| Instructional - Support | 876,046 | 3.3% | 1,012,894 | 3.5% | 136,848 |
| Student Services | 3,273,344 | 12.4% | 3,485,766 | 12.2% | 212,422 |
| Institutional Support | 5,679,139 | 21.5% | 5,914,549 | 20.6% | 235,410 |
| Operation of Plant | 3,403,788 | 12.9% | 3,798,643 | 13.2% | 394,855 |
| **Total Expenditures** | **26,453,884** | **100.0%** | **28,676,717** | **100.0%** | **2,222,833** |

# Pearl River Community College
## Current Unrestricted Fund
## Schedule of Revenue

|  | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| **Educational Revenues** | | | |
| **Student Fees** | | | |
| Academic | | | |
| Full Time Tuition - IS | 2,676,240 | 2,279,170 | (397,070) |
| Part Time Tuition - IS | 1,369,860 | 987,300 | (382,560) |
| Full Time Tuition - OS | 76,140 | 124,934 | 48,794 |
| Part Time Tuition - OS | 27,540 | 46,274 | 18,734 |
| Virtual Community College Tuition | 325,584 | 624,120 | 298,536 |
| Night Class Tuition | 750,000 | 1,035,375 | 285,375 |
| Full Time Fees - OS | 100,800 | 194,397 | 93,597 |
| Part Time Fees - OS | 22,000 | 79,100 | 57,100 |
| Graduation Fees | 20,657 | 10,247 | (10,410) |
| Lab Fees | 171,027 | 176,895 | 5,868 |
| Technology Fee | 153,225 | 169,845 | 16,620 |
| Registration Fee | 153,225 | 169,807 | 16,582 |
| Other Fees | 2,100 | 49,435 | 47,335 |
| Total Academic | 5,848,398 | 5,946,899 | 98,501 |
| Vocational | | | |
| Full Time Tuition - IS | 320,760 | 249,279 | (71,481) |
| Part Time Tuition -IS | 42,330 | 36,221 | (6,109) |
| Full time Tuition - OS | 4,000 | 3,240 | (760) |
| Part Time Tuition - OS | 0 | 3,870 | 3,870 |
| Night Class Tuition | 0 | 0 | 0 |
| Full Time Fees - OS | 10,000 | 4,796 | (5,204) |
| Part Time Fees - OS | 0 | 4,500 | 4,500 |
| Program and Course Fees | 52,000 | 52,253 | 253 |
| Continuing Education Fees | 0 | 0 | 0 |
| Graduation Fees | 3,177 | 7,880 | 4,703 |
| Technology Fee | 12,075 | 10,600 | (1,475) |
| Registration Fee | 12,075 | 10,600 | (1,475) |
| Other Fees - Nursing Assistant Program | 61,500 | 37,500 | (24,000) |
| Total Vocational | 517,917 | 420,739 | (97,178) |
| Technical | | | |
| Full Time Tuition - IS | 1,078,920 | 1,054,967 | (23,953) |
| Part Time Tuition - IS | 220,830 | 212,067 | (8,763) |
| Full time Tuition - OS | 11,340 | 19,440 | 8,100 |
| Part Time Tuition - OS | 0 | 4,214 | 4,214 |
| Night Class Tuition | 37,958 | 51,443 | 13,485 |
| Full Time Fee - OS | 11,510 | 28,776 | 17,266 |

# Pearl River Community College
## Current Unrestricted Fund
## Schedule of Revenue

|  | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| Part Time Fees - OS | 0 | 5,697 | 5,697 |
| Virtual Community College Tuition | 28,728 | 85,505 | 56,777 |
| Program and Course Fees | 182,738 | 231,499 | 48,761 |
| Graduation Fees | 6,500 | 10,798 | 4,298 |
| Technology Fee | 44,500 | 48,085 | 3,585 |
| Registration Fee | 44,500 | 48,065 | 3,565 |
| Total Technical | 1,667,524 | 1,800,556 | 133,032 |
| **Other Student Fees** | | | |
| Orientation | 23,561 | 17,081 | (6,480) |
| Transcripts | 7,000 | 9,033 | 2,033 |
| ACT/GED Testing | 22,490 | 29,254 | 6,764 |
| ID Card Fees | 6,000 | 3,341 | (2,659) |
| Deferment Fees | 10,000 | 5,960 | (4,040) |
| Total Other Student Fees | 69,051 | 64,669 | (4,382) |
| **Total Student Fees** | **8,102,890** | **8,232,863** | **129,973** |
| **General Revenues** | | | |
| **County Support** | | | |
| Forrest | 540,000 | 550,378 | 10,378 |
| Hancock | 0 | 500,000 | 500,000 |
| Jefferson Davis | 94,190 | 94,190 | 0 |
| Lamar | 435,000 | 435,000 | 0 |
| Marion | 252,000 | 257,400 | 5,400 |
| Pearl River | 415,000 | 523,000 | 108,000 |
| **Total County Support** | **1,736,190** | **2,359,968** | **623,778** |
| **State Support** | | | |
| General | | | |
| General Appropriations | 6,737,767 | 9,225,448 | 2,487,681 |
| Health Insurance | 1,127,719 | 1,408,128 | 280,409 |
| Technology Appropriation | 203,859 | 205,500 | 1,641 |
| Rural Health Corp Appropriation | 72,545 | 73,743 | 1,198 |
| One Stop Career Center | 300,000 | 300,000 | 0 |
| Advanced Tech Center | 150,000 | 150,000 | 0 |
| EEF | 2,210,131 | 2,216,168 | 6,037 |
| Other State Revenue | | | |
| Vocational Salary Reimbursement | 2,008,073 | 1,719,750 | (288,323) |
| Vocational Equip. Reimbursement | 78,000 | 27,413 | (50,587) |

# Pearl River Community College
## Current Unrestricted Fund
### Schedule of Revenue

|  | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| Industrial Training | 31,363 | 42,600 | 11,237 |
| State Grants - Other | 88,000 | 0 | (88,000) |
| **Total State Support** | **13,007,457** | **15,368,750** | **2,361,293** |
| **Federal Support** |  |  |  |
| Vocational Program Reimbursement | 174,856 | 143,000 | (31,856) |
| Vocational Program Salary Reimb Other | 16,000 | 328,083 | 312,083 |
| Recovery of Admin Costs | 59,000 | 59,000 | 0 |
| **Total Federal Support** | **249,856** | **530,083** | **280,227** |
| **Private Gifts, Grants and Contracts** |  |  |  |
| Outside Scholarships | **205,000** | **205,000** | **0** |
| **Investment Income** |  |  |  |
| Interest Income | **180,000** | **180,000** | **0** |
| **Sales & Services of Educational Activities** |  |  |  |
| Child Care Revenue | 34,700 | 37,093 | 2,393 |
| Wellness Center Usage Fees | 15,500 | 30,264 | 14,764 |
| Gate Receipts | 15,000 | 29,841 | 14,841 |
| Season Ticket Sales | 420 | 1,292 | 872 |
| Ad Sales | 600 | 3,450 | 2,850 |
| Program Sales | 600 | 1,513 | 913 |
| Barbering Revenue | 2,700 | 1,827 | (873) |
| Cosmetology Revenue | 2,600 | 9,618 | 7,018 |
| CD Annuals | 13,650 | 17,692 | 4,042 |
| Vending | 10,000 | 4,719 | (5,281) |
| Vo-Tech Service Income | 20,300 | 24,403 | 4,103 |
| Drama Ticket Sales | 2,000 | 1,718 | (282) |
| **Total Sales & Svc of Ed Activities** | **118,070** | **163,430** | **45,360** |
| **Other Sources** |  |  |  |
| Library Fines | 2,900 | 1,305 | (1,595) |
| Traffic Violations | 23,000 | 48,471 | 25,471 |
| Parking Permits | 20,000 | 33,142 | 13,142 |
| Other Income | 35,776 | 60,193 | 24,417 |
| Due from Foundation | 17,691 | 17,691 | 0 |
| Miscellaneous Income | 2,000 | 307 | (1,693) |
| Community Disaster Loan Funding | 2,000,000 | 1,000,000 | (1,000,000) |
| Reappropriation of FY 2006 Funds | 452,954 | 0 | (452,954) |

# Pearl River Community College
## Current Unrestricted Fund
## Schedule of Revenue

|  | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| Cash Short/Over | 100 | 100 | 0 |
| **Total Other Sources** | 2,554,421 | 1,161,209 | (1,393,212) |
| **Transfers In** | 300,000 | 475,414 | 175,414 |
| **Total Educational and General Revenues** | 26,453,884 | 28,676,717 | 2,222,833 |

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

| | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| Salaries | 14,813,956 | 16,048,999 | 1,235,043 |
| Fringe Benefits | 4,121,526 | 4,580,283 | 458,757 |
| Work Study Salaries | 100,000 | 120,000 | 20,000 |
| Postage | 71,056 | 71,531 | 475 |
| Telephone | 132,703 | 132,703 | 0 |
| Printing and Reproduction Service | 46,741 | 51,041 | 4,300 |
| Repairs and Maintenance | 132,381 | 135,854 | 3,473 |
| Service Contracts on Equipment | 393,227 | 455,122 | 61,895 |
| Utilities | | | |
| Electricity | 766,695 | 766,695 | 0 |
| Gas | 315,901 | 315,901 | 0 |
| Water | 79,453 | 79,453 | 0 |
| Waste Disposal | 29,079 | 29,079 | 0 |
| Equipment and Other Rentals | 248,823 | 278,823 | 30,000 |
| Insurance | 1,318,817 | 1,061,899 | (256,918) |
| Professional Fees | 367,172 | 487,082 | 119,910 |
| Medical Services | 10,892 | 10,892 | 0 |
| Other Contractual Services | 44,800 | 44,800 | 0 |
| Advertising | 54,662 | 74,662 | 20,000 |
| Legal and Membership Dues | 77,656 | 78,684 | 1,028 |
| Educational Supplies | 270,209 | 288,283 | 18,074 |
| Office Supplies | 103,834 | 110,322 | 6,488 |
| Building and Construction Supplies | 111,068 | 142,075 | 31,007 |
| Janitorial Supplies | 76,200 | 82,920 | 6,720 |

| | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| Automotive Supplies | 12,822 | 12,822 | 0 |
| Landscaping Supplies | 17,961 | 17,961 | 0 |
| Gas, Oil, and Deisel | 44,100 | 44,100 | 0 |
| Computer Software | 39,853 | 42,722 | 2,869 |
| Other Supplies | 127,192 | 145,243 | 18,051 |
| Printing and Binding Supplies | 3,422 | 3,422 | 0 |
| Scholarships | 1,414,042 | 1,414,042 | 0 |
| Vehicle Tags, Taxes, Etc. | 1,683 | 1,683 | 0 |
| Bad Debts (Student Accts Receivable) | 51,303 | 51,303 | 0 |
| Miscellaneous Expense | 13,000 | 13,000 | 0 |
| Meal Expense | 79,276 | 91,494 | 12,218 |
| Uniforms | 92,070 | 45,257 | (46,813) |
| Medical Supplies | 7,729 | 8,000 | 271 |
| Minor Equipment | 46,479 | 53,864 | 7,385 |
| In State Travel | 295,326 | 309,562 | 14,236 |
| Out of State Travel | 76,573 | 84,875 | 8,302 |
| Equipment | 144,282 | 295,848 | 151,566 |
| State 100% Reimburseable Equipment | 78,000 | 355,496 | 277,496 |
| Library Books | 107,920 | 107,920 | 0 |
| Transfers Out | 114,000 | 131,000 | 17,000 |
| **Total Expenditures by Object** | **26,453,884** | **28,676,717** | **2,222,833** |

| | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| **Academic Instruction** | | | |
| **Poplarville** | | | |
| Vice President of Instruction | 884,346 | 858,799 | (25,547) |
| QEP | 173,026 | 209,512 | 36,486 |
| Theatre | 9,153 | 13,253 | 4,100 |
| Communications | 188,647 | 203,017 | 14,370 |
| String of Pearls | 38,467 | 40,056 | 1,589 |
| Art | 92,786 | 101,500 | 8,714 |
| Band | 386,844 | 352,853 | (33,991) |
| Chorus | 188,881 | 179,553 | (9,328) |
| Music | 270,472 | 354,793 | 84,321 |
| Wellness Center | 492,865 | 498,599 | 5,734 |
| Associate Degree Nursing | 1,617,546 | 1,957,882 | 340,336 |
| Business | 156,984 | 164,026 | 7,042 |
| Mathematical Sciences | 633,852 | 674,578 | 40,726 |
| Sciences | 779,822 | 803,720 | 23,898 |
| English | 587,023 | 646,122 | 59,099 |
| Reading | 33,412 | 41,213 | 7,801 |
| Criminal Justice | 52,311 | 53,335 | 1,024 |
| Foreign Language | 70,917 | 74,238 | 3,321 |
| Social Sciences | 646,367 | 681,069 | 34,702 |
| Journalism | 3,295 | 3,295 | 0 |
| Total Academic Instruction - Poplarville | 7,307,016 | 7,911,413 | 604,397 |
| **Forrest County** | | | |
| Communications | 41,093 | 43,305 | 2,212 |
| QEP | 0 | 74,336 | 74,336 |
| Art | 7,137 | 7,137 | 0 |
| Music | 16,593 | 16,593 | 0 |
| Health and Physical Education | 7,501 | 7,501 | 0 |
| Business | 10,705 | 10,705 | 0 |
| Mathematical Sciences | 220,856 | 230,800 | 9,944 |
| Sciences | 247,461 | 234,543 | (12,918) |
| English | 134,558 | 138,091 | 3,533 |
| Reading | 18,614 | 18,614 | 0 |
| Criminal Justice | 7,137 | 57,466 | 50,329 |
| Foreign Language | 7,136 | 7,136 | 0 |
| Social Sciences | 81,481 | 142,511 | 61,030 |

|  | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| Total Academic Instruction - Forrest County | 800,272 | 988,738 | 188,466 |
| **Hancock Center** |  |  |  |
| Health and Physical Education | 772 | 772 | 0 |
| Art | 1,785 | 1,785 | 0 |
| Music | 3,568 | 3,568 | 0 |
| Business | 5,353 | 5,353 | 0 |
| Mathematical Sciences | 18,377 | 18,377 | 0 |
| English | 87,394 | 18,378 | (69,016) |
| Reading | 3,568 | 3,568 | 0 |
| Social Sciences | 37,231 | 101,014 | 63,783 |
| Total Academic Instruction - Hancock Center | 158,048 | 152,815 | (5,233) |
| **Total Academic Instruction** | **8,265,336** | **9,052,966** | **787,630** |
| **Career Technical Instruction** |  |  |  |
| **Poplarville** |  |  |  |
| Director's Office | 385,170 | 398,873 | 13,703 |
| Auto Mechanics | 103,171 | 110,762 | 7,591 |
| Electricity | 124,672 | 132,530 | 7,858 |
| Construction Engineering Technology | 47,257 | 49,935 | 2,678 |
| Masonry | 52,905 | 55,547 | 2,642 |
| Heating, Air Conditioning and Refrigeration | 45,477 | 92,141 | 46,664 |
| Cosmetology | 61,365 | 64,349 | 2,984 |
| Barbering | 55,514 | 58,190 | 2,676 |
| Machine Shop | 65,788 | 68,970 | 3,182 |
| Welding | 69,391 | 72,214 | 2,823 |
| Licensed Practical Nursing | 127,456 | 142,735 | 15,279 |
| Commercial Truck Driving | 102,659 | 106,136 | 3,477 |
| Web Design Technology | 70,481 | 46,747 | (23,734) |
| Business & Office Technology | 399,051 | 303,122 | (95,929) |
| Computer Technology | 131,100 | 140,396 | 9,296 |
| Marketing & Management | 101,475 | 108,075 | 6,600 |
| Computer Networking Support Tech | 95,297 | 99,709 | 4,412 |
| Child Development | 118,008 | 123,104 | 5,096 |
| Child Development Lab | 53,363 | 58,035 | 4,672 |
| Automated Manufacturing | 99,495 | 90,267 | (9,228) |

| | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| Electronics | 97,529 | 103,079 | 5,550 |
| Drafting & Design | 116,024 | 122,864 | 6,840 |
| Aviation Maintenance | 79,595 | 80,614 | 1,019 |
| Truck Driver Testing | 8,327 | 8,327 | 0 |
| 100% Equipment Reimbursed by State | 78,000 | 355,496 | 277,496 |
| Total Career Technical Instruction Poplarville | 2,688,570 | 2,992,217 | 303,647 |
| **Forrest County** | | | |
| Director's Office | 338,804 | 390,644 | 51,840 |
| Heating, Air Conditioning and Refrigeration | 60,242 | 64,626 | 4,384 |
| Welding | 54,121 | 62,980 | 8,859 |
| Licensed Practical Nursing | 187,348 | 210,169 | 22,821 |
| Business & Office Technology | 81,125 | 88,181 | 7,056 |
| Banking and Finance | 1,785 | 1,785 | 0 |
| Computer Servicing Technology | 47,487 | 49,845 | 2,358 |
| Electronics | 48,592 | 56,151 | 7,559 |
| Allied Health Programs | | | |
| Dental Assisting | 105,492 | 110,696 | 5,204 |
| Surgical Technician | 127,026 | 135,939 | 8,913 |
| Nursing Assistant | 55,825 | 58,605 | 2,780 |
| Nursing Aide Competency Testing | 3,926 | 3,944 | 18 |
| Physical Therapist Assistant | 231,096 | 246,162 | 15,066 |
| Medical Lab Tech | 125,365 | 131,590 | 6,225 |
| Respiratory Therapy Tech | 213,039 | 184,480 | (28,559) |
| Dental Hygiene | 261,557 | 283,345 | 21,788 |
| Occupational Therapy | 172,979 | 181,106 | 8,127 |
| X-Ray Technology | 147,688 | 155,270 | 7,582 |
| Total Career Technical Instruction Hattiesburg | 2,263,497 | 2,415,518 | 152,021 |
| **Hancock Center** | | | |
| Child Development | 4,164 | 4,164 | 0 |
| **Total Career Technical Instruction** | **4,956,231** | **5,411,899** | **455,668** |
| **Instructional Support Library and Learning Lab** | | | |
| Poplarville | 667,926 | 701,690 | 33,764 |
| Forrest County | 208,120 | 311,204 | 103,084 |

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

|  | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| **Total Instructional Support Library** | 876,046 | 1,012,894 | 136,848 |
| **Student Services** | | | |
| Dean's Office | 154,889 | 162,841 | 7,952 |
| Admissions | 229,752 | 240,996 | 11,244 |
| Financial Aid | 343,636 | 377,401 | 33,765 |
| Academic Counselors - Poplarville | 148,682 | 199,448 | 50,766 |
| Academic Counselors - Hattiesburg | 81,213 | 88,496 | 7,283 |
| Career Tech Counselors - Poplarville | 209,112 | 214,060 | 4,948 |
| Career Tech Counselors - Hattiesburg | 287,921 | 293,705 | 5,784 |
| ACT/GED Testing Service | 35,151 | 35,151 | 0 |
| Student Publications | 15,007 | 15,007 | 0 |
| Athletic Director | 268,382 | 272,877 | 4,495 |
| Athletic Medical Supplies | 10,000 | 10,539 | 539 |
| Phi Theta Kappa | 5,583 | 5,583 | 0 |
| Football | 420,900 | 447,742 | 26,842 |
| Golf | 21,787 | 23,382 | 1,595 |
| Men's Basketball | 132,414 | 134,616 | 2,202 |
| Women's Basketball | 114,475 | 120,490 | 6,015 |
| Men's Baseball | 142,286 | 146,105 | 3,819 |
| Women's Softball | 67,954 | 72,478 | 4,524 |
| Tennis | 34,250 | 48,558 | 14,308 |
| Men's Soccer | 60,924 | 63,206 | 2,282 |
| Women's Soccer | 61,969 | 64,244 | 2,275 |
| Recruitment | 213,833 | 227,033 | 13,200 |
| Parade of Beauties | 950 | 950 | 0 |
| Cheerleaders | 30,572 | 32,072 | 1,500 |
| Homecoming | 8,647 | 8,647 | 0 |
| Game Room | 21,079 | 22,109 | 1,030 |
| Student Intramurals | 42,506 | 34,160 | (8,346) |
| Student Activities | 59,248 | 68,590 | 9,342 |
| School Nurse | 45,423 | 50,481 | 5,058 |
| Student Counsel | 4,799 | 4,799 | 0 |
| **Total Student Services** | 3,273,344 | 3,485,766 | 212,422 |

**Institutional Support**

| | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| Board of Trustees | 15,530 | 15,530 | 0 |
| Office of the President | 291,905 | 324,088 | 32,183 |
| Business Office | 495,735 | 520,996 | 25,261 |
| Business Office - Forrest County | 30,301 | 25,025 | (5,276) |
| Information Technology | 864,438 | 983,521 | 119,083 |
| Alumni-Foundation Office | 208,021 | 214,488 | 6,467 |
| Grants & Research Office | 36,030 | 36,030 | 0 |
| ADA Office/Disability Services | 67,386 | 81,724 | 14,338 |
| Director Hancock County Center | 127,604 | 124,696 | (2,908) |
| Workforce Development Center | 440,379 | 466,350 | 25,971 |
| General Administration | 1,728,152 | 1,471,234 | (256,918) |
| Public Relations and Printing | 338,648 | 378,634 | 39,986 |
| Post Office | 6,593 | 6,955 | 362 |
| Transfers to Grants and Restricted Funds | 114,000 | 131,000 | 17,000 |
| Reserve for Unexpected Expenditures | | 0 | 0 |
| Bad Debts (Student Accounts) | 51,303 | 51,303 | 0 |
| Campus Security (Poplarville) | 347,006 | 437,820 | 90,814 |
| Campus Security (Hattiesburg) | 109,058 | 158,432 | 49,374 |
| Institutional Research | 89,445 | 81,391 | (8,054) |
| Extended Education/Distance Learning | 138,191 | 210,825 | 72,634 |
| Planning and Research | 179,414 | 194,507 | 15,093 |
| **Total Institutional Support** | **5,679,139** | **5,914,549** | **235,410** |

**Operation of Plant**
**Poplarville**

| | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| Janitorial | 494,662 | 577,508 | 82,846 |
| Building Maintenance | 741,938 | 938,251 | 196,313 |
| Grounds | 250,089 | 300,201 | 50,112 |
| Utilities and Telephone | 1,002,348 | 1,002,348 | 0 |
| Other Transportation | 159,870 | 163,822 | 3,952 |
| Total Operation of Plant - Poplarville | 2,648,907 | 2,982,130 | 333,223 |

**Forrest County**

| | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| Janitorial | 147,572 | 163,104 | 15,532 |
| Building Maintenance | 91,322 | 130,785 | 39,463 |
| Grounds | 25,793 | 25,793 | 0 |
| Utilities | 249,010 | 249,010 | 0 |

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

| | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| Transportation | 838 | 838 | 0 |
| | | | |
| Total Operation of Plant - Forrest County | 514,535 | 569,530 | 54,995 |
| | | | |
| **Advanced Technology Center** | | | |
| Janitorial | 57,526 | 60,803 | 3,277 |
| Building Maintenance | 10,000 | 10,000 | 0 |
| Grounds | 15,000 | 15,000 | 0 |
| Utilities | 88,100 | 88,100 | 0 |
| | | | |
| Total Operation of Plant - Advanced Tech Ctr | 170,626 | 173,903 | 3,277 |
| | | | |
| **Hancock Center** | | | |
| Janitorial | 9,200 | 12,560 | 3,360 |
| Building Maintenance | 45,920 | 45,920 | 0 |
| Utilities | 14,600 | 14,600 | 0 |
| | | | |
| Total Operation of Plant - Hancock Center | 69,720 | 73,080 | 3,360 |
| | | | |
| **Total Operation of Plant** | **3,403,788** | **3,798,643** | **394,855** |
| | | | |
| **Total Unrestricted Current Fund Expenditures** | **26,453,884** | **28,676,717** | **2,222,833** |

# Pearl River Community College
## Auxilary Fund
## Schedule of Revenues and Expenditures

|  | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| **Revenues** | | | |
| **Food Service** | | | |
| Food Sales | 185,000 | 72,776 | (112,224) |
| Meal tickets | 1,176,000 | 1,176,000 | 0 |
| Sales to college | 85,000 | 193,803 | 108,803 |
| Total Food Service | 1,446,000 | 1,442,579 | (3,421) |
| **Residential Facilities** | | | |
| Room Rentals | 1,313,200 | 1,352,436 | 39,236 |
| Miscellaneous | 500 | 0 | (500) |
| Total Residential Facilities | 1,313,700 | 1,352,436 | 38,736 |
| **Bookstore (Pearl River and Forrest County)** | | | |
| Book Sales | 1,762,500 | 1,868,165 | 105,665 |
| Merchandise Sales | 500,000 | 585,522 | 85,522 |
| Non-Taxable Sales | 1,200 | 5,000 | 3,800 |
| Other Income | 6,000 | 5,000 | (1,000) |
| Total Bookstore | 2,269,700 | 2,463,687 | 193,987 |
| **Total Auxilary Revenues** | **5,029,400** | **5,258,702** | **229,302** |
| **Expenditures** | | | |
| **Food Service** | | | |
| Contract Cost | 1,034,880 | 866,831 | (168,049) |
| Postage and Freight | 300 | 200 | (100) |
| Equipment Rental | 500 | 500 | 0 |
| Repairs | 5,000 | 5,000 | 0 |
| Other Supplies | 1,000 | 500 | (500) |
| Meal Expense | 1,000 | 500 | (500) |
| Total Food Service | 1,042,680 | 873,531 | (169,149) |
| **Residential Facilities** | | | |
| Salaries | 155,429 | 162,600 | 7,171 |

# Pearl River Community College
## Auxilary Fund
### Schedule of Revenues and Expenditures

| | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| Staff Benefits | 74,654 | 78,278 | 3,624 |
| Maintenance Supplies | 15,000 | 49,551 | 34,551 |
| Scholarships | 45,000 | 45,000 | 0 |
| Utilities (Cable) | 50,000 | 50,000 | 0 |
| Repairs | 15,000 | 53,856 | 38,856 |
| Professional Fees | 2,900 | 0 | (2,900) |
| Meal Expense | 3,500 | 4,196 | 696 |
| Minor Equipment | 0 | 500 | 500 |
| Debt Reserve | 0 | 141,884 | 141,884 |
| Bond Obligation | 539,985 | 701,890 | 161,905 |
| Total Residential Facilities | 901,468 | 1,287,755 | 386,287 |
| **Bookstore (Pearl River and Forrest County)** | | | |
| Salaries | 196,609 | 200,600 | 3,991 |
| Fringe Benefits | 72,686 | 75,730 | 3,044 |
| Book Purchases | 1,410,000 | 1,567,426 | 157,426 |
| Book Buy Back Purchases | 43,000 | 2,000 | (41,000) |
| Merchandise Purchases | 300,000 | 300,000 | 0 |
| Postage and Freight | 4,000 | 4,000 | 0 |
| Repairs | 500 | 500 | 0 |
| Office Supplies | 5,000 | 5,000 | 0 |
| Minor Equipment | 500 | 500 | 0 |
| Equipment Rental | 1,500 | 1,500 | 0 |
| Dues and Subscriptions | 75 | 75 | 0 |
| Travel | 2,000 | 2,500 | 500 |
| Meal Expense | 1,000 | 2,000 | 1,000 |
| Sales Tax | 35,420 | 35,420 | 0 |
| POS Equipment Lease | 36,000 | 36,000 | 0 |
| Transfer to Unrestricted Current Funds | 300,000 | 475,414 | 175,414 |
| Work-Study Salaries | 5,000 | 5,000 | 0 |
| Total Bookstore | 2,413,290 | 2,713,665 | 300,375 |
| Total Auxilary Expenditures | **4,357,438** | **4,874,951** | **517,513** |
| **Excess Revenues Over/(Under) Expenditures** | **671,962** | **383,751** | **(288,211)** |

# Pearl River Community College
## Current Restricted Funds
## Federal and State Grants for Students

|  | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| **Revenues** | | | |
| PELL Grants | 6,400,000 | 6,400,000 | 0 |
| Supplemental Grants | 130,000 | 146,628 | 16,628 |
| State Student Incentive Grants | 288,774 | 290,000 | 1,226 |
| Total Revenues | 6,818,774 | 6,836,628 | 17,854 |
| **Expenditures** | | | |
| Payment to General Fund for Student Accts | 4,432,203 | 4,442,199 | 9,996 |
| Payment to Students | 2,386,571 | 2,394,429 | 7,858 |
| Total Expenditures | 6,818,774 | 6,836,628 | 17,854 |
| **Excess Revenues Over Expenditures** | 0 | 0 | 0 |

|  | FY 2007 | Proposed FY 2008 | Increase (Decrease) |
|---|---|---|---|
| **Revenues** |  |  |  |
| ABE/GED - Federal | 403,971 | 403,971 | 0 |
| WIN Job Center | 58,360 | 58,360 | 0 |
| NASA | 132,491 | 145,730 | 13,239 |
| SMPDD/WIA | 118,293 | 0 | (118,293) |
| MEP | 40,000 | 0 | (40,000) |
| WIA/Geospatial Tech | 24,733 | 0 | (24,733) |
| WIA/Pre-Employ Const Trade | 158,913 | 0 | (158,913) |
| Dislocated Workers | 60,097 | 60,097 | 0 |
| Student Support Services - Federal | 298,263 | 298,263 | 0 |
| Student Support Services - Grant Aid | 100,000 | 0 | (100,000) |
| Technical Preparation | 100,006 | 100,006 | 0 |
| Cops Grant | 22,000 | 0 | (22,000) |
| Rural Health | 110,354 | 110,354 | 0 |
| ATC SBCJC Projects | 1,097,482 | 1,097,482 | 0 |
| Underage Drinking Grant | 8,000 | 0 | (8,000) |
| NASA Space Grant | 4,500 | 4,500 | 0 |
| Partnership for Healthy Mississippi | 0 | 0 | 0 |
| USM/PME | 2,308 | 0 | (2,308) |
| Courage to Teach | 18,000 | 18,000 | 0 |
| H-1B Pathways | 772,508 | 515,005 | (257,503) |
| H-1B Highgrowth | 69,022 | 46,014 | (23,008) |
| Developmental Disabilities | 74,583 | 0 | (74,583) |
| **Total Revenues** | 3,673,884 | 2,857,782 | (816,102) |
| **Expenditures** |  |  |  |
| Salaries | 1,571,572 | 1,288,767 | (282,805) |
| Fringe Benefits | 288,740 | 230,901 | (57,839) |
| Contractual | 749,121 | 598,596 | (150,525) |
| Materials & Supplies | 537,696 | 342,685 | (195,011) |
| Scholarships | 210,354 | 110,354 | (100,000) |
| Equipment | 261,525 | 241,591 | (19,934) |
| Travel | 86,628 | 65,540 | (21,088) |
| Other | (31,752) | (20,652) | 11,100 |
| **Total Expenditures** | 3,673,884 | 2,857,782 | (816,102) |
| **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

|  | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---:|---:|---:|
| **Revenues** | | | |
| Receipts from U.S. Department of Education | 160,000 | 168,172 | 8,172 |
| Receipts from PRCC - Matching (25%) | 0 | 0 | 0 |
| Total Revenues | 160,000 | 168,172 | 8,172 |
| **Expenditures** | | | |
| Payments to qualifying students | 160,000 | 168,172 | 8,172 |
| **Excess Revenues Over Expenditures** | **0** | **0** | **0** |

# Pearl River Community College
## Plant Funds
### Faculty Housing Fund

|  | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| **Revenues** | | | |
| Rent from Apartments | 18,575 | 22,000 | 3,425 |
| Interest Income | 300 | 900 | 600 |
| Total Revenues | 18,875 | 22,900 | 4,025 |
| **Expenditures** | | | |
| Transfer to Debt Service | 6,270 | 6,270 | 0 |
| Repairs | 7,500 | 7,500 | 0 |
| Building and Construction Supplies | 5,000 | 6,000 | 1,000 |
| Total Expenditures | 18,770 | 19,770 | 1,000 |
| **Excess Revenues Over Expenditures** | 105 | 3,130 | 3,025 |

# Pearl River Community College
## Plant Funds
## Debt Service

|  | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---:|---:|---:|
| **Revenues** | | | |
| County Tax Support | | | |
| Forrest | 75,000 | 120,000 | 45,000 |
| Hancock | 0 | 33,000 | 33,000 |
| Jeff Davis | 10,500 | 11,000 | 500 |
| Lamar | 188,000 | 195,000 | 7,000 |
| Marion | 1,000 | 0 | (1,000) |
| Pearl River | 96,000 | 106,000 | 10,000 |
| Total County Tax Support | 370,500 | 465,000 | 94,500 |
| Interest | 16,000 | 34,000 | 18,000 |
| Transfers In | 223,527 | 511,644 | 288,117 |
| Total Revenues | 610,027 | 1,010,644 | 400,617 |
| **Expenditures** | | | |
| Principal & Interest - Pymt. Crosby Hall | 83,060 | 84,070 | 1,010 |
| Principal & Interest - ADN Building | 152,003 | 155,813 | 3,810 |
| Principal & Interest - Faculty Housing | 6,270 | 6,090 | (180) |
| Principal & Interest - CAPS Loan | 52,182 | 52,181 | (1) |
| Principal & Interest - Energy Management | 100,757 | 100,757 | 0 |
| Principal & Interest - Career Tech Bonds | 0 | 288,297 | 288,297 |
| Principal & Interest - Forrest County | 146,220 | 148,387 | 2,167 |
| Other Bond Costs | 1,000 | 1,175 | 175 |
| Total Expenditures | 541,492 | 836,770 | 295,278 |
| **Excess Revenues Over/(Under) Expenditures** | 68,535 | 173,874 | 105,339 |

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

| | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| **Revenues** | | | |
| County Tax Support | | | |
| Forrest | 326,096 | 380,023 | 53,927 |
| Jefferson Davis | 24,108 | 24,108 | 0 |
| Lamar | 200,000 | 200,000 | 0 |
| Marion | 56,000 | 58,500 | 2,500 |
| Pearl River | 332,374 | 502,000 | 169,626 |
| Total County Tax Support | 938,578 | 1,164,631 | 226,053 |
| Reappropriate Funds | 416,000 | 344,638 | (71,362) |
| Interest Income | 5,000 | 5,000 | 0 |
| Total Revenues | 1,359,578 | 1,514,269 | 154,691 |
| **Expenditures** | | | |
| Transfer Out - Career Tech Bond Project | 244,000 | 288,297 | 44,297 |
| Transfer Out - FCC Bond Project | 116,500 | 116,500 | 0 |
| Tennis Courts (PRCC Project) | 141,000 | 103,000 | (38,000) |
| Vehicles | 60,000 | 50,000 | (10,000) |
| Maintenance Equipment | 45,000 | 56,500 | 11,500 |
| FCC Creek Project | 25,000 | 25,000 | 0 |
| Learning Lab Computers - P'ville | 27,475 | 0 | (27,475) |
| FCC Library Books | 7,000 | 0 | (7,000) |
| QEP Funds | 184,850 | 98,000 | (86,850) |
| Faculty Housing Renovations | 40,000 | 40,000 | 0 |
| Athletic Complex; Restrooms, etc | 45,000 | 0 | (45,000) |
| Furniture - Cafe', Seal, FCC Class | 150,000 | 180,000 | 30,000 |
| President's Home Repairs | 40,000 | 40,000 | 0 |
| Tech Bldg Special Events Room | 15,000 | 0 | (15,000) |
| Huff Hall Repairs | 20,000 | 0 | (20,000) |
| Road & Building Signs | 8,000 | 0 | (8,000) |
| Entrance Gates/Seal Hall Brick | 17,000 | 17,000 | 0 |
| Crosby Hall Repairs (2nd Floor) | 15,000 | 0 | (15,000) |
| Science Lab - Hburg | 34,732 | 0 | (34,732) |
| Football Scoreboard | 30,000 | 0 | (30,000) |

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

|  | 2006-2007 | 2007-2008 | Increase (Decrease) |
|---|---|---|---|
| I.T. Equipment | 79,021 | 79,021 | 0 |
| Parking Area Project | 15,000 | 0 | (15,000) |
| ADA (sidewalks) | 0 | 30,000 | 30,000 |
| Career-Tech New Admin Office | 0 | 75,000 | 75,000 |
| Cafeteria Equipment | 0 | 30,000 | 30,000 |
| Java Joes - Renovations Hburg | 0 | 100,000 | 100,000 |
| Tech Bldg - A/C Units | 0 | 45,000 | 45,000 |
| Courtyard Project - Demo | 0 | 40,000 | 40,000 |
| Library Services | 0 | 23,475 | 23,475 |
| Band Instruments | 0 | 23,476 | 23,476 |
| Campus Lighting and Street Signs | 0 | 54,000 | 54,000 |
| Total Expenditures | 1,359,578 | 1,514,269 | 154,691 |
| **Excess Revenues Over Expenditures** | **0** | **0** | **0** |

# FACILITIES PLAN

# MEETING DOCUMENTATION

**MEETING:**   Buildings & Grounds Committee

**DATE:**   September 11, 2007

**PLACE:**   Hancock Center

**ATENDEES:**

| | | |
|---|---|---|
| Sonny Knight | Dale Purvis | Clint Tapper |
| Frank Ladner | Craig Robbins | Roger Knight |
| H.R. Nobles | Tony Waits | Lewis Griffin |
| William Lewis | | |

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

1. Approved the President's recommendation to demolish Bilbo Hall and the Transportation Building on the Poplarville Campus. (Motion by Frank Ladner, Second by H.R. Nobles) Unanimous Vote

2. Reviewed the bids for construction of the new Transportation Shop and the recommendation to accept the bid of $1,675,900.00 from Mac's Construction Company. (Motion by Frank Ladner, Second by H.R. Nobles) Unanimous Vote

3. Dr. Lewis reviewed projects that are either currently underway or are being developed through the Bureau of Buildings & Grounds:
   A. Performing Arts Center
   B. Moody Hall Addition
   C. Courtyard

4. Dr. Lewis reviewed the current parking situation at the Forrest County Center and informed the Committee that a new temporary parking facility was being constructed behind the Allied Health Center to relieve the overcrowding situation. The College's Construction Equipment Operator Program will construct the new temporary facility.

5. Dr. Lewis reviewed the state bond funds the College received from the 2007 Legislative session.

6. Clint Tapper reviewed current projects that are underway on the Poplarville campus:

    A. Career Education Center
    B. Technology Building air conditioning project
    C. Sports Complex Additions
    D. Huff Hall
    E. Moody Hall

7. Dr. Lewis discussed the projected stadium renovations and asked Lewis for his recommendations regarding the needed changes to the stadium. Dr. Lewis recommended that the board consider borrowing the needed monies from the Brownstone Fund. The Committee asked Dr. Lewis to bring specific recommendation back to the Committee for consideration at the October meeting.

# MEETING DOCUMENTATION

**MEETING:**     Buildings & Grounds Committee

**DATE:**     October 9, 2007

**PLACE:**     Great Hall Conference Room

**ATENDEES:**

| | | |
|---|---|---|
| Sonny Knight | Dale Purvis | Clint Tapper |
| Frank Ladner | Craig Robbins | Roger Knight |
| H.R. Nobles | Tony Waits | Lewis Griffin |
| William Lewis | | |

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

1.  The focus of the meeting was the renovations to Dobie Holden Stadium. The following renovations to Holden Stadium were recommended to the Committee by Dr. Lewis: new metal seating, replacement of existing chairback seating, renovation and expansion of the existing pressbox, additional seating for the home side, creation of a new entry to the stadium with ticket offices, new restroom facilities and a new visitor's dressing facility. The College will attempt to perform as much of the construction in-house as possible. Funding is to be secured through borrowing $1.2 million from the Brownestone Estate Fund. (Motion by H.R. Nobles, Second by Frank Ladner) Unanimous Vote

2.  Dr. Lewis and Clint Tapper reviewed the status of the Courtyard Project.

# MEETING DOCUMENTATION

**MEETING:**     Buildings & Grounds Committee

**DATE:**     December 11, 2007

**PLACE:**     Great Hall Conference Room

**ATENDEES:**     Sonny Knight     Dale Purvis     Clint Tapper
     Frank Ladner     Craig Robbins     Roger Knight
     H.R. Nobles     Tony Waits     Adam Breerwood
     William Lewis

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

1. The Committee discussed the need for a study of available options to create a new entrance and exit for the Forrest County Center campus. Dr. Lewis briefed the Committee on the challenges that traffic flow on the FCC campus is presenting as enrollment grows and recommended that Shows, Dearman & Waits be employed to advise the College on the best plan for creating a new entrance/exit for the campus. The Committee voted unanimously to recommend hiring Shows, Dearman & Waits for this study.

2. The Committee was briefed on the possibility of creating a Walking Trail in that would be associated with the Wellness Program. There are grant funds available that can be applied for to support this project. The Committee was asked to support the recommendation to employ Shows, Dearman & Waits to assist the College in providing professional engineering drawings to support the grant proposal. The Committee voted unanimously to recommend the employment of Shows, Dearman & Waits to the Board of Trustees for this project.

3. Dr. Lewis and Roger Knight reported on the need to lease additional space at the Hancock Center for the expansion of the library. This project will support the College in its Substantive Review proposal with the Southern Association of Schools. Mr. Knight presented a proposal to lease this additional space and the Committee voted unanimously to support this recommendation.

# MEETING DOCUMENTATION

**MEETING:**      Buildings & Grounds Committee

**DATE:**          February 12, 2008

**PLACE:**       Great Hall Conference Room

| **ATTENDEES:** | Dale Purvis | Tony Waits | Adam Breerwood |
| --- | --- | --- | --- |
| | Ron Fortenberry | Clint Tapper | |
| | Frank Ladner | Roger Knight | |
| | H. R. Nobles | William Lewis | |

Members of the Board of the Trustees' Buildings & Grounds Committee and members of the administrative staff met to discuss and prioritize the College's major building and renovation needs for the 2008-2009 school year. The following items were agreed upon:

1. The top priority for the coming budget year will be the repair, renovation and construction of streets and parking facilities on all campuses.
2. Consideration will then be given to projects on the project list (see attached) as funds become available.

FACILITIES & GROUNDS PROJECTS
2008-2009


FORREST COUNTY CENTER:

- ROAD & PARKING PROJECTS
    1. CONSTRUCT THE FIRST PHASE OF A NEW ROAD TO THE BACK OF THE CAMPUS
    2. CONSTRUCT ADDITIONAL PARKING BEHIND ALLIED HEALTH CENTER PER MASTER PLAN
    3. NEED ADDITIONAL ACREAGE TO CONSTRUCT PARKING FOR FRONT OF CAMPUS
    4. DEVELOP PLANS FOR NEW ENTRANCE/EXIT FOR THE CAMPUS


- FACILITIES CONSTRUCTION
    1. NEW CAREER EDUCATION/SHIPPING & RECEIVING BUILDING
    2. CONVERT EXISTING WELDING SHOP TO A NEW BOOKSTORE & GRILL FACILITY
    3. COURTYARD DESIGN & CONSTRUCTION

- LONG-RANGE PROJECTS
    1. PLAN & CONSTRUCT AUDITORIUM/ASSEMBLY/ CONFERENCING FACILITY FOR ASSEMBLIES, SPECIAL EVENTS & REGISTRATION
    2. CONVERT EXISTING MULTI-PURPOSE FACILITY TO ACADEMIC CLASSROOMS
    4. NEGOTIATE PURCHASE OF CHURCH IN FRONT OF CAMPUS

POPLARVILLE CAMPUS

- ROAD & PARKING IMPROVEMENTS
  1. WIDEN & PROVIDE CURB/GUTTERING FOR ROAD CONNECTING NORTH ENTRANCE ROAD TO BOULEVARD (FRONT OF STADIUM)
  2. OVERLAY ENTIRE CAMPUS
  3. DESIGN & BUILD PARKING LOT BEHIND VISITORS SIDE OF STADIUM
  4. DESIGN & BUILD PARKING LOT BEHIND CAREER EDUCATION CENTER
  5. DESIGN & BUILD PARKING LOT FOR SPORTS COMPLEX
  6. DESIGN & BUILD ROAD & PARKING LOT FOR TENNIS COMPLEX

- FACILITIES CONSTRUCTION
  1. DESIGN & CONSTRUCT NEW PERFORMING ARTS/FINE ARTS BUILDING
  2. DESIGN & CONSRUCT BAND HALL/CHORAL MUSIC FACILITY (RENOVATION & ADDITION TO CURRENT FACILITY
  3. DESIGN & CONSTRUCT NEW COLISEUM/FIELDHOUSE
  4. ADDITIONAL CLASSROOMS FOR SCIENCE BUILDING
  5. DESIGN & BUILD NEW FACILITY TO REPLACE MARION HALL OR RENOVATE EXISTING FACILITY
  6. MOVE ART PROGRAM TO OLD MACHINE SHOP & CONVERT EXISTING ART BUILDING TO A STUDENT ACTIVITIES CENTER
  7. DESIGN & CONSTRUCT NEW FACILITY TO REPLACE LAMAR HALL
  8. DESIGN & BUILD A FACILITY FOR BARBERING/ COSMETOLOGY
  9. RENOVATE PEARL RIVER HALL TO A STUDENT SUCCESS CENTER
  10. ENLARGE CAFETERIA KITCHEN & STORAGE

- LONG-RANGE PROJECTS
    1. DESIGN & CONSTRUCT FACILITY FOR CHILD DEVELOPMENT TECHNOLOGY PROGRAM
    2. CONSTRUCT PERMANENT BLEACHERS FOR SOCCER & TENNIS PROGRAMS
    3. DESIGN & BUILD DORMITORY TO REPLACE WHITE HALL. CONVERT WHITE HALL TO ALUMNI/DEVELOPMENT FOUNDATION OFFICE & CONFERENCE CENTER
    4. CONVERT OLD PRESIDENT'S HOME TO PUBLIC RELATIONS OFFICE
    5. DEMOLISH JEFF DAVIS HALL & HANCOCK HALL
    6. DEMOLISH OLD STADIUM BLEACHERS
    7. ACQUIRE ACREAGE FOR CAMPUS IN HANCOCK COUNTY

- PROJECTS UNDER CONSTRUCTION/DESIGN/PLANNING

POPLARVILLE
    1. CAREER EDUCATION BUILDING
    2. STADIUM RENOVATION
    3. TRANSPORTATION SHOP/WAREHOUSE
    4. ROAD & PARKING IMPROVEMENTS
    5. MOVE PORTABLE BUILDINGS

# MEETING DOCUMENTATION


**MEETING:**      Buildings & Grounds Committee

**DATE:**        May 13, 2008

**PLACE:**       Board Room-Olivia Bender Cafeteria

**ATENDEES:**    Sonny Knight      Clint Tapper
                    Frank Ladner      Roger Knight
                    Tony Waits        Adam Breerwood
                    William Lewis     Ron Fortenberry

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

1.  Dr. Lewis discussed the current Road and Parking Improvements Project for the Poplarville Campus. A revised cost estimate for this project was presented and it was noted that the current estimate is more than the funds that are available for the project. A unanimous decision was made to instruct the Bureau of Buildings & Grounds to request bids on the Base Bid (boulevard and Seal Hall Parking) and the Additive Alternate #1 (Wildcat Drive). Landscaping (Additive Alternates #3 & #4) will not be included in the request for bids.

2.  Dr. Lewis reviewed the proposed E&I budget for the 2008-2009 school year and noted, in particular, the cafeteria flooring project, the paving projects and the funding for repairs to Seal Hall and the Science Building.

# MEETING DOCUMENTATION

**MEETING:**   Buildings & Grounds Committee

**DATE:**   June 10, 2008

**PLACE:**   Crosby Hall Conference Room

**ATENDEES:**   Sonny Knight       Dale Purvis       Clint Tapper
                Frank Ladner       Roger Knight      H.R. Nobles
                Tony Waits         Adam Breerwood    William Lewis

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

1. The Committee heard a proposal presentation from Robert Rupnik of Facilities Consulting Services. Mr. Rupnik proposed to prepare an evaluation and recommendation report for the College's Physical Plant area. The Committee agreed to recommend that Mr. Rupnik be employed to conduct this study. The recommendation was contingent upon Mr. Sonny Knight receiving a favorable endorsement from Jones Junior College that Mr. Rupnik used as a reference. The recommendation was also contingent upon funding being available in the 2008-09 budget.

# 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: 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) |
|---|---|---|---|---|---|
| | | | | | |
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# INSTITUTIONAL EFFECTIVENESS PLANNING AND EVALUATION CALENDAR

## 2007 - 2008

| MONTH | ACTIVITY | PERSONNEL INVOLVED | COORDINATOR |
|---|---|---|---|
| July | 2006-2007 Internal Performance Indicators (IPI) Data Accumulation | Committees | Ms. Wells |
| July | Preparation and Distribution of Policy and Procedure Manuals | Ms. Sharman Ladner | Dr. Askew |
| August | Professional Development Sessions | Faculty and Staff | Dr. Askew/Ms. Wells |
| August | Preparation of Hancock Center Substantive Review Document | Committee | Dr. Askew/Ms. Smith |
| September | Policy/Procedure Updates | Committees | Dr. Lewis/Dr. Grant |
| September | Support Staff Professional Development Sessions | Support Staff | Dr. Askew/Ms. Wells |
| September | Review of 2006-2007 Strategic Plan and IPI Assessment Results | Planning and Effectiveness Committee Administrative Council | Ms. Miller/Dr. Askew/ Ms. Wells Dr. Lewis |
| October | Completion of 2006-2007 Assessment Charts | Division/Department Chairs | Ms. Wells |
| October | Completion of 2007-2008 Fall Semester Assessment Charts | Division/Department Chairs | Ms. Wells |
| October | Submission of Hancock Center Substantive Review Document | Dr. Askew/Ms. Smith | Dr. Askew |
| October | Review of Mission Statement and Strategic Goals Policy/Procedure Recommendations | Policy and Procedure Committee | Dr. Grant |
| October | Publication of Fact Book | Institutional Research | Ms. Wells |
| November | Completion of Pearl River Community College 2006-2007 Strategic Plan and IPI Document | Planning and Research Institutional Research | Dr. Askew Ms. Wells |
| November | Completion of 2006-2007 Institutional Planning and Effectiveness Document | Planning and Research | Dr. Askew/Ms. Wells |

**2007-2008 IEPAEC Continued**

| MONTH | ACTIVITY | PERSONNEL INVOLVED | COORDINATOR |
|---|---|---|---|
| November | Review of 2007-2008 Fall Semester Assessment Charts | Planning and Effectiveness Committee<br>Administrative Council | Ms. Miller/Dr. Askew/<br>Ms. Wells<br>Dr. Lewis |
| November | Publication of 2006-2007 Strategic Plan and IPI Assessment Results | Planning and Research | Dr. Askew/Ms. Wells |
| November | Completion of Fall Semester 2007-2008 Assessment Charts and Institutional Planning and and Effectiveness Document | Planning and Research | Dr. Askew/Ms. Wells |
| November | 2007-2008 IPI Interim Report Submission for Review | Committee Chairs | Ms. Wells |
| November | Student Evaluations of Faculty | Ms. Ladner<br>Faculty and Students | Dr. Askew |
| December | Review of 2006-2007 Institutional Planning and Effectiveness Document | Board of Trustees | Dr. Lewis |
| December | Review of 2006-2007 Strategic Plan and IPI Assessment Results | Board of Trustees | Dr. Lewis |
| December | Review of 2007-2008 Strategic Plan and IPI Interim Report | Planning and Effectiveness Committee<br>Administrative Council | Ms. Miller/Ms. Wells<br><br>Dr. Lewis |
| December | Development of Proposed 2008-2009 Strategic Plan and IPIs | Committees | Committee Chairs |
| December | Evaluations of President | Board of Trustees | Mr. Robbins |
| January | Review, Revision, and Approval of Proposed 2008-2009 Mission Statement, Strategic Goals, and IPIs (Strategic Plan) | Planning and Effectiveness Committee<br>Administrative Council | Ms. Miller/Dr. Askew/<br>Ms. Wells<br>Dr. Lewis |
| January | Women's Health Symposium | Committee | Dr. Askew |
| February | Review and Approval of Proposed 2008-2009 Mission Statement, Strategic Goals, and IPIs (Strategic Plan) | Board of Trustees | Dr. Lewis |

**2007-2008 IEPAEC Continued**

| MONTH | ACTIVITY | PERSONNEL INVOLVED | COORDINATOR |
|---|---|---|---|
| February | Completion of Revised 2008-2011 Strategic Plan and IPI Document | Planning and Research | Dr. Askew |
| February | Budget Requests/Needs Assessment Forms | All | Mr. Knight |
| March | Evaluations of Office of Planning and Research | Planning and Effectiveness Committee<br>Instructional Directors/Chairs | Ms. Miller<br><br>Dr. Grant |
| April | Evaluations of Supervisors | Ms. Ladner<br>Faculty and Staff | Dr. Askew |
| April | Evaluations of Personnel | Supervisors | Dr. Askew |
| April | Committee Updates | Ms. Ladner | Dr. Askew |
| April | Campus Survey | Students | Ms. Wells |
| May | Graduate Survey | Bookstore Personnel and Students | Ms. Wells |
| June | Alumni (2007) Survey | N/A | Ms. Wells |
| June | Completion of Associate Degree Nursing Program Review | Faculty and Staff | Ms. Dease |
| June | Review of Budget Allocations | Administrators | Mr. Knight |
| June | Submission of 2007-2008 Strategic Plan and Internal Performance Indicators Assessment Results (December to June) to IE Office | Committees | Committee Chairs |

# 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 2008, an in-house designed survey, The Campus Climate Survey, was administered to students at the main campus in Poplarville, at the Forrest County Center, and at the Hancock 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, a focus group has been organized in order to review the results and make recommendations directed toward improving the quality of services offered by the College.

During the 2007-2008 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 Internal Performance Indicators were revised and approved for evaluation purposes in 2008-2009. 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, <u>WEAKNESSES</u>, 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.

- **Assessment Results 2006-2007:** This Internal Performance Indicator was achieved in accordance with the Pearl River Community College Evaluation Process as revised on October 11, 2006, and reflects the following:

Pearl River Community College will periodically evaluate instructors in all academic, technical and career education programs as follows:
- Faculty employed at Pearl River Community College for fewer than six years will be evaluated annually.
- Faculty employed at Pearl River Community College for at least six years, but fewer than ten years, will be evaluated at least every two years.
- Faculty employed at Pearl River Community College for ten or more years will be evaluated at least every three years.

   **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 2007-2008:**
   Instructors were evaluated by students in Fall semester 2007 and Spring semester 2008 for the 2007-2008 year.

   **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.

## Internal Performance Indicator 2
At 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.

- **Assessment Results 2006-2007:** During the Fall 2006 and Spring 2007 semesters, 1327, or 74%, of 1788 academic and technical classes carrying three or more semester hours credit were taught by full time instructors.

  **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:** The 74% is lower than the 80% stated in the indicator, therefore, a review of the number of classes taught by full-time instructors will be conducted.

- **Assessment Results 2007-2008:** For Fall 2007 there were 717 Academic and Technical courses taught with 3 or more credit hours. Of those 455 were Academic and 262 were Technical and no Virtual courses were included. Of the 455 Academic courses, 301 (66%) were taught by full time instructors. Of the 262 Technical courses, 259 (99 %) were taught by full time instructors. The overall percentage of both taught by full time instructors for Fall 2007 is 78%.

  **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:** The percentage of classes taught by full-time instructors has increased from 74% to 78%. Although improvement is being made in this area, review will continue.

## 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.

- **Assessment Results 2006-2007:** The Medical Radiologic Technology Program progress report was submitted to JRCERT early in 2007 and was evaluated by the committee on April 20, 2007. The JRCERT took the following action: Maintenance of accreditation for a period of five years. The college was notified of this by letter dated April 30, 2007. No other programs were scheduled for reaffirmation of accreditation.

  **Source of Documentation:** JRCERT official notification - 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:** Begin to prepare for next cycle of accreditation/reaffirmation.

- **Assessment Results 2007-2008:** The accreditation of the surgical technology program at the Forrest County Center has been reaffirmed for 10 years. The reaffirmation was awarded by the Commission on Accreditation of Allied Health Education Programs, signifying that the program meets national standards. The notification follows an on-site review by commission officials and an annual report by program director, Debbie Hinton.

  In 2007 the College's Medical Radiologic Technology Program accreditation was reaffirmed by The Joint Review Committee on Education in Radiologic Technology. There were no recommendations.

  The Physical Therapist Assistant Technology program at Pearl River Community College Forrest County Center is scheduled for an on-site visit in 2008 for reaffirmation of accreditation by the Commission on Accreditation in Physical Therapy Education (CAPE) of the American Physical Therapy Association. The physical therapist assistant education program will submit a self-study prior to the on-site visit.

  The combined site visit for Dental Hygiene and Dental Assisting took place in February 2008, and the College will be notified by the Commission on Dental Accreditation of their findings.

  **Source of Documentation:** Offices of the Vice President for Instruction and the Dean of the Forrest County Center

  **Use of Assessment Results:** No improvements needed.

## 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.

- **Assessment Results 2006-2007:** This information will not be available until October 2007.

    **Source of Documentation:**

    **Use of Assessment Results:**

- **Assessment Results 2007-2008:** Ninety-four and five tenths percent (94.5%) of the students who completed career technical programs were positively placed in either (a) jobs, (b) continuing education, or (c) military service.

    **Source of Documentation:** Offices of Career and Technical Education Programs at the Poplarville campus, the Forrest County Center, and the Hancock County Center. Offices of counselors at the Poplarville campus and at the Forrest County Center.

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

## 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%) was 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.

- **Assessment Results 2006-2007:** 85 Companies participated; 89% agreed or strongly agreed that our participating students were employable.

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

  **Use of Assessment Results:** Survey results will be used in Placement Workshops conducted in November 2006 and February 2007 for improving student readiness for career fairs.

- **Assessment Results 2007-2008:** Fifty-four of the 74 employers who participated in the Career Fair responded to the survey. Eighty-eight percent rated students as employable, and 12 percent were undecided.

  A hundred percent strongly agreed or agreed that students were helpful in set up and registration for the fair.

  Ninety percent agreed or strongly agreed that student participation, preparation of resumes, proper attire, and polite conduct were exhibited. Nine percent were undecided, and one percent disagreed.

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

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

  **Use of Assessment Results:** Dr. Wesley and Dr. Moore will encourage all participating employers to respond to the survey.


## 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.

- **Assessment Results 2006-2007:** Refer to the chart attached as Appendix A.

**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 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 2007-2008:** Refer to the chart attached as Appendix A.

  **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 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.

## 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:**

*The Mississippi College Mississippi Academic Year

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

Public Community/Junior Students Enrolled in Public Universities 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:**

*The Mississippi College Mississippi Academic Year

| | 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 | |

Public Community/Junior Students Enrolled in Public Universities 2004 – 2005 is 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.

- **Assessment Results 2006-2007:** The Information from this Indicator is still not available from the SBCJC. Attempts have been made to contact Dr. Larry Day for the release of this information.

  **Source of Documentation:**

  **Use of Assessment Results:**

- **Assessment Results 2007-2008:**

| | Fall 2006 | Fall 2007 |
|---|---|---|
| PRCC transfer Term GPA | 2.81 | 2.7 |
| CJC transfer Term GPA | 2.78 | 2.73 |
| IHL Term GPA | 2.79 | 2.79 |

**Source of** Planning and Public Students Public Universities **Documentation:** Office of Research and Mississippi Community/Junior College Enrolled in Mississippi
**Program Performance Indicators and Measures for 2006 and 2007 from SBCJC.**

**Use of Assessment Results:** As indicated in the chart above, for Fall 2006 the cumulative grade point average of students at public universities in Mississippi who have transferred from Pearl River Community College (2.81) is higher than the cumulative grade point average of students at public universities in Mississippi who have transferred from all Mississippi public community colleges (2.78). The results for Fall 2007 indicates that the cumulate grade point average of students at public universities in Mississippi who have transferred from Pearl River Community College (2.7) is slightly lower than the cumulative grade point average of students at public universities in Mississippi who have transferred from all Mississippi public community colleges (2.73).

## 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.

- **Assessment Results 2006-2007:** The final examination which encompasses all student learning objectives reveal the Quality Enhancement Plan College Algebra courses scored slightly higher than traditional College Algebra Courses as indicated in the following:

  | Fall 2006 Final Examination average: | QEP | 76.68 |
  |---|---|---|
  | | Traditional | 71.21 |

  | Spring 2007 Final Examination average: | QEP | 73.89 |
  |---|---|---|
  | | Traditional | 71.20 |

  **Source of Documentation:** Office of QEP Chair

  **Use of Assessment Results:** Continued assessment of Quality Enhancement Plan results. Additional data will be collected as the QEP is continued and expanded.

- **Assessment Results 2007-2008:** The final examination which encompasses all student learning objectives reveal the Quality Enhancement Plan College Algebra and Intermediate Algebra courses scored similar to the traditional College Algebra and Intermediate Algebra courses as indicated in the following:

| | | | | |
|---|---|---|---|---|
| Fall 2007 Final Examination average: College Algebra | QEP Students SD | 77.19 156 16.53 | Traditional | 70.24 155 16.04 |
| Fall 2007 Final Examination average: Intermediate Algebra | QEP Students SD | 69.36 47 19.81 | Traditional | 68.08 114 17.97 |
| Spring 2008 Final Examination average: College Algebra | QEP Students SD | 73.43 183 15.13 | Traditional | 69.56 52 13.67 |
| Spring 2008 Final Examination average: Intermediate Algebra | QEP Students SD | 70.60 30 15.97 | Traditional | 70.60 83 15.96 |

**Source of Documentation:** Office of QEP chair

**Use of Assessment Results:** Continued assessment of Quality Enhancement Plan results. Additional data will be collected as the QEP is continued and expanded.

## Internal Performance Indicator 9

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

- **Assessment Results 2006-2007:** The number of students graduating in Associate of Arts programs for the year 2005-2006 was 182 and the number of students graduating in Associate of Arts graduation programs for the year 2006-2007 was 167.

   **Source of Documentation:** Office of Planning and Research and Office of the Vice President for Instruction

   **Use of Assessment Results:** Due to the manner in which data is collected, this indicator will be revisited for the 2007-2008 year.

- **Assessment Results 2007-2008:** The number of students graduating in Associate of Arts graduation programs for the year 2006-2007 was 167, and there were 187 students graduating with an AA for 2007-2008, reflecting an 11% increase.

   **Source of Documentation:** Office of Planning and Research and Office of the Vice President for Instruction

   **Use of Assessment Results:** There has been much discussion about the measurability of this indicator and wording of the indicator will be changed for the 2008-2009 year.

## 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.

- **Assessment Results 2006-2007:** The annual Campus Climate Survey was administered in April 2007. According to the survey results 76% of students surveyed on Poplarville campus, 79% of students surveyed at Forrest County Center, and 85% of students surveyed at Hancock Center strongly agreed or agreed that campus services were satisfactory.

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

>   **Use of Assessment Results:** Surveys were administered during Spring 2007. Results will be used to address issues during the 2007-2008 school year. In addition, the campus climate survey will be revised for use during 2007-2008.

- **Assessment Results 2007-2008:** The Annual Campus Climate Survey was administered in April 2008. Although survey results concerning student satisfaction indicate that the majority of students are satisfied enough to indicate that they would recommend PRCC to others (78% of students surveyed on Poplarville campus; 87% of students surveyed at the Forrest County Center, and 82.5% percent of students surveyed at the Hancock Center strongly agreed or agreed that they were satisfied with PRCC), results indicate that students are still dissatisfied with channels for expressing student complaints. Fewer than 50% of students surveyed from all three campuses agree or strongly agree that channels for expressing student complaints are readily available (Poplarville – 42%; FCC – 46%; Hancock – 56%). The cumulative percent for all campuses of students who indicated that they were undecided about expressing student complaints was 34%. Fewer than 70% of students surveyed from all three campuses agree or strongly agree that they would feel comfortable requesting a conference to discuss what they perceive as an unfair instructor (Poplarville – 53%; FCC- 66%; Hancock 62.5%).

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

>   **Use of Assessment Results:** Instructors and instructional department heads are to be advised about the students' complaints concerning fairness and feeling uncomfortable about requesting additional help. *Note: The Vice President of Instruction will send a memo to instructors and instructional department heads.* The Office of Student services will distribute flyers and trifold brochures advising students of due process procedures.

## 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:**
   - Staffing: Additional staffing was requested.
   - Collection: The current collection was measured against ACRL guidelines for purchase of materials.
   - 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:**

- **Assessment Results 2006-2007:** There have been changes in ACRL guidelines and discussion is underway among ACRL personnel as to guideline specifics. 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. During Hurricane Katrina, the entire Hancock Center facility was destroyed, including the library. Some grant funds were awarded the institution during 2006-2007 to reconstruct and remediate the Hancock Center, but additional funds are needed to bring back the full library services and additional funding is being sought.

   **Source of Documentation:** Office of the Director of College Libraries

   **Use of Assessment Results:** Additional funding is being sought to assist with Hancock Center needs.

- **Assessment Results 2007-2008:** This information will not be available until Fall 2008.

   **Source of Documentation:**

   **Use of Assessment Results:**


## 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.

- **Assessment Results 2006-2007:** The annual Campus Climate Survey was administered in April 2007. According to the results of the survey, 71% of students surveyed on Poplarville campus, 72% of students at Forrest County Center, and 82% of student surveyed at Hancock Center agreed or strongly agreed that advising and counseling services were satisfactory.

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

  > **Use of Assessment Results:** Surveys were administered during Spring 2007. Results will be used to address issues during the 2007-2008 school year. The position of Placement Director and Director of Counseling Center was added in order to improve and expand counseling services. Additional counseling and advisement services were provided at the Hancock Center during registration. In addition, the campus climate survey will be revised for use in 2007-2008.

- **Assessment Results 2007-2008:** The annual Campus Climate Survey was administered in April 2008. According to the results of the survey, over 60% of students surveyed indicated that they would prefer an advisor assigned to them as follows: 65.4% of students surveyed on the Poplarville campus, 66% of FCC students surveyed, and 63.8% of Hancock Center students surveyed.

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

  > **Use of Assessment Results:** Improvements will continue to be made in the advisement and counseling area with instructors being trained to provide individual counseling and guidance for students.

## 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.

- **Assessment Results 2006-2007:** The annual Campus Climate Survey was administered in April 2007. Results of the survey indicate that 71% of students surveyed on the Poplarville campus, 71% of students surveyed at Forrest County Center and 78% of students surveyed at the Hancock Center agreed or strongly agreed that the admission and registration services were satisfactory.

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

  **Use of Assessment Results:** Surveys were administered during Spring 2007. Results will be used to address issues during the 2007-2008 school year. In addition, the campus climate survey will be revised in 2007-2008.

- **Assessment Results 2007-2008:** The annual Campus Climate Survey was administered in April 2008. Results of the survey indicate that 74.7% of students surveyed on the Poplarville campus,

78% of students surveyed at Forrest County Center and 69% of students surveyed at the Hancock Center agreed or strongly agreed that the admission and registration services were satisfactory. This reflects an increase in satisfaction levels of students at Poplarville and the FCC and indicates a decrease in satisfaction at the Hancock Center.

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

**Use of Assessment Results:** Although the satisfaction level indicates an increase at the Poplarville and FCC campuses, the Office of Student Services continues to use survey results to improve services. The Office of student Services will implement a training program for all work study students who work in the Office of Admissions and will utilize full-time staff personnel at the front desk at all times.

- **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.

- **Assessment Results 2006-2007:** The annual Campus Climate Survey was administered in April 2007. The survey indicated that 84% of students surveyed on the Poplarville campus, 85% of students surveyed at the Forrest County Center, and 77% of students surveyed at the Hancock Center agreed or strongly agreed with the statements regarding the bookstore. Indications are 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 2007. Results will be used to address issues during the 2007-2008 school year. Bookstore personnel will continue to work diligently to provide competitive prices and friendly service to students and instructors. In addition, the campus climate survey will be revised in 2007-2008.

- **Assessment Results 2007-2008:** The annual Campus Climate Survey, which was administered in April 2008, indicated that 85% of students surveyed on the Poplarville campus, 88.6% of students surveyed at the Forrest County Center, and 60.6% of students surveyed at the Hancock Center agreed or strongly agreed with the statements regarding the bookstore. Results indicate a slight increase in the level of student satisfaction with services provided by the bookstore at the Poplarville and FCC campus, with a decrease in satisfaction at the Hancock Center.

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

    **Use of Assessment Results:** Bookstore personnel will continue to work diligently to provide competitive prices and friendly service to students and instructors.

- **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.

- **Assessment Results 2006-2007:** The annual Campus Climate Survey was administered in April 2007. The survey results indicate that 62% of students surveyed on Poplarville campus, 65% of students surveyed at the Forrest County Center and 72% of students surveyed at the Hancock Center agreed or strongly agreed that counseling services were satisfactory.

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

  **Use of Assessment Results:** Surveys were administered during Spring 2007. Results will be used to address issues during the 2007-2008 school year. Efforts continue to better prepare advisors (instructors) for the task of advising students regarding the appropriate classes to be taken. The position of Placement Director and Director of Counseling Center was added in order to improve and expand counseling services. In addition, the campus climate survey will be revised in 2007-2008.

- **Assessment Results 2007-2008:** According to the annual Campus Climate Survey which was administered in April 2008, over 60% of students surveyed indicated that they would prefer an advisor assigned to them as follows: 65.4% of students surveyed on the Poplarville campus, 66% of FCC students surveyed, and 63.8% of Hancock Center students surveyed.

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

  > **Use of Assessment Results:** Efforts are being made in the counseling service to improve and expand counseling services.

- **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.

- **Assessment Results 2006-2007:** The annual Campus Climate Survey was administered in April 2007. Survey results indicate that 60% of students surveyed on the Poplarville campus, 63% of students surveyed at the Forrest County Center, and 67% of students surveyed at the Hancock Center agreed or strongly agreed that financial aid services were satisfactory.

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

  **Use of Assessment Results:** Surveys were administered during Spring 2007. Results will be used to address issues during the 2007-2008 school year. In addition, the campus climate survey will be revised in 2007-2008.

- **Assessment Results 2007-2008:** Students surveyed indicated satisfaction levels with the financial aid services as follows: 68% of Poplarville students were satisfied; 72.7% of FCC students were satisfied; 50% of Hancock students were satisfied.

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

    **Use of Assessment Results:** Although student satisfaction has increased slightly over the past year at two of the campuses, plans continue to be implemented to improve the quality of student services in the financial aid department. A training program for student workers will be implemented and a full-time staffer will be available at the front desk to assist with student questions.

- **Learning Resource Center (now Library)**
  - **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.

- **Assessment Results 2006-2007:** The annual Campus Climate Survey was administered in April 2007. Results of the survey indicate that 71% of students surveyed on the Poplarville campus, 83% of students surveyed at the Forrest County Center, and 68% of students surveyed at the Hancock Center agreed or strongly agreed that library services were satisfactory.

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

  **Use of Assessment Results:** Surveys were administered during Spring 2007. Results will be used to address issues during the 2007-2008 school year. In addition, the campus climate survey will be revised in 2007-2008.

- **Assessment Results 2007-2008:** The annual Campus Climate Survey, which was administered in April 2008, revealed an increase in student satisfaction from 71% to 73.% of students surveyed on Poplarville campus; the satisfaction level of the FCC remained at 83% and 48.8% at the Hancock Center agreed or strongly agreed that library services were satisfactory.

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

  **Use of Assessment Results:** Satisfaction, while increasing slightly on the Poplarville campus and at the Hancock Center, has maintained the same level at the FCC. Library staff will be encouraged to continue improvement of library services. The opening of a library at the Hancock Center should positively impact the students' satisfaction.

- **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.

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- **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 was 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

- **Assessment Results 2006-2007:** The annual Campus Climate Survey was administered in April 2007. Results of the survey indicate that 70% of the students surveyed on the Poplarville campus, 82% of the students surveyed at the Forrest County Center, and 72% of the students surveyed at the Hancock Center agreed or strongly agreed that the campus is secure for all 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 2007. Results will be used to address issues during the 2007-2008 school year. Campus police have received training in the following areas:

- Security Planning for campus
- National Incident Management System (NIMS)
- Taser Certification
- Police Academy Refresher course
- Standard Professional Development Orientation for Police Departments on all new emergency plans and safety manuals

Plans are underway for Campus Police to provide crisis management training for the faculty and staff on all campuses. In addition, the campus climate survey will be revised in 2007-2008.

- **Assessment Results 2007-2008:** According to the annual Campus Climate Survey, which was administered in April 2008, 67.9% of the students surveyed on the Poplarville campus, 78.7% of the students surveyed at the Forrest County Center, and 77.6% of the students surveyed at the Hancock Center agreed or strongly agreed that the campus is secure for all students. This reflects a slight decrease from last year's survey at the Poplarville campus and the Forrest County Center. However, the Hancock Center percentage has increased 5.6%.

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

  **Use of Assessment Results:** Results will be used to address issues during the 2008-2009 school year. Crisis Management training has been provided for faculty and staff on all campuses. Plans are to require students, faculty and staff to wear visible identification at all times during the coming year. Trainings to promote public relations will be considered. Increasing the number of patrols around campuses and dormitories will also be considered.

## 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.

- **Assessment Results 2006-2007:** 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. Actual expenditures for the fiscal year 2007 indicate that 7.8% of the Institutional Educational & General (E & G) Budget went to library resources.

**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.

- **Assessment Results 2007-2008:** The combined Library budget (Poplarville Campus and Forrest County Center) for 2007-2008 was 3.5% of the College's budget. This indicates an increase in the overall library budget as a percentage of the College's budget. Actual expenditures for the fiscal year 2008 indicate that 3.5% of the Institutional Educational & General (E & G) Budget went to library resources.

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

 **Use of Assessment Results:** Additional funds will be requested for library.

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

- **Assessment Results 2006-2007:** The Fine Arts and Communications Department, The Humanities and Social Sciences Department, the Science, Mathematics, and Business Department, the Health, 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.

- **Assessment Results 2007-2008:** The Fine Arts and Communications Department; The Humanities and Social Sciences Department; the Science, Mathematics, and Business Department; the Health, Physical Education and Recreation Department; the Nursing Departments; and the Department of Career and Technical Education are verifying 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. Information is also provided on the College web site.

 **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.

## mmitment 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.

- **Assessment Results 2006-2007:** Forty-nine classes (37 courses) were taught online for Pearl River Community College during Fall 2006. During the Spring 2007 semester, 50 classes (40 courses) were taught online.

    **Source of Documentation:** Office of Extended Education and Instructional Design

    **Use of Assessment Results:** These data do not reflect a growth of 10% from the previous year; however, the wording of Internal Performance Indicator specifies a two year time period with 2002-2003 as the beginning of this time frame. This indicator will be revisited to determine a more realistic goal for growth. The current information will be used in conjunction with in-house research regarding the demand for classes that the College was unable to fill. Since we have employed a person specially hired for full-time Distance Education and demand for sessions was higher, changes have been made to address the demand for sessions.

- **Assessment Results 2007-2008:**

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

| Fall 2006 | Spring 2007 | Total 06+07 | Fall 2007 | Spring 2008 | Total 07+08 | Percent Change |
|-----------|-------------|-------------|-----------|-------------|-------------|----------------|
| 49 | 50 | 99 | 74 | 69 | 143 | +44.4% |

    In Fall 2006 and Spring 2007 a total of 99 courses were provided through MSVCC. In Fall 2007 and Spring 2008, a total of 143 courses were provided through MSVCC.

    **Source of Documentation:** Office of Extended Education and Instructional Design

    **Use of Assessment Results:** This is a increase of 44.4%. No action is needed because the goal of 10% increase was met. In an effort to continue the growth of the Pearl River Community College distance learning program, the Office of Extended Education and Instructional Design will persist in efforts to recruit and train instructors.

## 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 was 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 is 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.

- **Assessment Results 2006-2007:** Department Chairs review syllabi from fall and spring semesters to verify that instructors are using a combination of teaching methods in the classroom.

    **Source of Documentation:** Offices of Department Chairs

    >**Use of Assessment Results:** Department chairs will continue to review syllabi from the fall and spring semesters to verify that a combination of teaching methods is used in the classroom.

- **Assessment Results 2007-2008:** Department Chairs review syllabi from fall and spring semesters to verify that instructors are using a combination of teaching methods in the classroom.

    **Source of Documentation:** Offices of Department Chairs

    >**Use of Assessment Results:** Department chairs will continue to review syllabi from the fall and spring semesters to verify that a combination of teaching methods is used in the classroom.

## 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.

- **Assessment Results 2006-2007:** 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.

    **Source of Documentation:** Office of Chair of Department of Science, Mathematics, and Business

    >**Use of Assessment Results:** Efforts will continue to enhance mathematics classrooms with instructional technology.

- **Assessment Results 2007-2008:** During Summer 2007 Room 103 and Room 131 in the Science Building on the Poplarville campus were equipped with needed technology, including computer, sympodium, Internet access, digital presenter, and data projector. At the Forrest County Center, a lab was created and a classroom equipped with needed technology as mentioned above.

    **Source of Documentation:** Office of Chair of Department of Science, Mathematics, and Business

**Use of Assessment Results:** Efforts will continue to enhance mathematics classrooms with instructional technology.

## 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 Space Center, 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 Space Center, 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 Jefferson 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 Space Center, and on weekends. During the Spring 2006 semester, 34 classes were offered at the following locations and times: Picayune, Columbia, Hancock, Stennis Space Center, 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.

- **Assessment Results 2006-2007:** A total of 31 classes were offered at off-campus sites for 2006-2007. In Fall 2006, 11 classes were offered at off-campus sites. These classes were held at Columbia, Picayune, and Stennis Space Center. In Spring 2007, 16 classes were offered at off-campus sites. These sites included Columbia, Picayune, and Prentiss. In addition, there were four (4) courses offered for credit by Workforce Development.

**Source of Documentation:** Office of Extended Education and Instructional Design

   **Use of Assessment Results:** The demand for night classes has decreased while the demand for weekend classes has seen a tremendous increase. The information will be used to explore the possibility of alternative scheduling for a changing student population.

- **Assessment Results 2007-2008:**

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

| Location | Fall 2007 | | | Spring 2008 | | |
|---|---|---|---|---|---|---|
| | Offered | Made | Percent that Made | Offered | Made | Percent that Made |
| Picayune | 10 | 6 | 60% | 5 | 3 | 38% |
| Columbia | 4 | 3 | 75% | 3 | 1 | 25% |
| Prentiss | 9 | 2 | 22% | 6 | 0 | 0% |

   **Source of Documentation:** Documentation is maintained in the Office of Extended Education and Instructional Design

   **Use of Assessment Results:** Students continue to request night classes, but the numbers do not indicate that the classes are actually in demand. In an effort to increase enrollment in night class offerings, more publicity is being planned. In addition, the efforts to provide classes in Prentiss were not successful, so more night classes in Columbia will be offered in order to provide a location that is accessible by the Prentiss students who wish to attend a class. Informal feedback has been sought from both night class instructors and night class students.

## 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 the 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 the 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 Communication Department, The Humanities and Social Sciences Department, the Science, Mathematics, and Business Department, the Health, 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 all syllabi are maintained in the offices of the Director of Poplarville Career and Technical Education, the Dean of the Forrest County Center, and the directors or chairs of instructional departments.

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

- **Assessment Results 2006-2007:** The Fine Arts and Communications Department, The Humanities and Social Sciences Department, the Science, Mathematics, and Business Department, the Health, Physical Education and Recreation Department, the Department of Nursing Education, and the Department of Career and Technical Education 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 the Forrest County Center, and the directors or chairs of instructional departments.

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

- **Assessment Results 2007-2008:** The Fine Arts and Communications Department; The Humanities and Social Sciences Department; the Science, Mathematics, and Business Department; the Health, Physical Education and Recreation Department; the Department of Nursing Education; and the Department of Career and Technical Education are verifying 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. Information is also maintained on the College web site.

  **Source of Documentation:** A copy of each syllabus is maintained in the office of the Dean of the Forrest County Center, and the directors or chairs of instructional departments.

  **Use of Assessment Results:** Adequate notification of procedures is already in place and will be continued to be 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 14$^{th}$ out of 15 institutions within the State of Mississippi 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 Mississippi 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.

- **Assessment Results 2006-2007:** 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.

- **Assessment Results 2007-2008: This information will be available in the Fall of 2008, when the SBCJC Report is released.**

  **Source of Documentation:**

  **Use of Assessment Results:**

## 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.

- **Assessment Results 2006-2007:** During the Fall 2006 and Spring 2007 semesters, 1327, or 74%, of 1788 academic and technical classes carrying three or more semester hours credit were taught by full time instructors.

    **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:** The 74% is lower than the 80% stated in the indicator, therefore, a review of the number of classes taught by full-time instructors will be conducted. We are continuing to move toward hiring more full-time instructors.

- **Assessment Results 2007-2008:** For Fall 2007 there were 717 Academic and Technical courses taught with 3 or more credit hours. Of those 455 were Academic and 262 were Technical and no Virtual courses were included. Of the 455 Academic courses, 301 (66%) were taught by full time instructors. Of the 262 Technical courses, 259 (99 %) were taught by full time instructors. The overall percentage of both taught by full time instructors for Fall 2007 is 78%.

    **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:** There has been improvement from 74% in 2006-2007 to 78% for 2007-2008, and we will continue to move toward hiring more full-time instructors.


## 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.

- **Assessment Results 2006-2007:** One hundred percent of Pearl River Community College faculty are qualified according to accreditation guidelines.

  **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 2007-2008:** All fall semester faculty members are qualified according to appropriate standards.

  **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.

## 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.

- **Assessment Results 2006-2007:** 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.

- **Assessment Results 2007-2008:** Eighty-nine percent (89%) of PRCC faculty and professional staff attended the Professional Development Sessions on Tuesday, August 14, 2007. This Internal Performance Indicator has been attained, reflecting a slight increase from last year. The format of the program was changed and will be discussed as plans are finalized for the 2008-2009 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.

  **Source of Documentation:** Office of Planning and Research

  > **Use of Assessment Results:** Since requests have been received regarding the addition of sessions concerning campus safety and instructional technology, among others, plans are currently being made to include both of these topics in the 2008 concurrent sessions. These topics will be shared with faculty and staff in advance and may help to promote a higher rate of attendance at the meetings.

## 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.

- **Assessment Results 2006-2007:** 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.

  > **Use of Assessment Results:** 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.

- **Assessment Results 2007-2008:** Documentation indicates that sixty-two percent (62%) of personnel attended professional development sessions in addition to the faculty orientation sessions provided by PRCC in 2006-2007. The summary report form that was developed and distributed to faculty and professional staff has aided in providing updated information. The use of this form will be continued to collect professional development information.

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

**Use of Assessment Results:** 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. Various avenues are being explored to increase the number and variety of professional development opportunities offered.


## 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.

- **Assessment Results 2006-2007:** Eighty percent (80%) of the PRCC support staff attended one of the professional development sessions on May 1 and May 4, 2007.

  **Source of Documentation:** Office of Planning and Research

  **Use of Assessment Results:** Although both sessions were well received by those in attendance, additional communication with supervisors is being planned in order to encourage a higher percentage of participation.

- **Assessment Results 2007-2008:** A professional development session for support staff was conducted on the Poplarville Campus on October 23, 2007, and a session was conducted at the Forrest County Center on November 15, 2007. Eighty-four (84%) of support staff members attended these sessions.

    **Source of Documentation:** Office of Planning and Research

    **Use of Assessment Results:** Administrators and supervisors will continue to be encouraged to send support staff to the professional development activities. A survey is being planned which will be administered to staff in order to assist with determining topics which will be beneficial to them in their areas of responsibilities.

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

- **Assessment Results 2006-2007:** In fiscal year 2007, a salary increase of 7% was implemented and in Fiscal Year 2008, a salary increase of 5% will be provided.

    **Source of Documentation:** Office of Dean of Business Services

    **Use of Assessment Results:** The institution continues to take an assertive position in its budgeting effort to strive to increase faculty salaries.

- **Assessment Results 2007-2008: This information will be available in the fall of 2008 when the SBCJC Report is released.**

    **Source of Documentation:** Office of Dean of Business Services

    **Use of Assessment Results:** The institution will continue to take an assertive position in its budgeting effort to strive to increase faculty salaries

# 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.

- **Assessment Results 2006-2007:** 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 interactive white boards.

  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.

  **Source of Documentation:** Office of Information Technology, Director of QEP

  > **Use of Assessment Results:** The results of the implementation of the 'MyMathLab' software and computer lab are being assessed as part of the Quality Assessment Plan. This data will be published at a later date. The Blackboard Learning Management System was used to provide supplemental material to 28 sections of various courses during the spring 2007 semester. The results of student and faculty surveys revealed that most believed this helped enhance the learning environment. A complete list of the survey results can be found in the office of the director of the QEP. Students living in the new men's and women's suites have access to over forty different local and national television stations. Students surveys indicate and overall satisfaction with the new system. ID cards are now being produced on the Poplarville, Forrest County and Hancock Center locations. This ensures that students at all locations now have any ID card. Oracle updates were completed in addition to Banner upgrades. These upgrades have provided enhanced features to the administrative software system.

- **Assessment Results 2007-2008:** The Division of Information Technology has deployed Microsoft Office 2007 with a campus licensing agreement which allows installation on any College owned computer. The anti-virus software program, AVAST, has also been deployed in the ongoing battle against the spread of computer viruses. This anti-virus software is available, without cost, to faculty and students for installation on either PRCC owned or home computers.

  **Source of Documentation:** Office of Information Technology

  **Use of Assessment Results:** AVAST anti-virus software has provided the College with increased ability to protect faculty, staff and student PCs from the attack of computer viruses. The reporting tools are providing detailed information that will assist us in preventing widespread outbreaks of these problematic viruses. The top ten viruses for the past year include: VunDrop, Adware-gen, Rootkit-gen, Trojan-gen, Zlob-CGE, Trojano-1165, Spyware-gen, Mywebsearch-G, FakeAV-M, and Agent-ZXU. Having a software license that allows for a copy to be installed on home computers has provided an additional layer of defense from viruses reaching College owned PCs.

  The standardization of Microsoft Office products has allowed for the ease in document portability among offices. There has been an additional cost savings by purchasing these products under our campus agreement as compared to purchasing the software individually.

## 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.

- **Assessment Results 2006-2007:** FY 2006 provided a total E&G (Educational & General Expenditures) budget in the amount of $693,803.00 for the Information Technology Department. The FY 2007 budget process realized an increase of $170,635.00 for this department, or a total E&G budget of $864,438.00 for the operation of the Information Technology Department. The institution's E&I (Enlargement & Improvement Fund) budget also provided for an additional $79,021.00 for capital improvement needs of the I.T. Department for FY 2007. No E&I (Enlargement & Improvement Fund) funds had been provided during FY 2006.

  **Source of Documentation:** Office of Dean of Business Services

  **Use of Assessment Results:** The College is providing increasing support to the IT Department as evidenced in the Assessment Results.

- **Assessment Results 2007-2008:** Budget reductions applied throughout the institution in transition from FY 2008 to FY 2009 resulted in reductions within the Information Technology Department budget as well.

  A new E&I budget line was created within the FY 2009 budget entitled, "Instructional Technology Improvements" in the amount of $350,000.00 to provide additional funds for the improvement in classroom technology throughout the institution.

  Information Technology Department E&I funds for FY 2008 totaled $79,021.00, with a slight increase in FY 2009 to $80,000.00. The Information Technology Department's FY 2008 general support budget totaled $983,721.00, while being reduced in FY 2009 to $959,090.00.

  Quality Enhancement Plan (QEP) funds provided for classroom technology in FY 2008 totaled $98,000.00, while being reduced to $50,000.00 in FY 2009, per the multi-year QEP budget established in accordance with SACS approved QEP plan for the institution.

  **Source of Documentation:** Office of Dean of Business Services

  **Use of Assessment Results:** The College is providing support to the IT Department through avenues mentioned and this indicator will be revisited.

## 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 was 0.81 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

- **Assessment Results 2006-2007:** The annual Campus Climate Survey was administered in April 2007. The survey results indicated that 77% of students surveyed on the Poplarville Campus, 79% of students surveyed at the Forrest County Center, and 80% of the students surveyed at the Hancock Center agreed or strongly agreed that support staff services were satisfactory.

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

**Use of Assessment Results:** Surveys were administered during Spring 2007. Results will be used to address issues during the 2007-2008 school year. In addition, the Campus Climate Survey will be revised for 2007-2008.

- **Assessment Results 2007-2008:** The annual Campus Climate Survey was administered in April 2008. The survey results indicated that 79% of students surveyed on the Poplarville Campus, 82% of students surveyed at the Forrest County Center, and 61.8% of the students surveyed at the Hancock Center agreed or strongly agreed that support staff services were satisfactory.

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

    **Use of Assessment Results:** The Hancock Center results indicate a decrease in student satisfaction. Results will be used to address issues during the 2008-2009 school year.

## 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)

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- 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.

- **Assessment Results 2006-2007:**
  - All Katrina damaged/destroyed roofs have been repaired.
  - Remediation work is in progress on the following facilities:
    Crosby Hall
    Huff Hall
    Moody Hall
    Nursing Building and Wellness Center
  - Remediation work has yet to begin on 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
  - The demolition of Moody Hall Auditorium has been completed.
  - 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
  - A Campus Police substation has been completed at the female student housing complex (River Village)
  - The courtyard project, adjacent to Crosby Hall, is under construction

**Source of Documentation:** Buildings and Grounds Committee Reports

**Use of Assessment Results:** The restoration of the Poplarville campus from the extensive damage caused by Hurricane Katrina will allow for a return to normal level of campus activity. The new facilities will enhance student recruitment and improve the learning environment.

- **Assessment Results 2007-2008:** A report on renovation progress and completion of projects is as follows:
  - A new Transportation Shop and Shipping/Receiving Warehouse has been completed.
  - The demolition of Bilbo Hall was completed.
  - Renovation of Holden Stadium was begun.
  - The Courtyard Project adjacent to Crosby Hall has been completed.
  - The renovation of Hurricane Katrina damages to Huff Hall has been completed.
  - Construction of a facility to house the Equipment Operator and Truck Driving Programs has begun.
  - A restroom and storage facility for the Tennis Courts has been completed.
  - Construction on a new Career Education Building on the Poplarville Campus is underway.
  - A landscaping project in the median on Highway 11 in front of the Poplarville campus has been completed.
  - The expansion of the Hancock Center Library facility has been completed.
  - A Road & Parking Improvement Project on the Poplarville campus has been developed and is awaiting bidding by the Bureau of Buildings & Grounds.

**Source of Documentation: Buildings & Grounds Committee Documentation Reports**

**Use of Assessment Results:** The continuous improvement of college facilities is essential to the improvement of the teaching and learning environment. A quality learning environment will enhance the positive growth of the college.

## 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.

- **Assessment Results 2006-2007:** The wireless Internet service has been expanded and more students on the Poplarville Campus, at the Forrest County Center, and at the Hancock Center are now able to connect wirelessly to network resources. However, it is recognized that the wireless Internet service needs to be expanded to include the residence halls that currently do not have the service and that the bandwidth necessary to support wireless Internet be increased.

- However, it is recognized that expansions to include additional coverage areas need to made.

**Source of Documentation:** Office of Information Technology

> **Use of Assessment Results:** In addition to the wireless Internet access for residence hall students, wireless service is now available to students in many additional classrooms and buildings. This service is now available in all floors of the Science building. Additional service areas have also been added in Seal Hall, Fine Arts complex and the Johnston Library. However, it is recognized that the wireless Internet service needs to be expanded to include the residence halls that currently do not have the service and that the bandwidth necessary to support wireless Internet be increased.

- **Assessment Results 2007-2008:** Technology updates continue to assist students and faculty in expanding their access to information and network services. The Metro-Ethernet data circuit project has been completed which increases available bandwidth from 6 Mbps to 50 Mbps. Anyone connected to campus network should notice a significant improvement in the time needed to download files or retrieve information across the network.

The wireless Internet service has been upgraded in the men's and women's suites, which greatly increases the number of simultaneous connections that can be made to the Internet. Wireless services are currently available on the Poplarville Campus in the following locations: Johnston Library, Crosby Hall, Science Building, Fine Arts Complex, men's suites and women's suites. The Forrest County Center has wireless access in the library. The Woodall Center and the Hancock Center also have wireless Internet services available for student and faculty use

**Source of Documentation: Office of Information Technology**

> **Use of Assessment Results:** The addition of the Metro-Ethernet circuit for the Poplarville campus has been completed. This upgrade is providing additional bandwidth needed to accommodate the growing demand for online resources in distance education, classroom facilities and for student computer labs. Bandwidth utilization is currently averaging 35Mbps of the 50Mbps capacity. IT will continue to monitor utilization in an effort ensure that the demand is being met.

Wireless Internet services are being used extensively in the Men's and Women's Suites, Science Building, Library and Crosby Hall. Because of the heavy utilization and popularity of these services additional residence halls will be equipped with 802.11 wireless services beginning in the fall 2008 semester. Wireless services will continue to be expanded to areas not currently served as resources become available.

## 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.

- **Assessment Results 2006-2007:**
  Funding was allocated at the described level.

  **Source of Documentation:**
  FY 2007-2008 Budget

  **Use of Assessment Results:**
  Funding will be used in the continued expansion of the Quality Enhancement Plan. Future requests will remain at this level.

- **Assessment Results 2007-2008:** Funding was allocated at the described level. Funding for the Poplaville campus, including salaries for the FY 2008-2009 Budget is $206,703, and funding for the Hattiesburg campus is $79,488. Included in the Quality Enhancement Plan budget are E and I Funds which amount to $50,000.

  **Source of Documentation:** FY 2008-2009 Budget

  **Use of Assessment Results:** Funding will be used in the continued expansion of the Quality Enhancement Plan. The minimum of 90 percent of the initial Quality Enhancement Plan budget amount has been met. Future requests will remain at this level.

## 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%.

- **Assessment Results 2006-2007:** The total funds raised were $769,228.20. This represents an increase of 12.4% over the prior fiscal year. Out of this total the Annual Fund was $632,903.59 which exceeded the Annual Fund goal of $600,000.00 by 5.4%.

   **Source of Documentation:** The annual audit and Minutes of the Development Foundation Board meetings supports the assessment results.

   **Use of Assessment Results:** The endowment fund increased by 7.9% ($2,899,650.00) which exceeded the indicator of excellence minimum of 2.5%. Scholarships were funded for students with a dollar value of $180,538.27. $50,000.00 of total funds was raised for support of the Workforce Education Heavy Equipment Instruction Program. $63,000.00 of total funds was raised for program upgrades at the Hancock Center in Bay St. Louis. $40,000.00 of total funds was raised for educational assistance for students who are graduates of Pearl River County Schools.

- **Assessment Results 2007-2008:** Total funds raised were $1,097,810, an increase of 43%. In addition, $499,975 was given in stock to establish a new scholarship.

  **Source of Documentation:** The annual audit and Minutes of the Development Foundation Board meetings supports the assessment results.

  **Use of Assessment Results:** The endowment fund increased by 22% to $3,533,657, which exceeds the excellence minimum of 2.5%. Scholarships were funded for 349 students with a value of $269,369.

# 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.

- **Assessment Results 2006-2007:**
  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 Center campuses, as well as the Hancock Center operations in Waveland and the Lowery A. Woodall Advanced Technology Center in Hattiesburg.
  2. Items on the Friday Report are also put on the PRCC website www.prcc.edu under the subhead Items. Weekly and monthly events are also listed on the front page of the website in the scroll.
  3. Dixie Drawl school 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, the library at the Forrest County center, 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 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 is allotted for each day of the month so students can make additions of school activities and events, as well as personal events. The marquee in front of the Poplarville campus provides information on scheduled activities. Encouragement needs to be given to all faculty members and students to utilize campus email accounts to check for announcements.

- **Assessment Results 2007_2008:**

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 Center campuses, as well as the Hancock Center operations in Waveland and the Lowery A. Woodall Advanced Technology Center in Hattiesburg.

2. Items on the Friday Report are also put on the PRCC website www.prcc.edu under the subhead Items. Weekly and monthly events are also listed on the front page of the website in the scroll.

3. Dixie Drawl school newspaper. The school newspaper is published a minimum of three times 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, the library at the Forrest County center, 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 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 is allotted for each day of the month so students can make additions of school activities and events, as well as personal events. The marquee in front of the Poplarville campus provides information on scheduled activities. Encouragement needs to be given to all faculty members and students to utilize campus email accounts to check for announcements

## 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.

- **Assessment Results 2006-2007:** 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.

- **Assessment Results 2007-2008:** 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. In addition, the Institutional Effectiveness Newsletters will be expanded to provide more information regarding planning and effectiveness activities.

## 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.

- **Assessment Results 2006-2007:** Faculty from all locations met on the Poplarville campus on August 14, 2007. Some topics covered at this meeting included QEP updates, professional development activities, faculty handbook topics, etc. The Poplarville and Forrest County Center Career and Technical Departments met on August 15, 2006, to discuss several issues such as CPAS scores, student achievement, professional development opportunities, etc.

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

> **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 2007-2008:** Faculty from all locations met on the Poplarville campus on August 14, 2007. The main focus of this meeting concerned campus safety issues. Other topics covered at this meeting included QEP updates, professional development activities, faculty handbook topics, etc. The Poplarville and Forrest County Center Career and Technical Departments met on August 15, 2007, to discuss several issues such as CPAS scores, student achievement, professional development opportunities, etc.

> **Source of Documentation:** The information is on file in the offices of the Vice President for Instruction, Director of Poplarville Career and Technical Education Programs and Dean of the Forrest County Center.

> **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.

## 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 |

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 | August 16, 2005 | August 18, 2005 | Jan. 4, 2006 | April 6, 2006 |

| Commerce | | | | |
|---|---|---|---|---|
| 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.

- **Assessment Results 2006-2007:**

Departmental meetings were held on the following dates:

| Department of Humanities and Social Sciences | August 17, 2006 | Dec. 12, 2006 | Jan. 5, 2007 | March 22, 2007 |
|---|---|---|---|---|
| Department of Science, Mathematics, and Business | August 16, 2006 | Sept. 28, 2006 | March 1, 2007 | April 3, 2007 April 13, 2007 |
| Department of Fine Arts and Communication | August 16, 2006 | Dec. 11, 2006 | Jan. 5, 2007 | May 7, 2007 |
| Department of Health, Physical Education, and Recreation | August 16, 2006 | Dec. 4, 2006 | Jan. 4, 2007 | May 3, 2007 |
| Department of Nursing Education | Sept. 11, 2006 | Oct. 16, 2006 | Jan. 24, 2007 Feb. 24,2007 | March 19, 2007 April 23, 2007 |
| Business and Commerce | Sept. 7, 2006 | Oct. 3, 2006 | n/a | April 3, 2007 |
| Industrial Technology | August 18 | Oct. 5, 2006 | March 6, 2007 | May 6, 2007 |
| Occupational Training | October 3, 2006 | Dec. 11, 2006 | Jan. 9, 2007 | March 6, 2007 |

*Departmental meetings were also held at the Forrest County Center.*

**Source of Documentation:** This information can be found in 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.

- **Assessment Results 2007-2008:**

Departmental meetings were held on the following dates:

| Department of Humanities and Social Sciences | August 15, 2007 | December 4, 2007 | January 8, 2008 | March 20, 2008 |
|---|---|---|---|---|
| Department of Science, Mathematics, and Business | August 15, 2007 August 16, 2007 | October 16,2007 October 18,2007 | March 20, 2008 April 24, 2008 | May 1, 2008 May 6, 2008 |
| Department of Fine Arts and Communication | August 15, 2007 | December 11, 2007 | n/a | May 8, 2008 |
| Department of Health, Physical Education, and Recreation | August 15, 2007 | n/a | n/a | May 9, 2008 |
| Department of Nursing Education | August 15, 2007 | September 14, 2007 October 29, 2007 November 26, 2007 | January 15, 2008 February 10, 2008 March 17, 2008 | April 7, 2008 April 28, 2008 |
| Business and Commerce | August 15, 2007 | October 2, 2007 November 27, 2007 | January 24, 2008 | March 7, 2008 |
| Industrial Technology | August 15, 2007 | n/a | March 6, 2008 | May 6, 2008 |
| Occupational Training | August 15, 2007 | October 2, 2007 | January 24, 2008 | May 6, 2008 |

**Source of Documentation:** This information can be found in 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.

## 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.

- **Assessment Results 2006-2007:** A professional development session for support staff was held on May 1 at the Forrest County Center and May 4 on the Poplarville Campus and focused on workplace etiquette.

  **Source of Documentation:** Office of Planning and Research

  **Use of Assessment Results:** Both sessions were well received by those in attendance. Suggestions for future meetings included offering additional business/office etiquette topics and inviting other staff to attend.

- **Assessment Results 2007-2008:** A professional development session for support staff was held on October 23. 2007, on the Poplarville Campus and on November 15, 2007, at the Forrest County Center. The topic for the sessions focused on campus safety issues.

  **Source of Documentation:** Office of Planning and Research

  **Use of Assessment Results:** A survey is currently being planned in order to ask for input regarding professional development topic ideas for 2008-2009.

## 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.

- **Assessment Results 2006-2007:** Each Alumni Chapter of the PRCC Alumni Association is now conducting Bi-Monthly meetings which indicate that this measurement will far surpass expectations.

  **Source of Documentation:** Results are documented in the minutes of the Foundation Board, the Board of Trustees, Alumni Association minutes, and the editions of the "Riverside".

  **Use of Assessment Results:** The results were that the alumni were continually involved in the programs and activities of the college. Alumni fish fry's and golf tournaments help generate funding for the Development foundation and for scholarships for needy students.

  The Forrest/Lamar Chapter provided over $3,200 in funding for student scholarships for the year and added an additional $7,500 to their endowment.

  The Hancock County Alumni Chapter was able to acquire $1,500 in scholarship support in 2006. This was unexpected after the results of Hurricane Katrina.

  The Pearl River County Alumni Chapter provided $1,500 in scholarship support for three students.

  The Marion/Jeff Davis Alumni Chapter also provided over $2,000 in scholarship support for students from those counties.

- **Assessment Results 2007-2008:** Each Alumni Chapter of the PRCC Alumni Association is now conducting regular meetings.

**Source of Documentation:** Results are documented in the minutes of the Foundation Board, the Board of Trustees, Alumni Association minutes, and the editions of the "Riverside".

**Use of Assessment Results:** The results were that the alumni were continually involved in the programs and activities of the college. Alumni fish fry's and golf tournaments help generate funding for the Development Foundation and for scholarships for needy students.

The Forrest/Lamar Chapter provided $5,450 in funding for student scholarship for the year and added an additional $9,500 to their endowment.

The Hancock County Alumni Chapter provided $1,238 in scholarship support.

The Pearl River county Alumni Chapter provided $2,272 in scholarship support.

The Marion/Jeff Davis Alumni chapter provided $1,390 in scholarship support and added $3,000 to their endowment.

## 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.

- **Assessment Results 2006-2007:** Data indicates that all six counties in the district are represented and data from each high school indicates that all 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:** Efforts will continue to disseminate information to all high schools in the district.

- **Assessment Results 2007-2008:** Data indicates that all six counties in the district are represented with 22 out of 26 high schools in the district being represented. (Sacred Heart added a senior class which now brings the number of high schools in the district to 26.)

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

  > **Use of Assessment Results:** Dissemination of information regarding Pearl River Community College is an on-going endeavor and additional methods of attracting a diverse population of students are being explored. The 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.

## 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.

- **Assessment Results 2006-2007:** According to Pearl River Community College enrollment data, a total of 4006 students were enrolled at the end of the designated late registration period. After the sixth week of scheduled classes, 3659 students were enrolled. This is a 91% 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 2007-2008:** The enrollment data for Fall 2007 indicates that 4194 students were enrolled at end of late registration and the reported enrollment after the sixth week of scheduled classes was 3963. This data reflects a retention rate of 94%.

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

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

## 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.

- **Assessment Results 2006-2007:** This Indicator cannot be measured until audit data is available for review.

    **Source of Documentation:**

    **Use of Assessment Results:**

- **Assessment Results 2007-2008:** The enrollment data for Fall 2007 reflects reported enrollment at the six week audit period of 3963 students with 3,861 student completing the semester. The retention rate is 97.4%.

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

    **Use of Assessment Results:** No action needed at this time.


## Internal Performance Indicator 4

Summer school enrollment will increase by 5% each summer. (Previously, this indicator stated that summer school enrollment would increase by 20% each summer. However, in 2006 the Planning and Effectiveness Committee determined that a 5% increase would be a more realistic goal.)

- **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.

**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.)

- **Assessment Results 2006-2007:** This Indicator cannot be measured until Summer 2007 audit data is available for review in October, 2007.

  **Source of Documentation:**

  **Use of Assessment Results:**

- **Assessment Results 2007-2008:** The summer 2007 audited enrollment was 1334, which is a slight increase from summer 2006 enrollment of 1,331 and does not achieve the goal of a 5% increase.

  **Source of Documentation: Office of Institutional Research**

  **Use of Assessment Results:** Efforts will continue to contact high school seniors in the district and to all individuals who have completed applications to attend Pearl River Community College. Recruitment materials, application packets and campus information will be distributed to all schools within the six-county district as well as various off-campus sites. Campus visits will be made to all of the area high schools and campus tours will be provided to potential students.

## 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.

- **Assessment Results 2006-2007:** 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. Schools outside of district requesting material and tours have been accommodated. District high schools receive campus tours and tours of specific Career-Technical programs as requested. A Non-traditional Field of Study Day was provided for district schools.

  **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 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.

- **Assessment Results 2007-2008:** Recruitment materials, application packets and a variety of campus information were distributed to all schools within the six-county district as well as various off-campus sites. A representative attended high school graduation ceremonies in order to present a certificate to scholarship recipients. All GED programs within the district were visited with the exception of Prentiss. An information fair for home school students was attended as well. The following programs were held on campus: Fill the Stadium, Counselor's Day Luncheon, Scholar's Night, and Spring Fest. Early April registration is provided for students who score 18 or higher on the ACT. Campus visits were made to all of the area high schools. In December, the first area-wide recruitment night was held for the Hancock Center. Numerous private campus tours were given to potential students, and there were also several group Career-Technical tours that were conducted throughout the year.

  **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 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. Other community activities will be attended  by college representatives so as to make information available to the largest and most diverse group of potential students. All GED classes in the six county district will be visited with materials. Materials will also be disseminated through the cart at TurtleCreek Mall, Walmart stores and local churches in order to attract more 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 Poplarville 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.

- **Assessment Results 2006-2007: Of those who met eligibility requirements for graduation, all graduated for a 100% completion rate.**

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

    **Use of Assessment Results:** The graduation rate of 100 percent (100%) meets the state requirement. No plan of improvement is required.

- **Assessment Results 2007-2008:** A hundred percent of students who were eligible to graduate completed the programs

    **Source of Documentation:** Offices of career and technical education programs on the Poplarville campus, at the Forrest County Center and the Hancock County Center.

    **Use of Assessment Results:** No plan of improvement was required. The graduation rate exceeds the requirement of the State.

## 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.

- **Assessment Results 2006-2007:** This information will not be available until October 2007.

  **Source of Documentation:**

  **Use of Assessment Results:**

- **Assessment Results 2007-2008:** Eighty seven percent (87%) of the students enrolled in career technical programs (unduplicated enrollment) passed a level of instruction according to the State measurement definition of retention.

  **Source of Documentation:** Offices of the career and technical counselors and instructors at the Poplarville campus, Forrest County Center, and the Hancock County Center.

  **Use of Assessment Results:** The retention rate of 87% exceeds the requirement of the State. No plan of improvement was necessary.

## 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.

- **Assessment Results 2006-2007:** 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.

  **Source of Documentation:** The Office of Institutional Research

  **Use of Assessment Results:** Consideration will be given to modification of this indicator during the 2007-2008 year in order to reflect the changes taking place in the programs.

- **Assessment Results 2007-2008:** The Planning and Effectiveness Committee has recommended the modification of this indicator in order to accurately reflect data and is currently in the process of revising the indicator.

  **Source of Documentation:** The Office of Institutional Research

  **Use of Assessment Results:** This indicator will be revised.

## 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.

- **Assessment Results 2006-2007:** Pre-Katrina, twenty-six classes were offered for a total of seventy-nine credit hours at the Hancock Center. Post-Katrina numbers reflect eighteen classes which were offered for a total of fifty-five credit hours. In the spring 2006, twenty-six classes were offered for a total of seventy-six credit hours. In the fall 2006, thirty classes were offered to students at the Hancock Center for a total of ninety-one credit hours. In the spring 2007, thirty-six classes were offered for a total of 107 credit hours.

  **Source of Documentation:** Coordinator of Hancock Center

  **Use of Assessment Results:** In the fall 2007, thirty-six classes are being offered for a total of 110 credit hours.

- **Assessment Results 2007-2008:** In the fall 2007, thirty-seven classes were offered for a total of 116 credit hours in Hancock County. Of these total classes and credit hours, two classes for six hours were taught at Stennis Space Center, and five classes for sixteen hours were taught at Stennis International Airport. In the spring 2008, thirty-four classes were offered for a total of 100 credit hours. Of these total classes and credit hours, six classes for sixteen hours were taught at Stennis International Airport.

**Source of Documentation:** Director Hancock Center

**Use of Assessment Results:** In the fall 2008, forty-seven classes are being offered for a total of 144 credit hours.

# 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.

- **Assessment Results 2006-2007:** 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.

- **Assessment Results 2006-2007:** FY 2007 was a banner year for the Workforce Education Department. A total of 36 SBCJC workforce projects were executed. This department also managed 4 Department of Labor Grants, 1 NASA Grant and 2 SMPDD grants. The total budget of the SBCJC Workforce projects exceeded $1.1 million. The DoL total grant budget amount exceeds $1.2 million.

  **Source of Documentation:** SBCJC GCR and PRCC Grant funded programs

    **Use of Assessment Results:** The evaluation and impact of these programs provides for a difficult metric; however the SBCJC is funding a Program Evaluation and Transcription grant for each college to measure and transcript outcomes.

- **Assessment Results 2007-2008:** PRCC conducted 62 training and education projects as part of the SBCJC system in this fiscal year. The department also executed one MDES Grant, 2 SMPDD Grants, 1 NASA grant, and has been tentatively awarded a NSF grant to support the Electrical Utility Technology Program

  **Source of Documentation: SBCJC GCR and PRCC Business Office.**

    **Use of Assessment Results:** The SBCJC started an accountability effort in this fiscal clear. The result of this will be made available in the next several months.

## 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.

- **Assessment Results 2006-2007:** As of June 30, 2007 all counties are being served except Jefferson Davis. The ABE Department held a cap and gown graduation for GED 2006-2007 recipients.

    **Source of Documentation:** ABE Director

    **Use of Assessment Results:** The GED as a milestone in a career development path is still under development; however, the overall goal is to move a large percentage of GED graduates into degree or certificate programs.

- **Assessment Results 2007-2008:** Each PRCC county had an ABE program except, again, Jeff Davis County. A total of 297 GED's were awarded.

    **Source of Documentation: ABE Director**

    **Use of Assessment Results:** PRCC has been awarded a grant from the MS Legislature to increase the number of GED graduates by 15%. This grant took effect at the beginning of FY 09

**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.

- **Assessment Results 2006-2007:** The following indicates the quantity of people completing training in various segments.

| Program – SBCJC/Workforce and WIA Funds | Number Trained |
|---|---|
| Medical/Healthcare including CPR, First Aid and EMT | 2859 |
| Geospatial Technologies | 201 |
| Computer Use and Applications | 837 |
| Environment Health and Safety | 250 |
| Computer Aided Design | 14 |
| Electricity | 260 |
| Team Management | 16 |
| Industrial Maintenance and Production | 498 |
| Quality Control Management | 101 |
| Customer Service | 907 |
| Telecommunications | 12 |
| Law Enforcement | 13 |
| Construction Trades | 231 |
| Supervisory and Leadership | 93 |
| Basic Skills | 28 |
| Airframe and Propulsion Aviation | 10 |

| Program – Department of Labor (Pathways & H1B) | Number Trained |
|---|---|
| Heavy Equipment Operations | 12 |
| Carpentry | 52 |
| Electricity | 5 |
| HVAC | 12 |
| English as a Second Language | 62 |
| Residential Building Code | 116 |
| Residential Plumbing Code | 65 |
| Residential Electrical Code | 65 |
| Residential Mechanical Code | 63 |
| Spanish/English for Supervisors | 35 |

**Source of Documentation:** Workforce Director.

**Use of Assessment Results:** This quantitative data might be an indicator of outreach but should not be taken as a qualitative measure. The qualitative measure can only be derived by using recognized measurement and analysis tools. This is noted by the SBCJC and funding will be allocated to measure and document this information.

- **Assessment Results 2007-2008:** A total of 9,169 duplicated students attended workforce training provided by PRCC. The unduplicated count is 4,342.

**Source of Documentation: PRCC Accountability Database.**

**Use of Assessment Results:** This information is sent along with the participants information to the MSU Social Science Research Center for labor market analysis.

## 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.

- **Assessment Results 2006-2007:** Workforce Education commenced the Heavy Equipment Operations Program in the Spring of 2007. This program came about by donations from the Caterpillar Foundation, Puckett Machinery and Huey Stockstill, Inc. The program graduated 11 students in the summer of 2007.

    **Source of Documentation:** Workforce Director

    **Use of Assessment Results:** This program is slated to be growth program as John Deere and Stribling Equipment have announced their intention to allocate more equipment for program utilization.

- **Assessment Results 2007-2008:** LAR's have been eliminated and replaced by the SBCJC Accountability System.

    **Source of Documentation:** Workforce Director

    **Use of Assessment Results:**

## 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.

- **Assessment Results 2006-2007:** The Woodall ATC has accommodated conferences, seminars, training and business meetings for customers such as Pine Belt Mental Health, Kohler Engines, Digital Opportunity Trust, Compressed Gas Association, Mississippi PERS, FEMA and many others. Center revenue continues robust growth and exceeded $37,500 in FY 2006.

    **Source of Documentation:** SBCJC Project Database and the center's schedule of events database.

    **Use of Assessment Results:** The center desires to grow the use of the ATC in the region to as a place for meetings, seminars and conferences.

- **Assessment Results 2007-2008:** The ATC continues to grow as a conference and business event center. The revenue database was lost due to a computer problem, but center revenue was similar to FY '07.

    **Source of Documentation: Workforce Director.**

    **Use of Assessment Results:** Services provided by ATC will continue to grow and expand as the training needs of PRCC's consortium are assessed.

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*APPENDIX A - Chart for Goal 1 - Indicator 6*

| PROGRAM | 2004 - 2005 | | | 2005 - 2006 | | | 2006 - 2007 | | | 2007 - 2008 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | PASS RATE | NO. PASSING | NO. TAKING | PASS RATE | NO. PASSING | NO. TAKING | PASS RATE | NO. PASSING | NO. TAKING | PASS RATE | NO. PASSING | NO. TAKING |
| Associate Degree Nursing | *97% | 29 | 30 | 90% | 67 | 74 | 90% | 69 | 77 | This information will not be available until December 2008. | | |
| Barbering | 100% | 14 | 14 | 93% | 14 | 15 | 90 | 10 | 11 | | | |
| Cosmetology | 100% | 12 | 12 | 92% | 12 | 13 | 100 | 11 | 11 | | | |
| Dental Assisting (certificate) | 100% | 12 | 12 | 100% | 9 | 9 | 100 | 13 | 13 | | | |
| Dental Hygiene Technology | 100% | 16 | 16 | 100% | 15 | 15 | 100 | 16 | 16 | | | |
| Medical Laboratory Technology | 93% | 5 | 6 | 71% | 5 | 7 | 67 | 6 | 9 | | | |
| Medical Radiologic Technology | 100% | 15 | 15 | 76% | 13 | 17 | 94 | 17 | 18 | | | |
| Occupational Therapy Assistant Technology | 100% | 10 | 10 | 86% | 12 | 14 | 83 | 19 | 23 | | | |
| Practical Nursing (Forrest County Center) | 100% | 22 | 22 | 87% | 21 | 24 | 82 | 18 | 22 | | | |
| Practical Nursing (Poplarville Campus) | 100% | 16 | 16 | 100% | 9 | 9 | 93 | 14 | 15 | | | |
| Physical Therapist Assistant Technology | 100% | 13 | 13 | 85% | 12 | 14 | 100 | 18 | 18 | | | |
| Respiratory Care Practitioner Technology | 100% | 8 | 8 | 100% | 24 | 24 | 97 | 28 | 29 | | | |
| Surgical Technology | 100% | 18 | 18 | 100% | 18 | 18 | 100 | 16 | 16 | | | |

| Total for all programs | 99% | 190 | 192 | 92% | 164 | 179 | 92% | 255 | 278 |
|---|---|---|---|---|---|---|---|---|---|

# INTERNAL PERFORMANCE INDICATOR RESPONSIBILITY CHART

Internal Performance Indicator Responsibility Chart (2007-2008)

| Goal | Indicator | Persons Responsible for Indicators | | |
|---|---|---|---|---|
| 1<br><br>Dr. John A. Grant, Jr.<br>Vice President for Instruction | 1 | Dr. John A. Grant, Jr.<br>Vice President for Instruction | Dr. Cecil Burt<br>Dean of Forrest County Center | Mr. Don Welsh<br>Director of Poplarville Career and Technical Education Programs |
| | 2 | Dr. John A. Grant, Jr.<br>Vice President for Instruction | Dr. Cecil Burt<br>Dean of Forrest County Center | Mr. Don Welsh<br>Director of Poplarville Career and Technical Education Programs |
| | 3 | Dr. John A. Grant, Jr.<br>Vice President for Instruction | Dr. Cecil Burt<br>Dean of Forrest County Center | Mr. Don Welsh<br>Director of Poplarville Career and Technical Education Programs |
| | 4 | Dr. Ann Moore<br>Director of Counseling, Advisement, and Placement | Dr. Joe Wesley<br>Career and Technical Counselor | |
| | 5 | Dr. Ann Moore<br>Director of Counseling, Advisement, and Placement | Dr. Joe Wesley<br>Career and Technical Counselor | |
| | 6 | Dr. John A. Grant, Jr.<br>Vice President for Instruction | Dr. Cecil Burt<br>Dean of Forrest County Center | Mr. Don Welsh<br>Director of Poplarville Career and Technical Education Programs |
| | 7 | Dr. John A. Grant, Jr.<br>Vice President for Instruction | | |
| | 8 | Ms. Jennifer Seal<br>QEP Director | Ms. Brenda Wells<br>Institutional Research Specialist | |
| | 9 | Dr. John A. Grant, Jr.<br>Vice President for Instruction | | |

Internal Performance Indicator Responsibility Chart (2007-2008)

| Goal | Indicator | Persons Responsible for Indicators | |
|---|---|---|---|
| 2<br><br>Dr. Adam Breerwood<br>Dean of Student Services | 1 | Ms. Brenda Wells<br>Institutional Research<br>Specialist | Dr. Adam Breerwood<br>Dean of Student Services |
| | 2 | Ms. Jeanne Dyar<br>Director of College Libraries | |
| | 3 | Ms. Brenda Wells<br>Institutional Research<br>Specialist | Dr. Adam Breerwood<br>Dean of Student Services |
| | 4 | Ms. Brenda Wells<br>Institutional Research<br>Specialist | Dr. Adam Breerwood<br>Dean of Student Services |
| | 5 | Ms. Jeanne Dyar<br>Director of College Libraries | |
| | 6 | Dr. John A. Grant, Jr.<br>Vice President for Instruction | Dr. Cecil Burt<br>Dean of Forrest County<br>Center | Mr. Don Welsh<br>Director of Poplarville Career<br>and Technical Education<br>Programs |

Internal Performance Indicator Responsibility Chart (2007-2008)

| Goal | Indicator | Persons Responsible for Indicators | | |
|---|---|---|---|---|
| 3<br><br>Dr. John A. Grant, Jr.<br>Vice President for<br>Instruction | 1 | Dr. Martha Lou Smith<br>Director of Extended<br>Education | | |
| | 2 | Ms. Brenda Wells<br>Institutional Research<br>Specialist | | |
| | 3 | Ms. Jennifer Seal<br>QEP Director | | |
| | 4 | Dr. Martha Lou Smith<br>Director of Extended<br>Education | | |
| | 5 | Dr. John A. Grant, Jr.<br>Vice President for Instruction | Dr. Cecil Burt<br>Dean of Forrest County<br>Center | Mr. Don Welsh<br>Director of Poplarville Career<br>and Technical Education<br>Programs |
| | | | | |

# Internal Performance Indicator Responsibility Chart (2007-2008)

| Goal | Indicator | Persons Responsible for Indicators | |
|---|---|---|---|
| Ms. Brenda Wells<br>Chair Professional<br>Development Committee | 1 | Mr. Roger Knight<br>Dean of Business Services | |
| | 2 | Dr. John A. Grant, Jr.<br>Vice President for Instruction | |
| | 3 | Dr. John A. Grant, Jr.<br>Vice President for Instruction | Dr. Cecil Burt<br>Dean of Forrest County<br>Center | Mr. Don Welsh<br>Director of Poplarville Career<br>and Technical Education<br>Programs |
| | 4 | Dr. Becky Askew<br>Chief Planning Officer | |
| | 5 | Dr. John A. Grant, Jr.<br>Vice President for Instruction | Dr. Cecil Burt<br>Dean of Forrest County<br>Center | Mr. Don Welsh<br>Director of Poplarville Career<br>and Technical Education<br>Programs |
| | 6 | Dr. Becky Askew<br>Chief Planning Officer | |
| | 7 | Mr. Roger Knight<br>Dean of Business Services | |

Internal Performance Indicator Responsibility Chart (2007-2008)

| Goal | Indicator | Persons Responsible for Indicators | |
|------|-----------|-------------------------------------|---|
| 5<br><br>Dr. William Lewis<br>President | 1 | Mr. Steve Howard<br>Chief Technology Officer | |
| | 2 | Mr. Roger Knight<br>Dean of Business Services | |
| | 3 | Ms. Brenda Wells<br>Institutional Research<br>Specialist | |
| | 4 | Dr. William Lewis<br>President | |
| | 5 | Mr. Steve Howard<br>Chief Technology Officer | |
| | 6 | Ms. Jennifer Seal<br>QEP Director | Mr. Steve Howard<br>Chief Technology Officer |
| | 7 | Mr. Ernie Lovell<br>Director, Development<br>Foundation/Alumni Affairs | Mr. Roger Knight<br>Dean of Business Services |
| | | | |

Internal Performance Indicator Responsibility Chart (2007-2008)

| Goal | Indicator | Persons Responsible for Indicators | |
|---|---|---|---|
| 6<br><br>Dr. William Lewis<br>President | 1 | Mr. Chuck Abadie<br>Director of Public Relations | |
| | 2 | Dr. Becky Askew<br>Chief Planning Officer | |
| | 3 | Dr. John A. Grant, Jr.<br>Vice President for Instruction | Dr. Cecil Burt<br>Dean of Forrest County<br>Center | Mr. Don Welsh<br>Director of Poplarville Career<br>and Technical Education<br>Programs |
| | 4 | Dr. John A. Grant, Jr.<br>Vice President for Instruction | Dr. Cecil Burt<br>Dean of Forrest County<br>Center | Mr. Don Welsh<br>Director of Poplarville Career<br>and Technical Education<br>Programs |
| | 5 | Dr. Becky Askew<br>Chief Planning Officer | |
| | 6 | Mr. Ernie Lovell<br>Director, Development<br>Foundation/Alumni Affairs | |
| | | | |

# Internal Performance Indicator Responsibility Chart (2007-2008)

| Goal | Indicator | Persons Responsible for Indicators |
|---|---|---|
| 7<br><br>Dr. Adam Breerwood<br>Dean of Student<br>Services | 1 | Dr. Barbara Gandy<br>Director of Recruitment and<br>Orientation |
| | 2 | Dr. Barbara Gandy<br>Director of Recruitment and<br>Orientation |
| | 3 | Dr. Adam Breerwood<br>Dean of Student Services |
| | 4 | Dr. Adam Breerwood<br>Dean of Student Services |
| | 5 | Dr. Barbara Gandy<br>Director of Recruitment and<br>Orientation |
| | 6 | Dr. Ann Moore<br>Director of Counseling,<br>Advisement, and Placement | Dr. Joe Wesley<br>Career and Technical<br>Counselor |
| | 7 | Dr. Ann Moore<br>Director of Counseling,<br>Advisement, and Placement | Dr. Joe Wesley<br>Career and Technical<br>Counselor |
| | 8 | Ms. Brenda Wells<br>Institutional Research<br>Specialist |
| | 9 | Ms. Maggie Smith<br>Coordinator of Hancock<br>Center |

# Internal Performance Indicator Responsibility Chart (2007-2008)

| Goal | Indicator | Persons Responsible for Indicators |
|---|---|---|
| 8<br><br>Mr. Scott Alsobrooks<br>Director of Workforce<br>Development Center | 1 | Mr. Scott Alsobrooks<br>Director of Workforce<br>Development Center |
| | 2 | Mr. Scott Alsobrooks<br>Director of Workforce<br>Development Center |
| | 3 | Mr. Scott Alsobrooks<br>Director of Workforce<br>Development Center |
| | 4 | Mr. Scott Alsobrooks<br>Director of Workforce<br>Development Center |
| | 5 | Mr. Scott Alsobrooks<br>Director of Workforce<br>Development Center |
| | | |