

# **Institutional Planning and Effectiveness Document**

**Fall Semester**

**2007 – 2008**

**Pearl River  
Community College**

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**Pearl River Community College**  
**Institutional Planning and Effectiveness Document**  
**Fall Semester**  
**2007 – 2008**  
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# Introduction

## INTRODUCTION

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 a planning and evaluation process that is 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 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 process is continuous and provides assurance that the Mission Statement is being fulfilled, provides a method to measure performance, and provides documentation that improvements are being made as needed.

Pearl River Community College has established a systematic, broad-based, interrelated, and appropriate evaluation process which includes a number of methods to assist in evaluating and determining the effectiveness of educational activities. The Institutional Effectiveness Assessment Charts have been developed to give positive and definitive direction to the various administrative, student services, and instructional programs. The objectives are stated in terms of outcomes to be accomplished, the assessment criteria are identified, and the use of the results is given for each of the objectives at the end of the school year. Early in the Fall Semester, after careful review of the Mission and Strategic Goals of the College, each of the administrative units, student services units, and instructional programs develops objectives which ensure that the Mission and Strategic Goals of the College will be met during the year. The relationship of each unit or program to the PRCC Mission is also reviewed. Members of the Planning and Effectiveness Committee review the objectives and work with administrators, faculty, and staff to ensure that the units develop objectives that are appropriate for the College. The Institutional Effectiveness Assessment Charts are then reviewed by the President and members of the Administrative Council. If approved, each chart is completed prior to the next fall semester. Accomplishments are evaluated by the President and Administrative Council, and, if needed, recommendations are made for the following year. If the chart is not approved, the process begins again with additional guidance from members of the Planning and Effectiveness Committee.


In addition to preparing the Institutional Effectiveness Assessment Charts, academic departments are scheduled to undergo a program review every three years. Program review is a formal process designed to assist in the evaluation of the College's educational programs and services. The promotion of program improvement and growth is the primary focus of these reviews. A second goal of the program reviews is to provide information for planning and decision making. As can be seen by reviewing these reports, program reviews document strengths and weaknesses, describe improvements made since the last evaluation, and note recommendations for the future. In addition, the Career and Technical Division conducts program reviews annually.

Personnel evaluations also play a major role in evaluating and improving educational activities at Pearl River Community College. Faculty members are evaluated by students each Fall Semester. Evaluations by supervisors occur annually for employees with fewer than six years of experience at Pearl River Community College, at least every two years for employees with at least six years, but fewer than ten years, of experience at Pearl River Community College, and every three years for employees with ten or more years experience at Pearl River Community College. Both the supervisor and the student evaluation results are used by the supervisor when meeting with individual faculty members to discuss the evaluation of the faculty member. Areas for improvement are noted on the evaluation form, and a plan for correcting deficiencies is discussed and documented on the evaluation form. Results from the previous year are compared to results from the current year in order to ensure that needed improvements or modifications in specific areas have been accomplished. A follow-up of faculty performance when indicated by the evaluation is scheduled by the supervisor. Also, it should be noted that the same cycle for evaluation is used for supervisors by personnel reporting to them. Results are compiled and used in planning for improvements. Faculty and staff development opportunities are often based on recommendations resulting from this evaluation process.

Institutional Research, an integral part of the College's planning and evaluation process, is an important responsibility of personnel in several offices and is coordinated by the Institutional Research Specialist in the Office of Planning and Research. Statistics regarding demographics, transfer student data, grade comparisons, distance education, survey data, personnel evaluation data, and department/unit assessment and evaluation information are coordinated and provided to faculty, staff, and administrators by the Chief Planning Officer and the Institutional Research Specialist. Distribution of this research is accomplished through newsletters, focus group reports, program reviews, assessment charts, annual reports, State reports, and individual and group presentations. Evaluations of services provided by these offices can be found in annual assessment charts, annual personnel reviews, and survey data; therefore, improvement in services is an ongoing process.

In addition to these planning and evaluation activities, many committees composed of faculty, staff, and administrators are involved in monitoring the achievement of goals and objectives. Additional data and/or additional methods of evaluation can be suggested at any time. These committees meet on a regular basis and add another avenue for input regarding planning and evaluation for all Pearl River Community College personnel.

The information contained in this document is an example of Pearl River Community College's commitment to growth and change. Many changes and modifications have been made in the instructional, administrative, and educational support services as a result of the analysis of the informative data gathered by means of these assessment tools. Efforts will be continued to provide outstanding services in all areas of the College. Data collection, measurements, and plans for improvements, along with data from various surveys, will be reviewed and used to guide the planning and budgeting process, with particular emphasis being given to areas where improvements are needed. This process is repeated annually and ensures that the College is constantly evaluating, discussing, and improving its services.



# **Mission Statement and Strategic Goals**

## Mission Statement

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

## Strategic Goals

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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 Planning



## STRATEGIC PLANNING

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The basis for the strategic planning process at Pearl River Community College (PRCC) involves the formulation of the Mission Statement and of Strategic Goals, which serve as the foundation for all planning and evaluation at the College. In the past, the Mission Statement and Strategic Goals were 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 with Strategic Goals. The Proposed 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.

The Mission Statement and Strategic Goals are reviewed annually by the Planning and Effectiveness Committee with recommendations for changes being made as needed to the Administrative Council and 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 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. As shown on the Annual Planning and Evaluation Cycle, operational plans are reviewed by members of the Planning and Effectiveness Committee who determine if the objectives are appropriate in relation to the College's Mission Statement and Strategic Goals and transmitted to the College President and other appropriate administrators for final review and approval.

As indicated in the Annual Planning and Evaluation Cycle, each year, 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 how well Pearl River Community College is meeting its Strategic Goals. This compilation assists in determining the extent to which the College is fulfilling its mission. 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. 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 and that are used to document improvements.

## Mission Statement

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

## Strategic Goals

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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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**Internal Performance Indicator 9**

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

### **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.

### **Internal Performance Indicator 3**

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

### **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
- Bookstore
- Counseling Center
- Financial Aid Office
- Learning Resource Center
- Security

### **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.

### **Internal Performance Indicator 6**

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

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

**Commitment Statement:**

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

**Internal Performance Indicator 1**

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

**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.

**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.

**Internal Performance Indicator 4**

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

**Internal Performance Indicator 5**

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

**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.

**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.

**Internal Performance Indicator 3**

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

**Internal Performance Indicator 4**

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

**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.

**Internal Performance Indicator 6**

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

**Internal Performance Indicator 7**

Faculty and staff salaries will increase a minimum of 3% annually.

**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.

**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.

**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.

**Internal Performance Indicator 4**

The Master Facilities Plan will be implemented.

**Internal Performance Indicator 5**

Improvements will be made in telecommunications and Internet services.

**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.

**Internal Performance Indicator 7**

The Development Foundation will maintain or increase its annual fund contributions each year.

**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.

**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.

**Internal Performance Indicator 3**

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

**Internal Performance Indicator 4**

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

**Internal Performance Indicator 5**

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

**Internal Performance Indicator 6**

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



## **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.

### **Internal Performance Indicator 2**

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

### **Internal Performance Indicator 3**

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

### **Internal Performance Indicator 4**

Summer school enrollment will increase by 20% each summer.

### **Internal Performance Indicator 5**

Recruitment strategies will demonstrate an effort to recruit students from a diverse population.

### **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.

### **Internal Performance Indicator 7**

Career and technical education programs will demonstrate a retention rate of 88% according to the State measurement definition.

### **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.

### **Internal Performance Indicator 9**

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

**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.

**Internal Performance Indicator 2**

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

**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.

**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.

**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.

**Institutional  
Effectiveness  
Planning &  
Evaluation Calendar**

**Annual Planning &  
Evaluation Cycle**

# INSTITUTIONAL EFFECTIVENESS PLANNING AND EVALUATION CALENDAR

2007 - 2008

<u>MONTH</u>	<u>ACTIVITY</u>	<u>PERSONNEL INVOLVED</u>	<u>COORDINATOR</u>
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
September	Completion of Pearl River Community College 2006-2007 Strategic Plan and IPI Document	Planning and Research Institutional Research	Dr. Askew Ms. Wells
September	Completion of 2006-2007 Assessment Charts	Division/Department Chairs	Ms. Wells
September	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 2006-2007 Strategic Plan and IPI Assessment Results	Board of Trustees	Dr. Lewis
October	Completion of 2006-2007 Institutional Planning and Effectiveness Document	Planning and Research	Dr. Askew/Ms. Wells

**2007-2008 IEPAEC Continued**

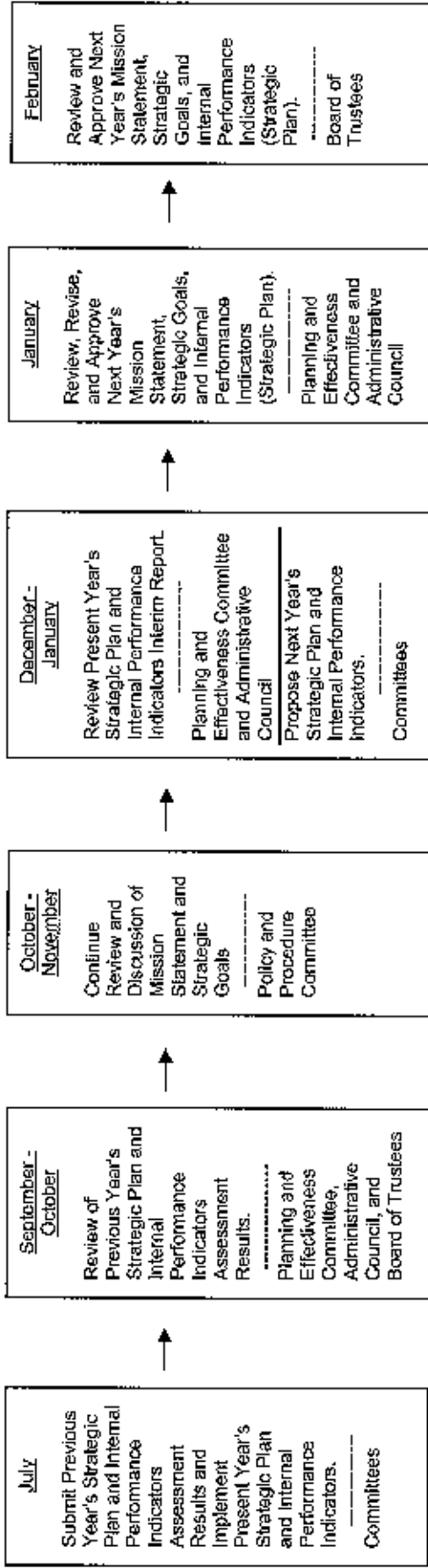
<b><u>MONTH</u></b>	<b><u>ACTIVITY</u></b>	<b><u>PERSONNEL INVOLVED</u></b>	<b><u>COORDINATOR</u></b>
October	Review of 2007-2008 Fall Semester Assessment Charts	Planning and Effectiveness Committee Administrative Council	Ms. Miller/Dr. Askew/ Ms. Wells Dr. Lewis
October	Publication of 2006-2007 Strategic Plan and IPI Assessment Results	Planning and Research	Dr. Askew/Ms. Wells
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 Fall Semester 2007-2008 Assessment Charts and Institutional Planning and Effectiveness Document	Planning and Research	Dr. Askew/Ms. Wells
November	Review of 2006-2007 Institutional Planning and Effectiveness Document	Board of Trustees	Dr. Lewis
November	2007-2008 IPI Interim Report Submission for Review	Committee Chairs	Ms. Wells
November	Student Evaluations of Faculty	Ms. Ladner Faculty and Students	Dr. Askew
December	Review of 2007-2008 Strategic Plan and IPI Interim Report	Planning and Effectiveness Committee Administrative Council	Ms. Miller/Ms. Wells Dr. Lewis
December	Development of Proposed 2008-2009 Strategic Plan and IPIs	Committees	Committee Chairs
December	Preparation for the SACS On-Site Committee Visit	Committee	Dr. Askew/Ms. Smith
January	Review, Revision, and Approval of Proposed 2008-2009 Mission Statement, Strategic Goals, and IPIs (Strategic Plan)	Planning and Effectiveness Committee Administrative Council	Ms. Miller/Dr. Askew/ Ms. Wells Dr. Lewis
January	Evaluations of Supervisors	Ms. Ladner Faculty and Staff	Dr. Askew

**2007-2008 IEPAEC Continued**

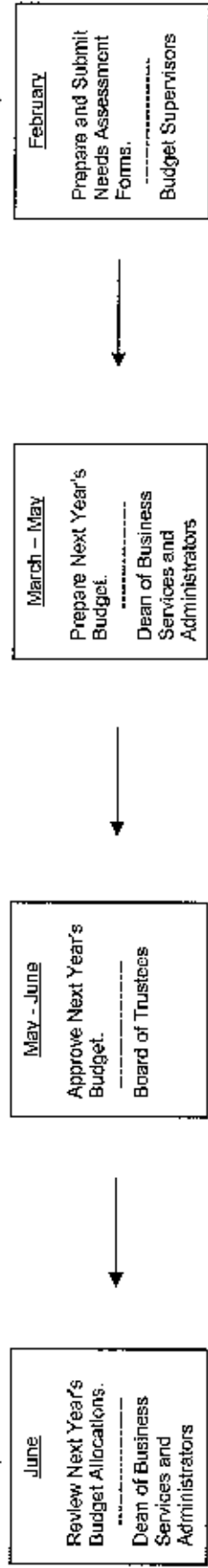
<b><u>MONTH</u></b>	<b><u>ACTIVITY</u></b>	<b><u>PERSONNEL INVOLVED</u></b>	<b><u>COORDINATOR</u></b>
January	Evaluations of Personnel	Supervisors	Dr. Askew
January	Women's Health Symposium	Committee	Dr. Askew
February	Review and Approval of Proposed 2008-2009 Mission Statement, Strategic Goals, and IPIs (Strategic Plan)	Board of Trustees	Dr. Lewis
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
February	Evaluations of Office of Planning and Research	Planning and Effectiveness Committee Instructional Directors/Chairs	Ms. Miller Dr. Grant
February	Evaluations of President	Board of Trustees	Mr. Robbins
March	Implementation of SACS On-Site Committee Visit	Committee	Dr. Askew/Ms. Smith
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

# PEARL RIVER COMMUNITY COLLEGE ANNUAL PLANNING AND EVALUATION CYCLE

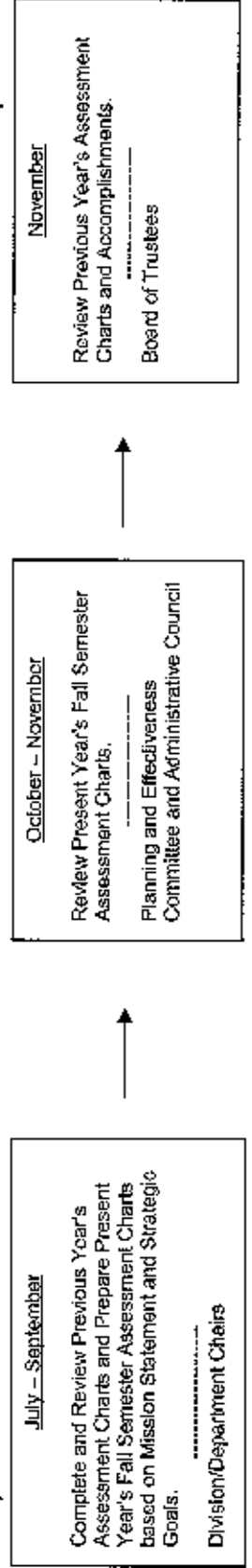
## MISSION STATEMENT, STRATEGIC GOALS, AND INTERNAL PERFORMANCE INDICATORS (STRATEGIC PLAN)



## BUDGET REVIEW PROCESS



## DIVISION AND DEPARTMENT INSTITUTIONAL EFFECTIVENESS ASSESSMENT CHARTS



**Schedules  
of  
Personnel  
Evaluations  
and  
Surveys**



## **OFFICE OF PLANNING AND RESEARCH**

### **SCHEDULE FOR EVALUATIONS**

**2007 - 2008**

#### **STUDENT EVALUATIONS OF INSTRUCTION**

November 5 – Student Evaluation packets distributed

November 12 - 16, 2007 – Student Evaluations of Instruction

November 19 – Student Evaluations returned to Office of Planning and Research

January 29 – Student Evaluation results distributed to administrators

#### **SUPERVISOR EVALUATIONS**

January 17 – Supervisor Evaluation packets distributed to supervisors

January 22 - 25, 2008 – Supervisor Evaluations

January 25 – Supervisor Evaluations returned to Office of Planning and Research

#### **PRESIDENT EVALUATIONS**

February 1 – President Evaluations to Board Chairman

February 1 - 22, 2008 – President's Evaluation

#### **PERSONNEL EVALUATIONS**

March 5 – Personnel Evaluations (with results of Supervisor Evaluations – as needed) distributed to administrators

March 20 – Schedules for Personnel Evaluations sent to Office of Planning and Research

March 6 - April 4, 2008 – Personnel Evaluations

April 4 – All Personnel Evaluations completed

## SCHEDULE OF EVALUATIONS AND SURVEYS

2007 - 2008

EVALUATION/SURVEY	MONTH	PURPOSE
Orientation Evaluation	July, August, January	To determine students' satisfaction with orientation.
Student Evaluations of Instruction	November, April, June, July	To determine students' perceptions of instructors.
Associate Degree Nursing	November, May	To evaluate textbooks, course, curriculum, clinical instructors, and clinical agencies.
Evaluations of Supervisors	January	To determine perceptions of effectiveness and to make improvements.
Evaluations of the Office of Planning and Research	February	To determine research needs of personnel and perceptions regarding the effectiveness of the services provided by the Office of Planning and Research and the Institutional Research Specialist and to make improvements.
Evaluations of Personnel	March	To determine perceptions of effectiveness and to make improvements.
Campus Climate Survey	March	To measure what aspects of campus are important to students and how satisfied students are with them.
Student, Faculty, and Administrator/Staff Library Surveys	April	To determine student, faculty, and administrator/staff perceptions of effectiveness of library services in order to make improvements.
Student (Graduates) Opinion Survey	May	To determine perceptions of College's programs and services.
Wellness Center Evaluation	May	To determine students' satisfaction with the facility, faculty, staff, and student workers.
Alumni Opinion Survey	June	To improve the services offered to students.

# Major Committee Objectives

# Pearl River Community College

## Major Committees' Objectives

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Administrative Council / Management Committee

Planning and Effectiveness Committee

Policy and Procedure Committee

Fiscal Management Committee

Instructional Council Committee

Professional Development Committee

Student Services Committee

Workforce Development Committee

## **ADMINISTRATIVE COUNCIL 2007-2008 OBJECTIVES**

The purpose of the Administrative Council is to facilitate the day-to-day operations through an exchange of information, to resolve operational issues and, to serve in an advisory role to the President. The Council has scheduled monthly meetings that are held at 8:30 a.m. on Wednesday following the Board of Trustees meeting that is normally held on the second Tuesday of each month.

The Administrative Council meetings allow college administrators an opportunity to review programs and activities in their respective areas for other members of the Council. The Council meetings also provide a forum for the discussion of college-wide issues and the resolution of significant issues that impact the operation of the institution.

Listed below are the OBJECTIVES for the Administrative Council for 2007-08:

- Continued refinement of the admissions and registration process.
- Plan for student housing adjustments with the construction of new dormitories and the possible transition of some current facilities being used as dormitories to classrooms and faculty offices.
- Plan for continually improving relationships with all school districts in our service area.
- Receive input regarding the improvement of the College's buildings and grounds.
- Ensure the continuity of effort in providing services in recovering from the aftermath of Hurricane Katrina.
- Communicate the College's efforts to provide workforce education projects throughout the district.
- Plan for the explosive demand for instructional programs, student services and facilities at the Forrest County Center.
- Evaluate any changes needed in the formatting of the instructional schedule.
- Provide for the continued development and growth of the Hancock Center.
- Help plan for the marketing of the College to the service area.

**Pearl River Community College  
Planning and Effectiveness Committee  
Objectives and Action Plans 2007-08**

The Planning and Effectiveness Committee is chaired by a faculty member appointed by the President. Its members are the Vice President for Instruction, Chief Planning Officer, Institutional Research Specialist, eight faculty representatives, and others appointed by the President.

The purpose of the Planning and Effectiveness Committee is to provide assistance in facilitating a program of institutional effectiveness and outcomes assessment for the College.

*Meeting Schedule:* Once a semester or as called by the Chair.

*2007-2008 Planning and Effectiveness Committee:*

Ginny Miller, Faculty, Chair; Becky Askew, Chief Planning Officer; Lourie Barnett, Faculty; Adam Breerwood, Dean; Amy Daly, Faculty; Jason Hebert, Faculty; John Grant, Jr., Vice President for Instruction; Steve Howard, Chief Technology Officer; Anita Morrow, Faculty; Jennifer Seal, Faculty; Peggy Shoemake, Director of Financial Aid; Elaine Smith, Assistant Director for Career and Technical Education Programs; Maggie Smith, Coordinator of Hancock Center; Brenda Wells, Institutional Research Specialist; Evelyn Wallace, Faculty; and Judy Wells, Faculty.

**Objectives and Action Plans 2007-08**

***Objective 1: Publication of a Planning and Effectiveness Newsletter.***

**Action Plan:**

- The PE Committee will continue to provide information and suggestions to the Office of Planning and Research to assist campus personnel regarding matters of importance throughout the year (i.e. schedules of evaluations, committee meetings, assessment charts, survey research results, distance education, accreditation information, etc...)
- This document is prepared and sent by the Office of Planning and Research to campus administration, faculty, and staff via email and hard copies.

***Objective 2: Assist the Policy and Procedure Committee as Needed.***

**Action Plan:**

- The PE Committee will continue to assist the Policy and Procedure Committee in the Strategic Planning Process. This will include reviewing policy and procedure additions and amendments as well as assessing the progress of the Internal Performance Indicators.

***Objective 3: Assist the Administration and Faculty by Reviewing Outcomes Research.***

**Action Plan:**

- The PE Committee will review research outcomes as needed, participate in focus groups pertaining to these outcomes, and present ideas and recommendations to administration

and faculty.

- The PE Committee will continue to assist in the development of the PRCC Factbook.
- The PE Committee will continue to monitor the progress and data collection toward meeting the 2007-2008 Internal Performance Indicators outlined for our institution.

***Objective 4: Assist in the Development of a Staff Development Program.***

**Action Plan:**

- The PE Committee will assist the Faculty and Staff Development Committee in order to institute additional faculty and staff enhancement opportunities throughout the coming years.

## **POLICY AND PROCEDURE COMMITTEE OBJECTIVES**

**2007 - 2008**

The purpose of the Policy and Procedure Committee is to provide planning that will enable the College to meet the needs of those served by the College. As part of this planning process, the Committee will recommend policies and related procedures for the governance of the College to the President, who will then submit them to the Administrative Council and the Board of Trustees.

The objectives of the Committee for the academic year 2007 - 2008 are to:

- meet at least once during each semester and at other times as needed.
- review existing policies and procedures.
- solicit from the faculty and staff items to be considered by the Committee.
- consider all matters presented to the Committee, including:
  - proposed new policies.
  - proposed changes in procedure attached to existing policies.
- present recommendations to the President of the College and to the Administrative Council for their consideration.



## Fiscal Management Committee FY 2008

### 1. *Statement of Purpose*

To coordinate the funding needs in support of the educational mission of the college for operations and capital improvements.

### 2. *Objectives*

- To assure prudent use of college funds through monitoring, auditing and reporting methods.
- To assure financial stability of the college by seeking ways to expand and enhance various revenue sources.
- To evaluate capital improvement needs of the college and determine funding sources to accomplish those needs.
- To maintain operating fund balances at an adequate level to insure financial stability of the college.

### 3. *Action Plan*

- Implementation of a balanced budget using the zero-based budget approach.
- Promotion of annual audit process.
- Analyze current year financials in comparison to previous years to identify financial trends.
- Establish plans for long-range capital improvement needs projected through FY 2008.

## **INSTRUCTIONAL COUNCIL OBJECTIVES**

2007 - 2008

The Instructional Council exists to provide guidance for the instructional programs of the College and to evaluate and to approve changes in the curriculum.

The objectives of the Council for the academic year 2007 - 2008 are to:

- meet at least once during each semester and at other times as needed.
- solicit from the faculty and instructional leadership items to be considered by the Council.
- consider all matters presented to the Council, including:
  - requests for approval of new degree or certificate programs.
  - requests for approval of new courses within existing programs.
  - changes in the name or number of existing courses.
  - changes in the number of hours of credit awarded for existing courses.
- present recommendations to the President of the College and the Administrative Council for their consideration.

## **Professional Development Committee Objectives and Action Plan for 2007 - 2008**

The Professional Development Committee is chaired by a staff member appointed by the President. Its members are the Vice-President for Instruction, Dean of Career-Technical Affairs, Chief Planning Officer, one vocational faculty member, one technical faculty member, one academic faculty member, one staff member, and others as appointed by the President.

The purpose of the Professional Development Committee is to propose and plan activities for the development of the faculty and staff.

### **Objectives:**

- Continue to provide professional development programs for faculty and staff.
- Plan faculty and staff development activities for fall orientation.
- Plan special activities for new faculty members for fall orientation.
- Implement plans for a separate development workshop in 2007-2008 for the support and maintenance staff.
- Implement plans for a leadership development workshop for PRCC administrators and department heads.

### **Action Plan:**

- Work with the Office of Planning and Research in order to obtain a keynote speaker on a topic of importance to the faculty and staff for Fall Orientation.
- Meet as a committee during the fall and spring semesters to:
  - Discuss and implement improvement of special activities for new faculty members
  - Discuss and develop needs assessment survey for faculty and staff in order to better determine professional development needs and interests
  - Discuss topics for leadership workshop
- Evaluate the success of the Fall '06 special staff development workshop

## **STUDENT SERVICES COMMITTEE**

This committee is chaired by the Dean of Student Services. Its members are the Manager of Student Activities, Director of Intramurals, Director of Financial Aid, Director of Admissions, Director of Recruitment and Orientation, one faculty member from the academic division, one faculty member from Career and Technical Education, and others as appointed by the President. Members also include the President, Vice-President, and Secretary of the Student Government Association.

The purpose of the Student Activities Committee is to provide assistance in planning and evaluating activities to enrich and improve student life.

Objectives for the 2007-2008 year are as follows:

- To continue to place a strong emphasis on academic achievement related to eligibility for financial aid, student housing, as well as admission to specific programs at PRCC.
- To improve student services as it relates to students with disabilities. (Review ADA guidelines and make necessary changes.)
- To continue to provide a strong campus police department that will enhance the safety of our campus as well as proper student conduct and provide security with the necessary facilities to promote a professional approach to safety.
- To recruit and retain students from a diverse population.
- To deal with diversity issues on campus as well as the adoption of total quality management in all areas of Student Services.
- To improve physical facilities such as on-campus lighting, parking, streets, etc. Also, work toward the zoning of student parking on campus.
- To expand student services and student activities wherever possible to enhance student life at PRCC.
- To continue to expand and improve the delivery of Student Services at the Forrest County Center and Hancock Center.
- To maintain and keep the updated goals and assessment of these goals in Student Services. Also to make improvements and changes in Student Services as deemed necessary by documented data.
- To improve on campus living through more student activities and a strong intramural program.

# WORKFORCE EDUCATION COMMITTEE

This committee is chaired by the Workforce Education Center Director. Its membership consists of the Workforce Education staff. The purpose of the Workforce Education Committee is to plan and deliver workforce training to businesses, industries, educational and public service entities in the PRCC six-county district.

## Workforce Training

### ***Objective 1: Plan and deliver workforce training***

#### **Action Plan:**

- Program Managers develop and execute plans for offering workforce training to area businesses, industry and agencies.
- Committee will identify emerging technologies and businesses requiring new training programs.

### ***Objective 2: Provide effective and efficient Program Managers***

#### **Action Plan:**

- Program Managers will participate in development of programs and activities which keep them on the cutting edge of workforce training.

### ***Objective 3: Assist businesses and industry with identifying their training needs***

#### **Action Plan:**

- Assist customers with the development of long range training plans.
- Provide leadership training.

### ***Objective 4: Keep business, industry and agencies within the PRCC district aware of the benefits of Workforce Education***

#### **Action Plan:**

- Create and maintain a cutting edge web presence on the internet.
- Engage organizations, agencies and societies to create a dialog of training needs and resources.

### ***Objective 5: Make the Advanced Technology Center the premier training center in Mississippi***

#### **Action Plan:**

- Solicit and integrate state and national resources into increasing the ATC curriculum development capability, increase the development of alternative training techniques and to expand its physical training capability.
- Increase the outreach to business and industry to expand the use of the ATC as their training venue

# Organizational Charts

# Pearl River Community College

## Organizational Charts

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President

Vice-President for Instruction

Dean of Student Services

Dean of Forrest County Center

Dean of Business Services

Dean of Administrative and Support Services

Chief Technology Officer

Director of Career and Technical Education (Poplarville Campus)

Director of Workforce Education

Director of Academic Instruction

Director of College Libraries

Director of Athletics

PEARL RIVER  
COMMUNITY  
COLLEGE  
BOARD OF  
TRUSTEES

Admin. Assistant/  
Personnel &  
Trustee Services

Secretary/  
Receptionist

PRESIDENT

Vice President for  
Instruction

Chief Planning  
Officer

Dean of Forest  
County Center

Dean of Student  
Services

Dean of  
Administrative &  
Support Services  
(Unfilled)

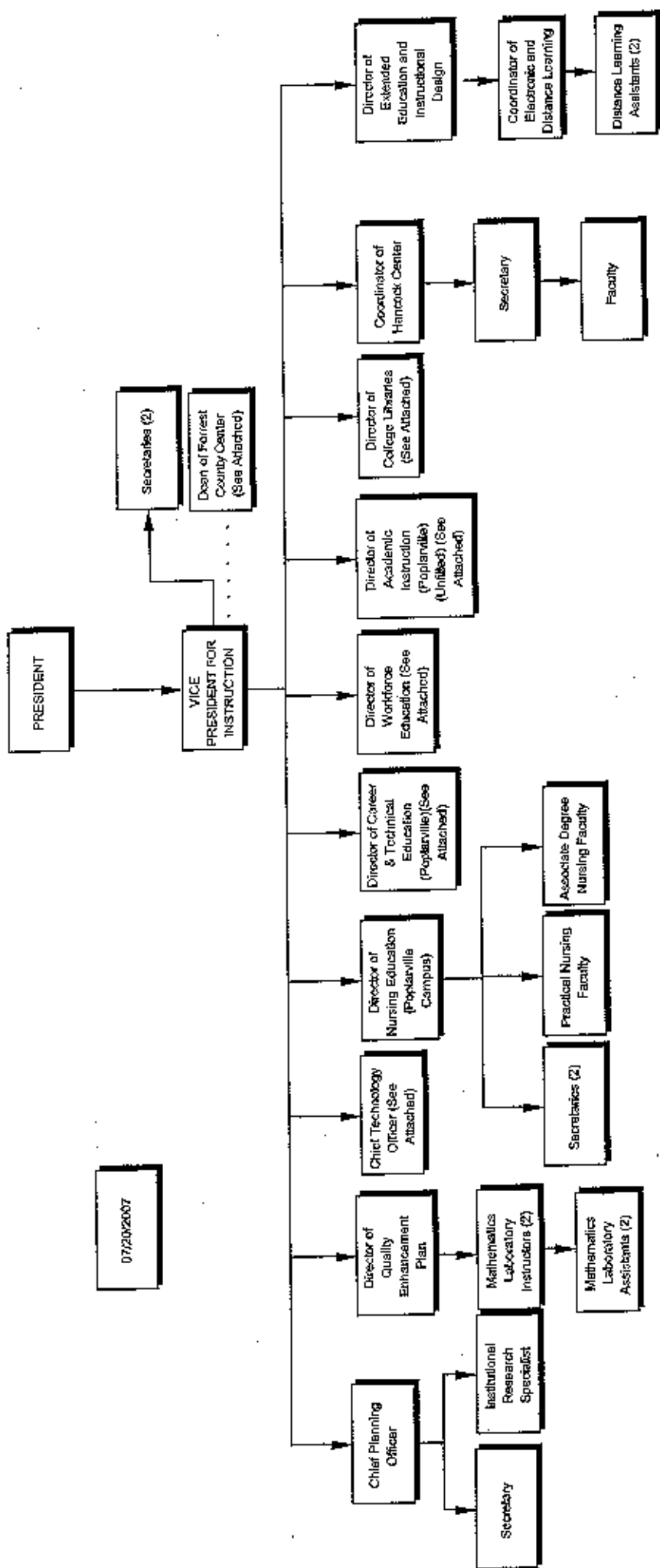
Dean of Business  
Services

07/20/2007

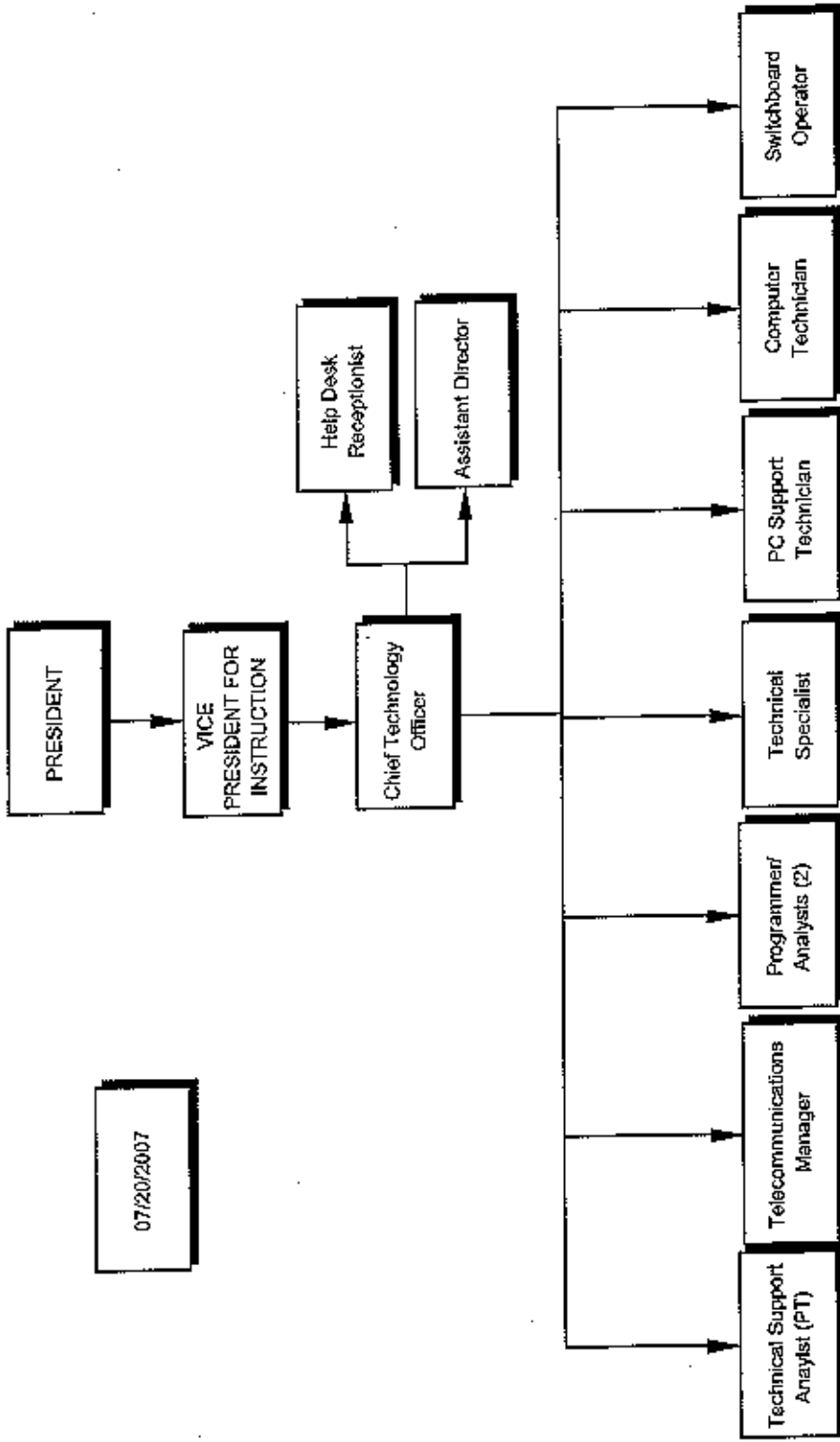
07/20/2007

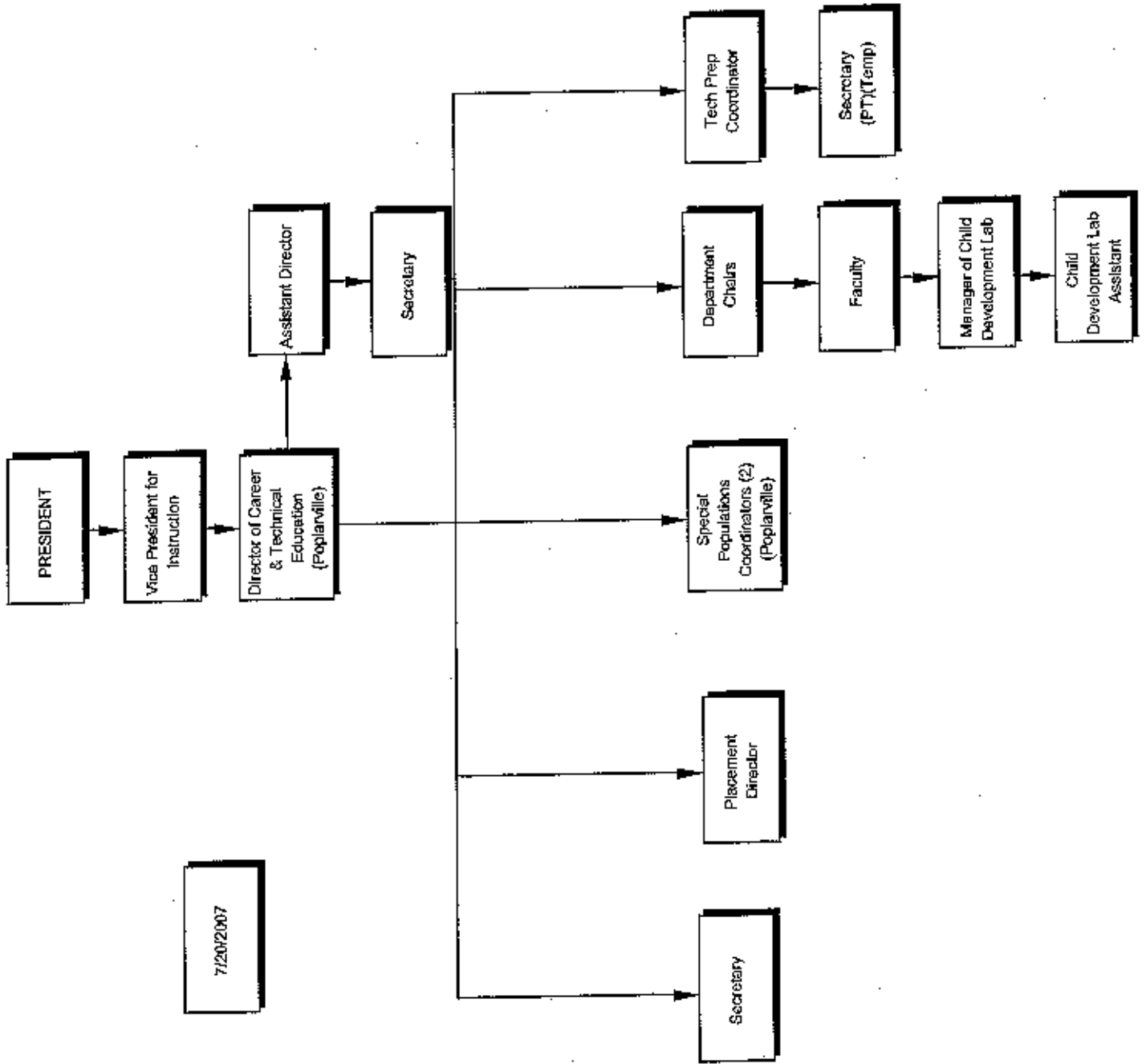


07/20/2007



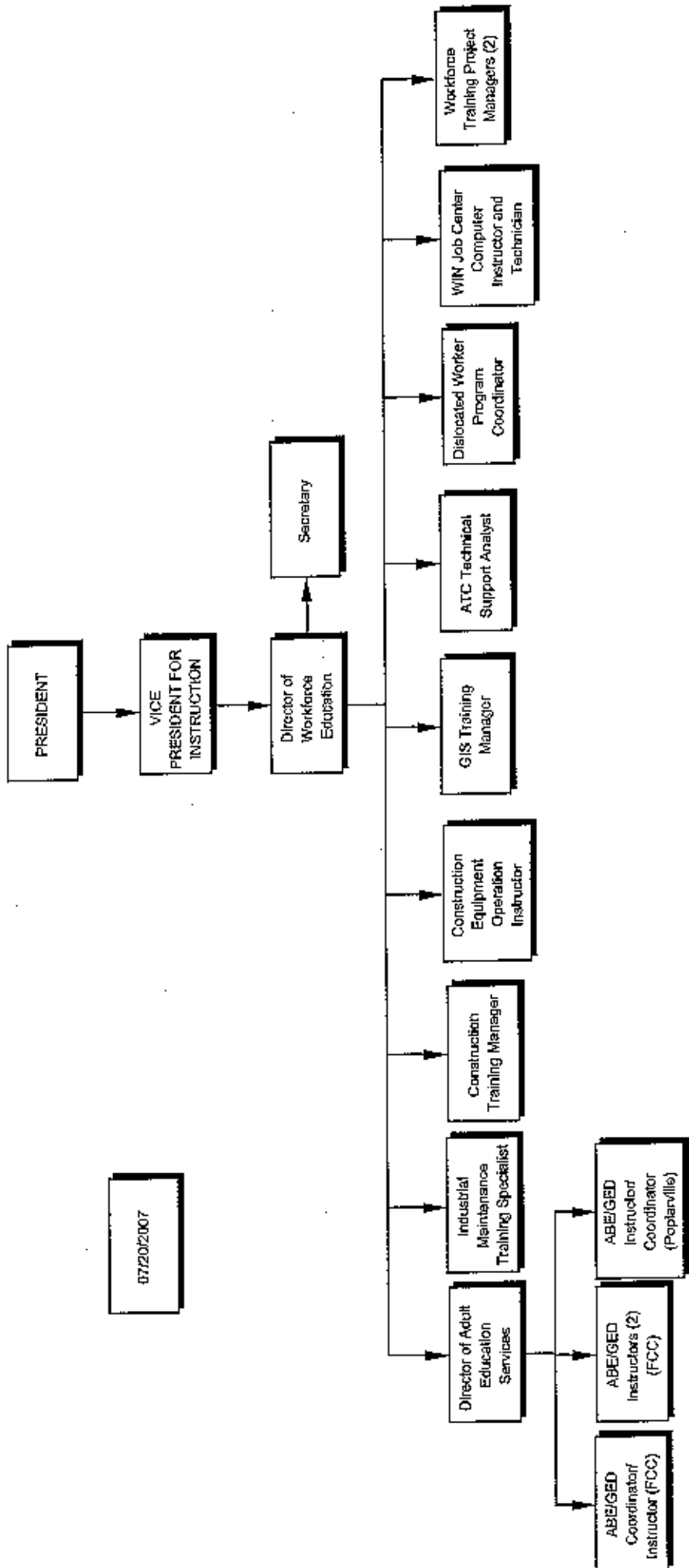
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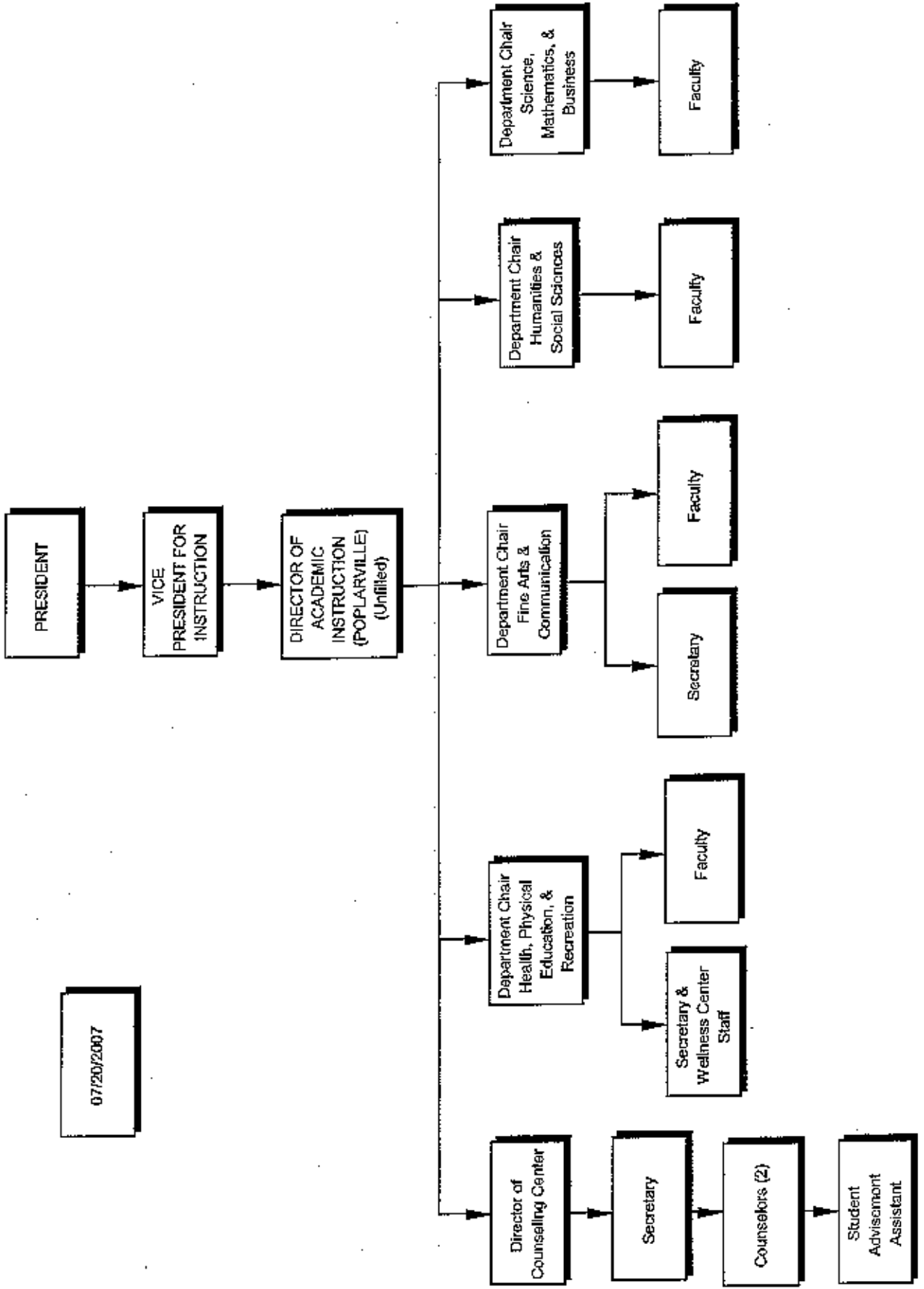


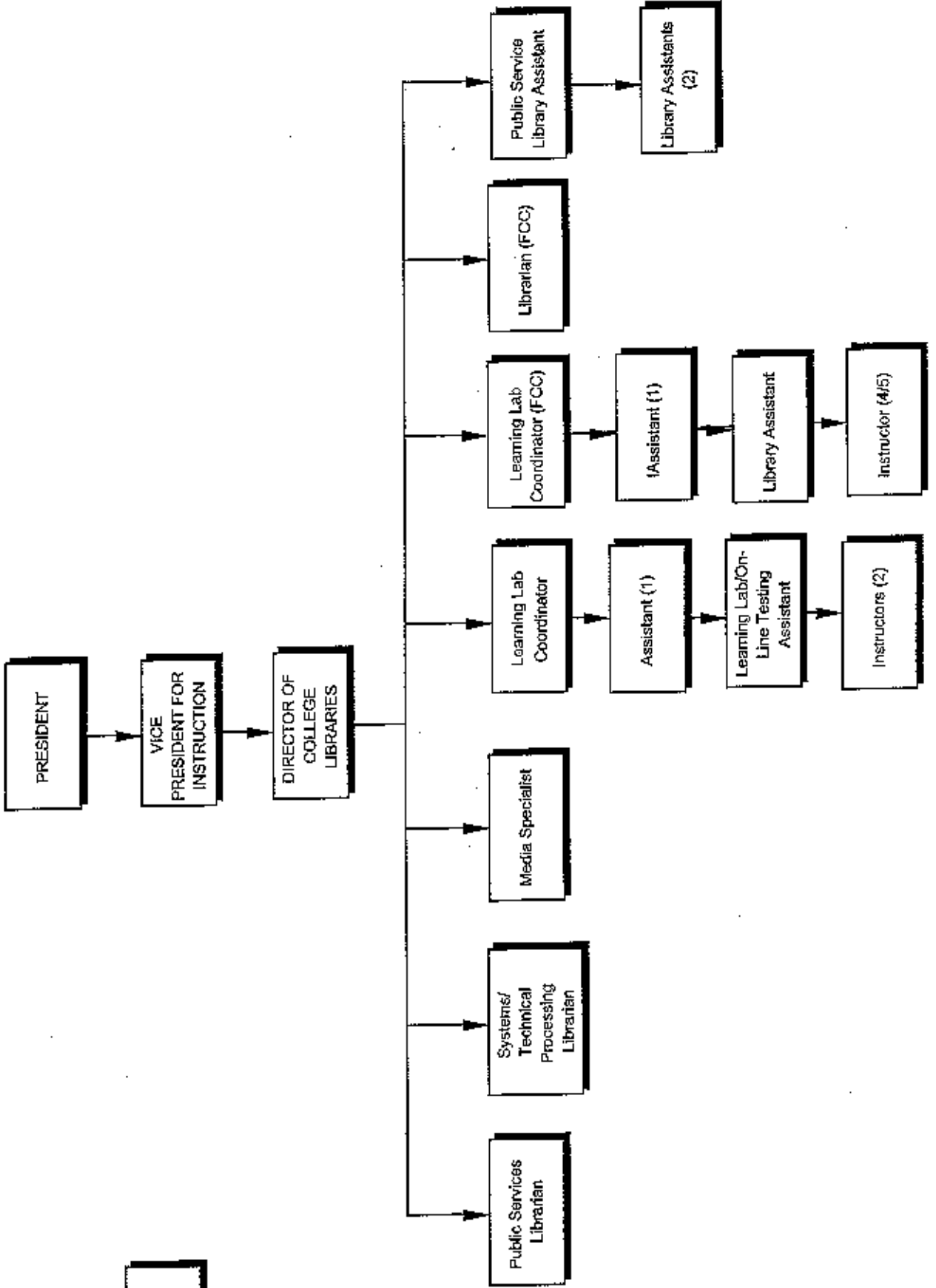
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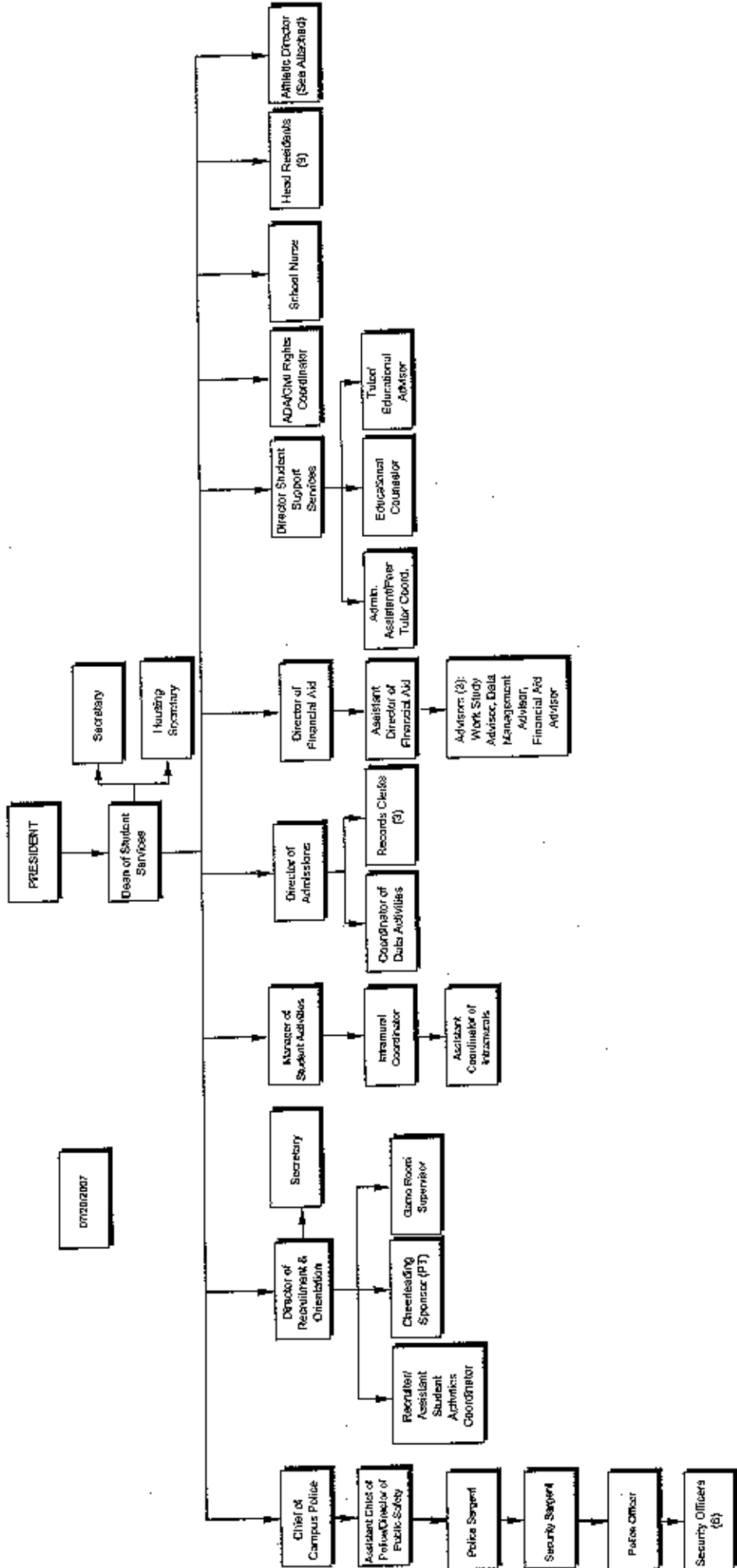


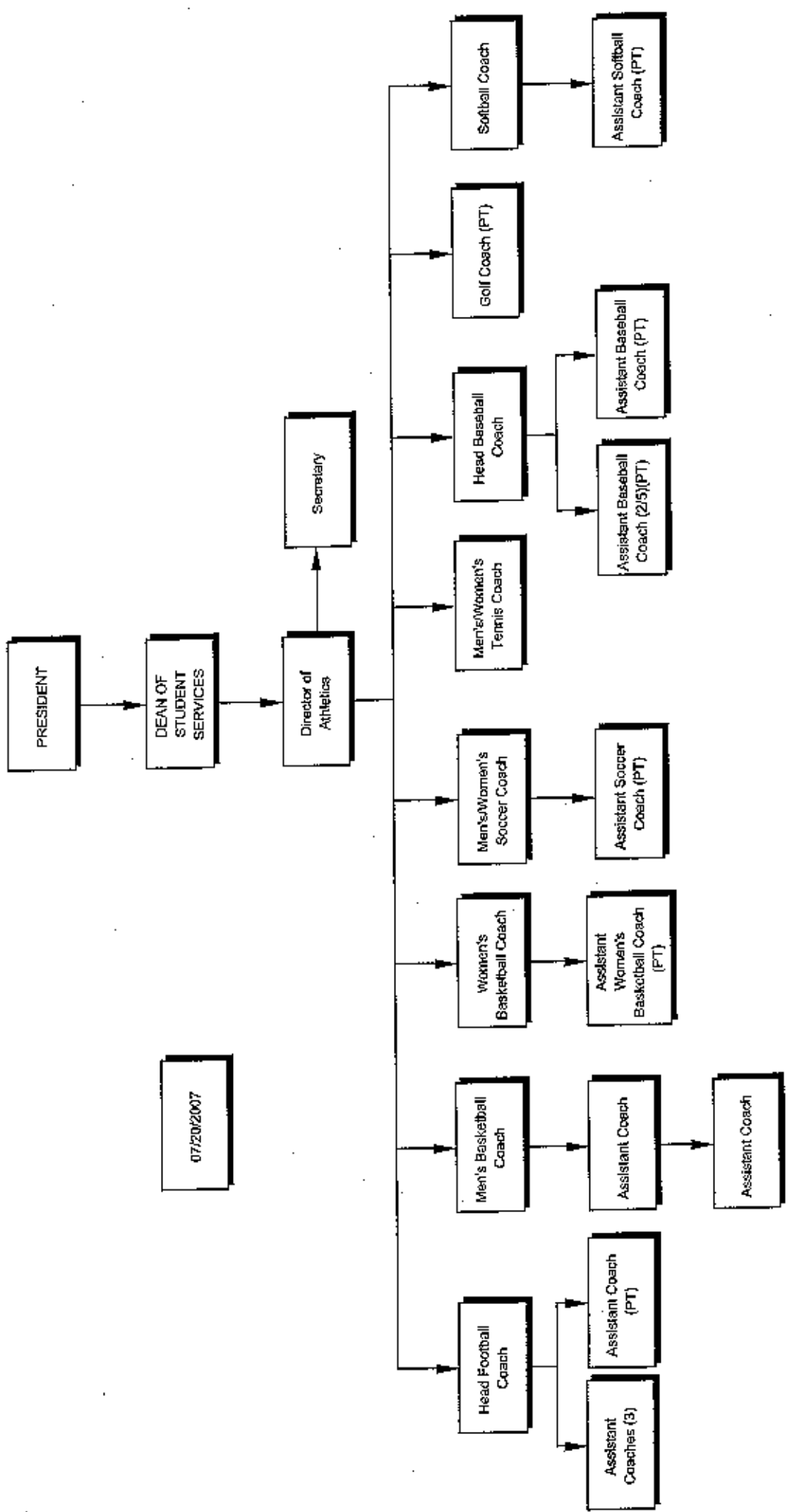
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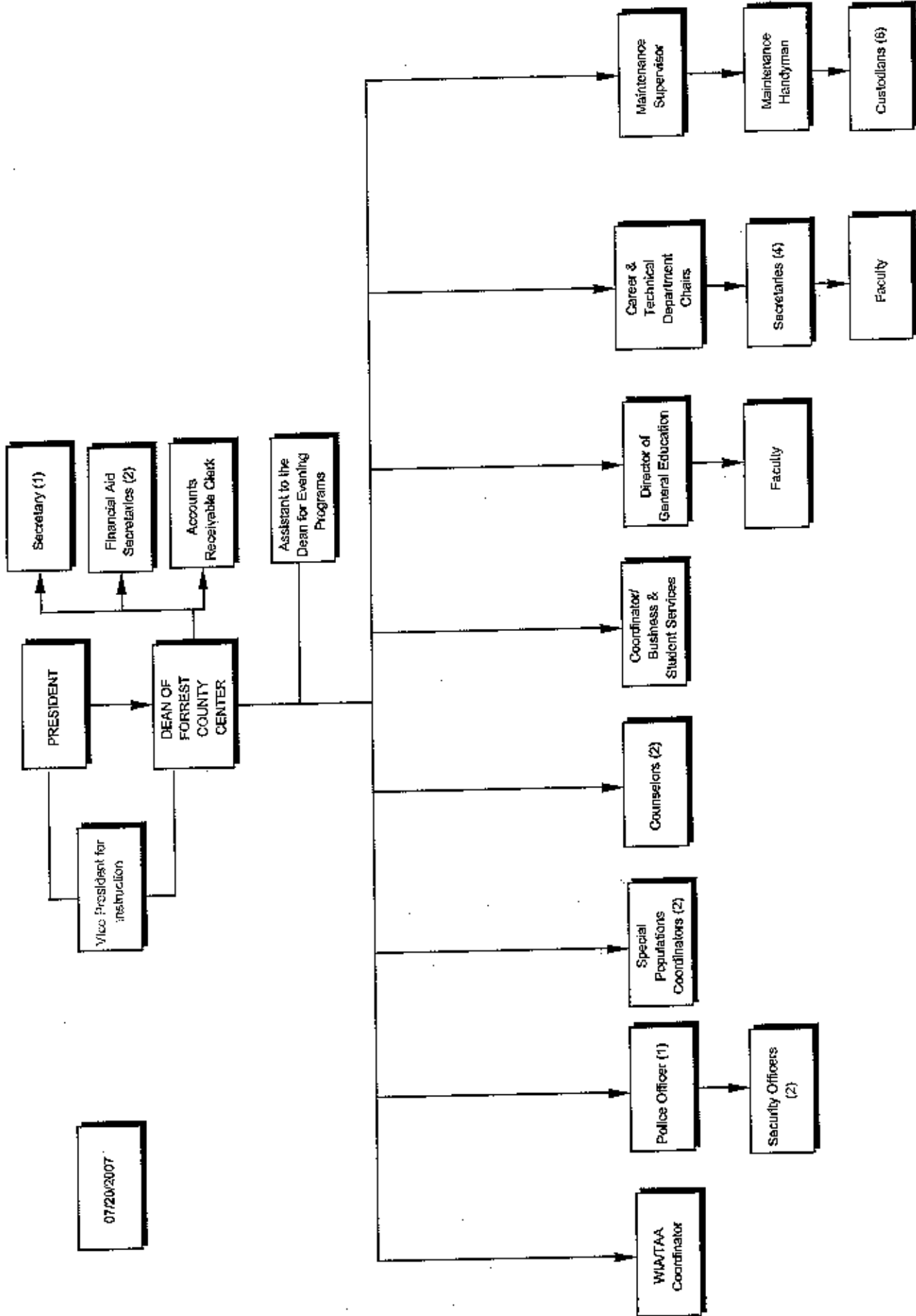


07/26/2007









07/20/2007

Secretary (1)

Financial Aid Secretaries (2)

Accounts Receivable Clerk

Assistant to the Dean for Evening Programs

PRESIDENT

Vice President for Instruction

DEAN OF FORREST COUNTY CENTER

WIA/JTAA Coordinator

Police Officer (1)

Security Officers (2)

Special Populations Coordinators (2)

Counselors (2)

Coordinator/Business & Student Services

Director of General Education

Faculty

Career & Technical Department Chairs

Secretaries (4)

Faculty

Maintenance Supervisor

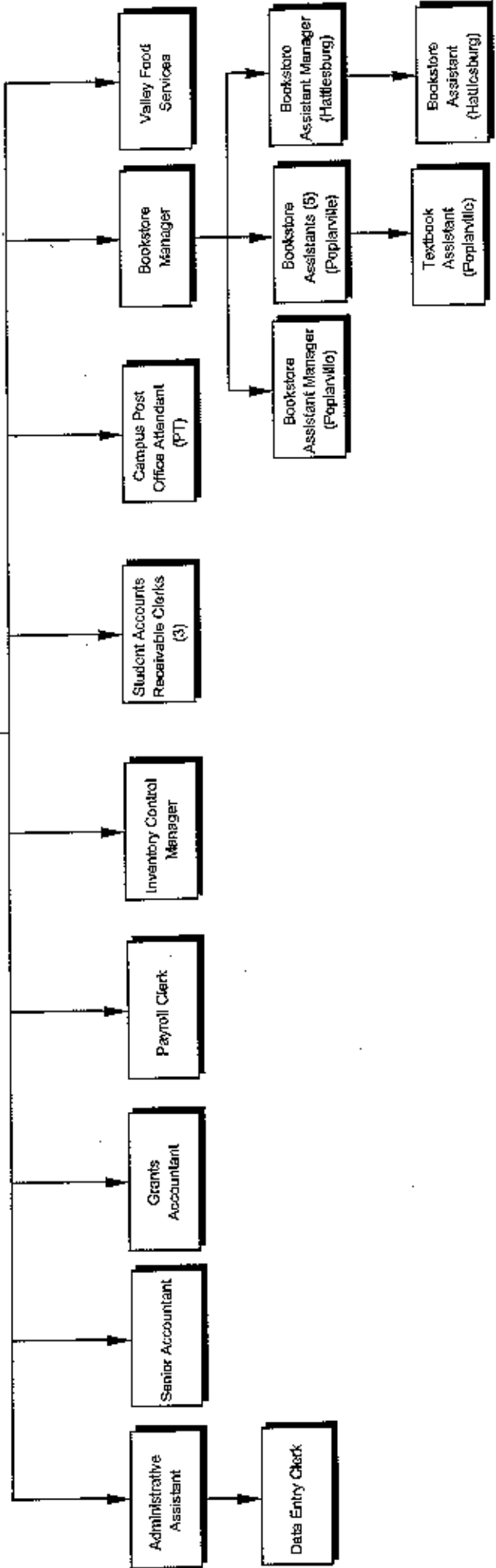
Maintenance Handyman

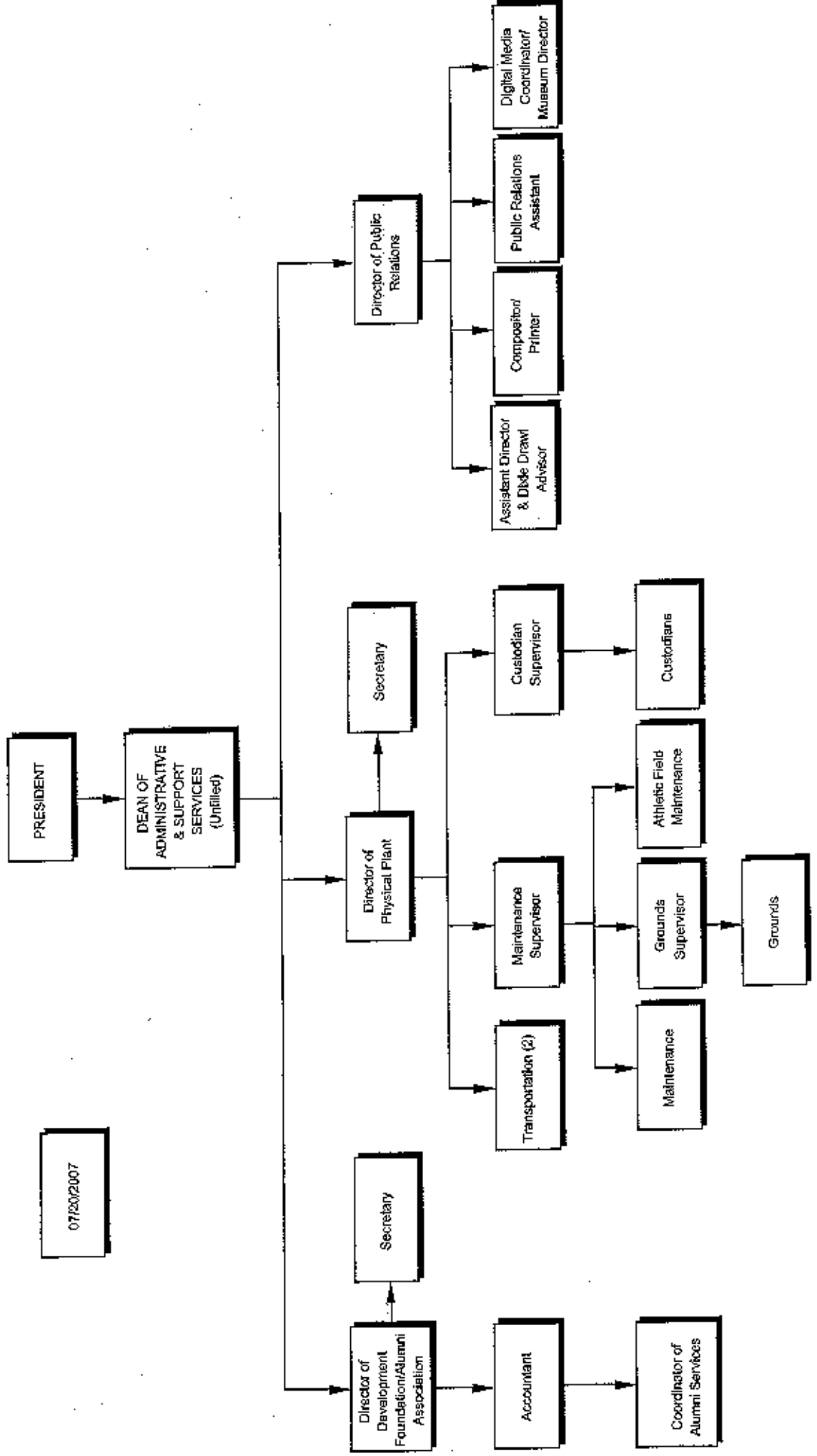
Custodians (6)

07/20/2007

PRESIDENT

DEAN OF BUSINESS SERVICES





07/20/2007

# Assessment Charts

Pearl River Community College

Assessment Charts

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Section I – Administrative

Section II – Student Services

Section III – Instructional Programs

# **Section I**

## **Administrative Assessment Charts**

## Section I

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### President's Report

### Administrative Charts

Academic Coordinator (Forrest County Center)  
Bookstore Manager  
Chief Planning Officer  
Chief Technology Officer  
Coordinator of Hancock Center  
Counselor - Academic  
Counselor - Career and Technical  
Dean of Business Services  
Dean of Forrest County Center  
Dean of Student Services  
Director of Admissions and Records  
Director of Athletics  
Director of Career and Technical Education Programs (Poplarville)  
Director of College Libraries  
Director of Counseling, Advisement, and Placement Center  
Director of Development Foundation and Alumni Association  
Director of Extended Education and Instructional Design  
Director of Financial Aid  
Director of Physical Plant  
Director of Public Relations  
Director of Recruitment and Orientation  
Director of Student Support Services  
Director of Workforce Education  
Institutional Research Specialist  
Intramural Coordinator  
Manager of Student Activities  
President  
Special Populations Coordinator  
Tech Prep Coordinator  
Vice President for Instruction

## **PRESIDENT'S REPORT AND ADMINISTRATIVE GOALS**

The College continues its physical recovery from the severe damages wrought by Hurricane Katrina. Many of the repairs to roofs and the internal structure of those buildings damaged by the storm are complete. However, many of the major rebuilding projects remain in the hands of the claims settlement process, which is, as of this writing, still on-going. Progress on the rebuilding of major buildings such as the Marvin White Coliseum cannot begin until the claims settlement process is complete.

Much progress is being made in the efforts to further embed the use of technology into the instructional methodologies used by College instructors. The focus for this effort has been the implementation of the Quality Enhancement Plan as required by the Southern Association of Colleges and Schools. The 2006-2007 year was the first step in the implementation of the QEP project to enhance the learning opportunities for students enrolled in certain mathematics courses at Pearl River. The indications from the first year evaluation of this effort are extremely positive. A five-year evaluation report will be submitted to Southern Association of Colleges and Schools that will provide a comprehensive study of any progress in improving student's knowledge and performance in these selected mathematics courses.

The College is developing a path of improvement in the use of technology as an instructional tool in other areas of study as well. It is our intent to use the enhancement of technology in Mathematics as a catalyst for the improved use of technology in other instructional areas as well.

The Workforce Education and Career & Technical programs have begun to blend certain course offerings in an effort to be more responsive to the needs of business and industry. These course offerings provide credit or non-credit options for students and in some cases offer non-traditional class schedules that accommodate the work schedules of those enrolling.

As always, it is the intent of Pearl River Community College to continually adapt to the changing environment and the needs of our students. Our goal is to always provide quality educational opportunities for those enrolling at our College and to continually evaluate the results of our efforts.



**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT**  
**2007 – 2008**

**POSITION:** Academic Coordinator (Forrest County Center)

Supports PRCC Strategic Goal(s): 1, 2, 4, 5, 6

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

**PURPOSE OF UNIT:** To Coordinate and supervise academic course offerings on the Hattiesburg Campus.

**RELATIONSHIP OF UNIT TO PROC MISSION:** To serve as the representative of the Vice President for Instruction's Office on the Hattiesburg Campus.

**POSITION:** Academic Coordinator (Forrest County Center)

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<ol style="list-style-type: none"> <li>To continue to assist in developing new academic course offerings at the Forrest County Center.</li> </ol>	<ol style="list-style-type: none"> <li>To meet with administrative personnel to add academic courses other than those required for technical programs.</li> </ol>		
<ol style="list-style-type: none"> <li>To continue to offer more counseling opportunities for students.</li> </ol>	<ol style="list-style-type: none"> <li>To assist in providing academic counselors from the Poplarville campus on the Hattiesburg Campus.</li> </ol>		
<ol style="list-style-type: none"> <li>To assist in reorganizing the regular registration process and late registration process.</li> </ol>	<ol style="list-style-type: none"> <li>To meet with administrative personnel to assist in securing computers for registration at the Forrest County Center.</li> </ol>		
<ol style="list-style-type: none"> <li>To continue to seek new classrooms and teaching materials at the Forrest County Center.</li> </ol>	<ol style="list-style-type: none"> <li>To meet with administrative personnel to achieve this goal.</li> </ol>		
<ol style="list-style-type: none"> <li>To continue to add more full-time faculty at the Forrest County Center.</li> </ol>	<ol style="list-style-type: none"> <li>Consult with Vice President for Instruction to achieve this goal.</li> </ol>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007- 2008**

**POSITION:** Bookstore Manager

Supports PRCC Strategic Goal(s): 2

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

**PURPOSE OF UNIT:** To provide textbooks, supplies and other materials to the students, faculty and staff of the College.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To provide materials to support the instructional programs of the College.

**POSITION:** Bookstore Manager

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1- To provide services which will assist students and college personnel in obtaining required textbooks and supplies on a timely and convenient schedule.</p> <p>2- Bookstore operations will be financially self-supporting.</p> <p>3- Bookstores will maintain inventory records by completion of an annual physical inventory for auditing purposes.</p> <p>4- Bookstores will assist students participating in the MSVCC with obtaining required textbooks and supplies on a timely and convenient schedule.</p> <p>5- To increase sales performance.</p>	<p>1- Through the <i>Campus Climate Survey (administered by Dean of Students)</i> administered in Spring 2005, students and college personnel will indicate a level of satisfaction with the Bookstore staff that is 75% or greater.</p> <p>2- Through review of the 2003-2004 financial statements, revenue will exceed expenses.</p> <p>3- A satisfactory state audit will show the completion of an annual physical inventory for audit purpose with no findings.</p> <p>4- Through the <i>Spring 2005 MSVCC Student Opinion Survey</i>, 75% of the students responding will give a 4 or above satisfaction level rating to the <i>Virtual Bookstore services (with 5 being the highest rating).</i></p> <p>5- Through review of the Bookstore financial statements a comparison to last year's sales record will be done.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT**  
**2007 - 2008**

**POSITION:** Chief Planning Officer

**Supports PRCC Strategic Goal(s): 1, 2, 3, 4, 5, 6, 7, 8**

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

**PURPOSE OF UNIT:** To obtain additional funding to support various College programs and initiatives and to provide the College with information, practices, and procedures to meet requirements of the Commission on Colleges of the Southern Association of Colleges and Schools and other accrediting agencies which will lead to improvements in all areas of the institution.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To provide support that will assist in the improvement of instructional programs, teaching, learning, and services of the College.

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To assist areas of the College in meeting their resource needs by providing assistance in obtaining funding that is not normally provided through general appropriations by the Mississippi State legislature and/or that requires a request for funding (from an agency or from the private sector) proposal.</p> <p>2. To serve as the SACS accreditation liaison.</p> <p>3. To provide direction as needed for the review and improvement of the planning and evaluation processes of the institution.</p> <p>4. To assist with the coordination of annual professional development sessions for faculty, staff, and administrators.</p>	<p>1. Meetings regarding proposal development.</p> <p>2. Proposals for grants to provide needed resources prepared and submitted to the appropriate agencies.</p> <p>3. Attendance at meetings related to SACS accreditation requirements and compilation of appropriate documents.</p> <p>4. Assistance as needed provided to the Institutional Research Specialist regarding meetings and discussions pertaining to planning, evaluation, and implementation of recommendations.</p> <p>5. Attendance of professional staff and faculty at the August professional development program, of administrators and supervisors at professional development meetings, and of support staff at their professional development meeting.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 – 2008 (CPO continued)**

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>5. To coordinate the personnel evaluation process in order to assess achievement of educational goals.</p> <p>6. To coordinate publication of College policies and procedures.</p> <p>7. To coordinate/assist with other special events, workshops, etc., as needed.</p>	<p>Written evaluations by faculty, professional staff, and support staff.</p> <p>5. Prepare, distribute, collate, and process student evaluations of faculty forms and faculty/staff administrator evaluation forms.</p> <p>6. Publication and distribution of the annual Policy and Procedure Manual.</p> <p>7. Participation in special activities.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

**POSITION:** Chief Technology Officer

Supports PRCC Strategic Goal(s): 1, 2, 5, 6, 7

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

**PURPOSE OF UNIT:** To provide, coordinate and fully utilize current computer technology as a reliable, efficient resource for support of college-wide data and telecommunications.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To provide support to enhance and broaden the scope of computer systems and telecommunications for the college.

**POSITION:** Chief Technology Officer

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<ol style="list-style-type: none"> <li>1. To provide up-to-date technology to meet the administrative computing needs of the college.</li> <li>2. To provide up-to-date technology to meet the growing telephone needs of the college.</li> <li>3. To provide up-to-date technology to meet the need for college wide internet access.</li> <li>4. To provide up-to-date technology to meet the email requirements for the college.</li> <li>5. To provide up-to-date technology to meet the requirements for additional ID card readers.</li> <li>6. To provide up-to-date software and systems training for faculty and staff.</li> <li>7. To provide up-to-date technology to meet the administrative and instructional needs of faculty and students.</li> </ol>	<p>Evaluation by the MS State Audit Department (applies to objectives 1-9)</p> <p>New software &amp; hardware( applies to objectives 1-8)</p> <p>Software &amp; hardware upgrades (applies to objectives 1-8)</p> <p>Evaluation of training sessions (applies to objective 7)</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT**  
**2007 – 2008**

POSITION: Coordinator of Hancock Center

Supports PRCC Strategic Goal(s): 1, 2

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

PURPOSE OF UNIT: To provide quality post-secondary education and workforce development training to students within Hancock County and Stennis Space Center.

RELATIONSHIP OF UNIT TO PRCC MISSION: To provide integrated, innovative, and comprehensive services to students and communities within Hancock County and Stennis Space Center. These integrated services include coordinated efforts with the College departments on the Poplarville and Hattiesburg campuses to support the College mission.

POSITION: Coordinator of Hancock Center

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. Provide an informative and meaningful new student orientation program that meets the transitional needs of new students.</p>	<p>1. Assessment criteria as described in Orientation and Recruitment department's assessment chart targeting students, counselors and guests.</p>		
<p>2. Provide prospective students information on the admission process, academic programs, and campus life that will aid in prospective students' recruitment and future enrollment.</p>	<p>2. Conduct recruitment events where participants are provided the opportunity to visit with college personnel from all academic and career programs, receive information on the admission, financial aid, and scholarship process.</p>		
<p>3. Provide strategic data driven decision-making grounded in reliable data analysis to support enrollment goals and initiatives</p>	<p>3. Student and staff survey forms and direct observation by Hancock Center Coordinator and others responsible for institutional effectiveness.</p>		
<p>4. Increase the number of students enrolled in courses at sites in Hancock County and Stennis Space Center.</p>	<p>4. Collect and analyze student enrollment data for all sites in Hancock County and Stennis Space Center.</p>		
<p>5. Increase College's visibility throughout the business community within Hancock County and Stennis Space Center.</p>	<p>5. Expand initiatives in partnership with local business and the College Workforce Development Division.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT**  
**2007 – 2008**

**POSITION:** Counselor – Academic

Supports PRCC Strategic Goal(s): 1, 2

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

**PURPOSE OF UNIT:** To provide a variety of guidance and other helping services to assist students in achieving their educational, occupational, and personal goals.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To serve as a vital component in carrying out our mission of student services.

POSITION: Counselor – Academic		
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS
1. To provide academic advisement services.	1. Number of students receiving academic advisement	USE OF RESULTS
2. To provide advisement training for all academic faculty members.	2. Number of faculty members receiving advisement training.	
3. To provide career exploration/development services and testing services.	3. Number of students using information and testing services provided in the Counseling Center.	
4. To provide personal counseling services.	4. Number of students referred by faculty and/or self-referred for assistance with personal issues.	

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 – 2008**

**POSITION:** Counselor - Career and Technical

Supports PRCC Strategic Goal(s): 1, 2, 7

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

**PURPOSE OF UNIT:** To provide individual and group services to prepare students for careers which meet the needs of business and industry.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To provide counseling services which assist in enhancing the educational experience and career development of our students.

**POSITION:** Counselor - Career and Technical

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To organize and implement a guidance program.</p> <p>2. To provide individual and group guidance services to students to assist them in the development and use of cognitive and affective skills for understanding of self and others in the world of work.</p> <p>3. To coordinate student assessment, employability skills training, retention, placement, and follow-up activities in cooperation with instructors.</p> <p>4. To assist in integration of academic and career-technical skills.</p> <p>5. To assist in student recruitment including special population students.</p> <p>6. To assist special needs learners in obtaining skills for success in career-technical programs.</p>	<p>1. Develop a yearly plan (Program of Work). Include a calendar of activities beginning July 1, 2005 to June 30, 2006.</p> <p>2. Conduct individual advisement and scheduling sessions on an as needed basis. Conduct small and large group sessions for career decision making, orientation, class scheduling, employability skills development, and job placement skills.</p> <p>3. Conduct an organized testing program. Administer Occupational Specific examinations to fall, spring, and summer graduates. Utilize ACT and TABE scores in class placement. Administer regularly scheduled GED testing sessions for the people of the district. Conduct Job/Career Fairs on Poplarville and Hattiesburg campuses. Develop assessment charts on enrollment, retention, program completion, graduation, placement, occupational skills assessment, and academic gain. Maintain appropriate records.</p> <p>4. Blend academic and technical courses</p>		



**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 – 2008**

POSITION: Counselor - Career and Technical	OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>7. To provide occupational, educational, personal, and social information for decision-making and problem solving.</p> <p>8. To participate in professional growth opportunities.</p> <p>9. To use community resources for meeting student needs.</p> <p>10. To conduct annual program performance evaluations for improvement.</p>	<p>while developing class schedules for students.</p> <p>5. Serve on Recruitment Committee. Conduct recruitment visits to schools, technical centers, and assist with their visits to our campus.</p> <p>6. Schedule learners with special needs in related studies and developmental courses which lead to success. Accommodations for special needs students are sought and often approved in the GED testing program.</p> <p>7. Supply and upgrade occupational, educational, personal, and social information in the counselors' offices and career center library as budget permits.</p> <p>8. Participate as a member in state and district professional organizations.</p> <p>9. Maintain contact with community Service representatives to assist in meeting student needs.</p> <p>10. State performance evaluations Student/staff evaluations.</p>			

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

**POSITION:** Dean of Business Services

**Supports PRCC Strategic Goal(s): 2, 4**

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

**PURPOSE OF UNIT:** To provide necessary funding to support the educational mission of the college for operations and capital improvements. To coordinate the development of budgets and monitor results. To maintain financial records in accordance with national and state standards.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To support, through adequate funding levels, the mission of the college.

**POSITION:** Dean of Business Services

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
1. To assure prudent use of college funds through monitoring, auditing, and reporting.	1. Produce balanced budget Annual audit		
2. To assure financial stability of college by seeking ways to expand revenue sources.	Produce Financial Statements 2. Compare current year revenues to prior years and analyze results.		
3. To evaluate capital improvement needs of the college and provide necessary funds to meet those needs.	3. Use of long range capital needs plan developed by the architects		
4. To maintain operating fund balances at an adequate level to insure financial stability of the college.	4. Financial Statements and Audit Reports		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 – 2008**

**PROGRAM:** Dean of Forrest County Center

Supports PRCC Strategic Goal(s): 1, 3, 7, 8

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

**PURPOSE OF PROGRAM:** To Administer the Career-Technical, Academic and Student Services Divisions of the Forrest County Center.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** The unit provides state of the art occupational training as well as college transfer programs for the students within the college district.

**PROGRAM:** Dean of Forrest County Center

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To encourage high quality in all instructional programs by monitoring curricula and instruction for both the academic and career technical divisions at the Forrest County Center.</p>	<p>1. Faculty will be evaluated annually by the Supervisor and students. Assessment criteria in each departments chart will be reviewed.</p>		
<p>2. To encourage and assist all departments in the process of budget planning and utilization.</p>	<p>2. Review and approve all budgets and requisitions for purchases submitted by faculty.</p>		
<p>3. To encourage departments in all areas of planning.</p>	<p>3. All instructional program changes will be submitted for review annually. If approved, those changes will be recommended to the Instructional Programs Committee.</p>		
<p>4. To encourage all departments to stay abreast of up-to-date instructional methodologies and equipment.</p>	<p>4. Program training aides and equipment will be reviewed by respective program craft committees and/or department coordinators.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 – 2008**

PROGRAM: Dean of Forrest County Center			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
5. To supervise the activities of the office of student services which includes Admissions, Financial Aid and Business Office at the Forrest County Center	5. Review and approve services provided for student admissions and assistance. Monitor and approve all expenditures for administration and instructors.		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT**  
**2007 - 2008**

**POSITION:** Dean of Student Services

Supports PRCC Strategic Goal(s): 2

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

**PURPOSE OF UNIT:** To provide those student services in the Division of Student Services that will promote and enhance the comprehensive student development concept. (Physical, social, recreational, and educational.)

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To supervise and administer those student services which promote and enhance the educational mission of PRCC.

POSITION: Dean of Student Services			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To supervise the Director of Admissions, Director of Financial Aid, Housing Supervisors, Chief of Campus Police, Director of Recruitment / Orientation, Director of Student Support Services, Director of Athletics and college nurse.</p> <p>2. To promote and enhance programs in student services that embrace the comprehensive student develop concept.</p> <p>3. To review by formal and informal methods the use, satisfaction and perception of student services.</p> <p>4. To maintain accurate and correct published information related to student services (student handbook).</p>	<p>1. Direct observation, daily commitments, and daily supervision of employees. Also formal evaluations of each employee.</p> <p>2. Use of mission statement, goals, and objectives of student services to enhance programs.</p> <p>3. Student surveys, suggestion boxes, input from student organizations, and well as discussion with faculty, staff, and students.</p> <p>4. Documented policy changes and well as comments and suggestions from students, faculty, and staff as it related to student services.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

Strategic Goal(s): 1, 2

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

**PURPOSE OF UNIT:** To assist in the fulfillment of the mission of the College as it is related to admission and record keeping of students.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** The Office of Admissions and Records serves as the primary access point between the College and the student related to the admission of students to Pearl River Community College.

**POSITION:** Director of Admissions and Records

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
1. To assist applicants in the process of formal admission to the college.	1. Applicant to Enrollment Ratio		
2. To initiate and complete the scheduling of classes in a timely and efficient manner, including distance learning classes.	2. Student surveys information, On , anecdotal line surveys		
3. To provide continual and immediate access to permanent academic records for students.	3. Feedback from Students, Universities, and Employers seeking Official Records of Formal Education		
4. To complete accurate and timely enrollment audits as required by state and federal authorities.	4. Annual enrollment audit performed by the State Board of Junior and Community Colleges		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

POSITION: Director of Athletics

Supports PRCC Strategic Goal(s): 2, 4, 5

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

PURPOSE OF UNIT: To enhance student life on the campus and to foster support for the College through the development of highly competitive athletic programs.

RELATIONSHIP OF UNIT TO PRCC MISSION: To provide activities which enrich the educational, recreational, and cultural opportunities provided by the College

POSITION: Director of Athletics	OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
1. To identify and employ a highly qualified athletic staff which will instill in the program a sense of integrity, competitiveness, and concern for the development of the student athlete.	1. College employees and alumni with a demonstrated allegiance to the College will assist in screening and nominating head coaches when vacancies occur.			
2. To increase attendance at all athletic events through improved media exposure.	2. Radio, television, and newspaper exposure is noticeable and consistent.			
3. Improve emphasis on student achievement with our athletes.	3. Academic performance and progress towards graduation to be monitored on a regular basis.			
4. Improvement of athletic facilities.	4. Athletic facilities will become an asset in the recruitment process.			
5. Improve external fund raising.	5. External funds will be used to support athletic programs and scholarships.			
6. Develop evaluation plan for athletic program.	6. Strengthen leadership for various sports programs.			

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007-2008**

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

**PURPOSE OF UNIT:** To prepare and upgrade students for careers to meet the needs of business and industry in the college district.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** The unit provides state of the art occupational training programs for the students within the college district.

<b>POSITION: Director of Career and Technical Education Programs (Poplarville)</b>			
<b>OBJECTIVES</b>	<b>ASSESSMENT CRITERIA</b>	<b>ASSESSMENT RESULTS</b>	<b>USE OF RESULTS</b>
<p>1. To encourage high quality in all Career and Technical programs by monitoring curricula and instruction.</p> <p>2. To encourage all Career and Technical departments in the process of budget planning and utilization</p> <p>3. To encourage Career and Technical departments in all areas of planning.</p> <p>4 To encourage all Career and Technical Departments to stay abreast of up-to-date training aides and equipment as per industrial standards.</p>	<p>1. Career and Technical faculty will be evaluated annually by the Supervisor, Department Chair and students.</p> <p>2. Review and approve all budgets and requisitions for purchase submitted by Career and Technical faculty.</p> <p>3. Program changes will be submitted for review annually.</p> <p>4. Program training aides and equipment will be reviewed by respective program craft committees.</p>		



**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 – 2008**

**POSITION:** Director of College Libraries

Supports PRCC Strategic Goal(s): 1, 2, 3, 5

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

**PURPOSE OF UNIT:** To support the College in its educational and cultural endeavors by providing primary and secondary materials, both print and non-print, to meet the needs of the curriculum, students, and faculty, both on and off campus.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To provide materials, both print and non-print, to support the academic, technical, and vocational programs; workforce training; and remedial education.

**POSITION:** Director of College Libraries

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To acquire, organize, and make available for use the sources of information needed to support the instructional programs of the College and the institutional and individual needs of the students, faculty, and staff.</p>	<p>1. Number of print and non-print materials added to the collection each year.</p>		
<p>2. To provide students and faculty with orientation of the Libraries and the services provided so that such resources will be used more effectively and efficiently.</p>	<p>2. Number of orientation sessions provided to students and faculty.</p>		
<p>3. To provide audio visual and microform equipment, copiers and computers to support instruction.</p>	<p>3. Number of new pieces of equipment added to Libraries and utilization of services.</p>		
<p>4. To increase periodical collection.</p>	<p>4. ACRL standards.</p>		
<p>5. To increase the Libraries budget to 6% of the school budget.</p>	<p>5. ACRL standards.</p>		
<p>6. To increase the electronic database collection.</p>	<p>6. ACRL standards.</p>		
<p>7. To provide a staff which is qualified and concerned with meeting the needs of the institution,</p>	<p>7. Number of staff employed with degrees or training appropriate for positions held.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT**

**2007 – 2008**

POSITION: Director of College Libraries

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>students, and faculty</p> <p>8. To provide opportunities for faculty and staff to take part in professional development activities.</p> <p>9. To continually weed the GHJ Nursing collection and the FCC Allied Health Collection.</p> <p>10. To cooperate with other institutions, libraries, and agencies to meet the information needs of the college.</p>	<p>8. Number of faculty and staff participating in professional development activities.</p> <p>9. Usage count and copyright date of materials.</p> <p>10. Cooperative agreements with other libraries.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007- 2008**

**POSITION:** Director of Counseling, Advisement, and Placement Center

Supports PRCC Strategic Goal(s): 1, 2, 7

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

**PURPOSE OF UNIT:** To provide individual and group services to prepare students for careers which meet the needs of business and industry.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To provide counseling services which assist in enhancing the educational experience and career development of our students.

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To organize and supervise the guidance program.</p> <p>2. To provide individual and group guidance services to assist students in the development and use of cognitive and affective skills.</p> <p>3. To coordinate student assessment, employability skills training, retention, placement, and follow-up activities in cooperation with instructors.</p> <p>4. To provide opportunities for personnel to improve guidance services.</p>	<p>1. Propose revisions to existing program for improvement by establishing an advisory council, planning activities each year, developing and publishing guidance activity calendar, expanding the advisement services being provided at the Hancock Center by including additional part time personnel, and continuing the part time counseling services at that center.</p> <p>2. Conduct individual advisement and scheduling sessions on an as needed basis. Conduct small and large group sessions for career decision making, orientation, class scheduling, employability skills development, and job placement skills.</p> <p>3. Conduct assessment including ACT, GED, TABE, and C-PAT testing services. To propose purchasing ACT COMPASS.</p> <p>4. Encourage participation in staff development and communication with industry, businesses, and other colleges.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007-2008 (CAPC continued)**

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>5. To encourage personnel to participate on College committees in support of the mission statement of the College.</p> <p>6. To encourage personnel to participate in professional development to improve guidance services.</p> <p>7. To utilize community resources.</p> <p>8. To conduct evaluations.</p>	<p>5. Participation on the Instructional Council, Calendar Committee, Recruitment Committee (appropriate College committees), and advisory boards of community schools and businesses.</p> <p>6. Encourage participation in state and national organizations for improvement in guidance services such as counseling, advisement, placement, orientation, etc.</p> <p>7. Maintain contact with "helping" agencies within the district.</p> <p>8. To complete evaluations as prescribed by the College and State pertaining to program and personnel evaluations.</p>		

# PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT

2007 – 2008

**POSITION:** Director of Development Foundation and Alumni Association

**Supports PRCC Strategic Goal(s):** 5

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

**PURPOSE OF UNIT:** To provide resources to assist the College in accomplishing its mission.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To provide a variety of activities, both friend-raising and fund raising, which will increase public visibility and thus increase interest and financial support in the College through the Office of the Development Foundation and Alumni Association.

POSITION: Director of Development Foundation and Alumni Association			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To generate individual and corporate donations to support the programs and services of the College.</p>	<p>1.1. Minutes of the College Board of Trustees</p> <p>1.2. Minutes of the PRCC Development Foundation</p> <p>1.3. Annual Audit of Pearl River Community College</p> <p>1.4. Annual Audit of the PRCC Development Foundation</p>		
<p>2. To provide opportunities for alumni to continue their involvement in the programs of the College.</p>	<p>2.1. Minutes of the College Board of Trustees</p> <p>2.2. Minutes of the PRCC Development Foundation</p> <p>2.3. Minutes of the PRCC Alumni Association</p> <p>2.4. Quarterly editions of the alumni magazine, RiverSide</p> <p>2.5. Development Foundation will employ a full-time Coordinator of Alumni Services</p>		

# PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT

## 2007 - 2008

**POSITION:** Director of Extended Education & Instructional Design

Supports PRCC Strategic Goal(s): 1, 2, 3, 4, 5, 6, 7, 8

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

**PURPOSE OF UNIT:** To enhance learning opportunities both within and beyond the traditional classroom in order to guide students, faculty, and staff toward quality educational and service opportunities.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To provide broader access to the educational opportunities offered by PRCC. Through Distance Education, Instructional Design, Dual Enrollment, Weekend and Night Classes, and Continuing Education, the Office of Extended Education & Instructional Design provides avenues of learning suited to a variety of learning-styles and lifestyles.

<b>POSITION: Director of Extended Education</b>		<b>ASSESSMENT RESULTS</b>	<b>USE OF RESULTS</b>
<b>OBJECTIVES</b>	<b>ASSESSMENT CRITERIA</b>		
1. To improve the retention of students in online classes.	1. Enrollment forms; withdrawal forms		
2. To evaluate all distance education courses for which the Office of Extended Education is responsible.	2. Documented evaluations		
3. To increase the number of night class and weekend class offerings by 5%.	3. Student enrollment data		
4. To provide initial and ongoing training in Blackboard for faculty teaching online and traditional courses.	4. Documented evaluations; training calendar		
5. To create a baseline of instructor usage for Blackboard.	5. Usage report from Blackboard.		
6. To provide guidelines and support for high school dual enrollment classes in the six county district.	6. Documented dual enrollment requests from each high school/school district		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007-2008**

**POSITION:** Director of Financial Aid

Supports PRCC Strategic Goal(s): 2, 4, 5

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

**PURPOSE OF UNIT:** To provide those student services in the Division of Student Affairs that will promote and enhance the "comprehensive student development concept" (physical, social, recreational, and educational).

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To provide financial assistance to enable the achievement of personal, educational, and occupational goals of students.

POSITION: Director of Financial Aid			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To award financial aid to students based on eligibility and aid program availability to help meet the costs of their education.</p> <p>2. To review all institutional, state, and federal guidelines in maintaining compliance with each program in these areas.</p> <p>3. To make available additional financial aid forms on the financial aid webpage used in the application process. Forms to add for this year, but not limited to: work study application and loan information sheet and addendums.</p> <p>4. To update job descriptions of Financial Aid employees.</p> <p>5. To comply with new federal regulations with the Stafford Loan Program, implement Sallie Mae's Gateway Program on our website for lender information for our students review.</p>	<p>1. Determine student's eligibility for the type of aid requested and award aid based on the availability of the funds.</p> <p>2. Keep abreast of federal, state and institutional updates on policy and procedure changes related to programs through mail, electronic, and e-mail postings.</p> <p>3. Consultation with the PRCC webmaster to make available these forms in PDF or comparable format for student access and print.</p> <p>4. Review each position as to what current responsibilities they perform and what is listed as responsibilities on their last job description.</p> <p>5. Coordinate with Sallie Mae and our Webmaster to link to PRCC's financial aid webpage their product and if the opening designed specifically for PRCC.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

**POSITION:** Director of Physical Plant

Supports PRCC Strategic Goal(s): 2, 3, 4, 5

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

**PURPOSE OF UNIT:** To provide physical resources and facilities in order to support the educational programs, support services, and activities of the College.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To increase the access to and the quality and efficiency of campus physical resources and to develop and maintain a transportation system that meets the travel needs of students, faculty, and staff at PRCC.

**POSITION:** Director of Physical Plant

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<ol style="list-style-type: none"> <li>1. To maintain the accessibility and cleanliness of all buildings.</li> <li>2. To provide routine preventative maintenance of all buildings.</li> <li>3. To maintain campus grounds.</li> <li>4. To maintain all utilities.</li> <li>5. To plan and identify immediate needs for all facilities.</li> <li>6. To plan and identify long range needs.</li> <li>7. To provide a safe and quality transportation system as it relates to approved travel for students, faculty, and staff.</li> <li>8. To employ efficient and effective mechanic personnel.</li> </ol>	<ol style="list-style-type: none"> <li>1. Inspection and evaluation by janitorial supervisor weekly.</li> <li>2. Inspection and evaluation by supervisor of maintenance and contractors.</li> <li>3. Inspection and evaluation by appropriate personnel.</li> <li>4. Inspection and evaluation by appropriate personnel (Public Service Commission, fire marshal, etc.).</li> <li>5. Constant inspections leading to request for improvements.</li> <li>6. Inspection and evaluation by appropriate personnel (contractor, engineers, staff).</li> <li>7. Schedule use of vehicles for approved travel.</li> <li>8. Evaluation of mechanics in charge of transportation done formally and informally. Also, daily supervision of mechanics.</li> </ol>		



**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

POSITION: Director of Physical Plant			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
9. To provide updated fleet of vehicles whenever needed in a professional and courteous manner.	9. Purchase of new vehicles on regular basis as budget permits.		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

**POSITION:** Director of Public Relations

Supports PRCC Strategic Goal(s): 2, 4, 7

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

**PURPOSE OF UNIT:** To disseminate information about the activities and programs of Pearl River Community College.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To communicate the philosophy and mission of Pearl River Community College to its constituents, which in turn helps the college in the areas of recruitment and retention.

**POSITION:** Director of Public Relations

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To enhance the image or public perception of the college by sending out news releases to all media: print, TV, and radio on all college activities.</p> <p>2. To enhance the school's website by updating and adding additional information about programs so that students and perspective students, as well as parents and the general public, can learn information about the school.</p> <p>3. To enhance the image and student perception of the college through the use of recruitment video that features faculty, students and many activities that go on.</p> <p>4. To enhance the image and student perception of the college through the use of informative brochures, news letters and magazines.</p> <p>5. To improve and expand advertising efforts to enhance the image and student perception of the college.</p>	<p>1. The print media are sent 20-25 news items per month for publication. TV media sent minimum of four coverage advisories per month.</p> <p>2. Increase the number of hits on the school's official website.</p> <p>3. Increase interest in the college through requests for information about academic and vocational/technical programs, financial aid and housing.</p> <p>4. Update, print and distribute literature to increase interest in the college.</p> <p>5. Balance advertising efforts on TV, in newspapers and magazines, on radio and in high-traffic areas throughout the district.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

POSITION: Director of Public Relations			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
6. To enhance the school's distance education enrollment through the publication of timely brochures and news releases about course offerings and registration procedures.	6. Increase interest in the college's distance education offerings by updating brochures each semester.		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT**  
**2007 - 2008**

**POSITION:** Director of Recruitment and Orientation – Orientation

Supports PRCC Strategic Goal(s): 2, 4, 7

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

**PURPOSE OF UNIT:** To provide activities to ease the transition from high school and work to the academic arena.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To coordinate efforts of the College in order to provide orientation activities for PRCC students.

POSITION: Director of Recruitment and Orientation – Orientation		
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS
<ol style="list-style-type: none"> <li>To plan, coordinate, and direct orientation activities for new PRCC students.</li> <li>To encourage all prospective students to attend an orientation session.</li> <li>To encourage parents/guardians of prospective students to attend summer orientation.</li> <li>To provide students with a fundamental understanding about college life transitions through trained Guest speakers.</li> </ol>	<ol style="list-style-type: none"> <li>Review the results of orientation surveys.  Review the number of students and parents/guardians attending.</li> <li>Prepare and mail orientation literature to prospective students.</li> <li>Prepare and mail orientation literature to parents/guardians of prospective students.</li> <li>Review the evaluations provided by the guest speakers upon the completion of their presentation.</li> </ol>	
		<b>USE OF RESULTS</b>

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

**POSITION:** Director of Recruitment and Orientation – Recruitment

**Supports PRCC Strategic Goal(s):** 2, 4, 7

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

**PURPOSE OF UNIT:** To provide information to students to enable them to learn about the College and ease the transition from high school or work to the academic arena.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To coordinate efforts of the College to increase enrollment and allow students to experience the mission of the College.

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To increase enrollment by 5%.</p> <p>2. To improve and expand the recruiting efforts so that more students will be enrolled from the district.</p> <p>3. To improve recruiting efforts of non-traditional students.</p> <p>4. To improve and update recruiting literature to attract students.</p> <p>5. To meet with high school counselors and other personnel to provide awareness of the quality educational opportunities available at PRCC.</p>	<p>1. Review number of students enrolled.</p> <p>2. Participate in various recruitment activities. Prepare and mail information to prospective students. Provide campus tours.</p> <p>3. Provide information for various activities for non-traditional students. Provide PRCC information upon request. Provide campus tours.</p> <p>4. Update, print, and distribute recruitment literature. Collect and review view books and other college/university publications to get new ideas for next year.</p> <p>5. Take PRCC literature/supplies to all district high schools. Plan and organize special activities to give PRCC information to off-campus personnel.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007-2008**

**POSITION:** Director of Student Support Services

Supports PRCC Strategic Goal(s): 1, 2

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

**PURPOSE OF UNIT:** To help disadvantaged students find success in college by offering the following services: tutoring, financial aid advising, educational, career, and personal advising, and transfer assistance.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To provide academic support for disadvantaged students in the areas of remedial education and student services.

POSITION: Director of Student Support Services		
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS
<p>1. To assure that 60% of each cohort of entering students, beginning (2005-2006 through 2008-2009), shall be retained (or will have graduated or transferred) to the third semester (or second year). Continuing persistence is projected as follows: to the fifth semester (or third year), 5% to the seventh semester (or fourth year), 2%.</p> <p>2. Of all SSS participants for each project year beginning the 2005-2006 project year through the 2008-2009 project year, 85% will maintain a cumulative grade point average of 2.0 or above, the college's standard for satisfactory and/or "good academic standing".</p> <p>3. Of each year's designated cohort group of new SSS participants beginning 2005-2006 through 2008-2009, 25% will graduate within the completion of their third year with a two-year Associate of Arts (A.A) degree, and/or Associate of Science (AAS) degree.</p>	<p>1. Retention rates of those students who persisted in their education.</p> <p>2. Mid-term and final grade reports from instructors at PRCC.</p> <p>3. Tracking the number of students who enter the program and graduate, from data maintained by PRCC Information Technology Department and the SSS Student Access software program.</p>	USE OF RESULTS

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007-2008**

POSITION: Director of Student Support Services			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>4. Of each designated cohort group of new participants beginning 2005-2006 through 2008-2009, 30% will transfer to a four-year college or university within the completion of their third year.</p> <p>5. The PRCC SSS project will meet 100% of the administrations requirements including record keeping, reporting and financial accountability.</p> <p>6. During the 2005-2006 project year and succeeding years of the project cycle through 2009, the SSS program will identify and serve a sufficient number of low-income, first generation, and students with disabilities to achieve the project enrollment of 160 eligible participants per year within the first 90 days of each project year. Two-thirds (2/3) of the participants (107) will be individuals with disabilities and/or low income individuals who are first generation college students, the remaining 1/3 of the participants (53) will be individuals who qualify as low-income, first generation and/or disabled. At least 1/3 of the individuals with disabilities will be low-income. All the participants will have demonstrated need for academic assistance as determined by the SSS Program/PRCC in order to be successful in post-secondary education.</p>	<p>4. Needs assessment and survey of SSS students intending to transfer to a four-year college.</p> <p>5. Documentation of SSS records and an annual self-evaluation of records requested by Federal regulations, sent to the US Department of Education.</p> <p>6. SSS enrollment figures and number of active students served.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007-2008**

POSITION: Director of Student Support Services			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>7. One hundred percent (100%) of SSS project participants in consultation with their assigned SSS project counselor/advisor will develop an individualized education plan (college success plan). This will summarize short and long-term goals and SSS services by addressing academic, personal and social concerns which may inhibit the student's success in college. Plans will be completed or revised by the end of their first full semester of participation in the project and reviewed annually.</p> <p>8. At least 50% (including the Director) of the SSS project staff/team will serve on at least one PRCC Committee related to academic and/or administrative functions (Disability Advisory, Information Management, Retention, Financial Aid, etc.) and one committee outside the college to foster an institutional climate supportive of the students eligible for the SSS Program.</p>	<p>7. The Director will sign off on each plan to ensure each student has a plan. Student records will be entered each semester by staff to ensure a plan is current and in each "active" student file record.</p> <p>8. Documentation of staff's participation in PRCC's committees and/or community committees (outside of the college).</p>		



**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

**POSITION:** Director of Workforce Education

**Supports PRCC Strategic Goal(s):** 8

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

**PURPOSE OF UNIT:** To provide workforce training assistance to businesses, industries, educational and public service entities in the Pearl River Community College six-county district

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To serve as the PRCC agency for providing workforce training.

**POSITION:** Director of Workforce Education

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide an Adult Education Program that serves the needs of persons attempting to acquire the basic skills necessary to become employable, advance their educational level and/or receive a GED.</p> <p>2. To create short term demand driven training opportunities for individuals experiencing career changes or for industries that have high demands for skilled workers.</p>	<p>I.A. Staff development programs provided for the Adult Education staff.</p> <p>B. Basic Skills training for pre-employment testing provided.</p> <p>C. Identification of workforce skills requirements for WDC customers in businesses, industries, education, and public service agencies.</p> <p>D. English-as-Second-Language (ESL) programs provided to teach Non-English Speaking Adult Education students to read and speak English.</p> <p>E. Classes to prepare individuals with the academic skills necessary to pass the GED test offered in all six counties served by PRCC.</p> <p>A. Partner with the WTN Mississippi Job system to stay current with high demand employment.</p> <p>B. Identify industry partners that will assist in creating training and programmatic needs focusing on their</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

POSITION: Director of Workforce Education			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>3. To provide an effective and efficient system for planning and delivering workforce training to businesses, industries, education and public service agencies in the PRCC district.</p>	<p>training demands.</p> <p>C. PRCC, via a grant from NASA, has created a GIS Program housed at the Center for Higher Learning at Stearns Space Center. The geospatial industry in South Mississippi has been identified as the largest cluster of such industries in the US. PRCC will continue to devote resources to support this cluster.</p> <p>A. Staff development activities provided.</p> <p>B. Effective delivery of workforce training.</p> <p>C. Expansion and improvement in pool of personnel available for use as trainers.</p> <p>D. Leadership training program for businesses and industries.</p> <p>E. Spatial Technologies training program.</p> <p>F. Industrial Skills, (ie, PLC's, controls, pneumatics, hydraulics, electricity, CADD Design, etc)</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007-2008**

**POSITION:** Institutional Research Specialist

Supports PRCC Strategic Goal(s): 5, 6

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

**PURPOSE OF UNIT:** To support informed decision-making at Pearl River Community College by providing data collection and statistical analyses.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To provide data that will enhance quality decision-making.

**POSITION:** Institutional Research Specialist

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<ol style="list-style-type: none"> <li>1. To develop and maintain databases to support on-going assessment of College operations and services.</li> <li>2. To develop and publish an annual Factbook containing key statistical information about the College and the PRCC District.</li> <li>3. To advise campus entities regarding assessment, data collection, and statistical analysis.</li> <li>4. To assist with campus surveys, analyze findings, and publish results.</li> <li>5. To determine, with campus input, Benchmarks and Action Plans for the PRCC Strategic Plan</li> </ol>	<ol style="list-style-type: none"> <li>1. Databases developed</li> <li>2. Factbook published</li> <li>3. Evidence that advisement was provided</li> <li>4. Survey results published</li> <li>5. Benchmarks and Action Plans published</li> </ol>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

**POSITION:** Intramural Coordinator

Supports PRCC Strategic Goal(s): 2, 7

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

**PURPOSE OF UNIT:** To help serve the students of our campus with a quality intramural program.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To assist in providing quality student services through intramural programs.

**POSITION:** Intramural Coordinator

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide a quality intramural program.</p>	<p>1. Number of intramural programs and number of participants.                      Volleyball                      Sand Volleyball                      Flag Football                      Fun Run/Walk (1 mile)                      Disc Golf                      3 on 3 Basketball                      5 on 5 Basketball                      Pool                      Ping Pong                      Softball</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

**POSITION:** Manager of Student Activities

Supports PRCC Strategic Goal(s): 2, 7

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

**PURPOSE OF UNIT:** To help serve the students of our campus with a quality activity program.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To assist in providing quality student services through special activities.

**POSITION:** Manager of Student Activities

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>I. To develop a comprehensive program of student activities that meets the needs of students.</p>	<p>1. Student Activity Programs and Participant numbers</p> <p>A. Back to School Barbeque (Poplarville)</p> <p>B. Meet the Wildcats Night (Poplarville)</p> <p>C. Fall Fest (Poplarville)</p> <p>D. Homecoming Display Contest</p> <p>E. Homecoming Pep-rally &amp; Bonfire</p> <p>F. Fall Fest (Hattiesburg)</p> <p>G. Miss PRCC Wildcat Scholarship Pageant (Poplarville and Hattiesburg)</p> <p>H. River Idol (Poplarville)</p> <p>I. Woman-less Beauty Pageant (Poplarville)</p> <p>J. Dinner &amp; A Date Valentine Movie Special (Poplarville)</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

POSITION: Manager of Student Activities

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
	<p>K. End of School Crawfish Bash &amp; Battle of the Bards (Poplarville)</p> <p>L. Movie Night every other Monday (Poplarville)</p> <p>M. School Wide Pep-rallies (Poplarville)</p> <p>N. Tail-gating Party for State-Playoffs</p> <p>O. Party at the Park (Poplarville)</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

**POSITION:** President

Supports PRCC Strategic Goal(s): 1, 2, 3, 4, 5, 6, 7, 8

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

**PURPOSE OF UNIT:** To provide visionary leadership and managerial guidance to insure the accomplishment of the published institutional goals.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To direct the fulfillment of the institutional mission.

**POSITION:** President

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. Improve enrollment on Poplarville and Hattiesburg campuses.</p> <p>2. Accomplish full accreditation for the Hancock Center.</p> <p>3. Increase College's visibility throughout the district.</p> <p>4. Increase funding for Workforce Education through grants and external funding.</p> <p>5. Evaluate classroom utilization on each campus.</p> <p>6. Settlement of on-going insurance</p>	<p>1. Enrollment awareness promoted with Board and the College's recruitment and retention committee.</p> <p>2. Complete the SACS Substantive Review Process.</p> <p>3. Work with public relations director to develop public information strategy with limited resources.</p> <p>4. With the assistance of the Workforce Development Director, develop and submit grant proposals to seek additional funds for targeted programs, i.e. GIS &amp; Remote Sensing.</p> <p>5. Determine the extent to which available classroom space is being full utilized.</p> <p>6. Work through the legal process to determine and finalize payment for damages.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

POSITION: President	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p><b>OBJECIVES</b></p> <p>claim from Hurricane Katrina damages.</p> <p>7. Provide for student input into improvement of the College.</p> <p>8. Evaluate security program on all campuses and recommend improvements.</p> <p>9. Evaluate current college organizational structure.</p> <p>10. Improve alumni support from all supporting counties.</p> <p>11. Improve facilities for football program.</p> <p>12. Develop effective use of Brownstone funds (possibly a new Fine Arts Center).</p> <p>13. Strengthen support services for off-campus sites.</p> <p>14. Implement additional programs for the Hancock Center.</p> <p>15. Improve the use of technology as a teaching/learning/management tool.</p>	<p>7. Identify students recognized by their peers as leaders to be participants in this process.</p> <p>8. Increase the effectiveness of security force through formalizing organization and improved professional development opportunities.</p> <p>9. Review current organizational structure for efficiency and effectiveness.</p> <p>10. Develop alumni organizations in all six of the supporting counties.</p> <p>11. Prepare plans and identify funding sources for new dressing rooms, weight room, and coaches' offices.</p> <p>12. Prepare and develop plan for use of endowed monies.</p> <p>13. Evaluate needs for various support services at off-campus sites.</p> <p>14. Evaluate area needs and develop plan for adding new programs.</p> <p>15. Develop strategic plan for use of technology.</p>		



**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007-2008**

POSITION: Special Populations Coordinator

Supports PRCC Strategic Goal(s): 1, 2, 7

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

PURPOSE OF UNIT: To enable special population's students to experience success in their chosen vocational/technical education program.

RELATIONSHIP OF UNIT TO PRCC MISSION: To serve as a support component to the vocational/technical programs at PRCC.

POSITION: Special Populations Coordinator		
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS
<p>1. To ensure that special populations are provided equal access to recruitment and enrollment in vocational/technical programs.</p>	<p>1. Visits to PRCCs district high schools and GED programs will provide admission and program information for special populations students.</p> <p>Parents and prospective special populations students who visit PRCC's campus will be provided information about programs and services.</p> <p>Serve as advisory members on PRCC's district craft committees and transitions councils in order to ensure link from secondary education to postsecondary education.</p>	<p>USE OF RESULTS</p>
<p>2. To identify currently enrolled special populations students</p>	<p>2. ACT results; TABE results; Special Populations Survey/Initial Needs forms; Student Intake forms; Pell Grant lists; Instructor referral.</p>	
<p>3. To provide special populations students equal access to retention, completion, placement activities, and support services.</p>	<p>3. Confer with students and parents as needed (individually or group) regarding types and availability of services.</p> <p>Serve as a resource to instructors for ways in which to enhance students' success.</p>	

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007-2008**

POSITION: Special Populations Coordinator			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>4. To serve as a liaison between academic and vocational/technical instructors, counselors, administrators and various agency personnel for the purpose of ensuring special populations' success in vocational/technical programs.</p> <p>5. To provide guidance, counseling, and career development services to special populations students.</p>	<p>4. Provide necessary information concerning special populations students to appropriate personnel. Provide faculty development and information that reflects educational classroom accommodations related to the needs of identified students.</p> <p>5. <i>CHOICES</i> and <i>ABILITY PROFILES</i> computer software, as well as numerous exploration opportunities via internet access are maintained in the related studies lab. Additional occupational and educational information is placed in special populations personnel offices, the counseling center and related studies lab.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2006 - 2007**

**POSITION:** Vice President for Instruction

Supports PRCC Strategic Goal(s): 1, 2, 3, 4, 5, 6

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

**PURPOSE OF UNIT:** To administer the Instructional Programs of the College and to oversee College Libraries, the Office of Planning and Research, and the Office of Information Technology.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** The Office of the Vice President for Instruction directly supports the College's Mission of providing education and service opportunities.

POSITION: Vice President for Instruction <b>OBJECTIVES</b>	<b>ASSESSMENT CRITERIA</b>	<b>ASSESSMENT RESULTS</b>	<b>USE OF RESULTS</b>
<p>1. To administer the programs offered by the instructional departments of the College, including certificate and degree programs, adult basic education, extended education, and workforce education.</p> <p>2. To oversee College Libraries and the Offices of Planning and Research and Information Technology.</p> <p>3. To oversee the evaluation of student applications for graduation and to authorize the granting by the College of Associate in Arts Degrees, Associate in Applied Science Degrees, and Certificates.</p> <p>4. To publish, with assistance of the Catalog Committee, a revised edition of the College Catalog every other year.</p>	<p>1. Assessment criteria as described in each department's assessment chart.</p> <p>2. Student and staff survey forms and direct observation by department directors of staff performances and use of the departmental facilities</p> <p>3. Student applications for graduation and requirements for graduation as published in the College Catalog</p> <p>4. Comments and suggestions from students, faculty, administration, and staff concerning the Catalog and documented changes in College Policy and Procedures</p>		

# **Section II**

## **Student Services Assessment Charts**

## Section II

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### Student Services Report

### Student Services Charts

Admissions and Records

Campus Police

Financial Aid

Health Services

Housing

Orientation

Recruitment

Student Conduct

## **STUDENT SERVICES REPORT**

**Mid-Point Report 2007-08**

**Adam J. Breerwood, Ph.D.**

The Pearl River Community College Department of Student Services is committed to meeting the various needs of PRCC students on a daily basis. The task is undertaken through a well defined set of goals and objectives established by this department. In addition, meaningful relationships between the Office of Student Services and the faculty, staff, and students, along with the use of innovative approaches in performing the functions of this office, assist in meeting the needs of the PRCC family.

The Office of Student Services includes, but is not limited to, the following: admissions (including registration and student records), financial aid (federal, state, institutional, and private programs), campus police, student housing, health services, recruitment and orientation, student support services and student conduct (rules and regulations related to student behavior).

In accordance with its mission statement and purpose, PRCC's Office of Student Services embraces the concept of student development—that is the intellectual, cultural, social, moral, and physical development of its students—and employs it as a guiding principle in its delivery of services and programs to students. In doing so, it recognizes the need to understand and know the extent and levels of effectiveness and efficiency.

The Office of Student Services has improved in a variety of areas so far this year. The opening of the new student center located in Moody Hall has been a success. The center has entertained approximately 60 - 75 students per night. They have the opportunity to watch movies, play video games, shoot pool and socialize. Our outdoor basketball facility was completed this fall. The court is located next to the career tech building. We have received great reviews on this addition to the area of student activities.

With the increase of mental health issues and the continued threat of school violence around the country the Office of Student Services has put into effect a new Emergency Action Plan and held many faculty and staff training session this fall. Building and dormitory inspections were done this fall to maximize safety and fire concerns. Building evacuation plans are in the process of being displayed in each building on campus. A new alert system was purchased and implemented this year to increase communication between faculty, staff and students in times of emergency.

The depart of Student Support Services received a suicide assist training grant this fall which help trained faculty and staff members to recognize the early warning signs associated with the threat fo suicide. We have applied for another grant to continue more training this spring.

With enrollment reaching a record number this year we have many challenges that lie ahead in the near future. The expansion of student services to the Forrest County Center and the Hancock center, the continued expansion of the scholarship programs especially to recruit and

retain a diverse student population and to continue to provide a strong student activity and intramural program to enhance the quality of student life at PRCC.

The vital role the Office of Student Services plays on our campus is necessary to provide quality educational opportunities for all PRCC students. As we look to the future, this role will increase and greater demands will be placed on this office. In order to meet these demands, we must never lose sight that students are our top priority and their education is our primary concern.

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

**SERVICE:** Admissions and Records

**Supports PRCC Strategic Goal(s):** 1, 2

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

**PURPOSE OF UNIT:** To assist in the fulfillment of the mission of the College as it is related to admission and record keeping of students.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** The Office of Admissions and Records serves as the primary access point between the College and the student related to the admission of students to Pearl River Community College.

**SERVICE:** Admissions and Records

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<ol style="list-style-type: none"> <li>1. To assist applicants in the process of formal admission to the college.</li> <li>2. To initiate and complete the scheduling of classes in a timely and efficient manner, including distance learning classes.</li> <li>3. To provide continual and immediate access to permanent academic records for students.</li> <li>4. To complete accurate and timely enrollment audits as required by state and federal authorities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Applicant to Enrollment Ratio</li> <li>2. Student surveys information, On , anecdotal line surveys</li> <li>3. Feedback from Students, Universities, and Employers seeking Official Records of Formal Education</li> <li>4. Annual enrollment audit performed by the State Board of Junior and Community Colleges</li> </ol>		



**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

SERVICE: Campus Police

Supports PRCC Strategic Goal(s): 2, 4

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

**PURPOSE OF UNIT:** To provide those student services in the Division of Student Services that will promote and enhance the comprehensive student development concept. (physical, social, recreational, and educational).

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To provide a comprehensive security program and services which meets the needs of students and all PRCC personnel.

SERVICE: Campus Police

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide a well-qualified security staff and policies to enhance the safety, proper supervision of students, and protection of life and property at PRCC.</p>	<p>1. In-service training for security, as well as Law Enforcement Training for non-qualified officers. * Evaluate and continue to refine security job description.</p>		
<p>2. To provide for safe campus environment and crisis management system.</p>	<p>2. To publish a safety plan and crisis procedure manual to be current and disbursed on campus. Also, regular review of all above procedures related to campus safety and crisis management.</p>		
<p>3. To maintain a current crime report / security report.</p>	<p>3. Report statistical data on campus crime as required by law.</p>		
<p>4. To make improvements in campus security when deemed necessary.</p>	<p>4. Review daily log, discipline problem reports, incident reports, and all other forms related to security work.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT**  
**2007-2008**

**POSITION:** Financial Aid

Supports PRCC Strategic Goal(s): 2, 4, 5

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

**PURPOSE OF UNIT:** To provide those student services in the Division of Student Affairs that will promote and enhance the "comprehensive student development concept" (physical, social, recreational, and educational).

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To provide financial assistance to enable the achievement of personal, educational, and occupational goals of students.

POSITION: Director of Financial Aid	OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
	<p>1. To award financial aid to students based on eligibility and aid program availability to help meet the costs of their education.</p> <p>2. To review all institutional, state, and federal guidelines in maintaining compliance with each program in these areas.</p> <p>3. To make available additional financial aid forms on the financial aid webpage used in the application process. Forms to add for this year, but not limited to: work study application and loan information sheet and addendums.</p> <p>4. To update job descriptions of Financial Aid employees.</p> <p>5. To comply with new federal regulations with the Stafford Loan Program, implement Sallie Mae's Gateway Program on our website for lender information for our students review.</p>	<p>1. Determine student's eligibility for the type of aid requested and award aid based on the availability of the funds.</p> <p>2. Keep abreast of federal, state and institutional updates on policy and procedure changes related to programs through mail, electronic, and e-mail postings.</p> <p>3. Consultation with the PRCC webmaster to make available these forms in PDF or comparable format for student access and print.</p> <p>4. Review each position as to what current responsibilities they perform and what is listed as responsibilities on their last job description.</p> <p>5. Coordinate with Sallie Mae and our Webmaster to link to PRCC's financial aid webpage their product and if the opening designed specifically for PRCC.</p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT**  
**2007 - 2008**

**SERVICE:** Health Services

Supports PRCC Strategic Goal(s): 2

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

**PURPOSE OF UNIT:** To provide those student services in the Division of Student Services that will promote and enhance the comprehensive student development concept. @ (physical, social, recreational, and educational).

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To provide health services which are adequate in meeting the health care needs of students, faculty, and staff at PRCC.

**SERVICE:** Health Services

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide efficient medical care for illness and injury of PRCC students, faculty, and staff; to provide emergency medical care for serious illness or injury until additional medical help arrives; to provide literature to inform campus about health concerns, and adequate health care.</p>	<ol style="list-style-type: none"> <li>1. Number of clinic visits (daily record).</li> <li>2. College nurse=s involvement in health related events (health fairs, etc).</li> <li>3. Maintain office hours to provide availability of health care.</li> <li>4. Provide information and hand-outs on all health matters to campus population.</li> </ol>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

SERVICE: Housing

Supports PRCC Strategic Goal(s): 2

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

PURPOSE OF UNIT: To provide those student services in the Division of Student Services that will promote and enhance the comprehensive student development concept. (physical, social, recreational, and educational).

RELATIONSHIP OF UNIT TO PRCC MISSION: To develop and maintain a residence hall environment which enhances and complements the educational mission of the institution.

SERVICE: Housing

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide adequate resident halls and a learning environment conducive in meeting the educational needs of students.</p> <p>2. To develop a long range master plan related to housing needs.</p> <p>3. To employ housing supervision that are efficient and student orientated.</p> <p>4. To maintain a safe and secure housing environment.</p>	<p><b>1. Ratio of housing assignment to housing requests.</b></p> <ul style="list-style-type: none"> <li>* Maintenance plan and physical needs for dorms.</li> <li>* In-Service training related to supervision.</li> <li>* Daily check with Head Residents by Dean of Student Affairs.</li> <li>* Input from Head Residents on weekly basis.</li> <li>* Resident Hall meetings with students to review concerns and allow their input.</li> </ul> <p><b>2. Use of enrollment data and college master plan to determine housing needs. Also, check on each dorm at end of semester and year to determine needs of dorms.</b></p> <p><b>3. Maintain current job descriptions, formal and informal evaluations of Head Residents.</b></p> <p><b>4. Daily safety and security checks to all college housing facilities.</b></p>		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

SERVICE: Orientation

Supports PRCC Strategic Goal(s): 2, 4, 7

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

**PURPOSE OF UNIT:** To provide activities to ease the transition from high school and work to the academic arena.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To coordinate efforts of the College in order to provide orientation activities for PRCC students.

SERVICE: Orientation			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
1. To plan, coordinate, and direct orientation activities for new PRCC students.	1. Review the results of orientation surveys.  Review the number of students and parents/guardians attending.		
2. To encourage all prospective students to attend an orientation session.	2. Prepare and mail orientation literature to prospective students.		
3. To encourage parents/guardians of prospective students to attend summer orientation.	3. Prepare and mail orientation literature to parents/guardians of prospective students.		
4. To provide students with a fundamental understanding about college life transitions through trained Guest speakers.	4. Review the evaluations provided by the guest speakers upon the completion of their presentation.		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

SERVICE: Recruitment

Supports PRCC Strategic Goal(s): 2, 4, 7

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

**PURPOSE OF UNIT:** To provide information to students to enable them to learn about the College and ease the transition from high school or work to the academic arena.

**RELATIONSHIP OF UNIT TO PRCC MISSION:** To coordinate efforts of the College to increase enrollment and allow students to experience the mission of the College.

SERVICE: Recruitment	OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To increase enrollment by 5%.</p> <p>2. To improve and expand the recruiting efforts so that more students will be enrolled from the district.</p> <p>3. To improve recruiting efforts of non-traditional students.</p> <p>4. To improve and update recruiting literature to attract students.</p> <p>5. To meet with high school counselors and other personnel to provide awareness of the quality educational</p>	<p>1. Review number of students enrolled.</p> <p>2. Participate in various recruitment activities.</p> <p>Prepare and mail information to prospective students.</p> <p>Provide campus tours.</p> <p>3. Provide information for various activities for non-traditional students.</p> <p>Provide PRCC information upon request.</p> <p>Provide campus tours.</p> <p>4. Update, print, and distribute recruitment literature.</p> <p>Collect and review view books and other college/university publications to get new ideas for next year.</p> <p>5. Take PRCC literature/supplies to all district high schools.</p>			

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

SERVICE: Recruitment			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
opportunities available at PRCC.	Plan and organize special activities to give PRCC information to off-campus personnel.		

**PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT  
2007 - 2008**

SERVICE: Student Conduct

Supports PRCC Strategic Goal(s): 2

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

PURPOSE OF UNIT: To provide those student services in the Division of Student Services that will promote and enhance the Acomprehensive student development concept.@ (physical, social, recreational, and educational).

RELATIONSHIP OF UNIT TO PRCC MISSION: To maintain proper student conduct and behavior to enhance the educational mission of PRCC.

SERVICE: Student Conduct

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To develop and enforce those rules and regulations that will provide for proper student conduct on campus.</p> <p>2. To provide supervision to maintain proper behavior on campus.</p> <p>3. To develop and maintain a comprehensive safety and security plan to enhance proper behavior on campus.</p>	<p>1. The published rules and regulations in the Student Handbook related to the student conduct of all students at PRCC.</p> <p>* In-service training for campus security, Ilead Residents and others related in supervision of students and enforcement of rules related to student conduct.</p> <p>* Residence hall meeting and disbursement of handbooks to make students aware of college rules and regulations at PRCC.</p> <p>2. The use of campus security, faculty, and other personnel to supervise activities and events on campus as needed.</p> <p>3. The number of violations related to student code of conduct.</p>		



# **Section III**

## **Instructional Programs Assessment Charts**

## Section III

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### Instructional Programs Report

#### Instructional Departments and Programs Charts

Accounting Technology  
Automation and Controls Technology  
Automotive Mechanics Technology  
Aviation Maintenance Technology  
Barbering  
Brick, Block, and Stonemasonry  
Business Marketing/Management Technology  
Commercial Truck Driving  
Computer Network Support Technology  
Computer Servicing Technology  
Construction Management Technology  
Cosmetology  
Dental Assisting  
Dental Hygiene Technology  
Drafting and Design Technology  
Early Childhood Education Technology  
Electrical Technology  
Electronics Technology  
Fine Arts and Communication (Academic Transfer)  
    Music  
    Speech and Theater  
    Visual Arts  
General Education/University Parallel (Academic Transfer)  
Health, Physical Education, and Recreation (Academic Transfer)  
Heating, Air Conditioning, and Refrigeration Technology  
Humanities and Social Sciences (Academic Transfer)  
    Criminal Justice  
    English  
    History, Political Science, Psychology, Sociology  
    Literature

Spanish

Machine Shop Technology

Management Information Systems Technology

Medical Laboratory Technology

Medical Office Technology

Medical Radiologic Technology

Nursing Assistant

Nursing Education

    Associate Degree Nursing - Level I

    Associate Degree Nursing - Level II

    Practical Nursing

Occupational Therapy Assistant

Office Systems Technology

Physical Therapist Assistant

Practical Nursing

Quality Enhancement Plan

Related Studies

Respiratory Care Practitioner Technology

Science, Mathematics, and Business (Academic Transfer)

    Biology

    Business

    Chemistry

    Computer Science

    Mathematics, Physics, Engineering

Surgical Technology

Welding

## INSTRUCTIONAL PROGRAMS REPORT

Pearl River Community College is committed to accomplishing its mission of providing educational and service opportunities for all who seek them. The Office of the Vice President for Instruction oversees all certificate, degree, workforce, adult education, and non-credit instructional activities of the College. College Libraries, the Office of Planning and Research, and the Office of Information Technology are also administered by this office.

The College's instructional locations have largely returned to normal after the 2005 devastation of Hurricane Katrina. The Poplarville campus, although still without an auditorium and a coliseum, looks even better than ever with the new Center for Career Education scheduled to be occupied sometime in 2008. The Hancock Center in Waveland has been renovated and reopened and is slated for expansion with new classrooms, a new library, and a new facility in which to teach welding.

The College's Quality Enhancement Plan, which began on the Poplarville campus in the fall of 2006, will be implemented at the Forrest County Center in the fall of 2007. This plan is designed to improve student success in algebra courses.

Several new career and technical programs are either underway or are planned to begin in the near future. The Construction Equipment Technology program has proved to be very popular and has a waiting list of those who want to enroll. The same can be said for the Utility Lineman Technology program. Approval is being sought for a new Associate in Applied Science degree program as well as a certificate program in Criminal Justice. Courses for these programs, which are already offered for academic credit, will be available in both Hattiesburg and Poplarville.

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

PROGRAM: Accounting Technology

Supports PRCC Strategic Goal(s): 1, 3, 7

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

**PURPOSE OF PROGRAM:** To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Accounting Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train Accounting Technology students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To provide students basic business classes and more specialized training in the skill of office systems technology.</p>	<p>1. Students will gain knowledge for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory.</p> <p>2. The student will acquire knowledge in basic office work and specialized training in the two year program.</p>	<p>1. <u>Measures and Standards Program Review Instrument</u> Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain</p> <p>2. <u>MS-CPAS</u></p> <p>3. <u>Administration, Evaluation of Instructors</u></p> <p>4. <u>Student Evaluation of Instructors.</u></p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

**PROGRAM:** Automation and Controls Technology

Supports PRCC Strategic Goal(s): 1, 3, 7

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

**PURPOSE OF PROGRAM:** To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PROMISSION:** To provide industry based training in Automation and Controls Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To teach Automation and Controls Technology students the technical knowledge and practical skills required for the student to be successful in entry level positions in automated or automated related vocations.</p>	<p>1. Students will demonstrate both practical and written knowledge as outlined in the State Department of Education framework curriculum such as comprehension of basic laws governing control devices, and fluids, necessary for employment in their field.</p> <p>2. Students will demonstrate the applicable skills learned throughout the semester. Students will be required to describe and discuss various systems and their components. Further, the students will be tested on their understanding of system operations and characteristics. Testing will include written and practical application of procedures described and demonstrated to them.</p>	<p>1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain</p> <p>2. MS-CPAS 3. Administration, Evaluation of Instructors. 4. Student Evaluation of Instructors.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

**PROGRAM:** Automotive Mechanics Technology

**Supports PRCC Strategic Goal(s): 1, 3, 7**

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

**PURPOSE OF PROGRAM:** To offer a career and technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Automotive Mechanics Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which has been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To provide students with organized learning experiences such as lectures correlated with actual shop training.</p>	<p>1. Student will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce as per State Department of Education Framework curriculum.</p> <p>2. To equip students with necessary knowledge and experience to diagnose and repair automotive problems in an entry level position.</p>	<p>1. <u>Measures and Standards</u> <u>Program Review</u> <u>Instrument</u> <u>Enrollment</u> <u>Retention</u> <u>Completion</u> <u>Graduation</u> <u>Placement</u> <u>Occupational skills</u> <u>Academic Gain</u></p> <p>2. <u>MS-CPAS</u></p> <p>3. <u>Administration</u>, <u>Evaluation of</u> <u>Instructors</u></p> <p>4. <u>Student Evaluation of</u> <u>Instructors</u></p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

**PROGRAM:** Aviation Maintenance Technology

Supports PRCC Strategic Goal(s): 1, 3, 7, 8

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

**PURPOSE OF PROGRAM:** To offer a career and technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Aviation Maintenance Technology to students within in the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula approved by the Federal Aviation Administration (FAA) and created through the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To provide students with organized learning experiences through the correlation of lectures and practical application.</p> <p>3. To provide students with the knowledge and experience necessary to achieve FAA certification as an Aviation Maintenance Technician.</p>	<p>1. Students will demonstrate practical knowledge and skills necessary for employment in entry-level positions in the Aviation Maintenance industry.</p> <p>2. Students will gain the necessary discipline and attention to detail that is essential for the safe operation and maintenance of aircraft.</p> <p>3. A minimum of 70% first time pass rate for graduates who take the FAA certification test.</p> <p>4. Employers will indicate satisfaction with graduates and seek to employ additional PRCC graduates.</p>	<p>1. <u>Measures and Standards Program Review Instrument</u>  <u>Enrollment</u>  <u>Job Placement Retention Completion</u>  <u>Occupational Skill</u>  <u>Academic Attainment</u></p> <p>2. <u>TABE and ACT Scores</u></p> <p>3. <u>Administration Evaluation of Instructors</u></p> <p>4. <u>Student Evaluation of Instructors</u></p>		



**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

PROGRAM: Barbering

Supports PRCC Strategic Goal(s): 1, 3, 7

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

**PURPOSE OF PROGRAM:** To offer a career program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Barbering to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA		
<p>1. To teach and train students for employment in the field of Barbering.</p> <p>2. To prepare students to successfully pass the State Barber Board Certification Examination.</p>	<p>1. Students will successfully complete course work with a minimum GPA of 2.0 required for graduation.</p> <p>Students will demonstrate the practical knowledge and skills, which are necessary for employment in the Barbering profession, of</p> <p>A. Cutting B. Shampooing C. Styling</p> <p>2. Students will pass the State Board Exam.</p>	<p>1. Student grades on examinations and class assignments.</p> <p>Instructor evaluation of student demonstration of Barbering skills, including cutting, shampooing, and styling, etc.</p> <p>2. Students will receive a Certificate of Registration to practice barbering.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

PROGRAM: Brick, Block, and Stonemasonry

Supports PRCC Strategic Goal(s): 1, 3, 7

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

PURPOSE OF PROGRAM: To offer a career program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To provide industry based training in Brick, Block, and Stonemasonry to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula has been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To provide student with organized learning experiences which include lectures correlated with actual shop training, and instilling in the student the work ethic that is required of a good employee.</p>	<p>1. Students will demonstrate Department of Education framework curriculum.</p> <p>2. Students will establish and exhibit functional knowledge and skillfulness in the use of hand, body, and eye coordination, which are necessary for employment in entry level positions in the workforce.</p>	<p>1. <u>Measures and Standards</u>  <u>Program Review Instrument</u>  <u>Enrollment</u>  <u>Retention</u>  <u>Completion</u>  <u>Graduation</u>  <u>Placement</u>  <u>Occupational skills</u>  <u>Academic Gain</u>  <u>MS-CPAS</u>  <u>Administration. Evaluation of Instructors.</u></p> <p>2. <u>Student Evaluation of Instructors.</u></p>		

## PEARL RIVER COMMUNITY COLLEGE ASSESSMENT

2007 - 2008

**PROGRAM:** Business Marketing/Management Technology

Supports PRCC Strategic Goal(s): 1, 3, 7

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

**PURPOSE OF PROGRAM:** To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Business Marketing/Management Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide specialized occupational instruction in all phases of marketing and management. The program strives to prepare students for careers in dynamic marketing professions.</p> <p>2. To provide the necessary opportunities for the student to develop basic marketing and management knowledge and abilities along with the required competencies and social skills necessary for employment or advancement in the marketing arena.</p>	<p>1. Students will be prepared to continue their education at a higher institution should they choose to do so by following the specialized curriculum.</p> <p>2. The students will acquire specialized training in all types of businesses having direct contact with people, such as retail and wholesale organizations.</p> <p>3. The students will demonstrate knowledge of marketing and management terminology and strategies to be implemented in business and industry.</p>	<p>1. Data following students after completion of the program, proves that successful graduates are employed in their field of study.</p> <p>2. MS-CPAS tests are administered that determine the student's specific occupational information as compared to the other community colleges in the state that offer this program.</p> <p>3. Students are allowed to evaluate the instructor to enhance the educational experience.</p> <p>4. Administrators evaluate instructors to ensure effective instruction is being provided.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

**PROGRAM :** Commercial Truck Driving

Supports PRCC Strategic Goal(s) 1, 3, 7

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

**PURPOSE OF PROGRAM:** To offer a vocational program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Commercial Truck Driving to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. Students will be able to perform basic operations of the tractor-trailer truck through class work and hands-on time in the truck, and therefore be able to pass the CDL written and practical exams.</p>	<p>1. Students will demonstrate practical knowledge of safety and pre-trip inspections, and keeping necessary records and will demonstrate competency in operating diesel powered vehicles, maneuvering a combination vehicle and loading and unloading cargo.</p> <p>2. Students will demonstrate the technical knowledge and expertise necessary to enter the field of truck driving, and pass the CDL written and practical exams.</p>	<p>1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain</p> <p>2. Administration, Evaluation of Instructors.</p> <p>3. Student Evaluation of Instructors.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007- 2008**

**PROGRAM:** Computer Network Support Technology Supports PRCC Strategic Goal(s): 1, 3, 7  
**MISSION STATEMENT:** Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.

**PURPOSE OF PROGRAM:** To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Computer Network Support Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To provide student with training in network systems in business and industry.</p>	<p>1. Students will demonstrate practical knowledge and skills pertaining to router configuration, network design, systems maintenance, and project management which are necessary for employment in entry level positions in the workforce as per State Department of Education framework curriculum.</p> <p>2. The students will receive training in telecommunications, network administration and client/server systems</p>	<p>1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain 2. MS-CPAS 3. Administration, Evaluation of Instructors. 4. Student Evaluation of Instructors.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 – 2008**

Supports PRCC Strategic Goal(s): 1, 3, 7, 8

**PROGRAM:** Computer Servicing Technology

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

**PURPOSE OF PROGRAM:** To offer a technical program which, upon successful completion, will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** CST is a technical occupation program that fulfills the Mission Statement of PRCC for the program's students.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students with the curriculum that has been created by the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education Vocational-Technical Division, and Instructors from all programs in the state.</p>	<p>1. Students will demonstrate practical knowledge and skills that are necessary for employment in entry-level positions in the workforce as per State Department of Education framework curriculum. Demonstration of competencies for CST as outlined in the Curriculum Framework of Post-secondary Vocational and Technical Education Programs (MSDE) is an outcome goal of the program. Familiarization of test preparation for A+ or Next certification is required for successful completion of the program.</p>	<p>1. <u>Measures and Standards Program Review Instrument</u> Enrollment Retention Completion Graduation Placement Occupational skills Academic gain</p> <p>2. <u>Administration Evaluation of Instructors</u></p> <p>3. <u>Student Evaluation of Instructors</u></p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

**PROGRAM:** Construction Management Technology

Supports PRCC Strategic Goal(s): 1, 3, 7

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

**PURPOSE OF PROGRAM:** To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Construction Management Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To provide training that is recommended by the Advisory/Craft Committee and related industry.</p> <p>3. To train students so they will be able to find employment in the related field at entry level.</p>	<p>1. Students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in Construction Management as per State Department of Education framework curriculum.</p> <p>2. Students will demonstrate the technical knowledge and related practical skills necessary to enter the job market as a skilled craftsman.</p>	<p>1. <u>Measures and Standards</u> Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain</p> <p>2. <u>MS-CPAS</u></p> <p>3. <u>Administration. Evaluation of</u> Instructors.</p> <p>4. <u>Student Evaluation of</u> Instructors.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

PROGRAM: Cosmetology

Supports PRCC Strategic Goal(s): 1, 3, 7

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

**PURPOSE OF PROGRAM:** To offer a career program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Cosmetology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students for employment in the field of Cosmetology.</p>	<p>1. Students will successfully complete course work with a minimum GPA of 2.0 required for graduation.</p> <p>Students will demonstrate the practical knowledge and skills, which are necessary for employment in the Cosmetology profession, including the areas of:</p> <p>A. Hair B. Nails C. Skin</p>	<p>1. Student grades on examinations and class assignments.</p> <p>Instructor evaluation of student demonstration of Cosmetology skills in the areas of hair, nails and skin.</p>		
<p>2. To prepare students to successfully pass the State Board of Cosmetology Certification Examination.</p>	<p>2. Students will pass the State Board exam.</p>	<p>2. Students will receive a Certificate of Registration to practice cosmetology.</p>		



**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007-2008**

Supports PRCC Strategic Goal(s): 1, 3, 7, 8

**PROGRAM:** Dental Assisting

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

**PURPOSE OF PROGRAM:** To offer an allied health dental assisting program which upon successful completion will qualify students for entry-level employment in the dental field or to continue educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide a vocational program of study in Dental Assisting to students in the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide a foundation in dental science, procedures and materials, management and communication that integrates with clinical practice enabling graduates</p>	<p>1. Students will demonstrate practical knowledge and skills which are necessary for employment in entry-level positions in the workforce according to State Department of Education framework Curriculum.</p>	<p>1. Measures and Standards                      a. Program Review Instrument                      b. Enrollment                      c. Retention                      d. Completion                      e. Graduation                      f. Placement                      g. Occupational Skills                      h. Academic gain</p>		
<p>2. To perform effectively as entry-level dental assistants as defined by the Standards of the American Dental Association for accredited Dental Assisting Programs.</p>	<p>2. 75% of program completers will indicate employment in general or specialty practices in the PRCC district</p>	<p>2. Student Evaluation of instruction</p>		
<p>3. To perform effectively as a member of a dental health team.</p>	<p>3. Employers will indicate satisfaction with PRCC graduates by completing the employer satisfaction surveys</p>	<p>3. Administrative evaluation of instruction</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2006-2007 (DA continued)**

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>4. To successfully sit for the Dental Assisting National Board Exam</p>	<p>4. Upon completion of Dental Assisting Program, 75% of graduates will pass the Dental Assisting National Board Exam</p>	<p>4. Employer surveys</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 – 2008**

Supports PRCC Strategic Goal(s): 1, 3, 7, 8

**PROGRAM:** Dental Hygiene Technology

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

**PURPOSE OF PROGRAM:** To offer an allied health program which upon successful completion will qualify students for entry-level employment in the field of dental hygiene.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide a technical program of study in dental hygiene to Pearl River Community College students

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide the academic foundation as well as the technological education and clinical practice enabling the graduate to a.) have the ability to pass the Dental Hygiene National Board Examination and the State of Mississippi licensing examination, b) have the knowledge and skills to practice dental hygiene competently, ethically, and legally in the State of Mississippi, c) have the ability to evaluate the diverse needs of patients and design and implement oral health education programs, d) pursue academic and professional growth through participation in professional associations and continuing education.</p>	<p>1. Students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce according to State Department of Education framework curriculum.</p>	<p>1. Measurements and Standards:                      - Program Review Instrument                      - Enrollment                      - Retention                      - Completion                      - Graduation                      - Placement                      - Occupational skills                      - Board Pass Rate                      - Academic gain                      2. Student Evaluation of Instruction                      3. Administrative Evaluation</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

**PROGRAM:** Drafting and Design Technology

Supports PRCC Strategic Goal(s): 1, 3, 7

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

**PURPOSE OF PROGRAM:** To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Drafting and Design Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which has been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To provide students with organized learning experiences including the latest machine drafting, CAD, surveying and structural drafting so that students will have the ability to secure profitable employment.</p>	<p>1. Student will demonstrate written and performance knowledge of CAD and GIS software and practice skills using surveying and GPS equipment. Students will demonstrate an understanding of construction estimating and drawing requirements and the skills needed to design and produce machine parts.</p> <p>2. Students will demonstrate and master the technical skill necessary for employment in entry level positions as CAD Technician. These technical skills and required competencies are outlined in the State Department of Education Curriculum Framework.</p>	<p>1. <u>Measures and Standards Program, Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain</u></p> <p>2. <u>MS-CPAS</u></p> <p>3. <u>Administration, Evaluation of Instructors</u></p> <p>4. <u>Student Evaluation of Instructors</u></p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

**PROGRAM:** Early Childhood Education Technology

Supports PRCC Strategic Goal(s): 1, 3, 7

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

**PURPOSE OF PROGRAM:** To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Child Development Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which has been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. Upon completion of freshman year students will learn basic information about growth, development, and guidance of the preschool child.</p> <p>3. Upon completion of sophomore year students gain hands-on experience with regard to planning and carrying out daily activities with preschool children under supervised instruction from FTE.</p>	<p>1. Student will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce as per State Department of Education framework curriculum.</p> <p>2. Students will qualify for employment in child care centers, kindergartens, and many federally funded programs involved with preschool children.</p>	<p>1. <u>Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain</u></p> <p>2. <u>Self Evaluation Measures and Standards</u></p> <p>3. <u>Administration, Evaluation of Instructors</u></p> <p>4. <u>Student Evaluation of Instructors</u></p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

PROGRAM: Electrical Technology

Supports PRCC Strategic Goal(s): 1, 3, 7

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

PURPOSE OF PROGRAM: To offer a career and technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To provide industry based training in Electrical Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To provide training as recommended by Advisory/Craft Committee and related industry in the area.</p> <p>3. To provide an individual the ability to find employment in a related workforce.</p>	<p>1. Students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce as per State Department of Education framework curriculum.</p> <p>2. The student will acquire fundamental skills associated with residential, light commercial and industrial wiring. Student will receive practical application of skills and knowledge through classroom and hands-on lab time.</p>	<p>1. <u>Measures and Standards Program Review Instrument</u>  <u>Enrollment</u>  <u>Retention</u>  <u>Completion</u>  <u>Graduation</u>  <u>Placement</u>  <u>Occupational skills</u>  <u>Academic Gain</u></p> <p>2. <u>MS-CPAS</u></p> <p>3. <u>Administration. Evaluation of Instructors.</u></p> <p>4. <u>Student Evaluation of Instructors.</u></p> <p>5. <u>Student follow-up</u></p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT**  
**2007 - 2008**

PROGRAM: Electronics Technology (Forrest County Center)

Supports PRCC Strategic Goal(s): 1, 3, 7

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

PURPOSE OF PROGRAM: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To provide industry based training in Electronics Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p>	<p>1. Students will demonstrate practical knowledge/skills, demonstrating the use of test equipment which is necessary for employment in entry level positions in the workforce according to State Department of Education framework curriculum.</p>	<p>1. Measures and Standards Program Review Instrument  <b>Enrollment</b>  <b>Retention</b>  <b>Completion</b>  <b>Graduation</b>  <b>Placement</b>  <b>Occupational skills</b>  <b>Academic Gain</b></p>		
<p>2. To teach Electronics Technology students the technical knowledge and practical skills required for the student to be successful in entry level positions in electronics and related vocations.</p>	<p>2. Students will demonstrate the technical knowledge to relate practical skills, including safety. Students must master the required competencies which are written and practical applications for each of the electronics courses included in the Electronics Technology Curriculum.</p>	<p>2. <u>Administration. Evaluation of Instructors.</u>  3. <u>Student Evaluation of Instructors.</u></p>		

## PEARL RIVER COMMUNITY COLLEGE ASSESSMENT 2007 - 2008

PROGRAM: Electronics Technology (Poplarville)

Supports PRCC Strategic Goal(s): 1, 3, 7

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

PURPOSE OF PROGRAM: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To provide industry based training in Electronics Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To teach Electronics Technology students the technical knowledge and practical skills required for the student to be successful in entry level positions in electronics and related vocations.</p>	<p>1. Students will demonstrate practical knowledge/ skills, Demonstrating the use of test equipment which is necessary for employment in entry level positions in the workforce as Education framework curriculum.</p> <p>2. Students will demonstrate the technical knowledge to relate practical skills, including safety. Students must master the required competencies which are written, and practical applications for each of the electronics courses included in the Electronics Technology Curriculum.</p>	<p>1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain</p> <p>2. <u>MS-CAPAS</u></p> <p>3. <u>Administration, Evaluation of Instructors.</u></p> <p>4. <u>Student Evaluation of Instructors.</u></p>		



# PEARL RIVER COMMUNITY COLLEGE ASSESSMENT

2007 - 2008

DEPARTMENT: Fines Arts and Communication  
 INSTRUCTIONAL AREA: Music

Supports PRCC Strategic Goal(s): 1, 2, 3, 5

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

PURPOSE OF DEPARTMENT: To offer a variety of courses, performance opportunities, and cultural activities in the Arts and Oral Communication to meet the needs of our students and community.

RELATIONSHIP OF DEPARTMENT TO PRCC MISSION: To fulfill the mission of the College by offering quality academic coursework, and cultural activities which encompass the realm of Fine Arts and Oral Communication.

DEPARTMENT: Fines Arts and Communication

INSTRUCTIONAL AREA: Music

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide quality instruction in courses which will satisfy the Fine Arts requirement of the core curriculum for both academic and technical programs of study.</p>	<p>1. Students will demonstrate their knowledge of the basic principles, history, and style periods of music.</p>	<p>1. A minimum of 60% of all students enrolled in Music Appreciation will receive a final grade of AC@ or better.</p>		
<p>2. To provide quality instruction in courses which parallel the first two years of a Bachelors degree for majors in Music and Music Education.</p>	<p>2. Students will demonstrate mastery of subject matter in courses for music majors.</p> <p>PRCC music majors transferring to state universities will attain a GPA at or above that of other transfer students and of the native university students at the same level.</p>	<p>2. At least 70% of all students enrolled in courses for Music Majors will receive a final grade of AC@ or</p> <p>Student transfer data from state universities</p>		
<p>3. To provide quality instruction in courses in Music for Elementary Education majors.</p>	<p>3. Students will demonstrate their ability to incorporate music activities and lessons into their instruction of elementary education.</p>	<p>3. Student performance on examinations, projects, and activities. At least 70% of students enrolled in Music for Elementary Ed. Majors will receive a final grade of AC@ or better.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Fines Arts and Communication

INSTRUCTIONAL AREA: Music

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>4. To provide quality instruction in applied music courses through private and/or group study.</p>	<p>4. Students will demonstrate proficient progress in instrumental, vocal, and/or piano performance.</p>	<p>4. Student performances at juries, recitals, and concerts. University and college music scholarships awarded to PRCC transfer students.</p>		
<p>5. To provide cultural activities in the arts for PRCC students and community through ensembles, guest recitals/concerts, student art exhibits, and drama productions.</p>	<p>5. Students and community will have the opportunity to attend live musical and theater performances and art exhibits that are easily accessible in both proximity and cost.</p>	<p>5. Attendance figures for all Fine Arts activities will be evaluated annually. Audience responses will be taken into account when scheduling future activities. A 5-10% increase in attendance will be sought annually.</p>		
<p>6. To serve as ambassadors for the college through performances by students and faculty in local, regional, state and national events.</p>	<p>6. Increased awareness of PRCC, fostering of good will with community, enhances public relations, recognition of quality in performing groups.</p>	<p>6. Continued demand for performances and student interest in performing groups.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Fine Arts and Communication  
INSTRUCTIONAL AREA: Speech and Theater

Supports PRCC Strategic Goal(s): 1, 2, 3, 5

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

PURPOSE OF DEPARTMENT: To offer a variety of courses, performance opportunities, and cultural activities in the Arts and Oral Communication to meet the needs of our students and community.

RELATIONSHIP OF DEPARTMENT TO PRCC MISSION: To fulfill the mission of the College by offering quality academic coursework, and cultural activities which encompass the realm of Fine Arts and Oral Communication.

DEPARTMENT: Fine Arts and Communication INSTRUCTIONAL AREA: Speech and Theater	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide quality instruction in courses which will satisfy the Fine Arts requirement of the core curriculum for both academic and technical programs of study.</p>	<p>1. Students will demonstrate their knowledge of the basic principles, history and important facts relating to theater and the dramatic arts.</p>	<p>1. A minimum of 60% of students enrolled in Theater Appreciation will receive a final grade of AC@ or better.</p>		
<p>2. To provide quality instruction in courses which will satisfy the speech/public speaking requirement of the core curriculum for academic and technical programs of study.</p>	<p>2. Students will demonstrate basic communication skills through oral competency of the English language.</p>	<p>2. At least 60% of the students enrolled in Oral Communication will receive a final grade of AC@ or better.</p>		
<p>3. To provide quality instruction in courses which parallel the first two years of a Bachelors degree for majors in Speech/Communication and Theater.</p>	<p>3. Students will demonstrate mastery of subject matter in courses for majors in Speech/Communications and Theater.</p> <p>PRCC Communication and Theater majors transferring to state universities will attain a GPA at or above that of other transfer students and of the</p>	<p>3. At least 70% of students enrolled in courses for Speech/Theater majors will receive a final grade of AC@ or better.</p> <p>Student transfer data from state universities</p>		
<p>4. To provide PRCC students and the community with quality theatrical productions for their</p>		<p>4. Attendance figures will be</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Fine Arts and Communication				
INSTRUCTIONAL AREA: Speech and Theater				
OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
enjoyment.	native university students at the same level.  4. At least one major drama production will be presented each school year.	evaluated and audience response will be assessed for each performance. A 5-10% annual increase in attendance will be sought.		

# PEARL RIVER COMMUNITY COLLEGE ASSESSMENT

2007 - 2008

DEPARTMENT: Fine Arts and Communication  
 INSTRUCTIONAL AREA: Visual Arts

Supports PRCC Strategic Goal(s): 1, 2, 3, 5

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

PURPOSE OF DEPARTMENT: To offer a variety of courses, performance opportunities, and cultural activities in the Arts and Oral Communication to meet the needs of our students and community.

RELATIONSHIP OF DEPARTMENT TO PRCC MISSION: To fulfill the mission of the College by offering quality academic coursework, and cultural activities which encompass the realm of Fine Arts and Oral Communication.

DEPARTMENT: Fine Arts and Communication INSTRUCTIONAL AREA: Visual Arts			
OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS
<p>1. To provide quality instruction in courses which will satisfy the Fine Arts requirement of the core curriculum for both academic and technical programs of study.</p> <p>2. To provide quality instruction in courses which parallel the first two years of a Bachelors degree for majors in Art, Art Education, Interior Design, Graphic Design, and Fashion Merchandising.</p> <p>3. To provide quality instruction in courses in Art designed for majors in Elementary Education.</p>	<p>1. Students will demonstrate their knowledge of basic principles art, art history, and important artists and their work.</p> <p>2. Students will demonstrate mastery of subject matter in courses for majors in Visual Arts.</p> <p>PRCC Art Majors transferring to state universities will attain a GPA at or above that of other transfer students and of the native university students at the same level.</p> <p>3. Students will demonstrate their ability to incorporate art activities into their instruction of elementary education.</p>	<p>1. A minimum of 60% of students enrolled in Art Appreciation will receive a final grade of a C or better.</p> <p>2. 70% of students pursuing a major in the visual arts will receive a final grade of A/C@ or better in all art courses attempted.</p> <p>Student transfer data from state universities</p> <p>3. At least 70% of the students enrolled in Art for Elementary Ed. Majors will receive a final grade of a C or better.</p>	<p>USE OF RESULTS</p>

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT

2007 - 2008

DEPARTMENT: Fine Arts and Communication				
INSTRUCTIONAL AREA: Visual Arts				
OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>4. To provide quality instruction in applied (studio) art courses through private and/or group study.</p>	<p>4. Students will demonstrate proficient progress in individual performance in the visual arts.</p>	<p>4. Evaluation of student art works and portfolios. University and college music and art scholarships awarded to PRCC transfer students.</p>		
<p>5. To provide cultural activities in the arts for PRCC students and community through performances by student ensembles, guest recitals/concerts, and student art exhibits, and drama productions.</p>	<p>5. Students and community will have the opportunity to attend five musical performances and art exhibits that are easily accessible in both proximity and cost.</p>	<p>5. Attendance figures for all arts activities will be evaluated annually. Audience responses will be taken into account when scheduling future programming. A 5-10 % increase in attendance will be considered sufficient growth.</p>		

# PEARL RIVER COMMUNITY COLLEGE ASSESSMENT

2007 - 2008

DEPARTMENT: Science, Mathematics, and Business/Humanities and Social Sciences/Fine Arts and Communication/Health, Physical Education, and Recreation  
 INSTRUCTIONAL AREA: General Education/University Parallel

Supports PRCC Strategic Goal(s): 1, 3

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

PURPOSE OF PROGRAM: To assure that graduates of Pearl River Community College possess the knowledge and skills generally expected of an educated person.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To provide general education which is essential to a quality academic program.

Instructional Area: General Education

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
Graduates will be able to demonstrate basic knowledge and skills in the following areas:  1. Oral Communication	1. Graduates will demonstrate the ability to communicate verbally with strong organizational skills and appropriate delivery.	1. 70% of students taking SPT 1113 (and 100% graduates) will have a passing grade.		
2. Computer Literacy	2. Graduates will demonstrate proficiency in basic computer operations such as file saving, printing, loading programs, etc.	2. 70% of students taking CSC 1113 or higher level CSC courses will have a passing grade. 100% of graduates will have passed CSC 1113 (or higher level CSC course), a proficiency exam, or have approved documentation from an employer attesting to their computer proficiency.		
3. Fine Arts	3. Graduates will demonstrate basic knowledge of one of the following branches of the arts: visual arts, music, or theater.	3. 70% of students taking ART 1113, MUS 1113, or SPT 2233 will have a passing grade. 100% of graduates will have passed one of these courses.		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

Instructional Area: General Education

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
4. Humanities	4. Graduates will demonstrate basic knowledge in at least one area of the humanities.	4. 70% of students taking a literature course and a course elected from history, a foreign language, or another literature course will have a passing grade (100% of graduates).		
5. Mathematics	5. Graduates will demonstrate performance of basic algebraic operations and problem solving.	5. 70% of students taking MAT 1313 will have a passing grade. 100% of graduates will have passed MAT 1313 or a higher-level mathematics course.		
6. Natural Sciences	6. Graduates will demonstrate scientific attitude and approach and simple taxonomy of at least one natural science.	6. 100% of graduates will have passed entry-level courses, including labs, in biology, chemistry, or physics.		
7. Social Sciences To offer courses that meet the needs of students who are:	7.	7.		
a. Majoring in History, Political Science, Psychology, and Sociology, and who plan to transfer to a senior college or university.	a. Transfer students will perform as well as native students from the Mississippi comprehensive universities.	a. At least 67% of students majoring in either History, Political Science, Psychology, or Sociology will receive a grade of "C" or better in academic Social Science courses.		
b. Majoring in other academic subject areas and must satisfy basic college requirements for any of these subject areas.	b. Non-major transfer students will perform as well as native students from the Mississippi comprehensive universities.	b. At least 65% of non-majors transfer students will receive a grade of "C" or better in academic Social Science courses.		



**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

Instructional Area: General Education

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
c. Working toward a two-year terminal degree.	c. Students working toward a two-year terminal degree will perform well enough to meet the requirements for graduation.	c. At least 50% of students working toward a two-year terminal degree will receive a grade of "C" or better in academic Social Science courses.		
8. Written Communication	8. Graduates will demonstrate ability in formal written expression.	8. 70% of students taking ENG 1113 and ENG 1123 will have passing grades. 100% of graduates will have passed these courses.		
9. Wellness	9. Graduates will demonstrate knowledge in areas of health, physical education, and recreation which will encourage and enable students to incorporate healthy behaviors and attitudes into their daily lives	9. 70% of students taking HPR 1213 and HPR 1752 will have passing grades. 100% of graduates will have passed HPR 1213.  * The term "grade" represents any grade students receive which affects their GPA.		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT**  
**2007 - 2008**

DEPARTMENT: Health, Physical Education and Recreation

Supports PRCC Strategic Goal(s): 1, 2, 3, 5

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

PURPOSE OF PROGRAM: To provide effective and up-to-date instruction in the areas of health, physical education, and recreation which will encourage and enable students to incorporate healthy behaviors and attitudes into their daily lives?

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To enhance and broaden the curriculum with the additional health and wellness-related course offerings.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide quality instruction in the areas of health, physical education, and recreation that will meet the needs of all students enrolled in academic programs and courses to provide effective up-to-date instruction which will encourage and enable students to incorporate healthy behaviors and attitudes into their daily lives.</p>	<p>1. The student will acquire a working knowledge of:  <b>a. Personal and Community Health:</b> principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, &amp; health agencies  <b>b. Nutrition and Wellness:</b> the significance of nutrition in health and physical education and understand the various aspects of wellness and their relationship to weight control and therapeutic exercise  <b>c. Health Concepts, Aerobics, Power Hour, Swing and line dancing:</b> physical education in schools and life: strength training, muscular endurance, flexibility and aerobic exercises  <b>d. First Aid and CPR:</b> basic first aid, CPR, and A&amp;D procedures  <b>e. Concepts of Athletic Training:</b> athletic training and treatment of injuries</p>	<p>1. Successful completion of courses required for this curriculum as stated in the course description syllabus.            a, b, c, d, e, f, g, h:            Grading Scale:            1<sup>st</sup> 8weeks 1/3 of grade            2<sup>nd</sup> 8weeks 1/3 of grade            final exam 1/3 of grade            a, b, c:  <b>Lab:</b> It is required that students enrolled in these classes workout a minimum of 3 times a week for 30 minutes. This counts for 30% of their grade in Personal and Community Health, and Nutrition and Wellness. Their grade is determined by the following scale if enrolled in a one hour activity class:            32 workouts=A            29 workouts=B            25 workouts=C            22 workouts=D            less than 22= F</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Health, Physical Education and Recreation		ASSESSMENT RESULTS	USE OF RESULTS
OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS
<p>2. To provide students, faculty, staff, and community members with exceptional and challenging programs, information, and activities which will promote well-being and will enhance their quality of life and expand the role of the college in cultural and life improvement programs of the community.</p>	<p>f. Recreation Leadership: recreational, including areas of dance and sports</p> <p>g. <b>Baseball, Basketball, Football, &amp; Tennis Theory:</b> theory of sports</p> <p>h. <b>Taping and Wrapping of Athletic Injuries:</b> to prepare future coaches, athletic trainers, and student athletic assistants in practical taping and wrapping by observation and actual taping of all types of athletic injuries</p> <p>2. Students, faculty, staff, and community members will gain information which will promote well-being and enhance their quality of life.</p>	<p><b>Assessment:</b> Prior to student's exercise regimen they must complete a pre-assessment. Assessments are performed on all new students at the beginning and at the end of the semester by the Associate Degree Nursing students and HPR faculty and staff.</p> <p><b>2. Health History:</b> All students, faculty, staff, and community who join the wellness center are required to fill out a health history form.</p> <p><b>Assessment:</b> Students, faculty, staff and community must complete a pre-assessment where blood pressure, heart rate, flexibility, muscular endurance, and aerobic endurance are measured.</p> <p><b>Orientation:</b> Students, faculty, staff and community are shown how to use the exercise equipment and exercise properly. The Wellness Center faculty and staff also cover policies and procedures of the Wellness Center at this time.</p> <p><b>Evaluations:</b> Verbal and written surveys are</p>	

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Health, Physical Education and Recreation				
OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
		Done to determine if changes need to be incorporated.		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

**PROGRAM:** Heating, Air Conditioning, and Refrigeration Technology (Forrest County Center)

Supports PRCC Strategic Goal(s): 1, 3, 7

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

**PURPOSE OF PROGRAM:** To offer a career and technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Heating, Air Conditioning, and Refrigeration Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, instructors from all programs in the state, and in conjunction with the A.R.I and A.S.R.A.E. to train students on the national level.</p>	<p>1. Students will be able to demonstrate:                      (a) The ability to maintain and                      (b) An understanding of all types of refrigerants in this industry and how to use them,                      (c) The knowledge of customer                      (d) The ability to diagnose various types of air conditioning and refrigeration equipment, as per State Department of Education framework curriculum.</p>	<p>1. <u>Measures and Standards</u>                      Program Review Instrument                      Enrollment                      Retention                      Completion                      Graduation                      Placement                      Occupational skills                      Academic Gain</p> <p>2. <u>Administration. Evaluation of Instructors.</u></p> <p>3. <u>Student Evaluation of Instructors.</u></p>		
<p>2. To enable the students to become EPA Certified before entering the work force.</p> <p>3. To teach students safe work practices required in modern industry.</p>	<p>2. Student will demonstrate practical skills and knowledge of operating principles, procedures, techniques and theory of air conditioning, refrigeration, and gas heating heat pump through practical lab projects and classroom time.</p> <p>3. Students will demonstrate safe work practices that are required in the work place.</p>			

<p>4. To teach students subjects related to the air conditioning and refrigeration industry.</p> <p>5. Encourage students to become members of VICA.</p>	<p>4. Students will improve communication and basic math skills.</p> <p>5. VICA membership will increase.</p>			
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## PEARL RIVER COMMUNITY COLLEGE ASSESSMENT 2007 - 2008

Supports PRCC Strategic Goal(s): 1, 3, 7

**PROGRAM:** Heating, Air Conditioning, and Refrigeration Technology (Poplarville)

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

**PURPOSE OF PROGRAM:** To offer a career and technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Heating, Air Conditioning, and Refrigeration Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, instructors from all programs in the state, and in conjunction with the A.R.I and A.S.R.A.E. to train students on the national level.</p> <p>2. To enable the students to become EPA Certified before entering the work force.</p> <p>3. To teach students safe work practices required in modern industry.</p> <p>4. To teach students subjects related to the air conditioning and refrigeration industry.</p> <p>5. Encourage students to become members of VICA.</p>	<p>1. Students will be able to demonstrate above and beyond entry level in the Heating, Air Conditioning, and Refrigeration industry, as per State Department of Education framework curriculum.</p> <p>2. Student will demonstrate safe work practices that are required in the work place.</p> <p>3. Students will improve communication and basic math skills.</p> <p>4. Students will improve VICA membership will increase.</p>	<p>1. Measures and Standards Program Review Instrument</p> <p>Enrollment</p> <p>Retention</p> <p>Completion</p> <p>Graduation</p> <p>Placement</p> <p>Occupational skills</p> <p>Academic Gain</p> <p>2. MS-CPAS</p> <p>3. Administration, Evaluation of Instructors.</p> <p>4. Student Evaluation of Instructors.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Humanities and Social Sciences  
INSTRUCTIONAL AREA: Criminal Justice

Supports PRCC Strategic Goal(s): 1, 3

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

PURPOSE OF DEPARTMENT: To offer an academic program of study which leads to an Associate in Arts or Associate in Applied Science Degree and/or meets transfer requirements for those students who plan to complete a degree at a senior college or university.

RELATIONSHIP OF DEPARTMENT TO PRCC MISSION: To provide an academic program of study in the area of criminal justice for students in the six-county district.

DEPARTMENT: Humanities and Social Sciences  
INSTRUCTIONAL AREA: Criminal Justice

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>To offer courses that meet the needs of students who are...</p> <p>1. Majoring in Criminal Justice and who plan to transfer to a senior college or university.</p> <p>2. Majoring in other academic subject areas and must satisfy basic college requirements for any of these subject areas.</p> <p>3. Working toward a 2-year terminal degree.</p>	<p>1. Transfer and non-major students will demonstrate a basic understanding of the key elements of the Criminal Justice courses offered and will receive a grade of "C" or better in such courses.</p> <p>2. Students will demonstrate the following: the ability to use effective communication skills while under stress; to think critically and use observation skills necessary to be proficient in the performance of criminal justice duties; exhibit a workable knowledge of terminology and concepts unique to the field of criminal justice.</p> <p>3. Students working toward a 2-year terminal degree will perform well enough to meet the requirements for graduation.</p>	<p>1. At least 75 percent of students majoring in Criminal Justice will receive a grade of "C" or better. Assessment of such skills will be based upon: one's performance during required oral presentations before the class; competency exhibited on field tests; and the results of quizzes/exams throughout the course.</p> <p>2. At least 75 percent of non-majors transfer students will receive a grade of "C" or better in Criminal Justice courses.</p> <p>3. At least 65% of students working toward a 2-year terminal degree will receive a grade of "C" or better in Criminal Justice courses.</p>		



**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT**  
2007 - 2008

DEPARTMENT: Humanities and Social Sciences  
INSTRUCTIONAL AREA: English

Supports PRCC Strategic Goal(s): 1, 3

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

PURPOSE OF PROGRAM: To offer an academic program of study which leads to the Associate in Arts or Associate in Applied Science Degree and/or meets transfer requirements for those students who plan to complete a degree at a senior college or university.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To provide an academic program of study in the area of composition and grammar for students in the six-county district.

DEPARTMENT: Humanities and Social Science			
INSTRUCTIONAL AREA: English			
OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS
<p>1,2 To offer courses that meet the needs of all students who are</p> <p>1. majoring in English and/or education and planning to transfer to a senior college or university.</p> <p>2. majoring in other academic subject areas and must satisfy basic college requirements for any of these subject areas.</p> <p>3. working toward a two-year associates degree</p> <p>4. working toward a two-year technical degree.</p>	<p>1,2 Transfer students will perform as well as or better than native students from the Mississippi comprehensive universities.</p> <p>3,4 Students in a two-year degree program will perform satisfactorily in academic English courses that are part of their curriculum.</p>	<p>1,2 Student transfer data</p> <p>3,4 At least 65% of students working toward a two-year degree will receive at least a grade of 'C' or better in the academic English courses.</p>	<p>USE OF RESULTS</p>

# PEARL RIVER COMMUNITY COLLEGE ASSESSMENT

2007 - 2008

DEPARTMENT: Humanities and Social Sciences

Supports PRCC Strategic Goal(s): 1, 3

INSTRUCTIONAL AREA: History, Political Science, Psychology, and Sociology

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

PURPOSE OF DEPARTMENT: To offer an academic program of study which leads to an Associate in Arts or Associate in Applied Science Degree and/or meets transfer requirements for those students who plan to complete a degree at a senior college or university.

RELATIONSHIP OF DEPARTMENT TO PRCC MISSION: To provide an academic program of study in the areas of History, Political Science, Psychology, and Sociology in the six-county district.

DEPARTMENT: Humanities and Social Sciences

INSTRUCTIONAL AREA: History, Political Science, Psychology, and Sociology

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>To offer courses that meet the needs of students who are...</p> <ol style="list-style-type: none"> <li>1. Majoring in History, Political Science, Psychology, and Sociology, and who plan to transfer to a senior college or university.</li> <li>2. Majoring in other academic subject areas and must satisfy basic college requirements for any of these subject areas.</li> <li>3. Working toward a 2-year terminal degree.</li> </ol>	<ol style="list-style-type: none"> <li>1. Transfer and non-major transfer students will demonstrate a basic knowledge of the key elements of History, Political Science, Psychology, and Sociology.</li> <li>2. Transfer and non-major transfer students will acquire the analytical, critical thinking, and cognitive skills needed in order to function as engaged citizens in the larger sociological and cultural context.</li> <li>3. Students working toward a 2-year terminal degree will perform well enough to meet the requirements for graduation.</li> </ol>	<ol style="list-style-type: none"> <li>1. At least 67 percent of students majoring in either History, Political Science, Psychology, or Sociology will receive a grade of "C" or better in academic Social Sciences courses.</li> <li>2. At least 65 percent of non-majors transfer students will receive a grade of "C" or better in academic Social Science courses.</li> <li>3. At least 50 percent of students working toward a 2-year terminal degree will receive a grade of "C" or better in academic Social Science courses.</li> </ol>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Humanities and Social Sciences  
INSTRUCTIONAL AREA: Literature

Supports PRCC Strategic Goal(s): 1, 3

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

PURPOSE OF PROGRAM: To offer an academic program of study which leads to the Associate in Arts or Associate in Applied Science Degree and/or meets transfer requirements for those students who plan to complete a degree at a senior college or university.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To provide an academic program of study in the area of literature for students in the six-county district.

DEPARTMENT: Humanities and Social Sciences			
INSTRUCTIONAL AREA: Literature			
OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS
<p>To offer courses that meet the needs of all students who are</p> <ol style="list-style-type: none"> <li>1. majoring in English and/or education and planning to transfer to a senior college or university.</li> <li>2. majoring in other academic subject areas and must satisfy basic college requirements for any of these subject areas.</li> <li>3. working toward a two-year associates degree</li> <li>4. working toward a two-year technical degree.</li> </ol>	<p>1,2 Transfer students will perform as well as or better than native students from the Mississippi comprehensive universities.</p> <p>3,4 Students in a two-year degree program will perform satisfactorily in academic English courses that are part of the technical curriculum.</p>	<p>1,2 Student transfer data</p> <p>3,4 At least 65% of students working toward a two-year degree will receive at least a grade of 'C' or better in the academic English courses.</p>	<p>USE OF RESULTS</p>

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Humanities and Social Sciences  
INSTRUCTIONAL AREA: Spanish

Supports PRCC Strategic Goal(s): 1, 3

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

PURPOSE OF PROGRAM: To offer an academic program of study which leads to the Associate in Arts or Associate in Applied Science Degree and/or meets transfer requirements for those students who plan to complete a degree at a senior college or university.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To provide an academic program of study in the area of foreign language for students in the six-county district.

DEPARTMENT: Humanities and Social Sciences  
INSTRUCTIONAL AREA: Spanish

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>To offer courses that meet the needs of all students who are ;</p> <p>1. majoring in Spanish and planning to transfer to a senior college or university.</p> <p>2. majoring in other academic subject areas and must satisfy basic college requirements for any of these subject areas.</p>	<p>1,2 Students of Spanish classes will demonstrate proficiency in four language areas: reading, writing, listening, and speaking. MFL 1213 students will understand basic present tense usages. MFL 1223 students will comprehend both preterite and imperfect tenses. MFL 2213 students will demonstrate an understanding of both past tenses, and rudimentary subjunctive mood. MFL 2223 students demonstrate an active, growing knowledge and use of the subjunctive mood.</p>	<p>1,2 Student performance will be assessed through quizzes (oral and written), chapter tests, exams, and classroom peer discussions.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 – 2008**

**PROGRAM:** Machine Shop Technology

Supports PRCC Strategic Goal(s): 1, 3, 7

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

**PURPOSE OF PROGRAM:** To offer a career and technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Machine Shop Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which has been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To provide students with organized learning experiences including lectures and training necessary to secure a profitable position of employment.</p>	<p>1. Student will demonstrate practical knowledge and skills such as performing layout and bench work operations, operating saws, drill presses, lathes, milling machines, surface grinders, and other equipment that is necessary for employment in entry level positions in the workforce according to State Department of Education framework curriculum.</p> <p>2. Students will learn the Machine Tool Trade and related subjects such as blueprint reading and machine shop mathematics to perform the task of a qualified Machinist.</p>	<p>1. <u>Measures and Standards Program Review Instrument</u> Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain</p> <p>2. <u>MS-CPAS</u></p> <p>3. <u>Administration, Evaluation of Instructors</u></p> <p>4. <u>Student Evaluation of Instructors</u></p>		

## PEARL RIVER COMMUNITY COLLEGE ASSESSMENT

2007 - 2008

PROGRAM : Management Information Systems Technology

Supports PRCC Strategic Goal(s): 1, 3, 7

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

PURPOSE OF PROGRAM: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To provide industry based training in Management Information Systems Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To provide students with a knowledge of business information systems and a firm background in C Programming, BASIC Programming, and Database Programming.</p>	<p>1. Students will demonstrate practical knowledge and employment in entry level positions in the business industry.</p> <p>2. Students will meet or exceed the standards for the programs as set forth by the Computer Programming curriculum revision team.</p> <p>3. The student will acquire a firm knowledge of information systems in order to analyze, write, test and debug, implement, and maintain computer programs.</p>	<p>1. <u>Measures and Standards</u> Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain</p> <p>2. <u>MS-CPAS</u></p> <p>3. <u>Administration, Evaluation of</u> <u>Instructors.</u></p> <p>4. <u>Student Evaluation of</u> <u>Instructors.</u></p>		

## PEARL RIVER COMMUNITY COLLEGE ASSESSMENT

2007 – 2008

Supports PRCC Strategic Goal(s): 1, 3, 7, 8

**PROGRAM:** Medical Laboratory Technology

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

**PURPOSE OF PROGRAM:** To offer an allied health program which upon successful completion will qualify students for entry-level employment in the field of MLT and provides a foundation for further study.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To offer the allied health program Medical Laboratory Technology in order to fulfill the mission statement for occupational programs at Pearl River Community College.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide the technological education and clinical practice enabling graduates to perform effectively as a member of the healthcare team as defined in standards established by NAACLS and the MS Framework Curriculum, MS Department of Education Vocational-Technical Division, and Instructors from all of the Medical Laboratory Technology Programs in the state.</p> <p>2. To provide the Technical and Clinical education to enable the graduate to successfully pass the Medical Laboratory Technician Exam</p>	<p>1. A minimum of 75% of the respondents to the graduate survey will indicate employment in various health care settings, or continue education..</p> <p>2. Upon successful completion of the Medical Laboratory Technology curriculum 75% of the graduating class will be successful in the passage of the MLT Board of Registry Exam.</p>	<p>1. A. Graduate and employer surveys.                      B. Graduate placement in jobs or education.                      C. Advisory Committee comments.                      D. Measures and Standards.                      E. PRCC administration and student evaluation of Instructors.</p> <p>2. Board of Registry result report.</p>		

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT

2006 – 2007 (MLT Continued)

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>3. To provide an adequate campus laboratory for the MLT students.</p> <p>4. To actively recruit students who are interested in Medical Laboratory Technology.</p>	<p>3. 100% of the students graduating from the Medical Laboratory Technology program will achieve a satisfactory evaluation on their Professional Evaluations in their clinical rotation</p> <p>4. Upon exam of our Medical Laboratory Technology applicant pool at the deadline date, a minimum increase of 20% will be noted in the applicant pool.</p>	<p>3. Clinical Professional evaluation forms of Medical Laboratory Technology students with instructor comments.</p> <p>4. Examine the applicant pool at deadline date for 20% increase. We are continuing to teach the allied health students at various high schools.</p>		
<p>5. To increase student retention.</p>	<p>5. Evaluate retention at the end of each graduating class and obtain a minimum increase of 10%.</p>	<p>5. Comparison of current retention numbers to the previous year. Also</p>		



**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

**PROGRAM:** Medical Office Technology

Supports PRCC Strategic Goal(s): 1, 3, 7

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

**PURPOSE OF PROGRAM:** To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Medical Office Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train Medical Office Technology students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To give students specialized training in subjects required in the medical field and general secretarial skills required in the field of medicine and its auxiliaries.</p>	<p>1. Students will demonstrate practical knowledge and skills required to transcribe medical reports and code diagnoses from ICD-9-CM/HCPCS code book and code services and procedures from CPT code book which are necessary for employment in entry level positions in the workforce as per State Department of Education framework curriculum.</p> <p>2. The student will acquire fundamentals office skills and specialized training in the medical office field.</p>	<p>1. <u>Measures and Standards Program Review Instrument</u>  <u>Enrollment</u>  <u>Retention</u>  <u>Completion</u>  <u>Graduation</u>  <u>Placement</u>  <u>Occupational skills</u>  <u>Academic Gain</u>                  2. <u>MS-CPAS</u>                  3. <u>Administration, Evaluation of Instructors</u>                  4. <u>Student Evaluation of Instructors</u></p>		

## PEARL RIVER COMMUNITY COLLEGE ASSESSMENT 2007 - 2008

Supports PRCC Strategic Goal(s): 1, 3, 7, 8

**PROGRAM:** Medical Radiologic Technology

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

**PURPOSE OF PROGRAM:** To offer allied health programs, which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To add an important component to the health related professions, which are offered locally. Students do not have to travel out of district to obtain this important medical specialty.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>To provide the biological, mathematical, and physical science foundation as well as the technological education and clinical practice enabling graduates to: A) perform effectively as entry-level radiographers as defined in the Standards for an accredited Educational Program in Radiological Sciences, as defined by the JRCFRT, and under guidelines of the State approved national curriculum. B) perform effectively as a member of the health care team. C) successfully write the ARRT examination for diagnostic radiographers. D) be prepared to pursue the baccalaureate degree. E) be prepared for advanced level studies into the specialty areas.</p>	<p>Pass rate on the American Registry of Radiologic Technologist (Radiography) registry.                      Program evaluation by graduates six to nine months post graduation.                      Employer evaluation of the graduates six to nine months post graduation.                      Average second year class grades for all didactic courses.                      Average second year grades for clinical GPA                      Percentage of graduates employed or seeking specialty training within three months, in the field using their education received at PRCC.</p>	<p>Measurements and standard:                      Program review instrument                      Enrollment                      Retention                      Completion                      Graduation                      Placement                      Occupational Skills                      Registry pass rate                      Academic gain                      MS-CPAS                      Student evaluation of instruction                      Administrative evaluation</p>		

## PEARL RIVER COMMUNITY COLLEGE ASSESSMENT 2007 – 2008

Supports PRCC Strategic Goal(s): 1, 3, 7, 8

PROGRAM: Nursing Assistant

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

PURPOSE OF PROGRAM: To offer a technical program which upon successful completion will qualify students for an entry-level position in the nursing assistant field. To provide a pre-requisite to nursing.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: The nursing assistant program provides constituents with occupational and technical training for entrance into the workforce or as a prerequisite to nursing.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide students with basic math, science and technical skills required to meet the criteria of an entry level nursing assistant as determined by NACES and the State Department of Health and Health Care facilities.</p> <p>2. To provide students with a variety of experiences including lecture, demonstration, lab exploration and clinical application to gain knowledge and technical skills as pre-requisites to a vocational, college or university level nursing program</p>	<p>1. Students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce as evidenced by</p> <ul style="list-style-type: none"> <li>* return demonstration of all 23 state required skills</li> <li>* receiving a pass on written and skills evaluation</li> <li>* applying skills and practical knowledge in a clinical setting</li> </ul> <p>2. Students will demonstrate practical knowledge and skills necessary for completion of program as pre-requisites to a nursing program as evidenced by:</p> <ul style="list-style-type: none"> <li>* return demonstration of all 23 state required skills</li> <li>* receiving a pass on written and skills evaluations</li> <li>* applying skills and practical knowledge in a clinical setting</li> </ul>	<p>1. 75% of all students who attempt the program will complete.</p> <p>2. 75% of those who complete the program and attempt certification will pass the state nursing assistant test given by Promissor/NACES</p> <p>3. 75% of all students completing the nursing assistant program who desire employment will become employed in the nursing assistant field.</p> <p>4. 75% of all students completing the nursing assistant program as a prerequisite to a nursing program will continue their education in the nursing field.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Nursing Education

INSTRUCTIONAL AREA: Associate Degree Nursing - Level I

Supports PRCC Strategic Goal(s): 1, 3, 5

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

PURPOSE OF DEPARTMENT: To prepare individuals to practice as registered nurses in various health care settings. The program provides a foundation for further study in nursing and contributes to the health care and well-being of our diverse and emerging community.

RELATIONSHIP OF DEPARTMENT TO PRCC MISSION: To provide a curricula for an Associate Degree Nursing program with related support academic courses and services for Pearl River Community College students, to satisfy State mandates for preparing students for registered nursing licensure and to provide a foundation for future growth in nursing.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide instruction for Level I Associate Degree Nursing students in preparation for registered nursing licensure.</p>	<p>1. Upon completion of the first level of the ADN curriculum, the students will successfully demonstrate competent theory knowledge and clinical skills.</p>	<p>1. A theory Component: Final grade of 80 or above which includes minor, major and final exams. Clinical Component: Satisfactory summative clinical evaluation.</p>		
<p>2. To provide a state of the art campus laboratory/equipment and approved clinical agencies.</p>	<p>2. Contractual agreements with all clinical agencies will at least state and/or national approval.  Campus lab will have up to date equipment to prepare beginning level nursing students.</p>	<p>2. Signed contractual agreements and students summative clinical evaluations.  Clinical agency contracts will indicate state or national approval status.</p>		
<p>3. To provide clinical experiences in approved clinical agencies.</p>	<p>3. Contractual agreements with all clinical agencies.</p>	<p>3. Signed contractual agreements between Pearl River Community College and the clinical agency. All agencies have State and/or national accreditation.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Nursing Education  
INSTRUCTIONAL AREA: Associate Degree Nursing - Level II

Supports PRCC Strategic Goal(s): 1, 3, 5

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

PURPOSE OF DEPARTMENT: To prepare individuals to practice as registered nurses in various health care settings. The program provides a foundation for further study in nursing and contributes to the health care and well-being of our diverse and emerging community.

RELATIONSHIP OF DEPARTMENT TO PRCC MISSION: To provide a curriculum for an Associate Degree Nursing program with related support academic courses and services for Pearl River Community College students, to satisfy State mandates for preparing students for registered nursing licensure and to provide a foundation for future growth in nursing.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide instruction for Associate Degree Nursing students in preparation for registered nursing licensure.</p>	<p>1. (a) The class average of the students who successfully complete the ADN curriculum will score at or above 60% on the Assessment Technologies Institute LLC (ATI) comprehensive diagnostic examination. (b) The percentage of graduates who pass the National Council for Licensing Examination for Registered Nursing (NCLEX-RN) on the first attempt will be at or above the State ADN average.</p>	<p>1. (a) ATI results (b) NCLEX-RN results.</p>		
<p>2. To prepare qualified students to become registered nurses hireable for various health care agencies within the community.</p>	<p>2. A minimum of 75% of the respondents to the graduate survey will indicate employment in various health care settings within a 70 mile radius of the PRCC campus.</p>	<p>2. Information obtained from Graduate and employer surveys are sent to graduates and employers at six and eighteen month intervals. Employers will indicate satisfaction with graduates working within their facility.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2006 – 2007 (NE –ADN Level II continued)**

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>3. To assure that nursing books, publications and periodicals are current and adequate to meet curriculum needs.</p>	<p>3. Textbooks and reference materials used in each course syllabus is current and adequate to meet the student's curriculum need.</p>	<p>Most recent surveys received include the following agencies:            Forrest General Hospital (Hattiesburg) Wesley Medical Center (Hattiesburg)            Pearl River County Hospital (Poplarville)            L. O. Crosby Hospital (Picayune)            Nursing Homes (Dearyune, Diamondhead, Slidell, Hattiesburg, and Lumberton)            Slidell Memorial Hospital            Northshore Medical Center (Slidell)            Memorial Hospital of Gulfport            Oschner Hospital (New Orleans)</p> <p>3. ADN departmental course and textbook evaluations administered at the end of the school year.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007-2008**

DEPARTMENT: Nursing Education  
INSTRUCTIONAL AREA: Practical Nursing

Supports PRCC Strategic Goal(s): 1, 3, 7, 8

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

PURPOSE OF PROGRAM: To provide educational opportunities in a one-year vocational program for qualified students to enable them to enter gainful employment and to help meet the healthcare needs of the community and to provide a foundation for additional educational opportunities.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To provide learning opportunities whereby students are guided into skills for work and into patterns of acceptable nursing behaviors and pattern of lifelong learning.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p>	<p>1. Students will demonstrate practical knowledge and skills, which are necessary for employment in entry-level positions in the workforce according to State Department of Education framework curriculum.</p>	<p>1. (a) Measures and Standards Program Review Instrument including: Enrollment, Retention, Completion, Graduation, Placement, Occupational skills, and Academic gain.</p>		
<p>2. To provide learning opportunities whereby students may pass the national licensure exam and begin entry-level work as an LPN.</p>	<p>2. A minimum of 70% of graduates who take the NCLEX-PN will pass on the first write as per state standards.</p>	<p>(b) Work Keys (Replaced with TABE Test and ACT).</p> <p>2. Mississippi Board of Nursing NCLEX-PN Score Reports.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2006-2007 (NE--PN Continued)**

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
3. To provide for ongoing program improvement.	3. Students, faculty, administration and employers will have input in the program improvement	3. (a) Administration Evaluation of Instructors (b) Student Evaluation of Instructors (c) Employer Surveys (d) Graduate surveys at program end and at 3 years post graduation (e) Faculty meetings for program review		



**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 – 2008**

PROGRAM: Occupational Therapy Assistant

Supports PRCC Strategic Goal(s): 1, 3, 7, 8

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

PURPOSE OF PROGRAM: To graduate a competent entry level Occupational Therapy Assistants.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To offer the allied health program Occupational Therapy Assistant in order to fulfill the mission statement for occupational programs at Pearl River Community College.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<ol style="list-style-type: none"> <li>1. To provide the technological education and clinical practice enabling graduates to perform effectively as defined in standards established by ACOTE. (Accreditation Council for Occupational Therapy Education)</li> <li>2. To train students to perform effectively as a member of a medical or community team that addresses health and wellness issues</li> <li>3. To prepare students to pass the NBCOT exam for OTA's.</li> <li>4. To satisfy student and employer needs for associates level training in the field of Occupational Therapy for the role of assistant.</li> </ol>	<ol style="list-style-type: none"> <li>1. Students will demonstrate practical knowledge and skills which are necessary for employment in entry-level positions in the workforce according to State Department of Education Framework Curriculum</li> <li>2. Students will report overall satisfaction with program as per Student Assessment Tool. Areas with scores averaging less than "3" out of possible "5" will be reviewed for improvement.</li> <li>3. Employers will report overall satisfaction with preparation of entry-level practitioners per Employer Survey Form. Areas with scores averaging less than "3" out of possible "5" will be reviewed for improvement.</li> </ol>	<ol style="list-style-type: none"> <li>1. <u>Measurements and Standards:</u> <ul style="list-style-type: none"> <li>• Program Review Instrument</li> <li>• Enrollment - 1.0 per FTE</li> <li>• Retention - 85 %</li> <li>• Completion - 85%</li> <li>• Graduation - 85 %</li> <li>• Placement - 75%</li> <li>• Occupational Skills - 85%</li> <li>• Certification Pass Rate - 85%</li> <li>• Academic Gain - 95%</li> </ul> </li> <li>2. Administrative Evaluation of Instructors</li> <li>3. Student Evaluation of Instructor</li> <li>4. All Instructors will meet the minimum qualifications for employment (areas &gt; 2 signify needs improvement)</li> <li>5. Student Assessment Tool</li> <li>6. Employer Assessment Tool</li> </ol>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

Supports PRCC Strategic Goal(s): 1, 3, 7

**PROGRAM:** Office Systems Technology (Forrest County Center)

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

**PURPOSE OF PROGRAM:** To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Office Systems Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1 To teach and train Office Systems Technology students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To provide students basic business classes and more specialized training in the skill of office systems technology.</p>	<p>1. Students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce.</p> <p>Students will demonstrate knowledge and skills in software applications (word processing, spreadsheets, database, computerized accounting, integration of software systems and telecommunications. The student will acquire knowledge of the entire office function as well as career options available within the office</p> <p>2. The student will acquire knowledge in basic office work in the one year program and may also acquire specialized training in the two year program.</p>	<p>1. <u>Measures and Standards</u> Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain</p> <p>2. <u>Administration. Evaluation of Instructors</u></p> <p>3. <u>Student Evaluation of Instructors.</u></p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

**PROGRAM:** Office Systems Technology (Poplarville Campus)

Supports PRCC Strategic Goal(s): 1, 3, 7

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

**PURPOSE OF PROGRAM:** To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Office Systems Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train Office Systems Technology students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2. To provide students basic business classes and more specialized training in the skill of office systems technology.</p>	<p>1. Students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce. Students will demonstrate knowledge and skills in software applications (word processing, spreadsheets, database, computerized accounting, integration of software systems and telecommunications. The student will acquire knowledge of the entire office function as well as career options available within the office.</p> <p>2. The student will acquire knowledge in basic office work in the one year program and may also acquire specialized training in the two year program.</p>	<p>1. <u>Measures and Standards Program Review Instrument</u> Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain 2. <u>MS-CPAS</u> 3. <u>Administration. Evaluation of Instructors</u> 4. <u>Student Evaluation of Instructors.</u></p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007-2008**

Supports PRCC Strategic Goal(s): 1, 3, 7, 8

PROGRAM: Physical Therapist Assistant

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

PURPOSE OF PROGRAM: To offer an allied health program which upon successful completion will qualify students for entry-level employment in the field of physical therapy and/or additional educational opportunities.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To add an important component to the health related professions which are offered in the district. Students do not have to travel out of district to obtain this important medical specialty.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>To follow the <i>Mississippi Framework Curriculum for the Physical Therapist Assistant</i> in providing the biological, mathematical, and physical science foundation, as well as, the technological education and clinical practice to enable graduates to: a.) perform effectively as entry-level PTAs as defined in the <i>Evaluative Criteria for Accreditation of Education Programs for the Preparation of Physical Therapist Assistants</i>; b.) perform effectively as a member of the health care team; and c.) successfully write the licensure examination for PTAs.</p>	<p>I. Standards &amp; Measures</p> <ol style="list-style-type: none"> <li>Enrollment in the PTA program will adhere to the MS State Dept. of Ed. Criteria of an average enrollment of 10 students per FTE.</li> <li>As per the MS Dept. of Ed. there will be 86 % retention of students in the PTA program.</li> <li>As per the MS Dept. of Ed. 85% of PTA students will complete the program.</li> </ol>	<p>Measurements &amp; Standards</p> <ol style="list-style-type: none"> <li>Enrollment Average enrollment per FTE will be 10</li> <li>Retention: 86% of students will complete and pass all levels of instruction Total students passed in program/Total students enrolled in program</li> <li>Completion: 85% of students will complete the program Completer level total passed/Completer level total enrolled</li> </ol>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2006-2007 (PTA continued)**

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
	<p>4. As per the MS Dept. of Ed. 75% of PTA students will receive an AAS degree.</p> <p>5. As per the MS Dept. of Ed. 65 % of PTA program graduates will have job placement.</p> <p>6. As per the MS Dept. of Ed. 85% of PTA students will demonstrate occupational skill proficiency by passing the licensure exam.</p> <p>7. As per the MS Dept. of Ed. 90% of PTA student will demonstrate academic gain.</p> <p>8. Students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce according to State Department of Education framework curriculum.</p>	<p>4. Graduation 75% of students will receive an AAS degree Number to receive degree/Number receiving degree</p> <p>5. Placement 65% of graduates will have job placement</p> <p>6. Occupational Skills 85% of graduates will demonstrate occupational skill gain via passage of the licensure exam</p> <p>7. Academic Gain 90% of student will demonstrate academic gain via passage of each academic class with a grade of "C" or Better.</p> <p>8. PTA students will demonstrate and skills proficiency via 100% of all proficiency check off criteria being mastered.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007-2008**

**PROGRAM:** Practical Nursing (Forrest County Center)

**Supports PRCC Strategic Goal(s):** 1, 3, 7, 8

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

**PURPOSE OF PROGRAM:** To provide educational opportunities in a one-year vocational program for qualified students to enable them to enter gainful employment and to help meet the healthcare needs of the community and to provide a foundation for additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide learning opportunities whereby students are guided into skills for work and into patterns of acceptable nursing behaviors and pattern of lifelong learning.

<b>PROGRAM:</b> Practical Nursing (Forrest County Center)				
<b>OBJECTIVES</b>	<b>OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>	<b>ASSESSMENT RESULTS</b>	<b>USE OF RESULTS</b>
<ol style="list-style-type: none"> <li>To teach and train students through curricula which have been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</li> <li>To provide learning opportunities whereby students may pass the national licensure exam and begin entry-level work as an LPN.</li> <li>To provide for ongoing program improvement.</li> </ol>	<ol style="list-style-type: none"> <li>Students will demonstrate practical knowledge and skills, which are necessary for employment in entry-level positions in the workforce according to State Department of Education framework curriculum.</li> <li>A minimum of 70% of graduates who take the NCLEX-PN will pass on the first write as per state standards.</li> <li>Students, faculty, administration, and employers will have input in the program improvement.</li> </ol>	<ol style="list-style-type: none"> <li>(a) Measures and Standards Program Review Instrument including: Enrollment, Retention, Completion, Graduation, Placement, Occupational skills, and Academic gain.</li> <li>Mississippi Board of Nursing NCLEX-PN Score Reports.</li> <li>(a) Administration Evaluation of Instructors (b) Student Evaluation of Instructors</li> </ol>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007-2008**

PROGRAM: Practical Nursing (Forrest County Center)				
OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
		(c) Employer Surveys (d) Graduate surveys at program end and at 3 years post graduation (e) Faculty meetings for program review		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

PROGRAM: Related Studies

Supports PRCC Strategic Goal(s): 1, 3, 7

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

**PURPOSE OF PROGRAM:** To identify and provide remedial assistance to special populations students in the areas of Reading and Math.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** to serve as a support component to students enrolled in the career and technical programs at PRCC.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach reading to academically disadvantaged Special Populations students.</p>	<p>1. Students will demonstrate academic gain in reading of 1 grade level or higher.</p>	<p>1. Pre TABE Reading Test Post TABE Reading Test Skills Bank IV Reading</p>		
<p>2. To teach developmental math to academically disadvantaged Special Populations students.</p>	<p>2. Students will demonstrate academic gain in developmental math of 1 grade level or higher.</p>	<p>2. Pre TABE Math Test Post TABE Math Test Skills Bank IV Mathematics</p>		



**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT**  
**2007 – 2008**

**PROGRAM:** Respiratory Care Practitioner

Supports PRCC Strategic Goal(s): 1, 3, 7, 8

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

**PURPOSE OF PROGRAM:** To graduate a competent advanced-level respiratory care practitioner.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To offer the allied health program Respiratory Care Practitioner Technology in order to fulfill the mission statement for occupational programs at Pearl River Community College.

**PROGRAM:** Respiratory Care Practitioner Technology

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide the biological, mathematical and physical science foundation as well as the technological education and clinical practice enabling graduates to perform effectively as advanced-level respiratory care practitioners as defined in standards established by CoARC (Committee on Accreditation for Respiratory Care).</p> <p>2. To perform effectively as a member of the health care team.</p> <p>3. To pass the NBRC (National Board for Respiratory Care) exam for entry-level and advanced level practitioners.</p>	<p>1. Students will demonstrate ability to comprehend, apply and evaluate didactic and clinical information relevant to their role as a Respiratory Care Practitioner.</p>	<p>1. Measurements and Standards: Program Review Instrument</p> <ul style="list-style-type: none"> <li>• Enrollment</li> <li>• Retention</li> <li>• Completion</li> <li>• Graduation</li> <li>• Placement</li> <li>• Occupational Skills</li> <li>• NBRC</li> <li>• SAE – Self Assessment – written</li> <li>• SAE – Self Assessment – Clinical SIMS</li> <li>• Academic Gain</li> <li>• Administrative Evaluation of Instructors</li> </ul> <p>2. Student Evaluation of Instruction</p>		

# PEARL RIVER COMMUNITY COLLEGE ASSESSMENT

2007 - 2008

DEPARTMENT: Science, Mathematics, and Business  
 INSTRUCTIONAL AREA: Biology

Supports PRCC Goal(s): 1, 3

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

PURPOSE OF PROGRAM: To offer an academic program of study which leads to the Associate in Arts or Associate in Applied Science Degree and/or meets transfer requirements for those students who plan to complete a degree at a senior college or university.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.

DEPARTMENT: Science, Mathematics, and Business

INSTRUCTIONAL AREA: Biology

**OBJECTIVES**

**OUTCOMES**

**ASSESSMENT CRITERIA**

**ASSESSMENT RESULTS**

**USE OF RESULTS**

1. To provide quality instruction in courses which parallel the first two years of a Bachelor's degree for Biology majors.

1. Students will demonstrate mastery of subject matter in courses for majors of biology.

1. Student performance on examinations in both lecture and laboratory for biology majors.

2. To offer quality instruction, including appropriate laboratory components, for students majoring in other academic subject areas who must satisfy basic college core requirements.

2. Students will demonstrate their knowledge of basic principles of biology including laboratory skill.

2. Student performance on examinations in both lecture and laboratory.

3. To offer courses, including laboratory components, that meet the needs of all students who are working toward a two-year technical degree

3. Students in a two-year technical degree program will perform satisfactorily in biology courses which are part of the technical curriculum.

3. At least 60% of the students working toward an Associate in Applied Science degree will receive at least a grade of C or better in the academic science courses.

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 – 2008**

DEPARTMENT: Science, Mathematics, and Business  
INSTRUCTIONAL AREA: Business

Supports PRCC Strategic Goal(s): 1, 3

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

PURPOSE OF PROGRAM: To offer an academic program of study which leads to the Associate in Arts or Associate in Applied Science Degree and/or meets transfer requirements for those students who plan to complete a degree at a senior college or university.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To provide an academic program of study in the area of business for students in the six county district.

DEPARTMENT: Science, Mathematics, and Business  
INSTRUCTIONAL AREA: Business

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide quality instruction in courses which parallel the first two years of a Bachelor's degree for majors in Business Administration</p>	<p>1. Students will demonstrate mastery of subject matter in courses for majors in Business Administration.</p>	<p>1. Student performance on examinations from both lecture and homework assignments which include reports and Internet assignments.</p>		
<p>2. To offer quality instruction for students majoring in other academic subject areas who must satisfy basic college core requirements.</p>	<p>2. Students will demonstrate their knowledge of basic principles of all business courses.</p>	<p>2. Student performance on examinations from both lecture and homework assignments which include reports and Internet assignments.</p>		
<p>3. To offer courses that meet the needs of all students who are working toward a two-year technical degree.</p>	<p>3. Students in a two-year degree program will perform satisfactorily in the business courses which are part of the technical curriculum.</p>	<p>3. At least 60% of the students working toward an Associate in Applied Science degree will receive a grade of "C" or better in academic business courses.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Science, Mathematics, and Business  
INSTRUCTIONAL AREA: Chemistry

Supports PRCC Strategic Goal(s): 1, 3

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

PURPOSE OF PROGRAM: To offer an academic program of study which leads to the Associate in Arts or Associate in Applied Science Degree and/or meets transfer requirements for those students who plan to complete a degree at a senior college or university.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.

DEPARTMENT: Science, Mathematics, and Business  
INSTRUCTIONAL AREA: Chemistry

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To provide quality instruction in courses which parallel the first two years of a Bachelor=s degree for majors in Chemistry, Biochemistry and Polymer Science.</p>	<p>1. Students will demonstrate mastery of subject matter in courses for majors in chemistry.</p>	<p>1. Student performance on examinations in both lecture and laboratory for chemistry majors.</p>		
<p>2. To offer quality instruction, including appropriate laboratory components for students majoring in academic subject areas for which chemistry is a prerequisite.</p>	<p>2. Students will demonstrate mastery of subject matter in courses in chemistry and in courses with a chemistry prerequisite.</p>	<p>2. Student performance in chemistry courses and courses with a chemistry prerequisite.</p> <p>Student transfer data.</p>		
<p>3. To offer quality instruction, including appropriate laboratory components for students majoring in other academic subject areas who must satisfy basic college core requirements.</p>	<p>3. Students will demonstrate their knowledge of basic principles of chemistry including laboratory skill.</p>	<p>3. Student performance on examinations in both lecture and laboratory.</p> <p>Student Transfer Data</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Science, Mathematics, and Business INSTRUCTIONAL AREA: Chemistry				
OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>4. To offer courses, including appropriate laboratory components, that meet the needs of all students who are working toward a two-year technical degree.</p>	<p>4. Students in a two-year degree program will perform satisfactorily in chemistry courses which are part of the technical curriculum.</p>	<p>4. At least 60% of the students working toward an Associate in Applied Science degree will receive at least a grade of C or better in the academic science courses.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Science, Mathematics, and Business  
INSTRUCTIONAL AREA: Computer Science

Supports PRCC Strategic Goal(s): 1, 3

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

PURPOSE OF PROGRAM: To offer an academic program of study which leads to the Associate in Arts or Associate in Applied Science Degree and/or meets transfer requirements for those students who plan to complete a degree at a senior college or university.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.

DEPARTMENT: Science, Mathematics, and Business  
INSTRUCTIONAL AREA: Computer Science

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>To offer courses, including appropriate laboratory components, that meet the needs of all students who are:</p> <ol style="list-style-type: none"> <li>1. majoring in computer science, and planning to transfer to a bachelor's degree granting institution;</li> <li>2. majoring in other academic subject areas and must satisfy basic college core requirements in this subject area.</li> </ol>	<ol style="list-style-type: none"> <li>1. Students will demonstrate mastery of subject matter in courses for Computer majors.</li> <li>2. Students will demonstrate their knowledge of basic principles of computer concepts including hands-on computer skills.</li> </ol>	<ol style="list-style-type: none"> <li>1. Student performance on examinations in both lecture and programming laboratory components for Computer majors</li> <li>2. Student performance on examinations in lecture, reading, and hands-on computer skills</li> </ol> <p>At least 60% of students working toward a two-year technical degree will receive at least a grade of "C" or better in the academic computer classes.</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Science, Mathematics, and Business  
INSTRUCTIONAL AREA: Mathematics, Physics, and Engineering

Supports PRCC Strategic Goal(s): 1, 3

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

PURPOSE OF PROGRAM: To offer an academic program of study which leads to the Associate in Arts or Associate in Applied Science Degree and/or meets transfer requirements for those students who plan to complete a degree at a senior college or university.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.

DEPARTMENT: Science, Mathematics, and Business INSTRUCTIONAL AREA: Mathematics, Physics, and Engineering		ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
OBJECTIVES	OUTCOMES			
1. To provide quality instruction in courses which parallel the first two years of a Bachelor=s degree for majors in Mathematics, Physics, and Engineering.	1. Students will demonstrate mastery of subject matter in courses for majors in Mathematics, Physics, and Engineering.  Upon transferring to a Mississippi comprehensive university, students will perform as well as or better than native students.	1. Student performance on examinations in both lecture and laboratory components for mathematics, physics, and engineering majors. Student Transfer Data		
2. To offer quality instruction for students majoring in other academic subject areas who must satisfy basic college core requirements.	2. Students will demonstrate their knowledge of basic principles of mathematics.	2. Student performance on assignments and examinations in College Algebra.		
3. To offer courses, including appropriate laboratory components, that meet the needs of all students who are working toward a two-year technical degree.	3. Students in a two-year degree program will perform satisfactorily in academic mathematics courses which are part of the technical curriculum.	3. At least 60% of students working toward a two-year technical degree will receive at least a grade of >C= or better in the academic mathematics classes.		
4. To offer courses, including appropriate laboratory		4. Student performance on examinations and		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

DEPARTMENT: Science, Mathematics, and Business INSTRUCTIONAL AREA: Mathematics, Physics, and Engineering				
OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>components, that meet the needs of all students who are in need of remediation in mathematics.</p>	<p>4. Students will be prepared for the college level mathematics course that their course of study requires.</p>	<p>assignments for College Algebra students that were previously enrolled in a developmental mathematics course.</p>	<p></p>	<p></p>



**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

Supports PRCC Strategic Goal(s): 1, 3, 7, 8

PROGRAM: Surgical Technology

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

PURPOSE OF PROGRAM: To offer allied health programs, which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To add an important component to the health related professions which are offered locally. Students do not have to travel out of district to obtain this important medical specialty.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To follow the <i>Mississippi Framework Curriculum for Surgical Technology</i> in providing the biological, mathematical, and physical science foundation, as well as the technological education and clinical practice to enable graduates to:</p> <p>a.) Perform effectively as entry-level Surgical Technologists as defined by the Accreditation Review Committee-Surgical Technologist and by the Association of Surgical Technology.</p> <p>b.) Perform effectively as a member of the health care team.</p> <p>c.) Successfully write for the national certification exam.</p>	<p>Students will demonstrate practical knowledge and skills which are necessary for employment in entry-level positions in the workforce according to State Department of Education framework curriculum.</p> <p>1. The program shall demonstrate that graduation levels are maintained at a level appropriate to the institution, community, and/or other accrediting bodies. ARC-ST Benchmark is 70%.</p> <p>2. The program shall demonstrate job placement for graduates is maintained at a level appropriate to the institution and its mission in its service area (continued education is considered equivalent). ARC-ST Benchmark is 80%.</p> <p>3. Employer satisfaction must be demonstrated for entry-level graduates who have been in the field for one year. ARC-ST Benchmark is 85%.</p>	<p>1. Graduation Results</p> <p>2. Placement</p> <p>3. Employer Survey Results</p> <p>4. Graduate Survey Results</p> <p>5. LCC-ST Program Assessment Exam.</p> <p>6. Advisory Committee Comments</p>		

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2006 – 2007 (ST continued)**

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
	<p>4. Graduate satisfaction must be demonstrated for entry-level graduates who have been in the field for one year. ARC-ST Benchmark is 85%.</p> <p>5. The program shall demonstrate acceptable pass rates for the LCC-ST Program Assessment Exam. ARC-ST Benchmark is 75%.</p> <p>6. The program shall demonstrate that community needs are assessed routinely through Advisory Committee meeting.</p>			

**PEARL RIVER COMMUNITY COLLEGE ASSESSMENT  
2007 - 2008**

PROGRAM: Welding (Poplarville Campus)

Supports PRCC Strategic Goal(s): 1, 3, 7

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

PURPOSE OF PROGRAM: To offer a career program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

RELATIONSHIP OF PROGRAM TO PRCC MISSION: To provide industry based training in Welding to students within the PRCC district.

PROGRAM: Welding (Poplarville Campus)

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which has been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p>	<p>1. Student will demonstrate practical knowledge and skills such as grinding, cutting, and various welding operations which are necessary for employment in entry level positions in the workforce according to State Department of Education framework curriculum.</p>	<p>1. <u>Measures and Standards Program Review Instrument</u> Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain</p>		
<p>2 To teach and train Welding through classroom work and laboratory experience so they will be successful as an entry level welder</p>	<p>2. Students will demonstrate practical skills needed to master any type of welding machine and any type of welding/cutting procedure.</p>	<p>2. <u>Administration, Evaluation of Instructors</u> 3. <u>Student Evaluation of Instructors</u></p>		

# PEARL RIVER COMMUNITY COLLEGE ASSESSMENT

2007 - 2008

Supports PRCC Strategic Goal(s): 1, 3, 7

**PROGRAM:** Welding (Forrest County Center)

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

**PURPOSE OF PROGRAM:** To offer a career program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational opportunities.

**RELATIONSHIP OF PROGRAM TO PRCC MISSION:** To provide industry based training in Welding to students within the PRCC district.

PROGRAM: Welding (Forrest County Center)				
OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
<p>1. To teach and train students through curricula which has been created by the combined efforts of the Research and Curriculum Unit at Mississippi State University, Mississippi Department of Education, Vocational-Technical Division, and instructors from all programs in the state.</p> <p>2 To teach and train Welding through classroom work and laboratory experience so they will be successful as an entry level welder</p>	<p>1. Student will demonstrate practical knowledge and skills such as grinding, cutting, and various welding operations which are necessary for employment in entry level positions in the workforce according to State Department of Education framework curriculum.</p> <p>2. Students will demonstrate practical skills needed to master any type of welding machine and any type of welding/cutting procedure.</p>	<p>1. <u>Measures and Standards Program Review Instrument</u> Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain</p> <p>2. <u>Administration, Evaluation of Instructors</u></p> <p>3. <u>Student Evaluation of Instructors</u></p>		

# **Program Review Outline**

## PEARL RIVER COMMUNITY COLLEGE

### PROGRAM REVIEW

#### 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.

To fulfill the mission, the College has developed a variety of quality educational programs and services. It is vital that quality be maintained through the regular evaluation of programs. Program review is a formal process designed to assist in that evaluation. The importance of program review is not the production of a report but rather the self insight for program improvement and growth.

While college educational programs and services must satisfy our own criteria for program excellence, they must also satisfy the requirements of the Commission on Colleges of the Southern Association of Colleges and Schools and licensing and certifying organizations for some programs. The process of program review allows the College to evaluate how well its programs satisfy the criteria and requirements associated with all of these sources.

The primary goal of program review is the improvement of instruction and learning. To achieve this goal, the process must be comprehensive. The College's review process will include some assessment of the program's achievement of its stated purpose, quality of instruction, curriculum design, student outcomes, and contribution to overall mission of the College. When completed, a program review will identify and communicate program needs and potential for improvement.

A second important goal of program review is to provide information for planning and decision-making. To be meaningful, program review and planning should be interdependent processes. Planning should be based on a review process that evaluates past performances and identifies possible future activities which will lead to improvement and growth. Program review relies on data developed in support of planning and generates suggestions and recommendations for improvement which are reflected in planning goals.

In addition to general program improvement and planning, program review is intended to achieve the following:

- Acknowledge achievements/attainments.
- Identify strengths and weaknesses and develop recommendations/suggestions for change.
- Provide a systematic evaluation and improvement process for instructional programs.
- Develop a sense of cohesiveness, shared responsibility, and growth among faculty and staff.
- Assess compliance with accreditation criteria.
- Assist in resource development.
- Provide data to assist with resource allocation and other management decisions.
- Suggest new opportunities for program development.

Throughout the program review process a variety of perspectives must be considered and reflected. Perspectives of program faculty and administrators are critical to ensuring a comprehensive and complete program review. The program review should also anticipate and address the expectations of the Board of Trustees, advisory committee members when applicable, and Commission on Colleges representatives.

Program review is a self review process through which a program area is examined. It entails analyzing data, drawing conclusions, arriving at and implementing recommendations, and assessing the outcomes following implementation. Included in this document will be the program review for the General Education Program and for the College Libraries.

# Appendices



# Pearl River Community College

## Appendices



Strategic Planning Policy

Major Committee Minutes

Newsletters

Pearl River Community College

Appendices



Strategic Planning Policy

## **STRATEGIC PLANNING**

### **Policy:**

Pearl River Community College will utilize an institutional Strategic Plan as a general process to develop and maintain college goals, purpose, and direction.

### **Procedure:**

This ongoing plan which provides the structure to assess institutional effectiveness is reviewed at least annually and revised as needed. The process used in its development is institution-wide and based on research, planning, and evaluation. The results of this plan are demonstrated by continuous improvements being made college-wide and by accomplishing the mission of the College.

The Strategic Plan committee structure is as follows:

- Section I** Administrative Council/Management Committee is chaired by the President. Its members are the Vice President for Instruction, Dean of Business Services, Dean of Student Services, Director of Development Foundation and Alumni Association, Director of Recruitment and Orientation, Director of Public Relations, Chief Planning Officer, Chief Technology Officer, Dean of Forrest County Center, Director of Career and Technical Education Programs (Poplarville), Director of Workforce Education, Director of Admissions, Director of Financial Aid, Director of Extended Education and Instructional Design, Director of Physical Plant, Director of the QEP, Coordinator of Hancock Center, Director of Athletics, President of the Faculty Association (Poplarville Campus), and President of the Faculty Association (Forrest County Center).
- Section II** Planning and Effectiveness Committee is chaired by a faculty member appointed by the President. Its members are the Vice President for Instruction, Chief Planning Officer, Institutional Research Specialist, eight faculty representatives, and others as appointed by the President.
- Section III** Policy and Procedure Committee is chaired by the Vice President for Instruction. Its members are the Dean of Student Services, Dean of Business Services, Dean of Forrest County Center, Director of Career and Technical Education Programs (Poplarville), Chief Planning Officer, the Student Government Association President, seven faculty representatives, two staff members, and others as appointed by the President.

- Section IV Fiscal Management Committee is chaired by the Dean of Business Services. Its members are the President, Vice President for Instruction, Dean of Student Services, Dean of Forrest County Center, and Director of Career and Technical Education Programs (Poplarville).
- Section V Instructional Council is chaired by the Vice President for Instruction. Its members are the Dean of Forrest County Center, Director of Career and Technical Education Programs (Poplarville), an Academic Counselor, Director of Admissions, Director of College Libraries, Placement Director/Director of Counseling Center (Poplarville), the Director of Extended Education and Instructional Design, nine faculty representatives, and others as appointed by the President.
- Section VI Professional Development Committee is chaired by a faculty/staff representative appointed by the President. Its members are the Vice President for Instruction, Director of Career and Technical Education Programs (Poplarville), Chief Planning Officer, three faculty representatives, one staff member, and others as appointed by the President.
- Section VII Student Services Committee is chaired by the Dean of Student Services. Its members are the Recruiter/Assistant Student Activities Coordinator, Intramural Coordinator, Assistant Coordinator of Intramurals, Director of Financial Aid, Director of Admissions, three faculty representatives, and others as appointed by the President. Members also include the President, Vice President and Secretary of the Student Government Association.
- Section VIII Workforce Education Committee is chaired by the Director of Workforce Education. Its members are the Director of Adult Education Services, Workforce Training Project Manager, ATC Technical Support Analyst, WIN Job Center Computer Instructor and Technician, Dislocated Worker Program Coordinator, Industrial Maintenance Training Specialist, GIS Training Manager, Construction Training Manager, Construction Equipment Operation Instructor, and Secretary to Workforce Education.

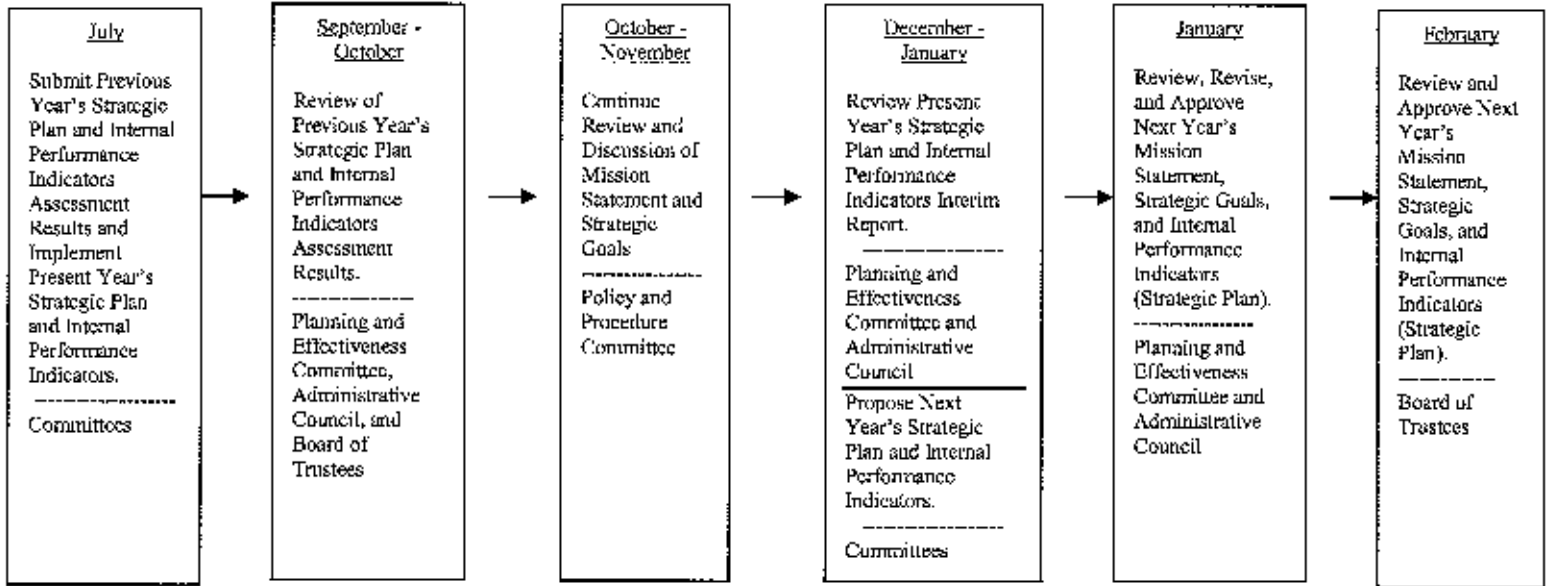
## REVIEW, REVISION, AND EVALUATION PROCESS

Annual steps in the review, revision, and evaluation process are as follows:

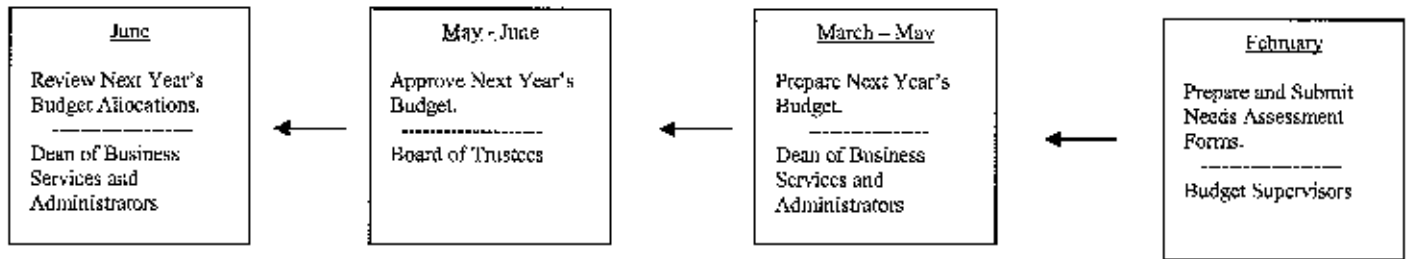
- Step I In December, the Planning and Effectiveness Committee and the Administrative Council review the current year's Strategic Plan (Mission Statement and Strategic Goals) and Internal Performance Indicators Interim Report.
- Step II In December, committee chairs involved with strategic planning review and propose next year's Strategic Plan and Internal Performance Indicators.
- Step III In January, the Planning and Effectiveness Committee reviews and evaluates the proposed Strategic Plan and Internal Performance Indicators for the next year and prepares recommendations.
- Step IV In January, the Administrative Council reviews and evaluates recommendations from the Planning and Effectiveness Committee and submits recommendations to the Board of Trustees.
- Step V In February, the revised Strategic Plan and Internal Performance Indicators document for next year is completed, and the Board of Trustees is requested to take formal action.
- Step VI In February, the budget requests based on the Strategic Plan and Internal Performance Indicators are submitted to the Dean of Business Services.
- Step VII In June, the Dean of Business Services and respective administrators review budget allocations as assigned to Strategic Goals and Internal Performance Indicators.
- Step VIII At the end of the Fiscal Year, June 30, persons responsible for reporting accomplishments of the Strategic Plan and Internal Performance Indicators update the Interim Report with accomplishments from December to June.
- Step IX Early in the Fall Semester, the Planning and Effectiveness Committee, the Administrative Council, and the Board of Trustees review the Strategic Plan and Internal Performance Indicators assessment results from the previous year.

## PEARL RIVER COMMUNITY COLLEGE ANNUAL PLANNING AND EVALUATION CYCLE

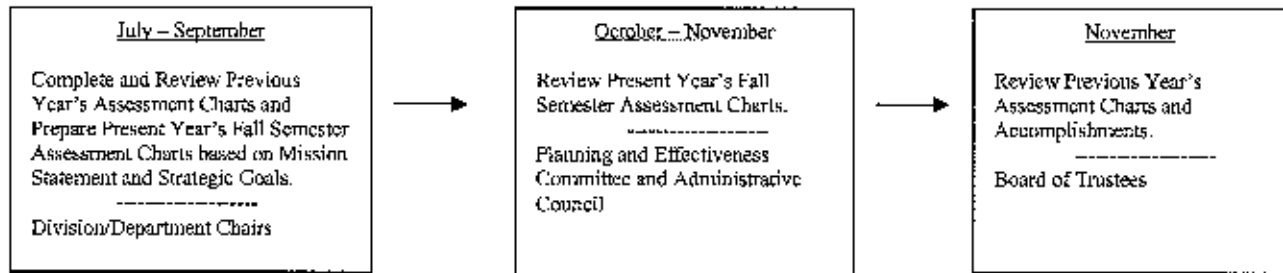
### MISSION STATEMENT, STRATEGIC GOALS, AND INTERNAL PERFORMANCE INDICATORS (STRATEGIC PLAN)



### BUDGET REVIEW PROCESS



### DIVISION AND DEPARTMENT INSTITUTIONAL EFFECTIVENESS ASSESSMENT CHARTS



Pearl River Community College

Major Committees' Minutes

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Administrative Council / Management Committee

Planning and Effectiveness Committee

Policy and Procedure Committee

Fiscal Management Committee

Instructional Council Committee

Professional Development Committee

Student Services Committee

Workforce Development Committee

# PEARL RIVER COMMUNITY COLLEGE

## Administrative Council Meeting Minutes

July 11, 2007

The Pearl River Community College Administrative Council held its regular monthly meeting at 8:30 a.m. on Tuesday, July 11, 2007, in the President's Conference Room in the Alexander Administration Building. The following council members were in attendance or absent:

- Attendance:
- Dr. William Lewis, President
  - Mr. Roger Knight, Dean of Business Services
  - Dr. Adam Broerwood, Dean of Student Services
  - Mr. Chuck Abadie, Director of Public Relations
  - Mr. Steve Howard, Chief Technology Officer
  - Dr. John Grant, Vice President for Instruction
  - Mr. Don Welsh, Director of Career & Technical Education Programs (Poplarville)
  - Mr. Ernie Lovell, Director of Development Foundation & Alumni Association
  - Dr. Bocky Askew, Chief Planning Officer
  - Mr. Dow Ford, Director of Admissions
  - Dr. Cecil Burt, Dean of Forrest County Center
  - Ms. Maggie Smith, Coordinator of Hancock Center
  - Mr. Scott Alsobrooks, Director of Workforce Education
  - Mr. Greg Underwood, Faculty Association President, Forrest County Center
  - Mr. Clint Tapper, Director of Physical Plant
  - Dr. Barbara Gandy, Director of Recruitment and Orientation
  - Dr. Martha Lou Smith, Director of Extended Education and Instructional Design
  - Ms. Jennifer Seal, Director of QEP
  - Ms. Valerie Horne, Assistant Director of Financial Aid
  - Ms. Marilyn Dillard, Administrative Assistant (Minute Recorder)
- Absent:
- Ms. Peggy Shoemake, Director of Financial Aid
  - Dr. Pamela Jones, Faculty Association President, Poplarville Campus
  - Mr. Richard Mathis, Director of Athletics

Dr. Lewis opened today's meeting. After a brief welcome, the following reports were presented by members of the Administrative Council:

### Business Services

- Announced that the College's FY2006 Audit has been completed. The audit contains no finding or recommendations.
- Reported that the FY 2008 Budgets are now available on-line.
- Reminded administrators to review their departmental budgets for availability of funds before submitting purchase requisitions. Otherwise, if funds are not available, requisitions



- will not be processed and will be returned to the requisitioner.
- Reminded administrators that all invoices submitted to the Business Office for payment must have an assigned purchase order number, otherwise the invoice will not be paid by the College. It will be returned as a personal expense to the to the purchaser.

### **Career-Technical Education (Poplarville)**

- Gave a brief report on PBL and Skills USA Competitions.
- Announced that the Career-Technical Summer Conference will be held on the Poplarville Campus on July 24. Dr. Sandy Shugart, President of Valencia Community College, will be the keynote speaker for the conference.

### **Extended Education and Instructional Design**

- Announced that Blackboard, a supplemental teaching tool for instructors, will be on-line beginning January 2008. A small group of instructors will begin using Blackboard for the 2007 Fall Semester. The target date for all instructors to begin using Blackboard is Fall 2008. A presentation will be made available to all instructors during the Faculty Orientation/Workshop in August.
- Announced that Michele Mitchell has been selected as Coordinator of Electronic and Distance Learning and will begin this position August 1.

### **Development Foundation/Alumni Association**

- Announced that Karen Creeley has been selected for Accountant for the Development Foundation/Alumni Association. Ms. Creeley replaces Lisa Magee who recently resigned.
- Reminded council members that the Hancock County Alumni Fish Fry will be held on Friday, August 3.
- Gave a brief report on the activities and plans being discussed by the Centennial Committee.
- An Estate Planning Seminar will be held on September 10. This is a tentative date but will be confirmed in the near future.
- The Major Donor Dinner will be held on August 3.
- Forms are now available for nominations for Alumnus of the Year.

### **Hancock Center**

- Reported that student applications for the 2007 Semester are being processed;
- Announced that a new course, English as a Second Language, has an enrollment of 32 students.
- Announced that a Government Printing Office will be locating at Stennis Space Center. The WIN Job Center is working with this company.
- Announced that a Teacher Appreciation Day will be scheduled in the near future.
- Briefly discussed the Hancock County arts programs.

### **Quality Enhance Plan**

**Administrative Council Meeting Minutes**

**July 11, 2007**

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- Reported that efforts are continuing to implement the Quality Enhancement Plan at the Forrest County Center. Supplies are being ordered for the implementation of this program.

**Career and Technical Education (Hattiesburg)**

- Reported that Ms. Toni Cowart, Instructor of Mathematics, and Mr. Randy Johnson, Instructor of Criminal Justice, have been selected as full-time employees for the 2007-2008 school year.
- Announced that the Instructor of Electronics position recently vacated by the resignation of Bruce Lampe is now open for qualified applicants.
- Reported that adjunct instructors are needed for Psychology and Speech.

**Physical Plant**

- Gave a report on the numerous campus projects that are currently underway.

**Research and Planning**

- Announced that Brenda Wells has been selected for the position of Institutional Research Specialist.
- Reminded administrators that Assessment Charts are due on July 25 and that faculty Assessment Charts are due in August;
- Reminded administrators that grant proposals are to be submitted to the Office of Research and Planning.

**Instruction**

- Reported that improvements are being made in the area of student advisement;
- Announced that Dr. Breerwood will recommend approval of a procedure revision for the Students' Due Process policy.

**Student Services**

- Requested approval of a procedure revision for the Students' Due Process policy. The policy was distributed to council members reflecting the procedure revision. A motion was made by Mr. Tapper, seconded by Dr. Burt, to approve of the procedure revision of the Students' Due Process policy. The motion was unanimously approved.
- Informed council members that Joshua Hoffpauir has been selected as Assistant Baseball Coach. Coach Hoffpauir will replace Reggie Richardson who has resigned effective August 1, 2007.

**Public Relations**

- Announced that the *June 2007 RiverSide Annual Report* has been released;
- Advertisements are being solicited for the football program;
- In addition to the football program, the soccer program is also being prepared.
- Advertising is underway for the July Orientation and Registration event.

**Information Technology**

- Provided an updated enrollment chart.
- Reported that the new voice mail system was activated on June 27.
- Reported that additional bandwidth will be available in September and will provide faster access to the College's internet services.

**Recruitment and Orientation**

- Reported that the orientation brochure has been provided to all scholarship students.
- The orientation brochure is also being mailed to new students prior to orientation.
- Reported that 417 students are currently preregistered for the July orientation program and that the first two orientation sessions are filled to maximum capacity.

**Financial Aid**

- Announced that the IHL state grant funds have been entered into the College's computer system;
- Reported that financial aid award letters are being mailed to students on a weekly basis.
- Discussed post-Katrina student assistance and the needs that still exist.

**Faculty Association (Hattiesburg)**

- Reported that a faculty association workshop will be held in August.

**Admissions**

- Reported that the admissions office has received 600 additional student applications.
- Reported that registration will be held today in Prentiss (Jefferson Davis County).

Administrative Council Meeting Minutes

July 11, 2007

Admissions

- Reported that the admissions office has received 600 additional student applications.
- Reported that registration will be held today in Prentiss (Jefferson Davis County).

Workforce Education

- Briefly discussed a comparison between WIA and ITA funds.
- Announced that the College's board of trustees approved the construction of a metal building to house the Heavy Equipment Training Program.

Athletics

- No report.

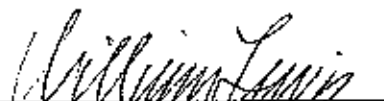
Faculty Association (Poplarville Campus)

- No report.

President's Report

- Reported that noticeable changes are taking place in the College's Olivia Bender Cafeteria since Valley Food Services was selected as the new food service provider effective July 1, 2007.
- Announced that a new grill is being constructed at the Forrest County Center's Allied Health Center and that the bookstore area will be undergoing an expansion to create additional space in the bookstore.
- Announced that Mr. Charles Speed will be retiring from the board of trustees with 43 ½ years of service to the College effective August 1, 2007.
- Discussed plans to have the September 11 board meeting at the Hancock Center in Waveland.
- Reported that the Courtyard project is estimated to be completed on or around September 18.
- Announced a strategic five-year visioning plan for the College. Preparation of this project will take place over the next six months.

There being no further business for discussion, the meeting adjourned at 10:10 a.m.

  
\_\_\_\_\_  
Dr. William Lewis, President

  
\_\_\_\_\_  
Date

# PEARL RIVER COMMUNITY COLLEGE

## Administrative Council Meeting Minutes

August 15, 2007

The Pearl River Community College Administrative Council held its regular monthly meeting at 8:30 a.m. on Wednesday, August 15, 2007, in the President's Conference Room in the Alexander Administration Building. The following council members were in attendance or absent:

Attendance: Dr. William Lewis, President  
Mr. Roger Knight, Dean of Business Services  
Dr. Adam Breerwood, Dean of Student Services  
Mr. Chuck Abadie, Director of Public Relations  
Mr. Steve Howard, Chief Technology Officer  
Dr. John Grant, Vice President for Instruction  
Mr. Ernie Lovell, Director of Development Foundation & Alumni Association  
Dr. Becky Askew, Chief Planning Officer  
Mr. Dow Ford, Director of Admissions  
Mr. Richard Mathis, Director of Athletics  
Ms. Maggie Smith, Coordinator of Hancock Center  
Ms. Peggy Shoemake, Director of Financial Aid  
Dr. Barbara Gandy, Director of Recruitment and Orientation  
Dr. Martha Lou Smith, Director of Extended Education and Instructional Design  
Ms. Marilyn Dillard, Administrative Assistant (Minute Recorder)

Absent: Dr. Pamela Jones, Faculty Association President, Poplarville Campus  
Mr. Scott Alsobrooks, Director of Workforce Education  
Mr. Clint Tapper, Director of Physical Plant  
Dr. Cecil Burt, Dean of Forrest County Center  
Mr. Don Welsh, Director of Career & Technical Education Programs (Poplarville)  
Ms. Jennifer Seal, Director of QEP  
Mr. Greg Underwood, Faculty Association President, Forrest County Center

Dr. Lewis opened today's meeting. After a brief welcome, the following reports were presented by members of the Administrative Council:

### Instruction

- Gave a status report on interviewing and selecting qualified instructors for full-time position vacancies;
  - Reported on the continual search for qualified adjunct instructors;
  - Announced that classes will begin Monday, August 20.
-

**Administrative Council Meeting Minutes**

**August 15, 2007**

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**Research and Planning**

- Appreciation was expressed to all administrators who assisted with and attended the Professional Development Workshop for professional staff and faculty on August 14;
- Reported that several follow up sessions on Safety and Security will be scheduled in the near future;
- Requested that Assessment Charts be completed and submitted as soon as possible;
- Discussed the Substantive Change Review for the Hancock Center;
- Announced that administrators and support staff will be invited to submit suggestions for the future Support Staff Development Workshop.

**Hancock Center**

- Reported that student enrollment has returned to pre-Katrina status.

**Development Foundation/Alumni Association**

- Announced that the Centennial Committee will hold its third meeting on August 16;
- Reported that an Estate Planning Seminar is scheduled at 4:30 p.m. on September 10;
- The Scholarship Donor Dinner will be held on November 15.

**Extended Education and Instructional Design**

- Reported that 538 students are currently enrolled in distance education (on-line) classes;
- Discussed the importance and growing popularity of distance education;
- Discussed dual enrollment with Hattiesburg High School.

**Business Services**

- Reported that the College has applied for a \$2 million dollar grant through the U.S. Department of Education's Hurricane Education Recovery Act and that final approval is expected within the next two weeks. Funds from this grant will be used for the Hancock Center Library, Moody Hall elevator, Special Needs Shelter, placement of some utilities underground that will assist with Special Needs Shelter project, Shivers Gym restroom renovations, and the demolition of the old transportation shop, Bilbo Hall, and the Physical Plant building.

**Athletics**

- Announced that the football season will begin with the first home game on August 30;
- Soccer will begin with the first game on August 15.

#### **Admissions**

- Reported that registration will be held on August 16 and 17 and that students should be directed to the Olivia Bender Cafeteria.

#### **Recruitment and Orientation**

- Reported that orientation will begin at 8:00 a.m on August 16 and 17 in the Olivia Bender Cafeteria;
- Fill the Stadium and Military Recognition Night is scheduled for October 25;
- Counselors' Day is scheduled for December 7.

#### **Financial Aid**

- Announced that the following total award letters have been mailed to students: 2,741 tracking letters, 1,867 rejection letters, and 2,400 regular letters;
- Reported that LEAP funding was over \$16,000.

#### **Information Technology**

- Provided an updated enrollment chart;
- Reported current student enrollment is 3,673.

#### **Public Relations**

- Discussed finalizing of the football program;
- Announced that Coach Tim Hatten will be featured in a football television talk show "The Tim Hatten Show" on Tuesday nights during the football season. The show will air on WXXV (Fox 25) and Comcast Television 11.

#### **Student Services**

- Announced that 550 students attended the recent Dorm Day event;
- Announced that several Safety and Security workshops will be held in the near future;
- Announced that the Emergency Action Plan is nearing completion and that all faculty and

staff will receive a copy.

**Career-Technical Education (Poplarville)**

- No report.

**Quality Enhancement Plan (QEP)**

- No report.

**Career and Technical Education (Hattiesburg)**

- No report.

**Physical Plant**

- No report.

**Faculty Association (Hattiesburg)**

- No report.

**Workforce Education**

- No report.

**Faculty Association (Poplarville Campus)**

- No report.

**President's Report**

- Distributed the July 25, 2007, edition of the Council for Higher Education Accreditation (CHEA) Update;
- Discussed security and safety issues related to campus policing and emergency action plans for each campus and center;
- Reviewed the procedure for contacting employees due to a college-wide emergency. Administrators are to contact their employees according to the organizational chart.

There being no further business for discussion, the meeting adjourned at 9:30 a.m.



There being no further business for discussion, the meeting adjourned at 9:30 a.m.

*William Lewis*

Dr. William Lewis, President

*9/19/07*

Date

# PEARL RIVER COMMUNITY COLLEGE

## Administrative Council Meeting Minutes

September 12, 2007

The Pearl River Community College Administrative Council held its regular monthly meeting at 8:30 a.m. on Wednesday, September 12, 2007, in the President's Conference Room in the Alexander Administration Building. The following council members were in attendance or absent:

- Attendance:
- Dr. William Lewis, President
  - Mr. Roger Knight, Dean of Business Services
  - Dr. Adam Breerwood, Dean of Student Services
  - Mr. Steve Howard, Chief Technology Officer
  - Dr. John Grant, Vice President for Instruction
  - Mr. Ernie Lovell, Director of Development Foundation & Alumni Association
  - Dr. Becky Askew, Chief Planning Officer
  - Mr. Richard Mathis, Director of Athletics
  - Ms. Peggy Shoemake, Director of Financial Aid
  - Dr. Barbara Gandy, Director of Recruitment and Orientation
  - Dr. Martha Lou Smith, Director of Extended Education and Instructional Design
  - Dr. Pamela Jones, Faculty Association President, Poplarville Campus
  - Mr. Scott Alsobrooks, Director of Workforce Education
  - Mr. Clint Tapper, Director of Physical Plant
  - Dr. Cecil Burt, Dean of Forrest County Center
  - Mr. Don Welsh, Director of Career & Technical Education Programs (Poplarville)
  - Ms. Jennifer Seal, Director of QEP
  - Mr. Greg Underwood, Faculty Association President, Forrest County Center
  - Ms. Marilyn Dillard, Administrative Assistant (Minute Recorder)
- Absent:
- Mr. Chuck Abadie, Director of Public Relations
  - Mr. Dow Ford, Director of Admissions

Dr. Lewis opened today's meeting. He provided a report on the September 11 Board of Trustees meeting that was held at the Hancock Center in Waveland, Mississippi. The following reports were then presented by members of the Administrative Council:

### Student Services

- Reported on professional development training sessions related to safety and security issues for faculty and staff;
- Discussed attending a Homeland Security Seminar in Jackson on September 11;
- Announced that authorization has been given to install a campus-wide crisis alert system;
- Reported that a Suicide Training Seminar is being held September 13 and 14 at the PRCC Woodall Center.

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**Administrative Council Meeting Minutes**

**September 12, 2007**

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**Information Technology**

- Distributed and reviewed an updated enrollment chart;
- Reported current student enrollment is 4,289 as of September 7.

**Recruitment and Orientation**

- Gave a report on a recently held recruitment committee meeting and visits made to district high schools;
- Reported that homecoming court elections will be held on September 18;
- The application packet is being revised and will contain a housing brochure;
- Reminded administrators that Fill the Stadium and Military Recognition Night is scheduled for October 25, and Counselors' Day is scheduled for December 7.

**Financial Aid**

- Reported that the current cohort default rate is 1.1 percent;
- Reported that the full pell grant amount this school year is \$4,310;
- Briefly discussed the National Student Clearinghouse service (a student enrollment history data network service system).

**Faculty Association (Poplarville Campus)**

- Reported that a Meet and Greet Tea was recently held to kick off the start of the new school year, and that a total of 41 faculty members attended the event.
- Faculty meetings will be held on October 2 and November 9.

**Faculty Association (Hattiesburg)**

- Announced that faculty meetings will be held in late September and again in November; dates have not been finalized.
- The state faculty meeting is scheduled for November 9.
- Reported on the lack of parking areas at the Forrest County Center;
- Reported that the digital photo projectors are very popular with faculty and requested additional units if possible.

**Athletics**

- Reported that the PRCC Wildcats will play Mississippi Gulf Coast Community College in Perkinston, Mississippi, on Thursday, September 13.

**Administrative Council Meeting Minutes**

**September 12, 2007**

- Reported that the soccer program is doing well;
- Baseball and softball programs have begun fall practice.

**Admissions**

- Reported that student rolls are now being purged to determine the actual number of students enrolled for the 2007 Fall Semester.

**Business Services**

- Announced that Claire Lott's sister died early this week after a lengthy struggle with cancer;
- Reminded council members to inform their employees that the College's courier services (Federal Express, UPS, etc.) are for business use only and are not for personal use.
- Reported that the campus post office has a large volume of unclaimed mail. Reminded administrators that an email has been forwarded to all employees stating that all unclaimed mail will be destroyed at the end of September.
- Announced that the College has received notification of award for a \$2 million grant through the U.S. Department of Education's Hurricane Education Recovery Act. These grant funds will be used for Shivers Gym restroom renovations, the Hancock Center Library, Moody Hall elevator, Underground Utilities to assist with the Special Needs Shelter project, and the demolition of the old transportation building, Bilbo Hall, and the Physical Plant building.

**Career-Technical Education (Poplarville)**

- Announced that a Tech Prep Contact meeting will be held on September 18 in the Olivia Bender Cafeteria.

**Extended Education and Instructional Design**

- Reported that Phase I of Blackboard is complete but computer access problems still exist;
- Reported that a report will be generated to include general information on the different forms of dual enrollment.
- Discussed the National Student Clearinghouse service and the services it provides including Enrollment, Core Service, and Student Tracker (retention).
- Reported that the cost of the National Student Clearinghouse service is .10 per student.

**Development Foundation/Alumni Association**

- Reported that Alan Anderson is the new chairperson of the Development Foundation's Board of Directors;
-

**Administrative Council Meeting Minutes**

**September 12, 2007**

- A Homecoming Committee meeting will be held on September 20 and 2,500 homecoming brochures will be mailed this week;
- Reported that Wayne Alexander has been selected as Alumnus of the Year, and Barry Harper has been selected for one of the Distinguished Service Awards;
- Reported that the Centennial Committee will meet on September 18;
- The Forrest/Lamar County Fish Fry will be held on October 2;
- A tailgate party is planned for 6:00 p.m. on September 20.

**Hancock Center**

- Reported that work and preparation continues on the Center's Substantive Change review.

**Quality Enhancement Plan (QEP)**

- Announced that the Forrest County Center labs are open and are being used by students from the Poplarville Campus and the Forrest County Center.

**Career and Technical Education (Hattiesburg)**

- Reported a record enrollment for the 2007 Fall Semester;
- Reported that a temporary parking area has been constructed to alleviate the lack of parking space;
- Reported that efforts continue to have a traffic light installed at the campus entrance on Highway 49;
- Reported that the Forrest County Center currently has three full time police offices on staff.

**Physical Plant**

- Reported that the renovations to Moody Hall and Huff Hall is scheduled to be completed by September 21;
- A final walk-through tour of the air conditioning installation in Shivers' Gym will be scheduled in the near future;
- The Courtyard Project is scheduled for completion on October 1;
- The Career Education Building is two months behind schedule;
- Ticket booths have been constructed at the Athletic/Sports Complex;
- The police office at the Forrest County Center is 95 percent;
- A temporary parking lot is being constructed to alleviate the lack of parking spaces at the Forrest County Center;
- The air conditioning project at the Technology Building is 50 percent complete.

Administrative Council Meeting Minutes

September 12, 2007

**Research and Planning**

- Updated information regarding the 2006-2007 Strategic Plan and Internal Performance Indicators will be sent to Administrative Council members in the next few weeks for review, questions, and approval. Once approved by council members, the 2006-2007 document will be shared with the Board of Trustees.
- Documents for the substantive review of the Hancock Center are being finalized for submission to the Southern Association of Colleges and Schools Commission on Colleges in October.
- Dates for professional development activities were discussed and included campus safety workshops for all faculty, staff, and administrators. In addition, Brenda Wells is hosting several online seminars for faculty regarding evaluation of instruction.
- An announcement was also made regarding the Master Urban Forestry Training Program that the College is hosting in November.

**Instruction**

- Announced that a Policy Procedure Committee meeting will be held on September 13; an Instructional Programs Council meeting will be held on September 18, and a Calendar Committee meeting will be held on September 25.
- A Catalog Committee meeting will be held in the near future, but no date has been set for this meeting at this point in time;
- Dr. Lewis informed Council members that the Leave Policy will be reviewed by the Policy and Procedure Committee to determine the amount of accrued leave time that will be granted to non-retiree employees who resign or are terminated from their employment with the College.

**Public Relations**

- No report.

**Workforce Education**

- No report.

**President's Report**

- Announced that the Woodall Center will be hosting the Area Development Partnership's Business After Hours on January 17, 2008, from 5:00 to 7:00 p.m. Council members were encouraged to attend this event.

Administrative Council Meeting Minutes

September 12, 2007

- Announced that the State Board for Community and Junior Colleges (SBCJC) will hold its January board meeting on January 18 on the Poplarville Campus. Members of the SBCJC will also be attending the Business After Hours on January 17 at the Woodall Center.
- Announced that in conjunction with the Hinds Community College football game on October 25, an area legislative meeting and a tailgate party at the President's Home is being planned. Council members were invited and encouraged to attend these events.
- Reported that the College's Centennial Celebration will begin in September 2008 with three major events during the 2008-2009 school year. These three events include the Kickoff event on September 8, another event at the 2008 Homecoming Celebration, and another event scheduled during the 2009 spring semester. Other events will be held through the entire 2008-2009 school year.
- Informed Council members that the Board of Trustees approved (at their meeting on September 11, 2007) that the courtyard project be named the "Centennial Courtyard".
- Stated that Valley Food Services will be providing new furniture for the cafeteria during the 2008 Spring Semester. The new Coffee Shop is scheduled to open during the 2008 Spring Semester.
- Informed Council members that the College van will depart for the football game at Perkinson at 4:15 p.m.

There being no further business for discussion, the meeting adjourned at 9:45 a.m.

  
\_\_\_\_\_  
Dr. William Lewis, President

  
\_\_\_\_\_  
Date

# PEARL RIVER COMMUNITY COLLEGE

## Administrative Council Meeting Minutes

October 10, 2007

The Pearl River Community College Administrative Council held its regular monthly meeting at 8:30 a.m. on Wednesday, October 10, 2007, in the President's Conference Room in the Alexander Administration Building. The following council members were in attendance or absent:

Attendance: Dr. William Lewis, President  
Mr. Roger Knight, Dean of Business Services  
Mr. Steve Howard, Chief Technology Officer  
Dr. John Grant, Vice President for Instruction  
Mr. Ernie Lovell, Director of Development Foundation & Alumni Association  
Dr. Bocky Askew, Chief Planning Officer  
Mr. Richard Mathis, Director of Athletics  
Ms. Peggy Shoemake, Director of Financial Aid  
Dr. Barbara Gandy, Director of Recruitment and Orientation  
Dr. Martha Lou Smith, Director of Extended Education and Instructional Design  
Dr. Pamela Jones, Faculty Association President, Poplarville Campus  
Mr. Chuck Abadic, Director of Public Relations  
Mr. Dow Ford, Director of Admissions  
Dr. Cecil Burt, Dean of Forrest County Center  
Mr. Don Welsh, Director of Career & Technical Education Programs (Poplarville)  
Ms. Jennifer Seal, Director of QEP  
Mr. Greg Underwood, Faculty Association President, Forrest County Center  
Mr. Troy Teadt, GIS Training Manager (Representing Scott Alsobrooks)  
Ms. Marilyn Dillard, Administrative Assistant (Minute Recorder)

Absent: Mr. Scott Alsobrooks, Director of Workforce Education  
Mr. Clint Tapper, Director of Physical Plant  
Dr. Adam Breerwood, Dean of Student Services

Dr. Lewis opened today's meeting and stated that he will leave the meeting at 9:30 a.m. to attend a press conference and that Dr. Grant will chair the remainder of the meeting. He then provided a report on the October 9 Board of Trustees meeting and reminded council members of the October 25 pre-game dinner and legislative briefing to be held prior to the PRCC vs Hinds Community College football game.

The following reports were then presented by members of the Administrative Council:

### Instruction

- Distributed the following Policy and Procedure Committee recommendations:
  - Mission Statement and Strategic: No change.



- Adjunction Faculty: Revision of procedures only.
- Admission: Revision of procedures only.
- Attendance: Revision of procedures only.
- Curriculum Development: Revision of procedures only.
- Transfer of Credit: Revision of procedures only.
- Work Load: Revision of procedures only.

A motion was made by Ernie Lovell, seconded by Barbara Gandy, to approve of the above defined policies with revision of procedures only. The motion carried.

- Distributed the two-year calendar for 2008-2010 for review.
- Requested submission of revisions for the new two-year college catalog.

### **Research and Planning**

- Announced the Hancock Center Substantive Change Prospectus has been completed and submitted to SACS.
- The 2006-2007 Strategic Plan and Internal Performance Indicators document, which has been reviewed and approved by the Planning and Effectiveness Committee, was reviewed and approved (by consensus) by the Administrative Council.
- Student evaluations of instruction are scheduled for November 12-16.
- The Master Urban Forestry Training Program which is being hosted by the College is scheduled for November 1-2.

### **Hancock Center**

- Reported that parking lot lights are scheduled to be installed this week;
- Stated that security issues are being addressed and that a full-time campus police officer will soon be on duty.

### **Career-Technical Education (Forrest County Center)**

- Reported that the new temporary parking area for the Center is now complete.
- Reported that three full-time police officers now serve the Forrest County Center.

### **Quality Enhancement Plan (QEP)**

- Reported that the semester has progressed smoothly and that the QEP labs have the maximum number of enrolled students.

### **Recruitment and Orientation**

- Reported that Caycee Davis Simon has been selected as the College's new recruiter;
- Announced that Fill the Stadium Night is scheduled for October 25;
- The Pine Belt Counselors' Day is scheduled for October 26;

**Administrative Council Meeting Minutes**

October 10, 2007

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- District wide recruitment nights will be scheduled and announced in the near future;
- Plans are underway to schedule student tours of the Forrest County Center.

**Development Foundation/Alumni Association**

- Reminded council members that Fall Fest will be held tomorrow, October 11, on the Poplarville Campus;
- Gave a report on activities for the Homecoming ceremonies on October 13;
- Wayne Alexander was selected as Alumnus of the Year;
- The Forrest/Lamar Alumni Fish Fry resulted in \$3,500 for scholarships;
- The Marion/Jeff Davis County Alumni will host a steak dinner to be held on November 12; the location will be announced in the near future;
- The Scholarship Dinner will be held on November 15.

**Extended Education and Instructional Design**

- Reported that Blackboard training is scheduled for October 16-18 in the Information Technology Training Room.
- Announced that on-line registration will be held on October 25.

**Career-Technical Education (Poplarville)**

- No items to report.

**Business Services**

- No items to report.

**Athletics**

- Gave a fall sports update and stated that the basketball games will begin on November 1.

**Financial Aid**

- Reported that student loans are now being processed;
- Progress report grades are being viewed for academic progress;
- Grants are being applied to student accounts and being disbursed;

- Gave a report on attending the annual MAC Conference.

**Admissions**

- No items to report.

**Faculty Association (Hattiesburg)**

- No items to report.

**Faculty Association (Poplarville Campus)**

- Gave a brief report on the faculty association meeting held on November 2.

**Workforce Education**

- Reported that all workforce students will be entered into the Banner computer system in the near future.

**Information Technology**

- Distributed and reviewed an updated enrollment chart;
- Equipment has been delivered and is in the process of being installed to overhaul the wireless Internet service in the Men's and Women's Suites. Upon completion, there will be twice the previous number of wireless access points in each residence hall. The addition of these devices will greatly increase the number of simultaneous connections that can be made to the Internet. The increase in the number of access points combined with the increase in bandwidth will provide faster and more reliable Internet connections.
- One of the first projects implemented this year was the installation of a 50MBs Metro-Ethernet data circuit. Improvements to the College's fiber conduit system and network infrastructure have already been completed. It is anticipated that AT&T will install the new high speed circuits prior to the Thanksgiving holiday. Once installed, bandwidth will increase from 6MBs to 50 MBs.
- Informed council members that the address for checking email from off-campus is <http://exchange.prc.edu>.

**Public Relations**

- Reported that the new editions of *The RiverSide* and *Dixie Drawl* have been released.

There being no further business for discussion, the meeting adjourned at 9:45 a.m.

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Dr. William Lewis, President

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Date

## **Planning and Effectiveness Committee**

### **September 20, 2007 Minutes**

**Committee Members Present:** Brenda Wells, Becky Askew, Ginny Warren Kemp, Amy Daly, Jason Hebert, Maggie Smith, Peggy Shoemake, and John Grant.

The Planning and Effectiveness Committee convened for the purpose of reviewing the Mission Statement and Strategic Goals.

1. Brenda Wells, Institutional Research Specialist distributed "The End of Year 2006-07" Report. She stated that the reviewed and revised information will be presented to the Administrative Council and the Board at their next meeting.
2. Goal 1, Internal Performance Indicator 9 (IPI-9) - Changed the wording of "graduation rate" to "number of students receiving an Associate of Arts degree will increase each year." Also agree that we need to check into the data for this indicator.
3. Goal 2, IPI 5 - Discussion ensued concerning revising the annual campus climate survey to individualize the Hancock Center. Also noted that a Focus Group is currently being formed to address this issue.

Page 21 - Learning Resource Center changed to just "Library" now.

Page 24 - Change E & G to E & I Budget

Page 24 - Add "Health" to Physical Education and Recreation Department

4. Goal 3, IPI 1, Page 26 - Add that we have added a Distance Education Specialist to increase our efforts to improve Distance Education. Web Development Specialist, Jason Hebert, also discussed many ways technology is being increased and plans to increase band width, directional antennas, challenges we face, etc...

IPI 4 - page 28 - Poplarville should not be included in data. Stennis is an off-campus site. Weekend classes shouldn't be included for Poplarville. Focus is to be on where classes are taught.

5. Goal 5, IPI 1 - Change from the brand name "Smartboards" to Interactive White Boards. Dr. Grant suggested that we need to spell out any abbreviations throughout document so as to make user-reader friendly. Grammatical errors changes as well.

IPI 5, Page 43 - Improvements need to be made with the Americans with Disabilities and Technology/On-Line Classes. Equitable access and change assessment results.

IPI 5, Page 44 - Revision of assessment chart results 2006-07. The wireless internet service has been expanded and more students are able to connect to network resources.

6. Goal 6, IPI 1 - Add assessment results.

IPI 4, Page 51 - Request increased communication with Department Heads.

7. Goal 7, IPI 8, page 64 - Discussion ensued concerning what changes are given to modification.


8. The meeting began at 9:00 a.m. and was adjourned at 12:05 p.m.

**PEARL RIVER COMMUNITY COLLEGE**  
**Vice President for Instruction**

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**M E M O R A N D U M**

TO: Dr. William A. Lewis, President

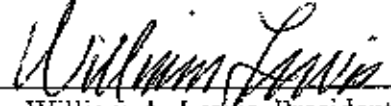
FROM:  Dr. John A. Grant, Jr., Vice President for Instruction and Instructional Council Chair

DATE: September 20, 2007

RE: **INSTRUCTIONAL COUNCIL RECOMMENDATIONS**

The Instructional Council met on September 18, 2007, and recommends the following actions. (All courses and their respective numbers are in compliance with the State Uniform Course Numbering System.)

1. Adopt a new course, HPR 1111 - Ballroom Dance I.
2. Adopt a new course, ENG 2513 - Survey of African American Literature.
3. Adopt a new course, PIII 1153 - The Life of Christ
4. Change the title of DDT 2233 from Structural Drafting to Structural, Civil and Pipe Drafting.
5. Adopt a new course, EET 2111 - CET Practical.
6. Accept a new Associate in Applied Science Degree program in Utility Lineman Technology and adopt all the new courses required for this degree.

Approved:   
Dr. William A. Lewis, President

  
Date

**POLICY AND PROCEDURE COMMITTEE MEETING**

**Thursday, September 13, 2007**

**10:50 a.m.**

**Minutes**

Members Present: Dr. John A. Grant, Jr. (Chair), Ms. Teresa Alexander, Dr. Becky Askew, Dr. Cecil Burt, Dr. Glenn Dale, Ms. Belinda Holden, Mr. Roger Knight, Ms. Robin Nix, Ms. Angelia Ryals, Ms. Rachel Selzer, Mr. Jim Walsh, Mr. Don Welsh

Minutes from February 22, 2007, Meeting

A motion to approve was made by Dr. Cecil Burt.  
The motion was seconded by Dr. Glenn Dale.  
The motion was passed unanimously.

Mission Statement and Strategic Goals

A motion to approve was made by Mr. Jim Walsh.  
The motion was seconded by Dr. Cecil Burt.  
The motion was passed unanimously.

Proposed Revisions of Procedures

Adjunct Faculty

A motion to approve was made by Mr. Jim Walsh.  
The motion was seconded by Mr. Don Welsh.  
The motion was passed unanimously.

Admission

A motion to approve was made by Dr. Becky Askew.  
The motion was seconded by Dr. Glenn Dale.  
The motion was passed unanimously.

Attendance

A motion to approve was made by Dr. Cecil Burt.  
The motion was seconded by Mr. Don Welsh.  
The motion was passed unanimously.

Curriculum Development

A motion to approve was made by Dr. Cecil Burt.  
The motion was seconded by Ms. Angelia Ryals.  
The motion was passed unanimously.

Transfer of Credit

A motion to approve was made by Mr. Don Welsh.  
The motion was seconded by Ms. Teresa Alexander.  
The motion was passed unanimously.

Work Load

A motion to approve was made by Mr. Don Welsh.  
The motion was seconded by Mr. Jim Walsh.  
The motion was passed unanimously.

Other Business

Dr. Grant asked committee members to send to him proposal recommendations regarding the Leave Policy.

Meeting Adjourned at 12:05 p.m.



## Fiscal Management Committee Meeting Minutes Fall 2007

The institution's Fiscal Management Committee members met numerous times throughout the Fall 2007 semester to discuss and review specifically the college's plan of action concerning the on-going Hurricane Katrina recovery effort.

Following the storm, the Business Office established an internal financial management system that has enabled the institution to track on a daily and monthly basis all revenue and expenditure experiences related to the storm. The revenue would include such sources as grant funding awarded to the college, specifically through sources such as the U.S. Department of Education, as well as insurance advances, etc.

This internal financial management system product has served as the foundation for the Fiscal Management Committee meetings throughout the Fall 2007 semester.

The primary discussions held within these meetings have been to address the allocation of insurance funds to renovation and remediation work being conducted throughout the campus.

**Professional Development Committee**  
**November 29, 2007**  
**Minutes**

Members present: Delana Foster, John Grant, Sarah Henry, Jacki Runnels, Brenda Wells

The following topics were discussed:

- Evaluation results of August 14, 2007, meeting
  - Discussed suggestion of moving meeting to cafeteria committee consensus is to continue conducting the session in the tiered classroom for this next year
  - Discussed campus safety sessions that were provided
    - Faculty on Poplarville campus and Forrest County Center
    - Support staff meetings on Poplarville campus and Forrest County Center
    - Crisis Management Meeting for PRCC Leadership
  - Discussed faculty professional development that was offered first semester
    - Memory & Instruction sessions (Part I & II)
    - Discussed copyright issues for faculty for spring semester
  
- Discussion of topics for August 2008 meeting
  - Centennial Celebration -- suggested that we start off with this topic and also plan a luncheon theme around the celebration
  - Jennifer Seal – QEP update
  - Martha Lou Smith – Blackboard updates
  - Identity theft – protecting ourselves and our students
  
- Suggestions for Faculty Training throughout year
  - Faculty sessions suggested:
    - Copyright Issues
    - Student Success
    - Grant writing -
    - Identify theft
  - Support Staff sessions
    - Discussed developing survey to be distributed in early spring to determine what type sessions they might want/need
      - Feedback from campus safety sessions was very good
  
- Suggestions for New Faculty Members:
  - Mentor program -- perhaps ask for mentor volunteers or compile a list of people who we know are interested in helping
    - Keep in rather casual and informal, rather than assigning mentors
  - Tour of campus offices – perhaps on the second day conduct tours of each office and what they can do for you and your students
  - Develop a brochure for new faculty of top ten questions

# **STUDENT SERVICES COMMITTEE**

Dr. Adam Breerwood, Chair

**Date:** November 20, 2007

**Location:** 2<sup>nd</sup> Floor Conference Room / 10:00am

**Members Present:** Dow Ford, Deborah Hewitt, Rachel Selzer, Casey Simone, Peggy Shoemake, Barbara Gandy, Adam Breerwood, Jim Moore

Members of the Student Services Committee discussed the following issues:

1. Implementation of Wildcat Connection
  - A. Early Alert System for Absences
  - B. Revamp Orientation
  - C. Early Connection (Recruitment)
  
2. Student Activity Center
  - A. Moody Hall Grand Opening
  - B. Rules and Regulations for Outside Basketball Courts.
  
3. Campus Police
  - A. Mental Health Issues
  - B. Suicide Grant
  - C. New Officer for Hancock Center / Office Space

09/21/07

# WORKFORCE COMMITTEE MEETING

8:45 a.m.

ATC

<b>Meeting called by:</b>	<b>Scott Alsobrooks, Director</b>	<b>Type of meeting:</b>	<b>Committee Meeting</b>
<b>Facilitator:</b>	N/A	<b>Note taker:</b>	Audrey Gray Smith
<b>Timekeeper:</b>	N/A		
<b>Attendees:</b>	Angelia Ryals; Barry Upton; Brad Ladner; Dale Miller; Donna Clinton; Jerry Bounds; Lee Bell; Lindsey Miller; Rebecca Brown; Troy Teadt, Kris Sartin, Donnie Odom, Brad Ladner, Chuck Abadie		

## AGENDA ITEMS

Topic	Presenter
<ul style="list-style-type: none"> <li>✓ Career readiness certificate &lt;State board-Jason Carter&gt; offering WorkKeys Test to 5,000-10,000 yearly.</li> <li>✓ Tests consist of three courses: Reading, Writing, and Math. State provides the certificates and pays for the test.</li> <li>✓ Lee Bell is writing the project.</li> </ul>	Scott Alsobrooks
<ul style="list-style-type: none"> <li>✓ Grant (Challenge) awarded to help create more welding classes-instructors-high school classes.</li> <li>✓ (Grant-\$250, 000); in conjunction with Gulf Coast &amp; Poplarville</li> <li>✓ Call Chuck Abadie for any information per H1B or Workforce business.</li> </ul>	Scott Alsobrooks
<ul style="list-style-type: none"> <li>✓ \$2.1 million Department of Education Grant.</li> <li>✓ \$500, 000-putting cable under ground for Poplarville campus.</li> <li>✓ Chip @ State Farm is trying to settle.</li> <li>✓ Roger Knight has a breakdown of the monies to be distributed.</li> </ul>	Chuck Abadie
<ul style="list-style-type: none"> <li>✓ Building Construction for spring 2008—Behind Allied Health building—building new tech building.</li> <li>✓ Land for Lineman and small storage next to the Woodall Center.</li> <li>✓ NSF Grant—\$1 million—Due October 10<sup>th</sup>. James Boyd is writing the grant.</li> <li>✓ John Deere is donating \$750,000 worth of equipment.</li> </ul>	Scott Alsobrooks
<ul style="list-style-type: none"> <li>✓ Finance and admissions—create your classes in Banner</li> <li>✓ CEU courses—Credit admission wants all paper work</li> <li>✓ GIT courses—WFE—Create course—then section.</li> <li>✓ Transcriptions—State Board wants 100% transcripts of all students in the next year or two.</li> </ul>	Troy Teadt
<ul style="list-style-type: none"> <li>✓ Leadership training in Hattiesburg</li> <li>✓ Partnering with shared services (Hancock).</li> <li>✓ January 17, 2008—5:30 p.m.-7 p.m. Business After Hours; mandatory attendance.</li> </ul>	

- ✓ State Board of Community Colleges will be in attendance.
- ✓ HVAC starts Nov. 1<sup>st</sup>; Camp Shelby starts Oct. 8<sup>th</sup>
- ✓ Forklift training—OSHA requires forklift training. Angelia Ryals
- ✓ Folk coming out of CDL classes are getting really good jobs. Donnie Odom
- ✓ Linemen class needs a trailer for their tools. Kris Sartin
- ✓ ITC Wheels of Learning—can't find the driver module
- ✓ Is EMT on the website? (Directed to Jason) Lee Bell
- ✓ Can Daniel Communications meet with the project managers at the Woodall Center to show them how to use the equipment?
- ✓ AutoCad—Load updated version; looking for a 2008 class.
- ✓ 3<sup>rd</sup> class to begin Oct. 1 Brad Ladner

# INSTRUCTIONAL COUNCIL

Meeting of September 18, 2007

## MINUTES

The following members of the instructional council were present:

Mr. Kenneth W. Adams  
Dr. Stephen Black  
Mr. Lonnie Burchell  
Mr. Victor Cerniglia  
Ms. Peggy Dease

Mr. Dow Ford  
Dr. Ann Moore  
Dr. Jim Moore  
Ms. Judy Roane  
Ms. Martha Willoughby

Also present: Ms. Maggie Smith for council member Raymunda Barnes

1. A motion was made by Mr. Kenneth Adams to table a change of CNT 1414 - Fundamentals of Data Communications to CNT 141(3-4) Fundamentals of Data Communications. Seconded by Ms. Peggy Dease. The council voted unanimously to table this change.
2. A motion was made by Ms. Martha Willoughby to add a new course, HPR 1111- Ballroom Dance I and seconded by Mr. Kenneth Adams. The council voted unanimously to recommend approval of HPR 1111 - Ballroom Dance I.
3. A motion was made by Dr. Jim Moore to add a new course, ENG 2513 - Survey of African American Literature. Mr. Lonnie Burchell seconded the motion and the council voted unanimously to recommend ENG 2513.
4. A motion was made by Dr. Jim Moore to add a new course, PHI 1153 - The Life of Christ. Dr. Stephen Black seconded the motion and the council voted unanimously to recommend PHI 1153.
5. A motion was made by Mr. Kenneth Adams to change the title of DDT 2233 from Structural Drafting to Structural, Civil and Pipe Drafting. The motion was seconded by Mr. Victor Cerniglia. The council voted unanimously to recommend the new title.
6. A motion was made by Dr. Stephen Black to add a new course, EET 2111 - CET Practical and seconded by Mr. Kenneth Adams. The council voted unanimously to recommend this new course.
7. Dr. Jim Moore made a motion to accept a new Associate in Applied Science Degree program in Utility Lineman Technology and all the courses required for this degree. Mr. Kenneth Adams seconded the motion and the council voted unanimously to recommend this new program.
8. A motion was made by Mr. Kenneth Adams to adjourn and seconded by Ms. Judy Roane.

# INSTRUCTIONAL COUNCIL

September 18, 2007

## A G E N D A

1. New Business
  - A. Department of Business and Commerce Technology
    1. Change CNT 1414 - Fundamentals of Data Communications to CNT 141(3-4) Fundamentals of Data Communications
  - B. Department of Health, Physical Education, & Recreation
    1. Add a new course HPR 1111 - Ballroom Dance I
  - C. Department of Humanities and Social Science
    1. Add a new course ENG 2513 - Survey of Afro-American Literature
    2. Add a new course PHI 1153 - The Life of Christ
  - D. Department of Industrial Technology
    1. Change DDT 2233 - Structural Drafting to DDT 2233 - Structural, Civil, and Pipe Drafting
    2. Add EET 2111 - CET Practical
  - E. Department of Occupational Training
    1. Add a new Associate in Applied Science Degree program in Utility Lineman Technology (CIP code 46.0301)

# INSTRUCTIONAL COUNCIL

October 25, 2007

## MINUTES

The following members of the Instructional Council were present:

Mr. Raymunda Barnes  
Dr. Stephen Black  
Mr. Lonnie Burchell  
Dr. Cecil Burt  
Ms. Peggy Dease  
Ms. Jeanne Dyar

Dr. Jim Moore  
Mr. Archie Rawls  
Ms. Judy Roane  
Dr. Martha Lou Smith  
Mr. Don Welsh  
Ms. Martha Willoughby

1. Dr. John A. Grant, Jr., Chair called the meeting to order and distributed the agenda.
2. Old Business
  - A. A tabled curriculum form from the September meeting was presented to the council with a request from the Department Chair that the form be withdrawn.
3. A motion was made by Mr. Archie Rawls and seconded by Ms. Jeanne Dyar that the council accept the courses for a new Associate in Applied Science degree and Certificate program in Criminal Justice. The council voted unanimously to recommend the new courses and programs.
4. A motion was made by Dr. Jim Moore to add a new course, PHI 2613, World Religions, and seconded by Dr. Stephen Black. The council voted unanimously to recommend PHI 2613.
5. A motion was made by Dr. Jim Moore to add two new courses, BAD 2713, Principles of Real Estate, and BAD 2853, Business Ethics. The motion was seconded by Mr. Archie Rawls and the council voted unanimously to recommend BAD 2713 and BAD 2853.
6. A motion was made by Ms. Peggy Dease to change EET 1192, Fundamentals of Electronics, to EET 1193; change EET 1114, DC Circuits to EET 1113; change EET 1113, Mathematics for Electronics to EET 1313; change EET 1334, Solid State Devices, to EET 1333; and change EET 1214, Digital Electronics, to EET 1213. These changes were seconded by Dr. Martha Lou Smith and the council voted unanimously to recommend these changes.
7. A motion was made to change the program title from Automation and Controls Technology to Instrumentation Technology by Mr. Lonnie Burchell and Ms. Jeanne Dyar seconded the motion. The council voted unanimously to recommended changing the program title.



8. Dr. Stephen Black made a motion that ELT 2424, Solid State Motor Control, ELT 1124, Commercial and Industrial Wiring, and ELT 1114, Residential and Light Commercial Wiring, be changed to 3 lecture hours and 2 laboratory hours and ELT 1253 be changed to 3 lecture hours. Dr. Cecil Burt seconded the motion and the council voted unanimously to recommend the changes.
9. A motion was made by Dr. Jim Moore to add BAD 2413, Legal Environment of Business, MMT 2513, Entrepreneurship, MMT 2213, Management, and MMT 2233, Human Resource Management, as electives to the Construction Management Technology Program. Mr. Lonnie Burchell seconded the motion and the council voted unanimously to recommend the courses as electives.
10. A motion was made by Mr. Archie Rawls and seconded by Ms. Peggy Dease to add a new course CEV 1426, Equipment Operation II.
11. A motion was made by Dr. Martha Lou Smith to accept the new framework curriculum and courses for the Practical Nursing Program. Mr. Raymunda Barnes seconded and the council voted unanimously to recommend the new framework.
12. A motion was made by Ms. Peggy Dease to adjourn and seconded by Dr. Cecil Burt.

Approved:



Dr. John A. Grant, Jr., Chair, Instructional Council

10/30/07

Date

# INSTRUCTIONAL COUNCIL

Meeting of September 18, 2007

## MINUTES

The following members of the instructional council were present:

Mr. Kenneth W. Adams  
Dr. Stephen Black  
Mr. Lonnie Burchell  
Mr. Victor Cerniglia  
Ms. Peggy Dease

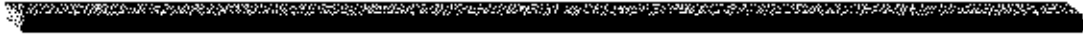
Mr. Dow Ford  
Dr. Ann Moore  
Dr. Jim Moore  
Ms. Judy Roane  
Ms. Martha Willoughby

Also present: Ms. Maggie Smith for council member Raymunda Barnes

1. A motion was made by Mr. Kenneth Adams to table a change of CNT 1414 - Fundamentals of Data Communications to CNT 141(3-4) Fundamentals of Data Communications. Seconded by Ms. Peggy Dease. The council voted unanimously to table this change.
2. A motion was made by Ms. Martha Willoughby to add a new course, HPR 1111- Ballroom Dance I and seconded by Mr. Kenneth Adams. The council voted unanimously to recommend approval of HPR 1111 - Ballroom Dance I.
3. A motion was made by Dr. Jim Moore to add a new course, ENG 2513 - Survey of African American Literature. Mr. Lonnie Burchell seconded the motion and the council voted unanimously to recommend ENG 2513.
4. A motion was made by Dr. Jim Moore to add a new course, PHI 1153 - The Life of Christ. Dr. Stephen Black seconded the motion and the council voted unanimously to recommend PHI 1153.
5. A motion was made by Mr. Kenneth Adams to change the title of DDT 2233 from Structural Drafting to Structural, Civil and Pipe Drafting. The motion was seconded by Mr. Victor Cerniglia. The council voted unanimously to recommend the new title.
6. A motion was made by Dr. Stephen Black to add a new course, EET 2111 - CET Practical and seconded by Mr. Kenneth Adams. The council voted unanimously to recommend this new course.
7. Dr. Jim Moore made a motion to accept a new Associate in Applied Science Degree program in Utility Lineman Technology and all the courses required for this degree. Mr. Kenneth Adams seconded the motion and the council voted unanimously to recommend this new program
8. A motion was made by Mr. Kenneth Adams to adjourn and seconded by Ms. Judy Roane.

Pearl River Community College

Appendices



Institutional Effectiveness Newsletters

# PEARL RIVER COMMUNITY COLLEGE INSTITUTIONAL EFFECTIVENESS NEWSLETTER OCTOBER 2007

## PROFESSIONAL DEVELOPMENT OPPORTUNITIES 2007 FALL SEMESTER

CAMPUS SAFETY SESSIONS FACULTY - POPP ARVILLE CAMPUS		
<i>Date</i>	<i>Time</i>	<i>Location</i>
September 13	C Period - 10:50 - 12:05	Back Conference Room - Cafeteria
September 20	C Period - 10:50 - 12:05	Back Conference Room - Cafeteria
September 27	C Period - 10:50 - 12:05	Back Conference Room - Cafeteria
October 4	C Period - 10:50 - 12:05	Special Events Room - Cafeteria
October 18	C Period - 10:50 - 12:05	Back Conference Room - Cafeteria
FACULTY - FORREST COUNTY CENTER		
September 18	C Period - 10:50 - 12:05	Multipurpose Room
September 25	C Period - 10:50 - 12:05	Classroom - TBA
October 2	C Period - 10:50 - 12:05	Multipurpose Room
SUPPORT STAFF MAINTENANCE HEAD RESIDENTS POPP ARVILLE CAMPUS		
October 23	8:30 - 10:00 - 1 <sup>st</sup> Session	Back Conference Room - Cafeteria
	10:30 - 12:00 - 2 <sup>nd</sup> Session	Back Conference Room - Cafeteria
SUPPORT STAFF MAINTENANCE AND FACULTY FORREST COUNTY CENTER		
November 15	9:00 - 10:15 - 1 <sup>st</sup> Session	Multipurpose Room - Building 5
	10:45 - 12:00 - 2 <sup>nd</sup> Session	
CRISIS MANAGEMENT TRAINING - LEADERSHIP (ALL DAY SESSION) POPP ARVILLE CAMPUS		
October 30	8:30 - 3:30	Back Conference Room - Cafeteria
CAFETERIA STAFF		
November 6	1:30 - 2:30	Special Events Room - Cafeteria
MAKEUP SESSION FOR POPP ARVILLE CAMPUS		
November 8	10:50 - 12:00	Back Conference Room - Cafeteria



**PROFESSIONAL DEVELOPMENT OPPORTUNITIES  
2007 FALL SEMESTER  
Continued**

**MEMORY AND INSTRUCTION PARTS I & II  
OPEN TO ALL FACULTY**

September 22 Part I	10:50 - 12:00 "C" Period	Special Events Room, Cafeteria, Poplarville
October 4 Part II	10:50 - 12:00 "C" Period	Special Events Room, Cafeteria, Poplarville
October 9 – Part I	10:50 - 12:00 "C" Period	Multipurpose Room, Bldg. 5, Forrest County Ctr.
October 11 – Part II	10:50 - 12:00 "C" Period	Multipurpose Room, Bldg. 5, Forrest County Ctr.

*The pedagogical sessions on Memory and Instruction were provided by funding from Tech Prep.*

**EVALUATION RESULTS  
PROFESSIONAL DEVELOPMENT SESSIONS  
AUGUST 2007**

Based on a rating scale of A to D, with A equal to excellent and D equal to below average, evaluation results from the Faculty and Staff Professional Development sessions on August 14, 2007, were as follows: 91% above average/excellent rating on the registration process; 97% above average/excellent rating for Keynote Speaker, Dr. David Lee; 86% above average/excellent rating for Safety and Security Issues Session; 79% above average/excellent rating for QEP Update and Faculty Meeting; and 96% Overall satisfaction with the Professional Development Activities.

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