Institutional Planning and Effectiveness Document

2007 – 2008

Pearl River Community College

Poplarville – Hattiesburg – Waveland
Mississippi

Institutional Planning and Effectiveness Document

2007 – 2008

Pearl River Community College

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Pearl River Community College

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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

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

Strategic Goals

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

2. To provide quality student services.

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

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

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

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

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

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

Strategic Planning

STRATEGIC PLANNING

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

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.

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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.

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

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

Commitment Statement:

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

Internal Performance Indicator 1

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Pearl River Community College will periodically evaluate instructors in all academic, technical and career education programs as follows:

- Faculty employed at Pearl River Community College for fewer than six years will be evaluated annually.
- Faculty employed at Pearl River Community College for at least six years, but fewer than ten years, will be evaluated at least every two years.
- Faculty employed at Pearl River Community College for ten or more years will be evaluated at least every three years.

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

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

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

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

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

Internal Performance Indicator 2

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

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

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

Use of Assessment Results: No action needed.

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

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

  Use of Assessment Results: No action needed.

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

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

  Use of Assessment Results: No action needed.

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

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

  Use of Assessment Results: No action needed.

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

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

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

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

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

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

Internal Performance Indicator 3

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

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

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

  Use of Assessment Results: No improvements needed at this time

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

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

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

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

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

  Use of Assessment Results: No action needed.

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

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

  Use of Assessment Results: No action is needed.

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

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

Use of Assessment Results: Begin to prepare for next cycle of accreditation/reaffirmation.

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

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

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

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

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

  Use of Assessment Results: No improvements needed.

Internal Performance Indicator 4

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

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

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

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

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

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

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

- **Assessment Results 2003-2004:** Ninety two percent (92%) of the students on the Poplarville campus and at the Forrest County Center are positively placed either in jobs, continuing education, or

serving in the military (state definition of positive placement). The state requirement for 2003-04 is 62.15 percent.

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

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

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

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

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

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

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

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

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

Source of Documentation:

Use of Assessment Results:

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

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

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

Internal Performance Indicator 5

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Internal Performance Indicator 6

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

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

  Source of Documentation:

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

  Use of Assessment Results: No action needed.

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

Source of Documentation:

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

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

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

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

Source of Documentation:

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

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

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

Source of Documentation:

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

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

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

Source of Documentation:

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

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

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

Source of Documentation:

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

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

Internal Performance Indicator 7

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

- **Assessment Results 2004-2005:**

*The Mississippi College Mississippi Academic Year

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

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

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

Use of Assessment Results: See asterisk statement above.

- **Assessment Results 2005-2006:**

*The Mississippi College Mississippi Academic Year

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

Public Community/Junior Students Enrolled in Public Universities 2004 – 2005 is not yet available. When this information is available, it will be included in the above chart.

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

Use of Assessment Results: As indicated in the chart above, the cumulative grade point average of students at public universities in Mississippi who have transferred from Pearl River

Community College (2.92) is higher than the cumulative grade point average of students at public universities in Mississippi who have transferred from all Mississippi public community colleges (2.86). No action needed.

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

Source of Documentation:

Use of Assessment Results:

- **Assessment Results 2007-2008:**

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

Source of Documentation: Office of Planning and Research and Mississippi Public Community/Junior College Students Enrolled in Mississippi Public Universities

Program Performance Indicators and Measures for 2006 and 2007 from SBCJC.

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

Internal Performance Indicator 8

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

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

Fall 2006 Final Examination average:	QEP	76.68
	Traditional	71.21
Spring 2007 Final Examination average:	QEP	73.89
	Traditional	71.20

Source of Documentation: Office of QEP Chair

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

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

Fall 2007 Final Examination average: College Algebra	QEP	77.19	Traditional	70.24
	Students	156		155
	SD	16.53		16.04
Fall 2007 Final Examination average: Intermediate Algebra	QEP	69.36	Traditional	68.08
	Students	47		114
	SD	19.81		17.97

Spring 2008 Final Examination average: College Algebra	QEP	73.43	Traditional	69.56
	Students	183		52
	SD	15.13		13.67
Spring 2008 Final Examination average: Intermediate Algebra	QEP	70.60	Traditional	70.60
	Students	30		83
	SD	15.97		15.96

Source of Documentation: Office of QEP chair

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

Internal Performance Indicator 9

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

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

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

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

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

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

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

Goal 2: To provide quality student services.

Commitment Statement:

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

Internal Performance Indicator 1

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

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

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

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

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

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

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

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

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

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

- **Assessment Results 2005-2006:** The in-house Campus Climate Survey was administered in February 2006. According to the survey results, 65% of the students surveyed on the Poplarville

Campus and 62% of students surveyed at the Forrest County Center strongly agreed or agreed with the campus climates statements. This indicates that nearly two-thirds of the students are satisfied with campus climate issues. The primary concern on both campuses was: Channels for expressing student complaints are readily available. At both locations, approximately half of those surveyed were either undecided or disagreed with the statement. A selection of "undecided" indicates students are unaware of channels that may already exist for expressing complaints.

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

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

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

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

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

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

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

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

Internal Performance Indicator 2

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

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

  Source of Documentation: Office of the Director of Learning Resources

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

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

  Source of Documentation: Office of the Director of College Libraries

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

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

  Source of Documentation: Office of the Director of College Libraries

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

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

  Source of Documentation:

  Use of Assessment Results:

- **Assessment Results 2006-2007:** There have been changes in ACRL guidelines and discussion is underway among ACRL personnel as to guideline specifics. A portion of the library budget was increased to accommodate salaries that were added due to the expansion of the Forrest County Center Library and Learning Lab. During Hurricane Katrina, the entire Hancock Center facility was destroyed, including the library. Some grant funds were awarded the institution during 2006-2007 to reconstruct and remediate the Hancock Center, but additional funds are needed to bring back the full library services and additional funding is being sought.

  Source of Documentation: Office of the Director of College Libraries

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

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

  Source of Documentation:

  Use of Assessment Results:

Internal Performance Indicator 3

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Internal Performance Indicator 4

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

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

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

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

  - **Assessment Results 2003-2004:** The Admissions Performance Gap on the SSI was 0.89 on the Poplarville campus and 0.98 at the Forrest County Center. The Registration Performance

Gap was 0.96 on the Poplarville campus and 1.38 at the Forrest County Center; therefore, additional study needs to take place regarding registration services at the Forrest County Center.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- **Assessment Results 2006-2007:** The annual Campus Climate Survey was administered in April 2007. The survey indicated that 84% of students surveyed on the Poplarville campus, 85% of students surveyed at the Forrest County Center, and 77% of students surveyed at the Hancock Center agreed or strongly agreed with the statements regarding the bookstore. Indications are that over three-quarters of the students are satisfied with bookstore services.

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

  Use of Assessment Results: Surveys were administered during Spring 2007. Results will be used to address issues during the 2007-2008 school year. Bookstore personnel will continue to work diligently to provide competitive prices and friendly service to students and instructors. In addition, the campus climate survey will be revised in 2007-2008.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- **Assessment Results 2005-2006:** The in-house Campus Climate Survey was administered in February 2006. According to the survey results, 60% of the students surveyed on the Poplarville Campus and 60% of students surveyed at the Forrest County Center strongly agreed or agreed with the statements regarding financial aid. This indicates that over half of the students are satisfied with financial aid services.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

    Source of Documentation:

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

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

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

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

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

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

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

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

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

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

- **Assessment Results 2006-2007:** The annual Campus Climate Survey was administered in April 2007. Results of the survey indicate that 70% of the students surveyed on the Poplarville campus, 82% of the students surveyed at the Forrest County Center, and 72% of the students surveyed at the Hancock Center agreed or strongly agreed that the campus is secure for all students.

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

Use of Assessment Results: Surveys were administered during Spring 2007. Results will be used to address issues during the 2007-2008 school year. Campus police have received training in the following areas:

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

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

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

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

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

Internal Performance Indicator 5

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

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

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

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

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

Forrest County Center Library and Learning Lab. Actual expenditures for the fiscal year 2007 indicate that 7.8% of the Institutional Educational & General (E & G) Budget went to library resources.

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

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

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

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

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

Internal Performance Indicator 6

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

- **Assessment Results 2006-2007:** The Fine Arts and Communications Department, The Humanities and Social Sciences Department, the Science, Mathematics, and Business Department, the Health, Physical Education and Recreation Department and the Nursing Departments have all verified that the disabilities statement is included on each syllabus. Each Career and Technical student was provided an information form that inquired into whether special accommodations were required.

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

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

- **Assessment Results 2007-2008:** The Fine Arts and Communications Department; The Humanities and Social Sciences Department; the Science, Mathematics, and Business Department; the Health, Physical Education and Recreation Department; the Nursing Departments; and the Department of Career and Technical Education are verifying that the disabilities statement is included on each syllabus. Each Career and Technical student was provided an information form that inquired into whether special accommodations were required. Information is also provided on the College web site.

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

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

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

Commitment Statement:

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

Internal Performance Indicator 1

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

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

  Source of Documentation: Office of Director of Extended Education

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

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

  Source of Documentation: Office of Director of Extended Education

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

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

  Source of Documentation: Office of Director of Extended Education

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

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

  Source of Documentation: Office of Director of Extended Education

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

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

  Source of Documentation: Office of Extended Education and Instructional Design

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

- **Assessment Results 2007-2008:**

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

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

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

Source of Documentation: Office of Extended Education and Instructional Design

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

Internal Performance Indicator 2

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

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

  Source of Documentation: Office of Department Chairs

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

Source of Documentation: Office of Department Chairs

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

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

Source of Documentation: Office of Department Chairs

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

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

Source of Documentation: Offices of Department Chairs

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

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

Source of Documentation: Offices of Department Chairs

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

Internal Performance Indicator 3

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

- **Assessment Results 2006-2007:** During Summer 2006, one room was equipped as a classroom for use with QEP treatment groups. At this same time, a mathematics laboratory was created in the Science Building.

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

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

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

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

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

Internal Performance Indicator 4

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

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

  Source of Documentation: Office of Dean of Academic Affairs

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

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

  Source of Documentation: Office of Vice President for Instruction

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

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

  Source of Documentation: Office of Director of Extended Education

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

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

  Source of Documentation: Office of Extended Education

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

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

Source of Documentation: Office of Extended Education and Instructional Design

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

- **Assessment Results 2007-2008:**

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

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

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

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

Internal Performance Indicator 5

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

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

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

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

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

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

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

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

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

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

- **Assessment Results 2006-2007:** The Fine Arts and Communications Department, The Humanities and Social Sciences Department, the Science, Mathematics, and Business Department, the Health, Physical Education and Recreation Department, the Department of Nursing Education, and the Department of Career and Technical Education have all verified that the disabilities statement is included on each syllabus. Each Career and Technical student was provided an information form that inquired into whether special accommodations were required.

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

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

- **Assessment Results 2007-2008:** The Fine Arts and Communications Department; The Humanities and Social Sciences Department; the Science, Mathematics, and Business Department; the Health, Physical Education and Recreation Department; the Department of Nursing Education; and the Department of Career and Technical Education are verifying that the disabilities statement is included on each syllabus. Each Career and Technical student was provided an information form that inquired into whether special accommodations were required. Information is also maintained on the College web site.

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

  Use of Assessment Results: Adequate notification of procedures is already in place and will be continued to be monitored.

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

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

Internal Performance Indicator 1

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

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

  Source of Documentation: Office of Dean of Business Services

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

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

  Source of Documentation: Office of Dean of Business Services

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

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

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

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

- **Assessment Results 2006-2007:** A SBCJC publication entitled Mississippi Community and Junior Colleges Comparison of Revenue by Source and Expenditure by Program and by Object Fiscal Year 2006 ranked PRCC 8th out of 15 institutions within the State of MS for full-time average faculty salaries.

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

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

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

Source of Documentation:

Use of Assessment Results:

Internal Performance Indicator 2

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

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

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

Use of Assessment Results: No action needed.

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

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

Use of Assessment Results: No action needed.

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

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

Use of Assessment Results: No action needed.

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

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

Use of Assessment Results: No action needed.

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

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

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

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

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

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

Internal Performance Indicator 3

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Internal Performance Indicator 4

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

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

  Source of Documentation: President's Office

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

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

Source of Documentation: Office of Planning and Research

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

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

Source of Documentation: Office of Planning and Research

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

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

Source of Documentation: Office of Planning and Research

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

- **Assessment Results 2006-2007:** Eighty-seven (87%) of PRCC faculty and professional staff attended the Professional Development Sessions on Tuesday, August 15, 2006.

Source of Documentation: Office of Planning and Research

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

- **Assessment Results 2007-2008:** Eighty-nine percent (89%) of PRCC faculty and professional staff attended the Professional Development Sessions on Tuesday, August 14, 2007. This Internal Performance Indicator has been attained, reflecting a slight increase from last year. The format of the program was changed and will be discussed as plans are finalized for the 2008-2009 school year. Personnel will continue to be encouraged to attend these sessions which will be planned in order to provide information and instruction regarding specific identified areas or issues.

Source of Documentation: Office of Planning and Research

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

Internal Performance Indicator 5

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

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

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

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

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

  Source of Documentation: Office of Vice President for Instruction

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

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

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

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

- **Assessment Results 2006-2007:** The Faculty and Staff Development Committee has included as one of their objectives: Discuss and finalize an annual summary report form for the purpose of documenting self improvement that faculty and staff continually obtain independent of workshops or formal training sessions. This form will aid in calculating the percentage of faculty who participate in professional development in addition to faculty orientation sessions.

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

  Use of Assessment Results: Personnel will continue to be encouraged to attend these sessions which will be planned in order to provide information and instruction regarding specific identified areas or issues.

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

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

Use of Assessment Results: Personnel will continue to be encouraged to attend these sessions which will be planned in order to provide information and instruction regarding specific identified areas or issues. Various avenues are being explored to increase the number and variety of professional development opportunities offered.

Internal Performance Indicator 6

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

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

  Source of Documentation: Office of Institutional Effectiveness and Guidance

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

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

  Source of Documentation: Office of Planning and Research

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

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

  Source of Documentation: Office of Planning and Research

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

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

  Source of Documentation: Office of Planning and Research

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

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

  Source of Documentation: Office of Planning and Research

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

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

  Source of Documentation: Office of Planning and Research

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

Internal Performance Indicator 7

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

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

  Source of Documentation: Office of Dean of Business Services

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

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

  Source of Documentation: Office of Dean of Business Services

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

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

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

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

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

  Source of Documentation: Office of Information Technology

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

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

  Source of Documentation: Office of Information Technology

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

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

  Source of Documentation: Office of Information Technology

  Use of Assessment Results: Thirty-two faculty upgraded their office PCs in order to have the capability of running updated versions of popular software applications. Many of these PCs were running Windows 95 and could not be patched in order to protect them from computer viruses. The Dell, windows 2003 servers are providing the platform to install applications which will enhance network security from unauthorized access, provide more efficient and timely deployment of patches to campus PCs, install new anti-virus applications and help control the volume of email SPAM. Implementation of the Microsoft campus agreement assures the college of timely access to software upgrades and the security of knowing that all installed copies of the software are legal licensed copies.
- **Assessment Results 2005-2006:** Completed the installation of a new email server for faculty and staff. Testing of the Microsoft Exchange server is ongoing. Training sessions on Microsoft Outlook

client software are ongoing for faculty and staff. Installed Banner financial aid upgrades. The Business Office purchased new software and hardware to produce campus ID cards. Installation and connection to the Blackboard transaction system has been completed. Configuration of active directory continues for student labs and faculty personal computers. Once completed these upgrades will provide for greater network security. Replaced V-Tel interactive video conferencing system on the Poplarville campus with an enhanced IP based Polycom interactive video conferencing system.

Source of Documentation: Office of Information Technology

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

- **Assessment Results 2006-2007:** Installation of *MyMathLab* software on a new twenty-five station computer lab has been completed. Additional software applications are also available for use by students enrolled in select mathematics courses.

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

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

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

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

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

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

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

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

  Source of Documentation: Office of Information Technology

  Use of Assessment Results: AVAST anti-virus software has provided the College with increased ability to protect faculty, staff and student PCs from the attack of computer viruses. The reporting tools are providing detailed information that will assist us in preventing widespread outbreaks of these problematic viruses. The top ten viruses for the past year include: VunDrop, Adware-gen, Rootkit-gen, Trojan-gen, Zlob-CGE, Trojano-1165, Spyware-gen, Mywebsearch-G, FakeAV-M, and Agent-ZXU. Having a software license that allows for a copy to be installed on home computers has provided an additional layer of defense from viruses reaching College owned PCs.
  The standardization of Microsoft Office products has allowed for the ease in document portability among offices. There has been an additional cost savings by purchasing these products under our campus agreement as compared to purchasing the software individually.

Internal Performance Indicator 2

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

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

  Source of Documentation: Office of Dean of Business Services

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

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

  Source of Documentation: Office of Dean of Business Services

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

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

  Source of Documentation: Office of Dean of Business Services

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

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

  Source of Documentation: Office of Dean of Business Services

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

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

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

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

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

  Source of Documentation: Office of Dean of Business Services

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

Internal Performance Indicator 3

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

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

  Source of Documentation: Office of Institutional Effectiveness and Guidance

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

- **Assessment Results 2003-2004:** The Service Excellence Scale Performance Gap on the SSI was 0.87 on the Poplarville campus and 1.04 at the Forrest County Center. Although the Performance Gap in both locations was higher than in 2002, both satisfaction levels improved. Significant improvements on the Poplarville Campus were found in items related to Bookstore staff being helpful and campus communications. No significant differences were found at the Forrest County Center.

  Source of Documentation: Office of Planning and Research

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

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

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

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

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

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

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

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

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

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

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

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

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

Internal Performance Indicator 4

The Master Facilities Plan will be implemented.

- **Assessment Results 2002-2003:** The following construction and/or renovation projects were initiated:

  Poplarville Campus:
  - New campus entrance
  - New roof on the Library
  - Student Center expansion begun

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

  Source of Documentation: Master Facilities Plan & Facilities Committee Report

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

- **Assessment Results 2003-2004:** The following construction and/or renovation projects were initiated:

  Poplarville Campus:
  - Renovations to four faculty housing facilities completed with two more underway
  - Student Center expansion completed

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

  Hancock County Center
  - New center facility established

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

- Upgrading of street lights

Source of Documentation: Master Facilities Plan & Facilities Committee Report

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

- **Assessment Results 2004-2005:** The following construction and/or renovation projects were initiated:

Poplarville Campus:

- Air conditioning and heating of White Coliseum was completed
- Lighting in White Coliseum was completed
- Stairways of Huff and Pearl River Halls were renovated
- Six new tennis courts
- New football field house
- Remodeled visitor field house
- Remodeled Shivers Gym
- New lights at the athletic field
- Improved streets and parking

Forrest County Center:

- Improved streets and parking

Hancock County Center:

- New Aviation classroom

The following construction and/or renovation projects are planned for implementation:

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

Source of Documentation: Master Facilities Plan & Facilities Committee Report

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

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

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

Source of Documentation: Master Facilities Plan & Facilities Committee Report

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

- **Assessment Results 2006-2007:**
  - All Katrina damaged/destroyed roofs have been repaired.
  - Remediation work is in progress on the following facilities:
    Crosby Hall
    Huff Hall
    Moody Hall
    Nursing Building and Wellness Center
  - Remediation work has yet to begin on Lamar Hall and Marion Hall
  - New entrance for the south end of campus is complete
  - New parking lot, pedestrian bridge and creek stabilization project on the Forrest County Center campus is complete
  - White Coliseum has been demolished
  - The demolition of Moody Hall Auditorium has been completed.
  - The Hancock Center has been renovated and is in operation
  - New lighting has been installed on the baseball, softball and soccer fields
  - Landscaping and fencing for the new student housing facilities is underway
  - A new parking lot adjacent to the Nursing Building is underway
  - A Campus Police substation has been completed at the female student housing complex (River Village)
  - The courtyard project, adjacent to Crosby Hall, is under construction

Source of Documentation: Buildings and Grounds Committee Reports

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

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

Source of Documentation: Buildings & Grounds Committee Documentation Reports

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

Internal Performance Indicator 5

Improvements will be made in telecommunications and Internet services.

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

  Source of Documentation: Office of Information Technology

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

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

  Source of Documentation: Office of Information Technology

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

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

  Source of Documentation: Office of Information Technology

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

- **Assessment Results 2005-2006:** Added encrypted wireless network capabilities for Lamar Hall and Shivers Gym. Additional wireless network access equipment is currently on order and will be installed in the following areas: Garvin Johnston Library, Crosby Hall, Forrest County Center Library,

Seal Hall, New Women's Suites, New Men's Suites and the Science Building. This project is ongoing. Added frame relay switch to connect to the campus police department to the NCIC (National Criminal Information Center). Also connected campus police to the college telecommunications network.

Source of Documentation: Office of Information Technology

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

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

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

Source of Documentation: Office of Information Technology

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

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

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

Source of Documentation: Office of Information Technology

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

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

Internal Performance Indicator 6

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

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

  Source of Documentation:
  FY 2007-2008 Budget

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

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

  Source of Documentation: FY 2008-2009 Budget

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

Internal Performance Indicator 7

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

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

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

  Use of Assessment Results:

  - Scholarships were funded for 216 students for a total of $178,000 exceeding the indicator of excellence expectation of a minimum of 100 by 100%.
  - The Teaching Enhancement Grants changed focus (upon the request of the College President) to fund faculty development (workshops, seminars, etc.) instead of equipment and supplies for the classrooms. The funds of $4,118.95 provided opportunities for professional development for 10 instructors, which met the minimum indicator of excellence that was set at 10.

- The endowment fund increased by 10.17% ($2,109,221), which exceeded the indicator of excellence minimum of 2.5%.
- $93,000 of the total funds raised was given toward the building of the Chapel on campus.

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

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

  Use of Assessment Results:

  - Scholarships were funded for 200 students for a total of $153,172.
  - Faculty development funds were provided to afford the faculty professional opportunities through workshops and seminars, etc. The funds of $5,000 provided opportunities for professional development for 15 instructors, which exceeded the minimum indicator of excellence of 10 by 50%.
  - The endowment fund increased by 14.03% ($2,405,280), which exceeded the indicator of excellence minimum of 2.5%.
  - $40,000 of the total funds raised was given toward the building of the Chapel on campus.

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

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

  Use of Assessment Results:

  - The endowment fund increased by 11.67% ($2,685,996), which exceeded the indicator of excellence minimum of 2.5%.
  - Scholarships were funded for 219 students with a dollar value of $116,128. This exceeded the indicator of excellence expectation of a minimum of 100 by 119%.

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

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

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

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

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

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

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

Commitment Statement:

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

Internal Performance Indicator 1

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

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

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

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

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

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

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

- **Assessment Results 2004-2005:**
  1. The Friday Report: Distributed by the Office of Student Services. Copies are made available to all faculty, staff and students on the Poplarville and Forrest County campuses, as well as the Hancock Center in Waveland.
  2. Items on the Friday Report are also put on the PRCC website www.prcc.edu under the subhead calendar. Weekly events on campus are also listed on the front page of the website in the scroll.

3. Dixie Drawl newspaper: The school newspaper is published a minimum of twice each semester. It contains upcoming calendar of events. It is distributed to all faculty, staff and students, and made available in racks at all the major venues on the Poplarville and Hattiesburg campuses.

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

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

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

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

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

- **Assessment Results 2006-2007:**

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

Source of Documentation: Copies of the Friday report are on file in the office of the Dean of Student Services. Copies of the Dixie Drawl newspaper are available in the PRCC library on the Poplarville

campus, the library at the Forrest County center, and the Public Relations Department in Hancock Hall. Copies of the Dixie Drawl can also be found on the PRCC website under News-Calendar.

Use of Assessment Results: Plans are made to continue expanded distribution of the master calendar for the year to all on-campus students. A 12-month calendar of all campus events (athletics, banquets, school breaks, final exam schedules, etc.) is passed out to all students, along with the Cat Country Guide, which is a printed student handbook and is distributed to all students at the first of the school year in August. Space in the calendar is allotted for each day of the month so students can make additions of school activities and events, as well as personal events. The marquee in front of the Poplarville campus provides information on scheduled activities. Encouragement needs to be given to all faculty members and students to utilize campus email accounts to check for announcements.

- **Assessment Results 2007_2008:**

1. The Friday Report: Distributed by the Office of Student Services. Copies are made available to all faculty, staff, and students on the Poplarville and Forrest County Center campuses, as well as the Hancock Center operations in Waveland and the Lowery A. Woodall Advanced Technology Center in Hattiesburg.

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

3. Dixie Drawl school newspaper. The school newspaper is published a minimum of three times each semester. It contains upcoming calendar of events, weekly and monthly. It is distributed to all faculty, staff and students, and also made available to the general public in racks and carts in some business establishments throughout the PRCC district.

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

Use of Assessment Results: Plans are made to continue expanded distribution of the master calendar for the year to all on campus students. A 12_month calendar of all campus events (athletics, banquets, school breaks, final exam schedules, etc.) is passed out to all students, along with the Cat Country Guide, which is a printed student handbook and is distributed to all students at the first of the school year in August. Space in the calendar is allotted for each day of the month so students can make additions of school activities and events, as well as personal events. The marquee in front of the Poplarville campus provides information on scheduled activities. Encouragement needs to be given to all faculty members and students to utilize campus email accounts to check for announcements

Internal Performance Indicator 2

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

- **Assessment Results 2002-2003:** The Policy and Procedure Manual was made available to all PRCC personnel and community members by means of the PRCC web site. In addition, each administrator was given a copy of this manual. The new Mission Statement and Strategic Goals were made available to tall PRCC personnel and to the public by means of the PRCC web site and by use of laminated signs placed in strategic locations on the Poplarville campus and at the Forrest County Center.

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

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

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

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

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

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

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

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

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

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

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

- **Assessment Results 2006-2007:** Mission Statement and Goals are posted in strategic locations throughout the College. Documents produced by the Office of Planning and Research are located online at http://pr10.prcc.edu/~mlbyrd/ie/.

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

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

- **Assessment Results 2007-2008:** Mission Statement and Goals are posted in strategic locations throughout the College. Documents produced by the Office of Planning and Research are located online at http://pr10.prcc.edu/~mlbyrd/ie/.

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

Use of Assessment Results: Documents that are currently available online will continue to be updated as new documents become available. In addition, the Institutional Effectiveness Newsletters will be expanded to provide more information regarding planning and effectiveness activities.

Internal Performance Indicator 3

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Internal Performance Indicator 4

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

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

Department of Humanities and Social Sciences	August 13, 2003	October 9, 2003	Jan. 8, 2004	March 25, 2004
Department of Science, Mathematics, and Business	August 2, 2003	October 13, 2003	Feb. 5, 2004	March 4, 2004
Department of Fine Arts and Communication	August 14, 2003	Dec. 10, 2003	Jan. 9, 2004	May 6, 2004
Department of Health, Physical Education, and Recreation	August 13, 2003	October 21, 2003	March 23, 2004	May 18, 2004
Department of Nursing Education	August 13, 2003	October 21, 2003	Jan. 8, 2003	May 6, 2004
Resource Services	August 13, 2003	October 16, 2003	Jan. 8, 2003	March 25, 2004
Business and Commerce	August 13, 2003	October 16, 2003	Jan. 8, 2003	March 25, 2004
Engineering Technology	August 13, 2003	October 16, 2003	Jan. 8, 2003	March 25, 2004

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

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

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

- **Assessment Results 2004-2005:**

Departmental meetings were held on the following dates:

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

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

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

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

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

- **Assessment Results 2005-2006:**

Departmental meetings were held on the following dates:

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

Commerce				
Industrial Technology	August 16, 2005	August 18, 2005	Jan. 4, 2006	April 11, 2006
Occupational Training	August 16, 2005	August 18, 2005	Jan. 4, 2006	April 10, 2006

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

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

- **Assessment Results 2006-2007:**

Departmental meetings were held on the following dates:

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

Departmental meetings were also held at the Forrest County Center.

Source of Documentation: This information can be found in the office of each department chair.

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

- **Assessment Results 2007-2008:**

Departmental meetings were held on the following dates:

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

Source of Documentation: This information can be found in the office of each department chair.

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

Internal Performance Indicator 5

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

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

Source of Documentation: Office of Institutional Effectiveness and Guidance

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

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

Source of Documentation: Office of Planning and Research

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

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

  Source of Documentation: Office of Planning and Research

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

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

  Source of Documentation: Office of Planning and Research

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

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

  Source of Documentation: Office of Planning and Research

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

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

  Source of Documentation: Office of Planning and Research

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

Internal Performance Indicator 6

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

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

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

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

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

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

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

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

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

  Use of Assessment Results: Efforts are now underway in all six counties of the PRCC district. During Fall 2005 and Spring 2006, the following scholarship monies were supplied by the counties:

  - Marion / Jeff Davis $1,620
  - Forrest / Lamar $6,480
  - Hancock $3,000

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Commitment Statement:

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

Internal Performance Indicator 1

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

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

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

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

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

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

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

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

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

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

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

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

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

- **Assessment Results 2006-2007:** Data indicates that all six counties in the district are represented and data from each high school indicates that all 25 high schools in the district are represented.

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

Use of Assessment Results: Efforts will continue to disseminate information to all high schools in the district.

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

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

Use of Assessment Results: Dissemination of information regarding Pearl River Community College is an on-going endeavor and additional methods of attracting a diverse population of students are being explored. The Recruiter and the Director of Recruitment and Orientation will deliver new recruitment packets to high schools in the district, as well as continue to inform the community as to the many diverse educational opportunities available at Pearl River Community College.

Internal Performance Indicator 2

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

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

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

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

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

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

Use of Assessment Results: No action needed.

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

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

Use of Assessment Results: No action needed.

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

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

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

- **Assessment Results 2006-2007:** According to Pearl River Community College enrollment data, a total of 4006 students were enrolled at the end of the designated late registration period. After the sixth week of scheduled classes, 3659 students were enrolled. This is a 91% retention rate.

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

  Use of Assessment Results: No action needed.

- **Assessment Results 2007-2008:** The enrollment data for Fall 2007 indicates that 4194 students were enrolled at end of late registration and the reported enrollment after the sixth week of scheduled classes was 3963. This data reflects a retention rate of 94%.

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

  Use of Assessment Results: No action needed.

Internal Performance Indicator 3

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

- **Assessment Results 2003-2004:** During Fall 2003, 3,589 students were enrolled at the six week audit period. 3,507 students completed the semester. This is a retention rate of 98%. During Spring 2004, 3,380 students were enrolled at the six week audit period. 3,349 students completed the semester. This is a retention rate of 99%.

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

  Use of Assessment Results: No action needed.

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

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

  Use of Assessment Results: No action needed.

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

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

Use of Assessment Results: No action needed.

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

  Source of Documentation:

  Use of Assessment Results:

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

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

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

Internal Performance Indicator 4

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

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

  Source of Documentation: Office of the Dean of Student Affairs

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

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

  Source of Documentation: Office of the Dean of Student Services

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

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

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

  Source of Documentation: Office of the Dean of Student Services

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

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

Source of Documentation: Office of the Dean of Student Services

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

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

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

Source of Documentation:

Use of Assessment Results:

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

Source of Documentation: Office of Institutional Research

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

Internal Performance Indicator 5

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

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

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

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

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

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

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

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

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

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

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

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

  Use of Assessment Results: Dissemination of information regarding Pearl River Community College is an on-going endeavor. The above-mentioned recruitment activities are being

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

- **Assessment Results 2006-2007:** Recruitment presentations have been made to various GED classes in our six-county district. The recruiter has also attended numerous College/ Career fairs which seek to provide information for both traditional and non-traditional students. Schools outside of district requesting material and tours have been accommodated. District high schools receive campus tours and tours of specific Career-Technical programs as requested. A Non-traditional Field of Study Day was provided for district schools.

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

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

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

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

  Use of Assessment Results: Dissemination of information regarding Pearl River Community College is an on-going endeavor. The above-mentioned recruitment activities are being continued while other methods of attracting a diverse population of students are being explored. The Recruiter and the Director of Recruitment and Orientation will deliver new recruitment packets to high schools in the district, as well as continue to inform the community as to the many diverse educational opportunities available at Pearl River Community College. Both College and Career fairs will be attended by college representatives. Other community activities will be attended by college representatives so as to make information available to the largest and most diverse group of potential students. All GED classes in the six county district will be visited with materials. Materials will also be disseminated through the cart at TurtleCreek Mall, Walmart stores and local churches in order to attract more non-traditional students.

Internal Performance Indicator 6

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Internal Performance Indicator 7

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

  Source of Documentation:

  Use of Assessment Results:

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

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

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

Internal Performance Indicator 8

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

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

  Source of Documentation: The Office of Institutional Research

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

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

  Source of Documentation: The Office of Institutional Research

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

- **Assessment Results 2006-2007:** This Indicator has not been measured at this time due to discussion regarding "the end of registration." Since registration occurs throughout the semester for certain classes, it is difficult to obtain a number that reflects all students.

  Source of Documentation: The Office of Institutional Research

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

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

  Source of Documentation: The Office of Institutional Research

  Use of Assessment Results: This indicator will be revised.

Internal Performance Indicator 9

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

- **Assessment Results 2005-2006:** Due to the situation that evolved following Hurricane Katrina's devastation at the Hancock Center, classes were disrupted and later reconvened at the Hancock County airport. The measurement of this Indicator will likely be reworded to a date later than Fall 2007.

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

  Source of Documentation: Coordinator of Hancock Center

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

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

Source of Documentation: Director Hancock Center

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

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

Commitment Statement:

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

Internal Performance Indicator 1

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

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

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

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

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

  Source of Documentation: Information is on file in the Workforce Development Office.

  Use of Assessment Results: Results were used to evaluate organizational effectiveness and forecast project activity for Fiscal Year 2004.

- **Assessment Results 2003-2004:** As of June 30, 2004, the Workforce Development Center delivered 67 training projects to businesses, industries, educational and public service entities in the Pearl River Community College District.

  Source of Documentation: Documentation to confirm this data exists in the form of Project Applications approved by the State Board for Community and Junior Colleges and a listing of approved training projects published via computer program by the Board.

  Use of Assessment Results: Results were used to evaluate organizational effectiveness and forecast project activity for Fiscal Year 2005. It was concluded on the basis of assessment results that the Workforce Development Center's organization was sound and effective and project activity forecast for FY 2005 should remain at the current level of approximately 60 projects.

- **Assessment Results 2004-2005:** Sixty-five projects were developed and delivered.

  Source of Documentation: Documentation to confirm this data exists in the form of Project Applications approved by the State Board for Community and Junior Colleges and a listing of approved training projects published via computer program by the Board.

  Use of Assessment Results: Results were used to evaluate organizational effectiveness and forecast project activity for Fiscal Year 2006. It was concluded on the basis of assessment results that the Workforce Development Center's organization was sound and effective and project activity forecast for FY 2006 should remain at the current level of approximately 60 projects.

- **Assessment Results 2005-2006:** As a result of hurricane Katrina, approximately one quarter of the fiscal year for training was lost. In spite of this catastrophe, PRCC's Workforce Education Center developed and delivered forty-six projects.

  Source of Documentation: Documentation to confirm this data exists in the State Board for Community and Junior Colleges' GCR System.

  Use of Assessment Results: Results were used to evaluate organizational effectiveness and forecast project activity for Fiscal Year 2007. It was concluded on the basis of assessment results that the Workforce Education Center's organization was sound and effective and project activity forecast for FY 2007 should remain at the current level of approximately 60 projects.

- **Assessment Results 2006-2007:** As of November 28, 2006 35 SBCJC projects have been submitted along with the approximately 12 externally/grant funded programs, the total is near 40. However, to streamline paperwork many projects that were once included in several smaller ones are now being consolidated.

  Source of Documentation: SBCJC GCR and PRCC Grant funded programs

  Use of Assessment Results: The measurements used in prior fiscal years are being reexamined for validity and to meet the new criteria of meeting SBCJC goals.

- **Assessment Results 2006-2007:** FY 2007 was a banner year for the Workforce Education Department. A total of 36 SBCJC workforce projects were executed. This department also managed 4 Department of Labor Grants, 1 NASA Grant and 2 SMPDD grants. The total budget of the SBCJC Workforce projects exceeded $1.1 million. The DoL total grant budget amount exceeds $1.2 million.

  Source of Documentation: SBCJC GCR and PRCC Grant funded programs

  Use of Assessment Results: The evaluation and impact of these programs provides for a difficult metric; however the SBCJC is funding a Program Evaluation and Transcription grant for each college to measure and transcript outcomes.

- **Assessment Results 2007-2008:** PRCC conducted 62 training and education projects as part of the SBCJC system in this fiscal year. The department also executed one MDES Grant, 2 SMPDD Grants, 1 NASA grant, and has been tentatively awarded a NSF grant to support the Electrical Utility Technology Program

  Source of Documentation: SBCJC GCR and PRCC Business Office.

  Use of Assessment Results: The SBCJC started an accountability effort in this fiscal clear. The result of this will be made available in the next several months.

Internal Performance Indicator 2

Each of Pearl River Community College's six counties will be served by at least one Adult Education Center.

- **Assessment Results 2002-2003:** Each of the six counties in the district was served.

  Source of Documentation: Information is on file in the Workforce Development Office.

  Use of Assessment Results: Results used to evaluate organizational effectiveness and forecast needs for additional Adult Education Centers for Fiscal Year 2004.

- **Assessment Results 2003-2004:** Each of Pearl River Community College's six supported counties has convenient access to an Adult Education site. Two of those facilities, at Picayune and Columbia, are located in mobile training labs provided by the College. The remaining six Adult Education facilities are co-located with schools or vocational-technical centers.

  Source of Documentation: Documentation confirming the existence of the aforementioned Adult Education facilities may by obtained by on-site visits and observation of training, by consulting the written Adult Education Grant or by inquiring of the County Boards of Supervisors.

  Use of Assessment Results: Results used to evaluate organizational effectiveness and forecast needs for additional Adult Education Centers for Fiscal Year 2005. It was concluded on the basis of assessment results that the Adult Education Program is sound and effectively serving the needs of the PRCC District and that no additional Adult Education sites are needed.

- **Assessment Results 2004-2005:** Pearl River Community College provided comprehensive Adult Education services to each of the six counties in the PRCC district.

  Source of Documentation: Documentation provided on end-of-year reports generated by AEM's software used to track Adult Education data.

  Use of Assessment Results: Results used to evaluate program effectiveness and determine needs for 2006. Assessment results showed that the Adult Education program is effectively service the PRCC district.

- **Assessment Results 2005-2006:** All counties were served with the exception of Jeff Davis, as the enrollment numbers prohibited the continuation of the program.

  Source of Documentation: Documentation provided on end-of-year reports generated by AEM's software used to track Adult Education data.

  Use of Assessment Results: Results used to evaluate program effectiveness and determine needs for 2006. Assessment results showed that the Adult Education program is effectively service the PRCC district.

- **Assessment Results 2006-2007:** As of June 30, 2007 all counties are being served except Jefferson Davis. The ABE Department held a cap and gown graduation for GED 2006-2007 recipients.

  Source of Documentation: ABE Director

  Use of Assessment Results: The GED as a milestone in a career development path is still under development; however, the overall goal is to move a large percentage of GED graduates into degree or certificate programs.

- **Assessment Results 2007-2008:** Each PRCC county had an ABE program except, again, Jeff Davis County. A total of 297 GED's were awarded.

  Source of Documentation: ABE Director

  Use of Assessment Results: PRCC has been awarded a grant from the MS Legislature to increase the number of GED graduates by 15%. This grant took effect at the beginning of FY 09

Internal Performance Indicator 3

At least 8000 persons will be trained in the Workforce Development Center's training projects with businesses, industries, educational and public service customers annually.

- **Assessment Results 2001-2002:** The total number of individuals receiving training was 8,306.

  Source of Documentation: Information is on file in the Workforce Development Office.

  Use of Assessment Results: Results used to evaluate organizational effectiveness and forecast requirements for training activities and associated courses for Fiscal Year 2003.

- **Assessment Results 2002-2003:** The total number of individuals receiving training was 10,901.

  Source of Documentation: Information is on file in the Workforce Development Office.

  Use of Assessment Results: Results used to evaluate organizational effectiveness and forecast requirements for training activities and associated courses for Fiscal Year 2004.

- **Assessment Results 2003-2004:** Non-duplicated count of persons trained in Fiscal Year 2004 is 8,362. Duplicated count is 38,633.

  Source of Documentation: Documentation confirming numbers of persons trained is contained in the end-of-year Close-Out reports completed by Project Managers and also by referring to the State Board for Community and Junior Colleges on-line Legislative Accountability Report system.

  Use of Assessment Results: Results used to evaluate organizational effectiveness and forecast requirements for training activities and associated courses for Fiscal Year 2005. It was concluded on the basis of assessment results that the Workforce Development Center is offering adequate training across the broad spectrum of training activities applicable to the businesses, industries, educational and public service entities in the PRCC District. Further, results indicate that the Workforce Development Center staff is reaching the trainee population most in need of training.

- **Assessment Results 2004-2005:** The total number of individuals receiving training was 7484.

  Source of Documentation: Documentation confirming calculations related to numbers of persons trained is contained in the end-of-year Close-Out reports completed by Project Managers and also in the State Board for Community and Junior Colleges on-line Legislative Accountability Report system.

  Use of Assessment Results: Results are used to evaluate organizational effectiveness and to forecast training requirements for Fiscal Year 2006. It was concluded on the basis of assessment results that the Workforce Education Center is offering adequate support for training across the broad spectrum of training activities applicable to the businesses, industries, educational and public service entities in the PRCC district. Further, assessment results indicate that the Workforce Education Center is reaching the trainee population most in need of training.

- **Assessment Results 2005-2006:** Non-duplicated count of persons trained in Fiscal Year 2006 is 6,808; duplicated is 17,761. The slight decrease in number of persons trained this fiscal year is due to the effects of Hurricane Katrina.

  Source of Documentation: Documentation confirming calculations related to numbers of persons trained can be found on the GCR and on file at the Woodall Center.

Use of Assessment Results: Results are used to evaluate organizational effectiveness and to forecast training requirements for Fiscal Year 2007. It was concluded on the basis of assessment results that the Workforce Education Center is offering adequate support for training across the broad spectrum of training activities applicable to the businesses, industries, educational and public service entities in the PRCC district. Further, assessment results indicate that the Workforce Education Center is reaching the trainee population most in need of training.

- **Assessment Results 2006-2007:** The following indicates the quantity of people completing training in various segments.

Program – SBCJC/Workforce and WIA Funds	Number Trained
Medical/Healthcare including CPR, First Aid and EMT	2859
Geospatial Technologies	201
Computer Use and Applications	837
Environment Health and Safety	250
Computer Aided Design	14
Electricity	260
Team Management	16
Industrial Maintenance and Production	498
Quality Control Management	101
Customer Service	907
Telecommunications	12
Law Enforcement	13
Construction Trades	231
Supervisory and Leadership	93
Basic Skills	28
Airframe and Propulsion Aviation	10

Program – Department of Labor (Pathways & H1B)	Number Trained
Heavy Equipment Operations	12
Carpentry	52
Electricity	5
HVAC	12
English as a Second Language	62
Residential Building Code	116
Residential Plumbing Code	65
Residential Electrical Code	65
Residential Mechanical Code	63
Spanish/English for Supervisors	35

Source of Documentation: Workforce Director.

Use of Assessment Results: This quantitative data might be an indicator of outreach but should not be taken as a qualitative measure. The qualitative measure can only be derived by using recognized measurement and analysis tools. This is noted by the SBCJC and funding will be allocated to measure and document this information.

- **Assessment Results 2007-2008:** A total of 9,169 duplicated students attended workforce training provided by PRCC. The unduplicated count is 4,342.

Source of Documentation: PRCC Accountability Database.

Use of Assessment Results: This information is sent along with the participants information to the MSU Social Science Research Center for labor market analysis.

Internal Performance Indicator 4

One hundred percent of the Workforce Development Center's customers responding to the Legislative Accountability Report will indicate that their training objectives were met and they will continue to use the Center.

- **Assessment Results 2001-2002:** Ninety-nine percent (99%) indicated that training objectives were met.

  Source of Documentation: Information is on file in the Workforce Development Office.

  Use of Assessment Results: Results used to determine level of customer satisfaction and areas of workforce training that require performance improvement.

- **Assessment Results 2002-2003:** Ninety-nine percent (99%) indicated that training objectives were met.

  Source of Documentation: Information is on file in the Workforce Development Office.

  Use of Assessment Results: Results used to determine level of customer satisfaction and areas of workforce training that require performance improvement.

- **Assessment Results 2003-2004:** Owing to a change in the system for completing and forwarding Legislative Accountability Reports to the SBCJC for FY 04, (from paper to electronic) this information is not currently available. Anticipate that the SBCJC will release this figure to PRCC at a future time.

  Source of Documentation: Documentation to confirm the accomplishment of this Internal Performance Indicator is available in the SBCJC LAR reporting system.

  Use of Assessment Results: Results used to determine level of customer satisfaction and areas of workforce training that require performance improvement. When, and if, the SBCJC releases information regarding the results of the LARs submitted by the PRCC Workforce Development Center's customers, actions will be taken should any of the LARs reveal customers who state that their training objectives were not met.

- **Assessment Results 2004-2005:** Out of 64 Projects, the results are as follows:

  - 59 Projects reported they would use Pearl River Community College's Workforce Education again
  - 2 Projects didn't complete the LAR
  - 3 Projects reported they would not use us again. (1 company is shut down and the other didn't use the funds)

  Source of Documentation: State Board for Community and Junior Colleges

  Use of Assessment Results:

- **Assessment Results 2005-2006:** LAR data have been tabulated, however, 100% was not attained. The LAR process is being evaluated due to low customer response.

  Source of Documentation: State Board for Community and Junior Colleges

Use of Assessment Results: The SBCJC is creating an improved LAR system, the Workforce Center Director's Association is working with the SBCJC to create a better measurement tool.

- **Assessment Results 2006-2007:** Workforce Education commenced the Heavy Equipment Operations Program in the Spring of 2007. This program came about by donations from the Caterpillar Foundation, Puckett Machinery and Huey Stockstill, Inc. The program graduated 11 students in the summer of 2007.

  Source of Documentation: Workforce Director

  Use of Assessment Results: This program is slated to be growth program as John Deere and Stribling Equipment have announced their intention to allocate more equipment for program utilization.

- **Assessment Results 2007-2008:** LAR's have been eliminated and replaced by the SBCJC Accountability System.

  Source of Documentation: Workforce Director

  Use of Assessment Results:

Internal Performance Indicator 5

The Advanced Technology Center's facility will be occupied by the Workforce Development Center and commence training operations in Fiscal Year 2005.

- **Assessment Results 2002-2003:** Facility is under construction and on target for opening when scheduled.

  Source of Documentation: Information is on file in the Workforce Development Office.

  Use of Assessment Results: Results used to forecast probable date of Advanced Technology Center facility completion and operational readiness.

- **Assessment Results 2003-2004:** Construction continued on the Lowery A Woodall Center throughout Fiscal Year 2004 and is scheduled for completion by mid-August 2004. Relocation of the Workforce Development Center's offices to the Woodall Center will occur during the August-September 2004 time frame. Training in the Center will begin prior to January 1, 2005.

  Source of Documentation: Verification of this Internal Performance Indicator may be made by on-site observation.

  Use of Assessment Results: Results used to forecast probable date of Advanced Technology Center facility completion and operational readiness. It was concluded on the basis of assessment results that the Workforce Development Center may plan on occupying the Woodall Center in August-September 2004. Further, equipment for training should be delivered and installed so that the Center may reach full-up training capability by mid-January 2005.

[Since the Advanced Technology Center is now occupied, the original Internal Performance Indicator 5 was met. The Indicator was reworded (below) to specify activities that are planned for the facility.]

Internal Performance Indicator 5

The Advanced Technology Center's facility will commence training operations in all of the following areas:

- Industrial Maintenance
- Spatial Technologies
- Computer Assisted Design
- Computer Applications Training
- CISCO Networking

- **Assessment Results 2004-2005:** The Lowery A. Woodall Advanced Technology Center was occupied by the Workforce Development Center staff on September 1, 2004. Use of the facility for training purposes began the following day. Assessment and evaluation of advanced technology training programs indicates the desirability of increasing trainee participation by a factor of 25-50% in Spatial Technologies, Computer Network, Industrial Maintenance, Programmable Logic Controls and Computer Assisted Design training programs in Fiscal Year 2006.

  Source of Documentation: Verification of this Internal Performance Indicator may be made by on-site observation that the Woodall Center is occupied and training activities underway. Records verifying the conduct of advanced technology training programs and trainee enrollments may be made by examining the training project file for each program.

  Use of Assessment Results: Results used to measure organizational effectiveness by determining the extent to which The Woodall Advanced Technology Center is accomplishing its intended mission to offer advanced technology training to businesses, industries, educational and public service organizations in the PRCC district.

- **Assessment Results 2005-2006:** Industrial Maintenance, Spatial Technologies, Computer Assisted Design, Computer Applications Training, and CISCO Networking programs were conducted at the Woodall Center along with EMT, First Aid/CPR, Real Estate, Disaster Response and many other programs. The center has also been used extensively for business meetings, seminars and private industry training engagements.

  Source of Documentation: SBCJC Project Database and the center's schedule of events database.

  Use of Assessment Results: The center desires to grow the training programs in the list above as well as becoming a choice site for companies' in the region to have meetings, seminars and conferences.

- **Assessment Results 2006-2007:** The Woodall ATC has accommodated conferences, seminars, training and business meetings for customers such as Pine Belt Mental Health, Kohler Engines, Digital Opportunity Trust, Compressed Gas Association, Mississippi PERS, FEMA and many others. Center revenue continues robust growth and exceeded $37,500 in FY 2006.

  Source of Documentation: SBCJC Project Database and the center's schedule of events database.

  Use of Assessment Results: The center desires to grow the use of the ATC in the region to as a place for meetings, seminars and conferences.

- **Assessment Results 2007-2008:** The ATC continues to grow as a conference and business event center. The revenue database was lost due to a computer problem, but center revenue was similar to FY '07.

  Source of Documentation: Workforce Director.

  Use of Assessment Results: Services provided by ATC will continue to grow and expand as the training needs of PRCC's consortium are assessed.

Institutional Effectiveness Planning & Evaluation Calendar

Annual Planning & Evaluation Cycle

INSTITUTIONAL EFFECTIVENESS PLANNING AND EVALUATION CALENDAR

2007 - 2008

MONTH	ACTIVITY	PERSONNEL INVOLVED	COORDINATOR
July	2006-2007 Internal Performance Indicators (IPI) Data Accumulation	Committees	Ms. Wells
July	Preparation and Distribution of Policy and Procedure Manuals	Ms. Sharman Ladner	Dr. Askew
August	Professional Development Sessions	Faculty and Staff	Dr. Askew/Ms. Wells
August	Preparation of Hancock Center Substantive Review Document	Committee	Dr. Askew/Ms. Smith
September	Policy/Procedure Updates	Committees	Dr. Lewis/Dr. Grant
September	Support Staff Professional Development Sessions	Support Staff	Dr. Askew/Ms. Wells
September	Review of 2006-2007 Strategic Plan and IPI Assessment Results	Planning and Effectiveness Committee Administrative Council	Ms. Miller/Dr. Askew/ Ms. Wells Dr. Lewis
October	Completion of 2006-2007 Assessment Charts	Division/Department Chairs	Ms. Wells
October	Completion of 2007-2008 Fall Semester Assessment Charts	Division/Department Chairs	Ms. Wells
October	Submission of Hancock Center Substantive Review Document	Dr. Askew/Ms. Smith	Dr. Askew
October	Review of Mission Statement and Strategic Goals Policy/Procedure Recommendations	Policy and Procedure Committee	Dr. Grant
October	Publication of Fact Book	Institutional Research	Ms. Wells
November	Completion of Pearl River Community College 2006-2007 Strategic Plan and IPI Document	Planning and Research Institutional Research	Dr. Askew Ms. Wells
November	Completion of 2006-2007 Institutional Planning and Effectiveness Document	Planning and Research	Dr. Askew/Ms. Wells

2007-2008 IEPAEC Continued

MONTH	ACTIVITY	PERSONNEL INVOLVED	COORDINATOR
November	Review of 2007-2008 Fall Semester Assessment Charts	Planning and Effectiveness Committee Administrative Council	Ms. Miller/Dr. Askew/ Ms. Wells Dr. Lewis
November	Publication of 2006-2007 Strategic Plan and IPI Assessment Results	Planning and Research	Dr. Askew/Ms. Wells
November	Completion of Fall Semester 2007-2008 Assessment Charts and Institutional Planning and and Effectiveness Document	Planning and Research	Dr. Askew/Ms. Wells
November	2007-2008 IPI Interim Report Submission for Review	Committee Chairs	Ms. Wells
November	Student Evaluations of Faculty	Ms. Ladner Faculty and Students	Dr. Askew
December	Review of 2006-2007 Institutional Planning and Effectiveness Document	Board of Trustees	Dr. Lewis
December	Review of 2006-2007 Strategic Plan and IPI Assessment Results	Board of Trustees	Dr. Lewis
December	Review of 2007-2008 Strategic Plan and IPI Interim Report	Planning and Effectiveness Committee Administrative Council	Ms. Miller/Ms. Wells Dr. Lewis
December	Development of Proposed 2008-2009 Strategic Plan and IPIs	Committees	Committee Chairs
December	Evaluations of President	Board of Trustees	Mr. Robbins
January	Review, Revision, and Approval of Proposed 2008-2009 Mission Statement, Strategic Goals, and IPIs (Strategic Plan)	Planning and Effectiveness Committee Administrative Council	Ms. Miller/Dr. Askew/ Ms. Wells Dr. Lewis
January	Women's Health Symposium	Committee	Dr. Askew
February	Review and Approval of Proposed 2008-2009 Mission Statement, Strategic Goals, and IPIs (Strategic Plan)	Board of Trustees	Dr. Lewis

2007-2008 IEPAEC Continued

MONTH	ACTIVITY	PERSONNEL INVOLVED	COORDINATOR
February	Completion of Revised 2008-2011 Strategic Plan and IPI Document	Planning and Research	Dr. Askew
February	Budget Requests/Needs Assessment Forms	All	Mr. Knight
March	Evaluations of Office of Planning and Research	Planning and Effectiveness Committee Instructional Directors/Chairs	Ms. Miller Dr. Grant
April	Evaluations of Supervisors	Ms. Ladner Faculty and Staff	Dr. Askew
April	Evaluations of Personnel	Supervisors	Dr. Askew
April	Committee Updates	Ms. Ladner	Dr. Askew
April	Campus Survey	Students	Ms. Wells
May	Graduate Survey	Bookstore Personnel and Students	Ms. Wells
June	Alumni (2007) Survey	N/A	Ms. Wells
June	Completion of Associate Degree Nursing Program Review	Faculty and Staff	Ms. Deasc
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)

July

Submit Previous Year's Strategic Plan and Internal Performance Indicators Assessment Results and Implement Present Year's Strategic Plan and Internal Performance Indicators.

Committees

September - October

Review of Previous Year's Strategic Plan and Internal Performance Indicators Assessment Results.

Planning and Effectiveness Committee, Administrative Council, and Board of Trustees

October - November

Continue Review and Discussion of Mission Statement and Strategic Goals

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Policy and Procedure Committee

December - January

Review Present Year's Strategic Plan and Internal Performance Indicators Interim Report.

Planning and Effectiveness Committee and Administrative Council

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Propose Next Year's Strategic Plan and Internal Performance Indicators.

Committees

January

Review, Revise, and Approve Next Year's Mission Statement, Strategic Goals, and Internal Performance Indicators (Strategic Plan).

Planning and Effectiveness Committee and Administrative Council

February

Review and Approve Next Year's Mission Statement, Strategic Goals, and Internal Performance Indicators (Strategic Plan).

Board of Trustees

BUDGET REVIEW PROCESS

February

Prepare and Submit Needs Assessment Forms.

Budget Supervisors

March – May

Prepare Next Year's Budget.

Dean of Business Services and Administrators

May - June

Approve Next Year's Budget.

Board of Trustees

June

Review Next Year's Budget Allocations.

Dean of Business Services and Administrators

DIVISION AND DEPARTMENT INSTITUTIONAL EFFECTIVENESS ASSESSMENT CHARTS

July – September

Complete and Review Previous Year's Assessment Charts and Prepare Present Year's Fall Semester Assessment Charts based on Mission Statement and Strategic Goals.

Division/Department Chairs

October – November

Review Present Year's Fall Semester Assessment Charts.

Planning and Effectiveness Committee and Administrative Council

November

Review Previous Year's Assessment Charts and Accomplishments.

Board of Trustees

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.
Evaluation of Professional Development Sessions	August through June	To determine perceptions of effectiveness and to make improvements.
Quality Enhancement Plan: Technology	August, January	To determine perceptions of students concerning effectiveness of technology use.
Quality Enhancement Plan: Pretest	August, January	To assess student competency in subject area before instruction.
Quality Enhancement Plan: Posttest	August, January	To assess student competency in subject area after instruction.
Block Scheduling (Students and Faculty)	October, November	To determine perceptions of effectiveness and to make improvements.
Campus Climate Survey	October, November	To measure what aspects of campus are important to students and how satisfied students are with them.
Quality Enhancement Plan: My Math Lab	October, March	To measure what aspects of campus are important to students and how satisfied students are with them.
Student Evaluations of Faculty	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.
Quality Enhancement Plan: Attitude Survey	December	To determine perceptions of students and to make improvements.
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 Institutional Effectiveness and the Institutional Research Specialist and to make improvements.
Evaluations of Personnel	February	To determine perceptions of effectiveness and to make improvements.
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.
Post Graduate Opinion Survey	June	To improve the services offered to students.

Major Committee Objectives and Accomplishments

Pearl River Community College

Major Committees' Objectives and Accomplishments

Administrative Council / Management Committee

Planning and Effectiveness Committee

Policy and Procedure Committee

Fiscal Management Committee

Instructional Programs 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:

- Provide input and receive advice regarding the completion of the SACS Reaffirmation documentation.
- Provide for the development and implementation of the Quality Enhancement Plan.
- 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.

ADMINISTRATIVE COUNCIL
2007-2008
ACCOMPLISHMENTS

The Administrative Council provides a venue for the discussion of issues important to the successful operation of the College. During the 2007-2008 school year the Council successfully provided a forum for the discussion of these issues and the development of strategies for improvement.

Among the major issues addressed by the College were the following:

1. the on-going recovery from the damages caused by Hurricane Katrina
2. discussed the implementation of the Quality Enhancement Plan at the Forrest County Center
3. approved and forwarded to the Board of Trustees a revised Students' Due Process Procedure
4. discussed the preparations being made for the Substantive Review Process for the Hancock Center
5. dual enrollment programs with local high schools and, in particular, the new dual enrollment program being established with Hattiesburg High School
6. safety and security programs and the formulation of emergency action plans for various emergencies that might occur on each of the campuses
7. discussed the statewide affiliation with Blackboard and the benefits of using the software
8. the traffic situation at the Forrest County Center and the need for a stoplight at the campus entrance on Highway 49
9. updated information regarding the Strategic Plan and Internal Performance Indicators
10. reviewed various recommendations from the Policy and Procedure Committee
11. potential budget reductions to be imposed by the state
12. the rising cost of gasoline and the impact on the institutional and personal budgets
13. discussed the pros and cons of a year-round four-day work week for the College
14. reviewed the campus procedures for building and campus lockdown in case of an active shooter
15. discussed legislative appropriations and budgeting information
16. reviewed plans for the College's Centennial Celebration

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.

PEARL RIVER COMMUNITY COLLEGE
PLANNING AND EFFECTIVENESS COMMITTEE
2007-08 Accomplishments

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, and others as 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.

Accomplishments for the 2007-08 year were as follows:

- Reviewed and approved plans for evaluations of all Pearl River Community College faculty, staff, and administrators.
- Continued to distribute the Planning and Effectiveness Newsletter to all administration, faculty and staff.
- Monitored progress of the division program reviews.
- Monitored progress and revisions concerning assessment charts procedures.
- Continued necessary revisions in the "Review, Revision and Evaluation" portions of the Strategic Planning Policy.
- Approved the Strategic Planning Calendar for 2007-08 which included the month, activity, personnel involved and the coordinator responsible for each area.
- Monitored, reviewed and revised Internal Performance Indicators and facilitated the assessment and documentation needed for all of these areas of concern.
- Continued to monitor the progress toward the collection of data designed to meet the Internal Performance Indicators.
- Continued the planning and research needed to compile a fact book for the college.
- Reviewed the findings derived from evaluation instruments such as the Student Satisfaction Inventory (SSI), Institutional Priorities Survey (IPS), and the Campus Climate Opinion and Technology Use Survey.
- Recommended the use of focus groups to discuss the research instruments and to make suggestions and recommendations concerning the data collected.
- Discussed professional development ideas to implement during the annual faculty and staff professional development program.

- Provided input and assistance to the President and the Quality Enhancement Plan Committee in the selection, development and implementation of the QEP for our institution.

- Continued to provide input as needed in the on-going revision of the Quality Enhancement Plan.

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 2006 - 2007 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.

Policy and Procedure Committee

Accomplishments

2007 - 2008

The Policy and Procedure Committee met on September 13, 2007. The recommendations of this committee to Dr. William Lewis, President, and the Administrative Council of the College are presented as follows.

The Committee recommended no change in the College Mission Statement and Strategic Goals.

The Committee recommended revisions in the procedures attached to the Adjunct Faculty, Admission, Attendance, Curriculum Development, Transfer of Credit, and Work Load Policies.

The President of the College indicated approval of these recommendations on behalf of the Administrative Council on October 10, 2007.

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.

FISCAL MANAGEMENT COMMITTEE
2007-2008

Budget Process for FY 2008

1. Request and assemble budget information from all areas.

   Time frame: February

2. Meet with Deans and other administrative personnel to discuss and define budget request and issues as they relate to the institution's mission statement, goals and objectives.

   Time frame: February – March

3. Compile budget request, defining projected expenditures and revenue

   Time frame – March – April

4. Review initial budget product with the President, Deans and other administrative personnel

   Time frame: April

5. Finalize budget product and present to the Board of Trustees.

   Time frame: April - May

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.

PEARL RIVER COMMUNITY COLLEGE
Instructional Council
2007-2008 Accomplishments

The Instructional Council met on September 20, 2007, October 25, 2007, and on February 14, 2008. Subsequent to actions taken in these meetings, the following recommendations were made to, and were approved by, the Administrative Council:

1. Adopt a new course, HPR 111, Ballroom Dance I.

2. Adopt a new course, ENG 2513, Survey of African American Literature.

3. Adopt a new course, PHI 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 program.

7. Accept a new Associate in Applied Science Degree program and a new Career Certificate program in Criminal Justice and adopt all the new courses required for these programs.

8. Adopt a new course, PHI 2613, World Religions.

9. Adopt two new courses, BAD 2713, Principles of Real Estate, and BAD 2853, Business Ethics.

10. Change the following courses in Electronics Technology:
    A. EET 1192, Fundamentals of Electronics, to EET 1193
    B. EET 1114, DC Circuits, to EET 1113
    C. EET 1113, Mathematics for Electronics, to EET 1313
    D. EET 1214, Digital Electronics, to EET 1213
    E. EET 1334, Solid State Devices, to EET 1333

11. Change the program title Automation and Controls Technology to Instrumentation Technology

12. Change the following courses in Electrical Technology:
    A. ELT 2424, Solid State Motor Control, to 3 lecture credit hours and 1 laboratory credit hour.
    B. ELT 1124, Commercial and Industrial Wiring, to 3 lecture

credit hours and 1 laboratory credit hour.

C. ELT 1114, Residential and Light Commercial Wiring, to 3 lecture credit hours and 1 laboratory credit hour.
D. ELT 1253, Branch Circuit and Services Calculations, to 3 lecture credit hours.

13. Adopt the following courses as electives for the Construction Management Technology Program:
    A. BAD 2413, Legal Environment of Business
    B. MMT 2513, Entrepreneurship
    C. MMT 2213, Management
    D. MMT 2233, Human Resource Management

14. Adopt a new course, CEV 1426, Equipment Operation II

15. Adopt the new framework curriculum for Practical Nursing as recommended by the State Board for Community and Junior Colleges.

16. Adopt a new course, SPT 2173, Interpersonal Communication.

17. Combine ATT 2343, Wheel Alignment, and ATT 2334, Suspension and Steering, into ATT 2335, Suspension and Steering, with 2 lecture credit hours and 3 laboratory credit hours.

18. Adopt a new mathematics course, MAT 1733, Geometry, Measurement, and Probability.

19. Adopt two new computer science courses, CSC 1213, Visual Basic Computer Programming I, and CSC 1223, Visual Basic Computer Programming II.

20. Change CSC 1123, Microcomputer Applications, to CSC 1133, Computer Applications II.

Professional Development Committee
Objectives and Action Plan for 2007- 2008

The Faculty and Staff Development Committee is chaired by a staff member appointed by the President. Its members are the Vice-President for Instruction, Director of Career-Technical Affairs, Chief Planning Officer, one career faculty member, one technical faculty member, one academic faculty member, one staff member, and others as appointed by the President.

The purpose of the Faculty and Staff Development Committee is to propose and plan activities for the development of the faculty and staff.

Objectives:

- 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.
- Discuss and finalize an annual summary report form for the purpose of documenting self improvement that faculty and staff continually obtain independent of workshops or formal training sessions.
- Implement plans for a separate development workshop in fall '07 and spring '08 and for the support and maintenance staff.

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

  Evaluate the success of the Fall '07 special staff development workshop.

Professional Development Committee
2007-2008 Accomplishments

Accomplishments:

- Provided professional development session on August 14, 2007, for faculty and professional staff. Session consisted of one keynote speaker.

- Provided special schedule for new faculty members and professional staff with luncheon in Special Events Room and a general overview of expectations by Dr. William Lewis and Dr. John Grant.

- Reviewed the completed survey forms, administered by the Office of Planning and Research, concerning faculty and staff development and disseminated information to Dr. Lewis and Professional Development Committee members.

- Developed recommendations for session topics related to the professional development of both faculty and staff during Fall 2007 Orientation.

- Surveyed select faculty members to get feedback on faculty needs for professional development in order to plan more effectively for professional development sessions in August 2008.

- Implemented campus safety sessions for administrators, professional staff, faculty, and support staff on the Poplarville campus, at the Forrest County Center, and at the Hancock Center.

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 provide support and suggestions during the implementation of the new college housing project.
- 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 adaption 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 Hattiesburg Campus 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.

Student Services Committee
Dr. Adam Breerwood, Chair

Accomplishments for FY08 are as follows:

1. The Office of Student Support Services received a Suicide Prevention Grant from the Mississippi Department of Mental Health. This grant in the amount of $10,000 help trained PRCC personnel on recognizing potential life threatening behavior and assisting the student in their emotional stability.

2. The PRCC Campus Police Department conducted several training sessions in FY08. These sessions were held on both the Poplarville and Hattiesburg campus and consisted of Crisis Prevention strategies and methods when dealing with the threat of violence on campus.

3. A new Emergency Action Plan was implemented in FY08. Copies of this plan were handed out a faculty / staff professional development and small group discussions were held to explain this procedure in detail.

4. A new committee was started in FY08 to address the need for additional student activities. This was initiated by a new outlook on the retention issue of our PRCC students. Numerous activities were planned for FY09.

5. The Cat Country Guide, the student handbook and the PRCC Safety and Security manual were combined to one document for easy accessibility for all students, faculty and staff members.

6. A new Emergency Mass Notification System was implemented in FY08. This system allows users to receive emergency mass notification in times of bad weather or campus emergency.

7. The Office of Student Services in conjunction with the Department of Workforce development teamed up to present a district wide conference on Crisis Prevention: Respect, Service and Safety at Work. Many local high school and Mississippi Community Colleges emergency personnel attended this two day event.

8. A new policy was written requiring all PRCC campus personnel to wear Identification Badges. It is required that all students and employees have their badges visibly displayed at all times. This is an additional step to provide a safe and secure learning environment.

9. A New Early System, "Wildcat Connection" was planned in FY08. This system was developed after extensive research on the relationship between class attendance and the threat of school violence and mental health concerns. This new program will begin in the Fall 08.

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

WORKFORCE EDUCATION STAFF/COMMITTEE
FISCAL YEAR 2007- 2008 ACCOMPLISHMENTS

The Workforce Education Staff exists to plan and deliver workforce training assistance to businesses, industries, and education, and public service organizations in the Pearl River Community College six-county district. The staff meets to share information and lessons learned from project activities and plan for future training project operations and related activities. The staff meets as required, usually following PRCC Administrative Council meeting which are held the second Wednesday of each month:

The Workforce Education Staff/Committee is directly responsible for the following noteworthy accomplishments in Fiscal Year 2006-2007:

1. Sixty-two (62) training and education projects planned and delivered to business, industries, educational and public service organizations in the Pearl River community College six-county district.

2. Received, distributed and managed $897,110 of state training funds

3. Trained ninety-one hundred sixty-nine (9,169 - duplicated) persons in the PRCC six-county district

4. Developed the Workforce Education Center's Strategic Plan for the next Fiscal Year.

5. Received $50,000 in training funds from the Caterpillar Foundation and Puckett Machinery Co. This is part of a renewable grant matching program.

6. Awarded a National Science Foundation Grant in the area of Advanced Technological Education for development of the Utility Electrical Technology Program. Also, received a donation of 22 acres of land adjacent to the Woodall Advanced Technology Center to develop an outdoor physical skills laboratory.

7. Awarded a $400,000.00 Mississippi Department of Employment Security Grant to continue post Katrina related construction training programs.

8. Awarded a total of 297 GED's through our Adult Basic Education Program.

9. Developed and administered an Electro Hydraulics class for Helix Energy, an offshore company out of Houston, Tx - 27 completers/certificates.

Organizational Charts

Pearl River Community College

Organizational Charts

President

Vice-President for Instruction

Chief Technology Officer

Director of Career and Technical Education (Poplarville Campus)

Director of Workforce Education

Director of Academic Instruction

Director of College Libraries

Dean of Student Services

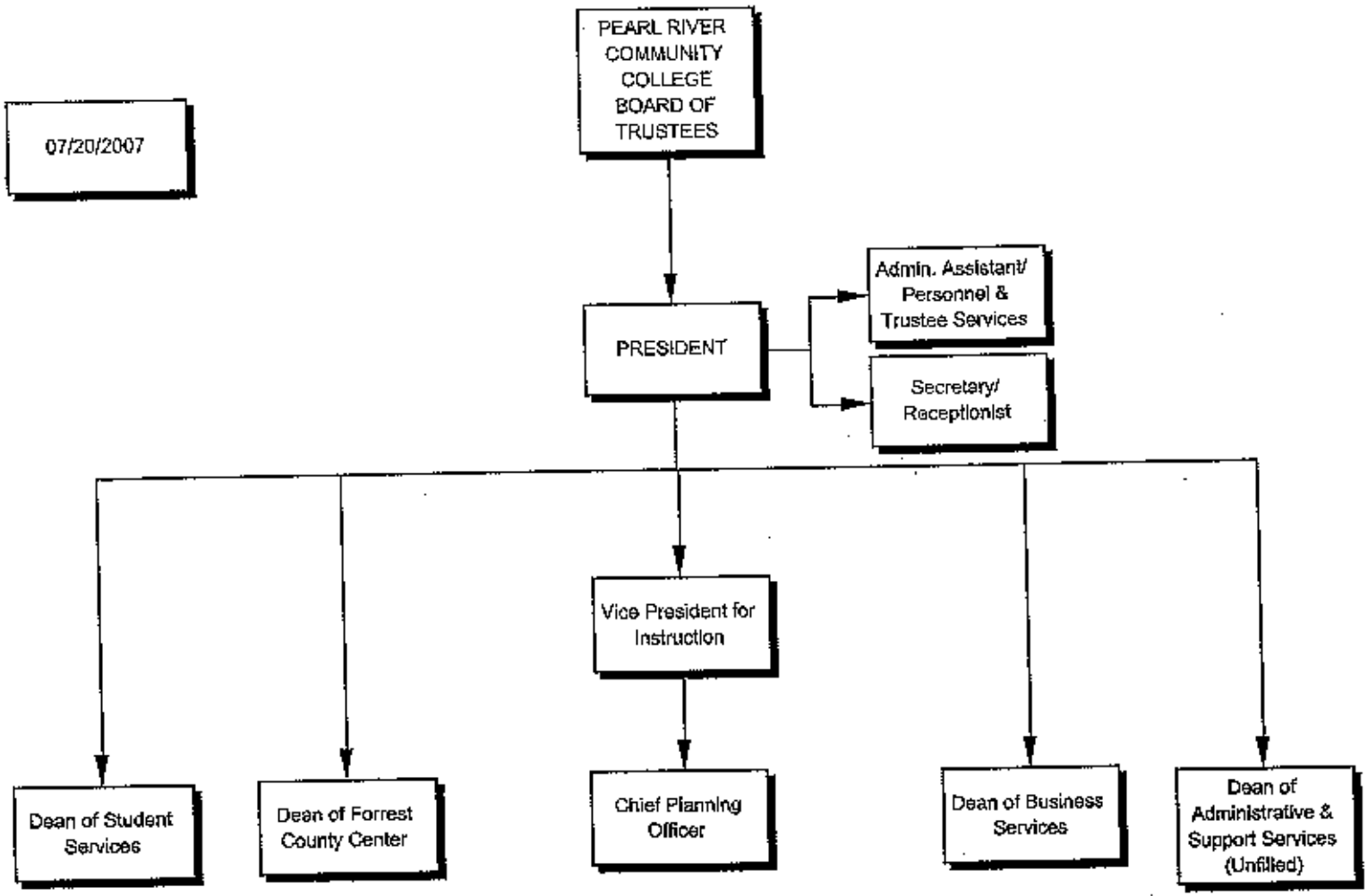
Director of Athletics

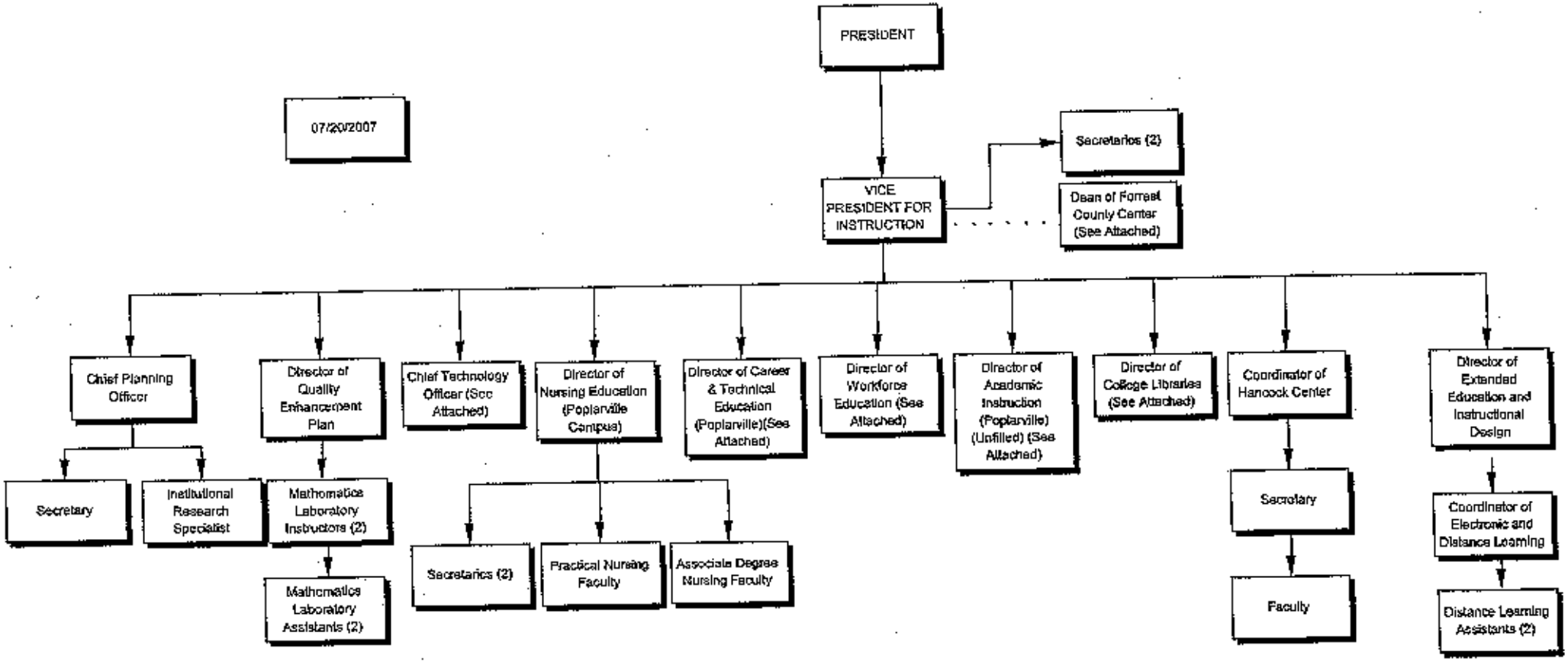
Dean of Forrest County Center

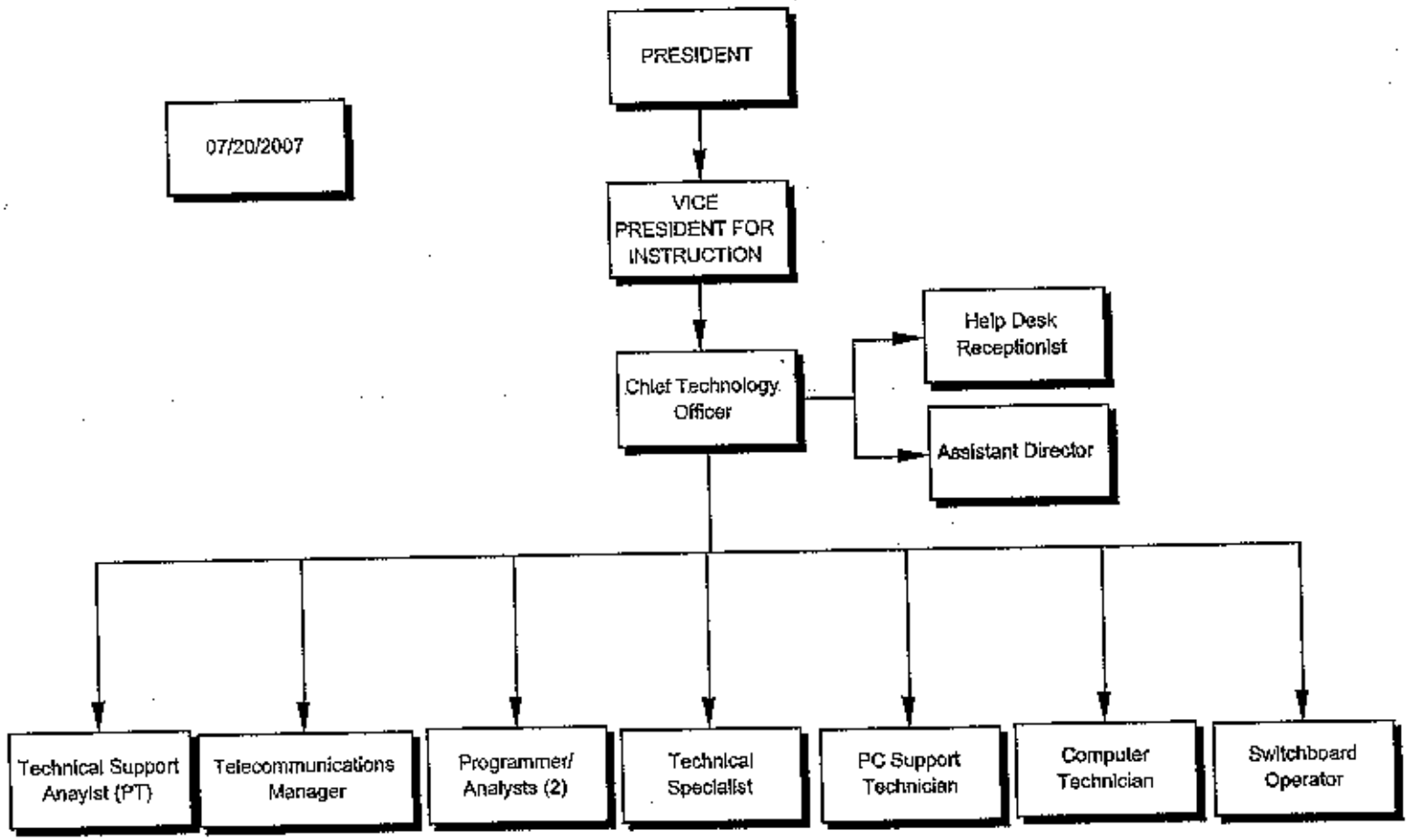
Dean of Business Services

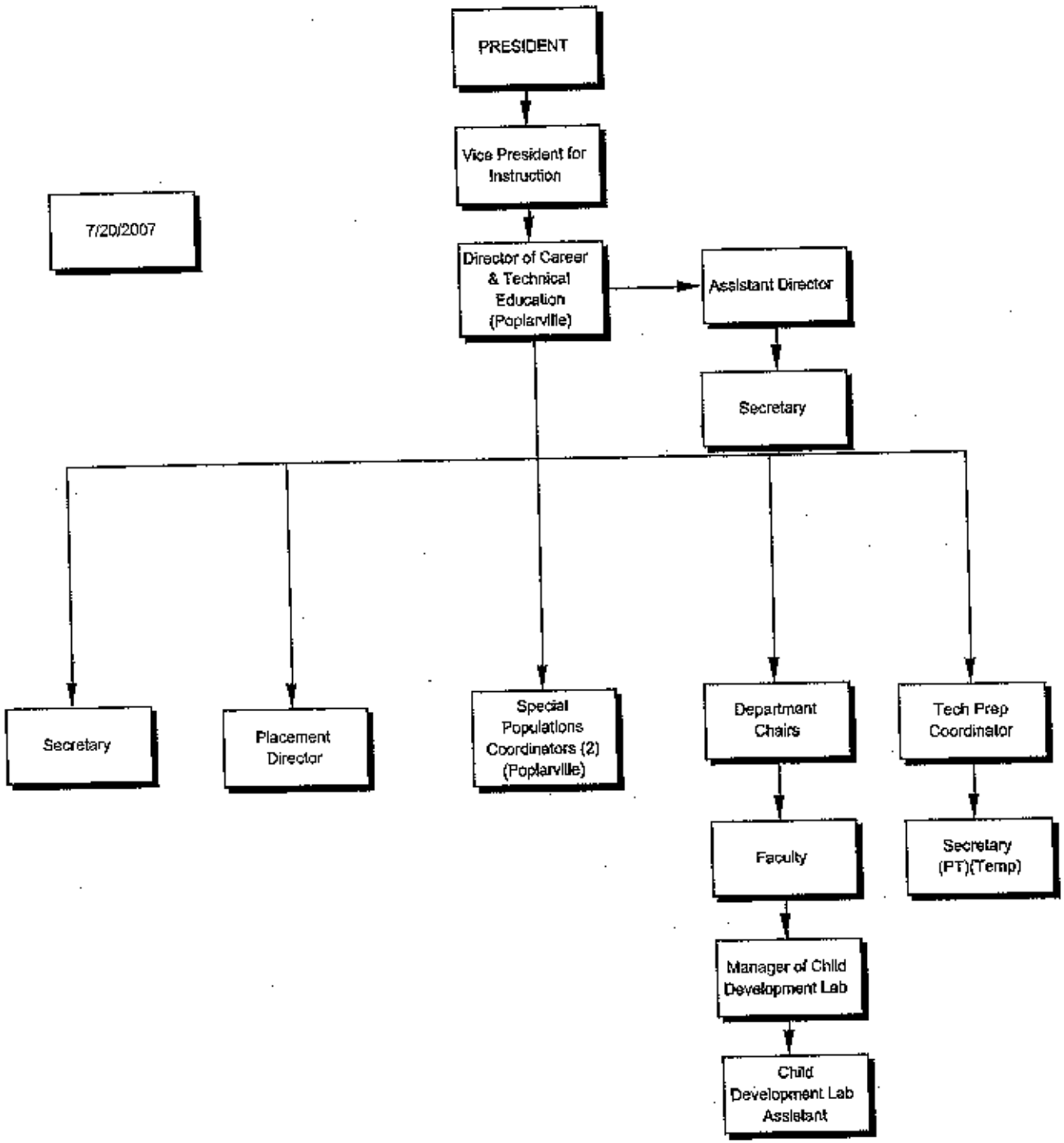
Dean of Administrative and Support Services

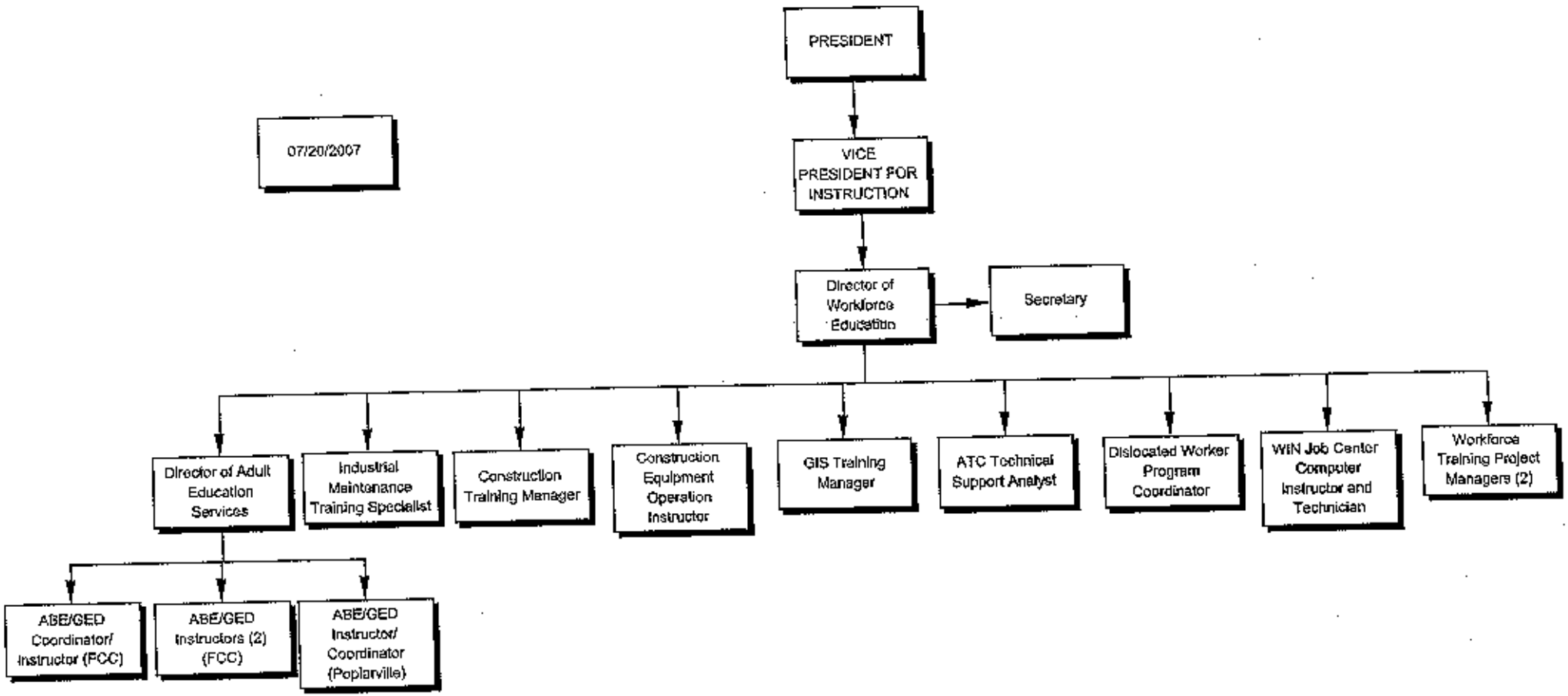
07/20/2007

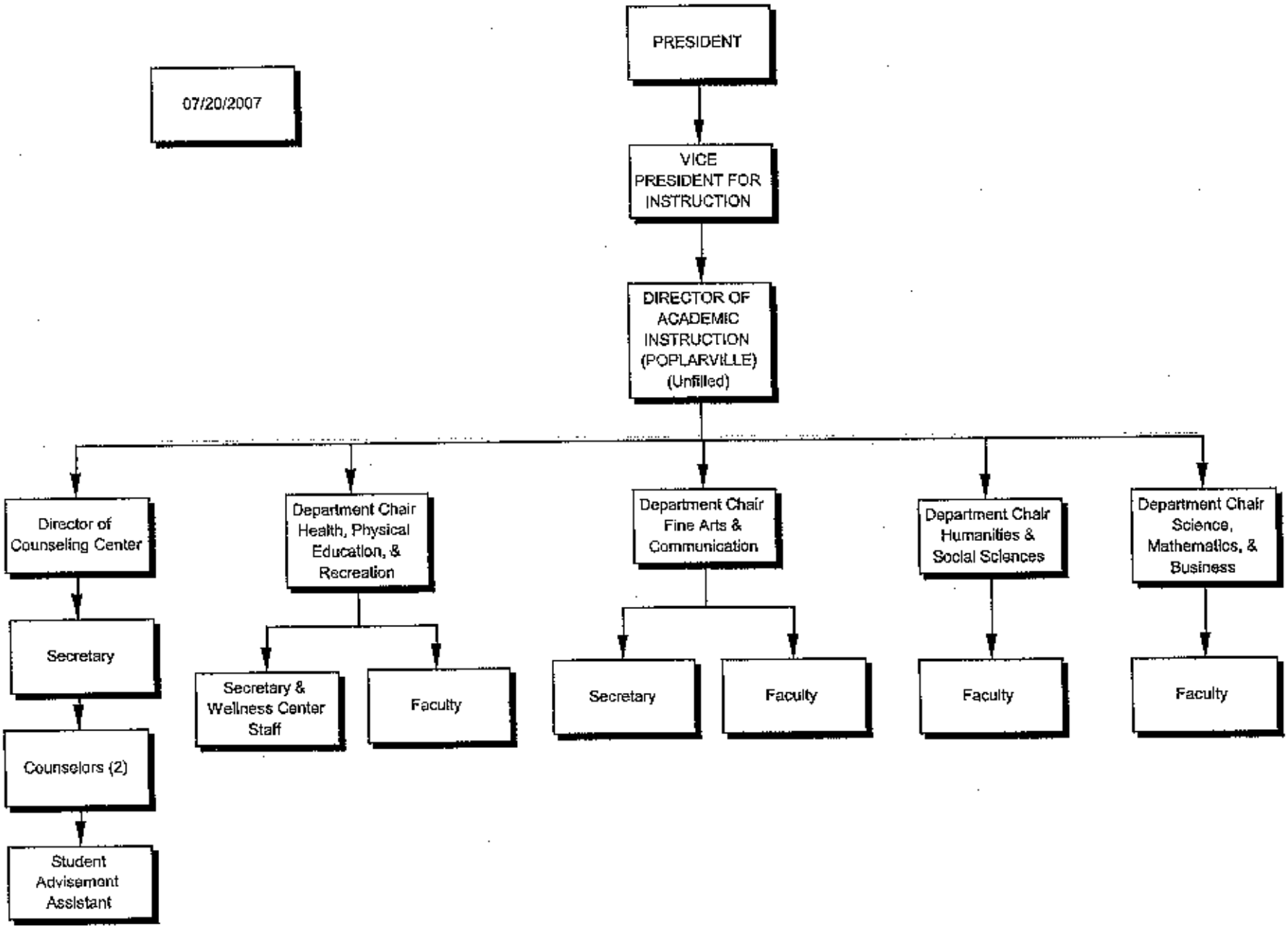

PEARL RIVER COMMUNITY COLLEGE BOARD OF TRUSTEES
PRESIDENT
Admin. Assistant/ Personnel & Trustee Services
Secretary/ Receptionist
Vice President for Instruction
Dean of Student Services
Dean of Forrest County Center
Chief Planning Officer
Dean of Business Services
Dean of Administrative & Support Services (Unfilled)


07/20/2007
PRESIDENT
VICE PRESIDENT FOR INSTRUCTION
Secretaries (2)
Dean of Forrest County Center (See Attached)
Chief Planning Officer
Director of Quality Enhancement Plan
Chief Technology Officer (See Attached)
Director of Nursing Education (Poplarville Campus)
Director of Career & Technical Education (Poplarville)(See Attached)
Director of Workforce Education (See Attached)
Director of Academic Instruction (Poplarville) (Unfilled) (See Attached)
Director of College Libraries (See Attached)
Coordinator of Hancock Center
Director of Extended Education and Instructional Design
Secretary
Institutional Research Specialist
Mathematics Laboratory Instructors (2)
Mathematics Laboratory Assistants (2)
Secretaries (2)
Practical Nursing Faculty
Associate Degree Nursing Faculty
Secretary
Faculty
Coordinator of Electronic and Distance Learning
Distance Learning Assistants (2)

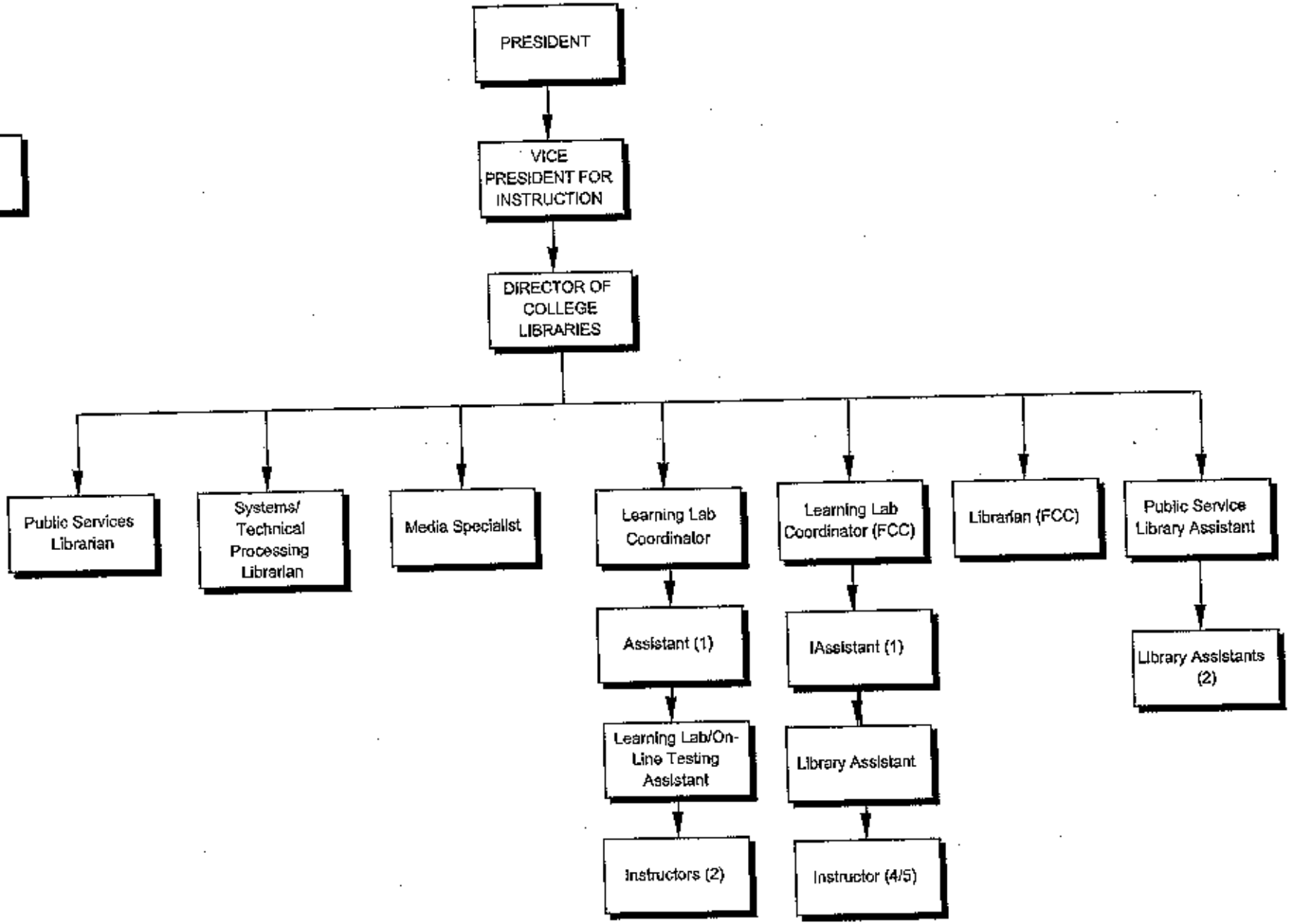

07/20/2007
PRESIDENT
VICE PRESIDENT FOR INSTRUCTION
Chief Technology Officer
Help Desk Receptionist
Assistant Director
Technical Support Anaylst (PT)
Telecommunications Manager
Programmer/ Analysts (2)
Technical Specialist
PC Support Technician
Computer Technician
Switchboard Operator

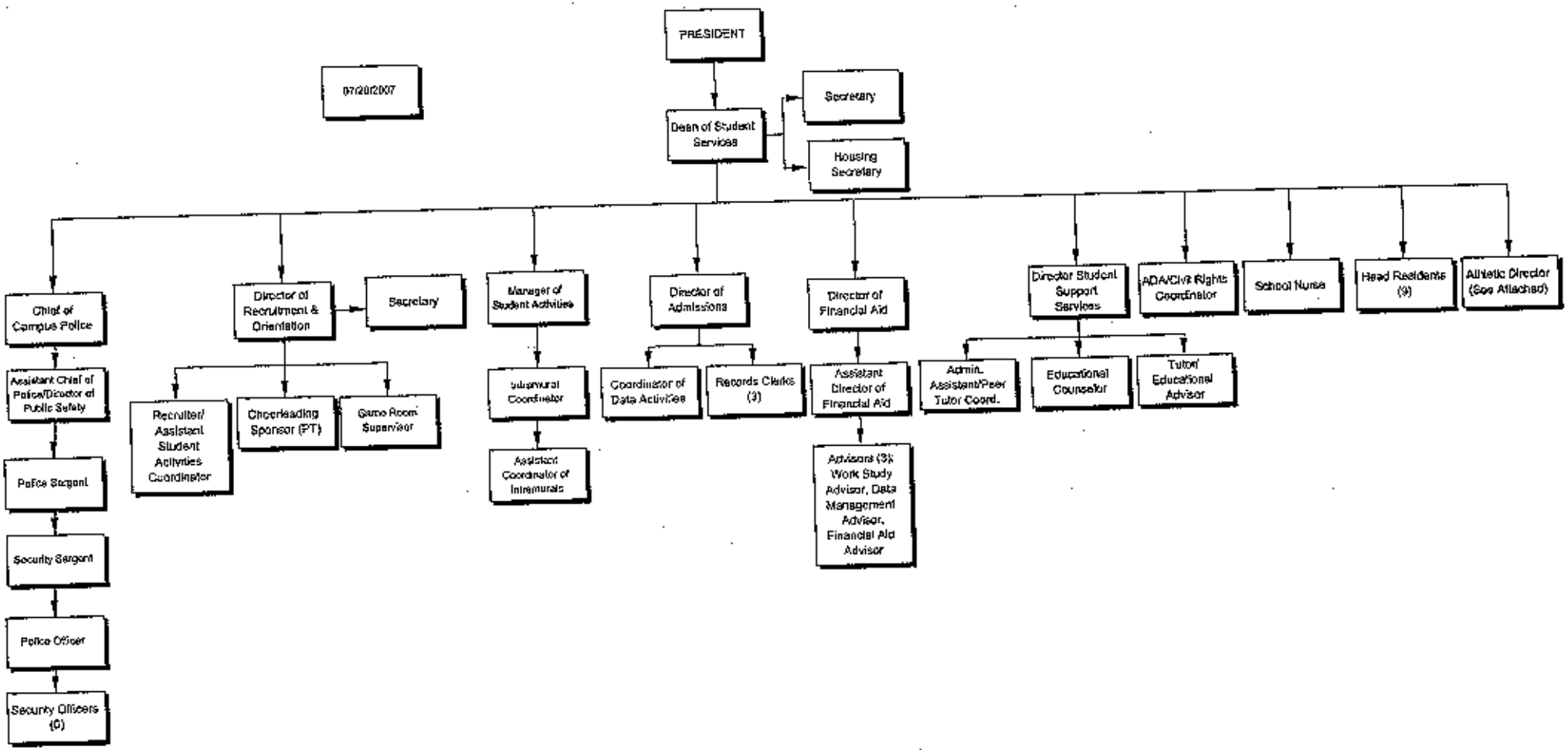

PRESIDENT
Vice President for Instruction
7/20/2007
Director of Career & Technical Education (Poplarville)
Assistant Director
Secretary
Secretary
Placement Director
Special Populations Coordinators (2) (Poplarville)
Department Chairs
Tech Prep Coordinator
Faculty
Secretary (PT)(Temp)
Manager of Child Development Lab
Child Development Lab Assistant

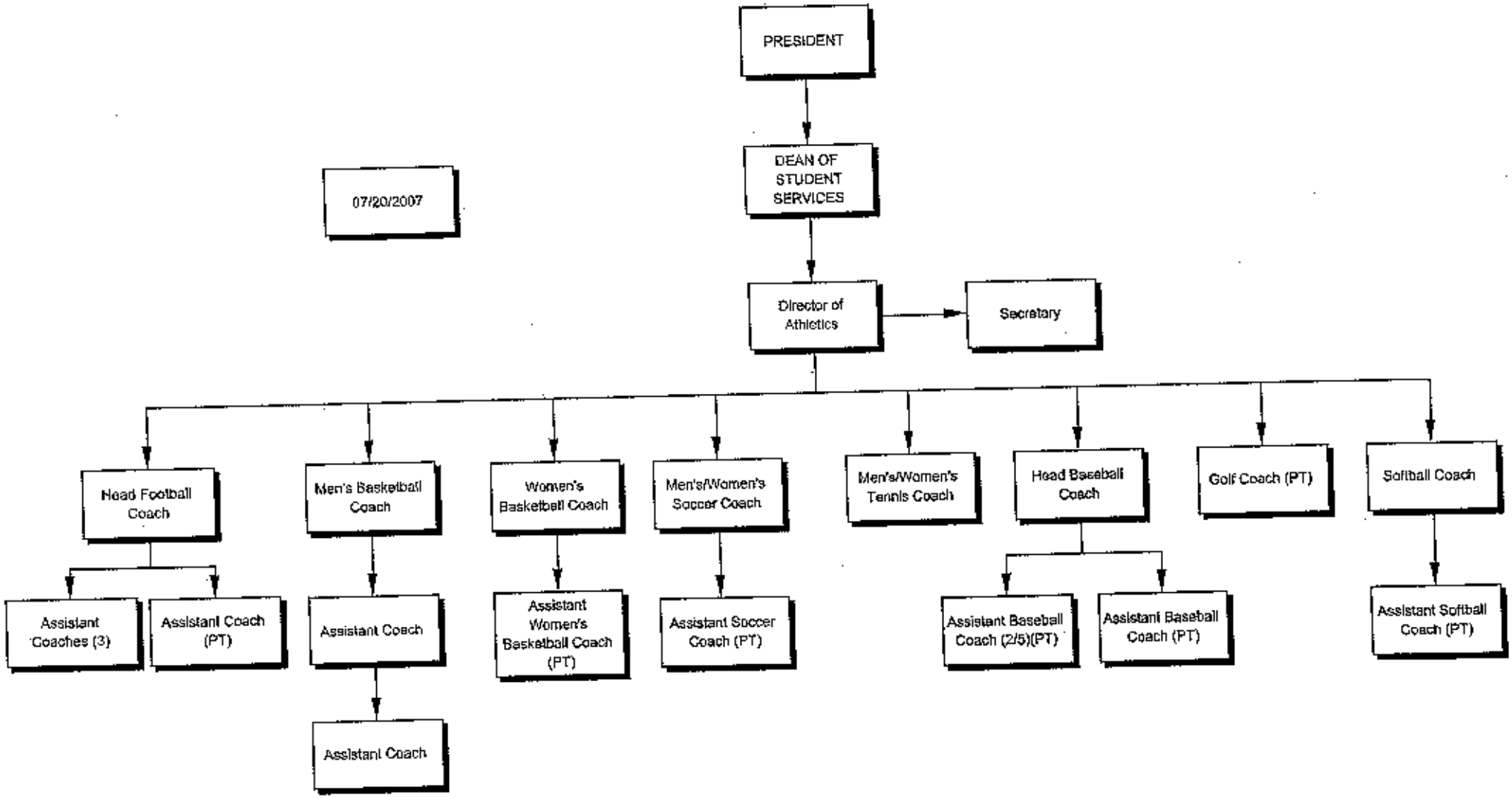

07/20/2007
PRESIDENT
VICE PRESIDENT FOR INSTRUCTION
Director of Workforce Education
Secretary
Director of Adult Education Services
Industrial Maintenance Training Specialist
Construction Training Manager
Construction Equipment Operation Instructor
GIS Training Manager
ATC Technical Support Analyst
Dislocated Worker Program Coordinator
WIN Job Center Computer Instructor and Technician
Workforce Training Project Managers (2)
ABE/GED Coordinator/ Instructor (FCC)
ABE/GED Instructors (2) (FCC)
ABE/GED Instructor/ Coordinator (Poplarville)

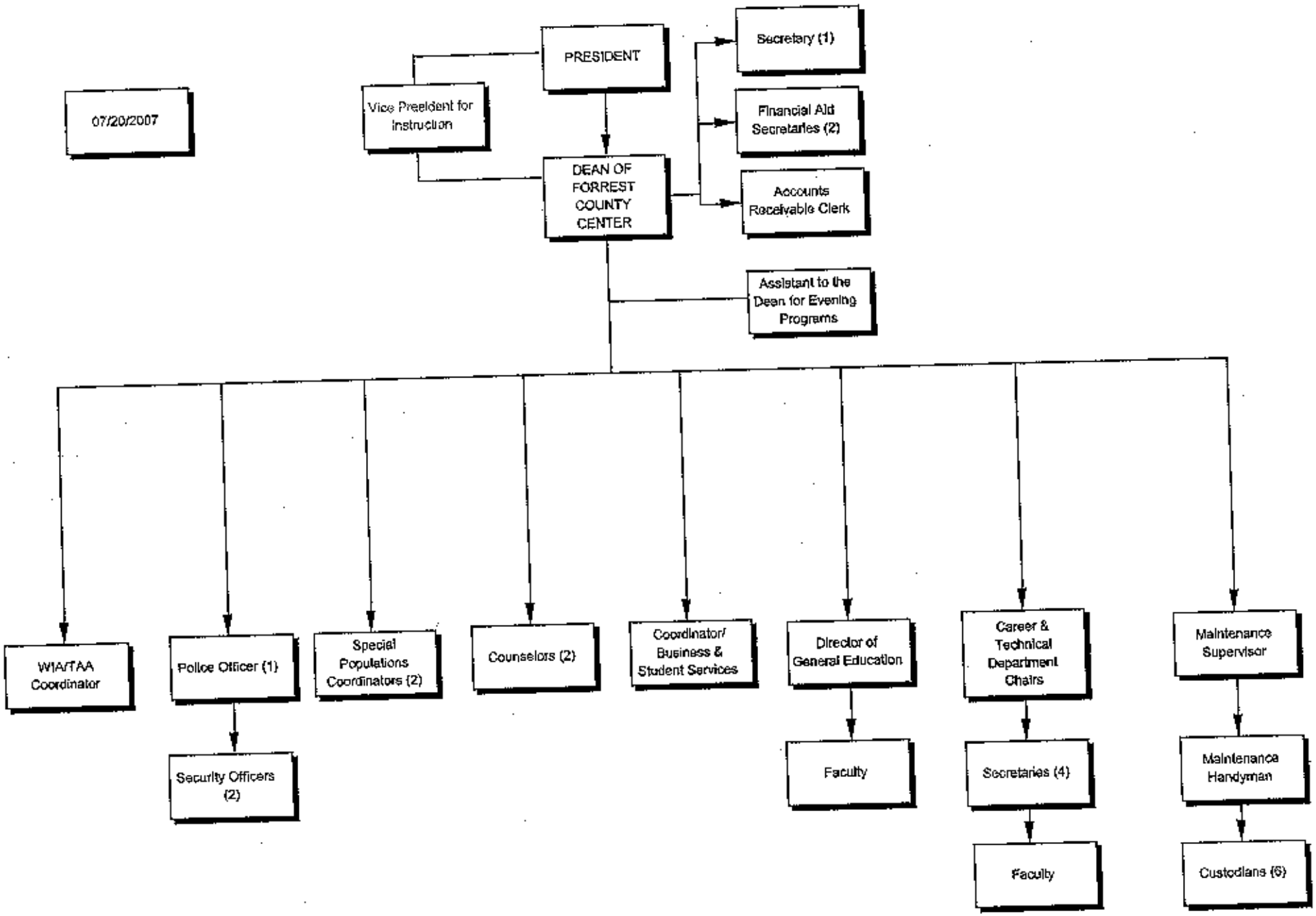

07/20/2007
PRESIDENT
VICE PRESIDENT FOR INSTRUCTION
DIRECTOR OF ACADEMIC INSTRUCTION (POPLARVILLE) (Unfilled)
Director of Counseling Center
Secretary
Counselors (2)
Student Advisement Assistant
Department Chair Health, Physical Education, & Recreation
Secretary & Wellness Center Staff
Faculty
Department Chair Fine Arts & Communication
Secretary
Faculty
Department Chair Humanities & Social Sciences
Faculty
Department Chair Science, Mathematics, & Business
Faculty

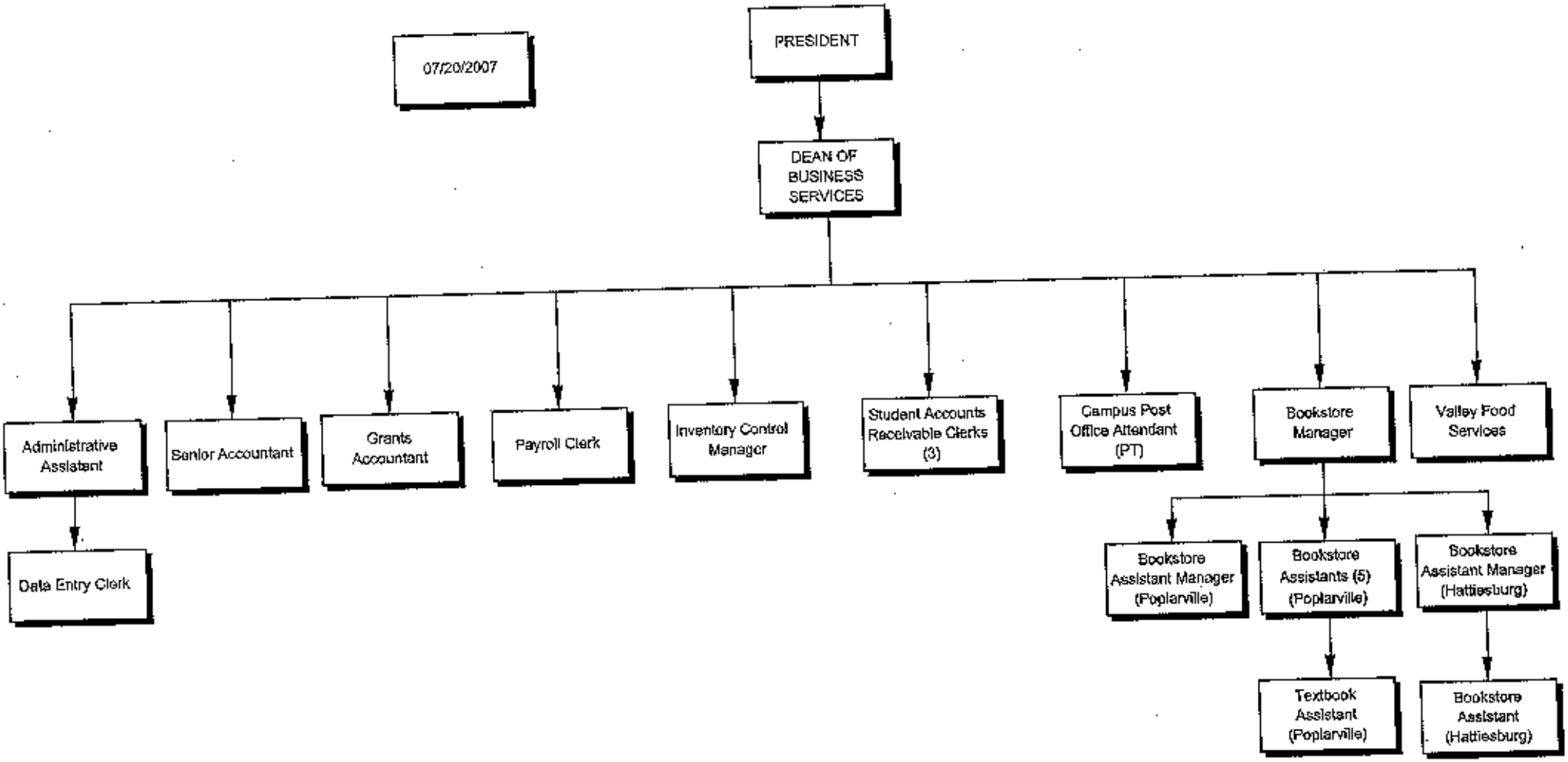
07/20/2007

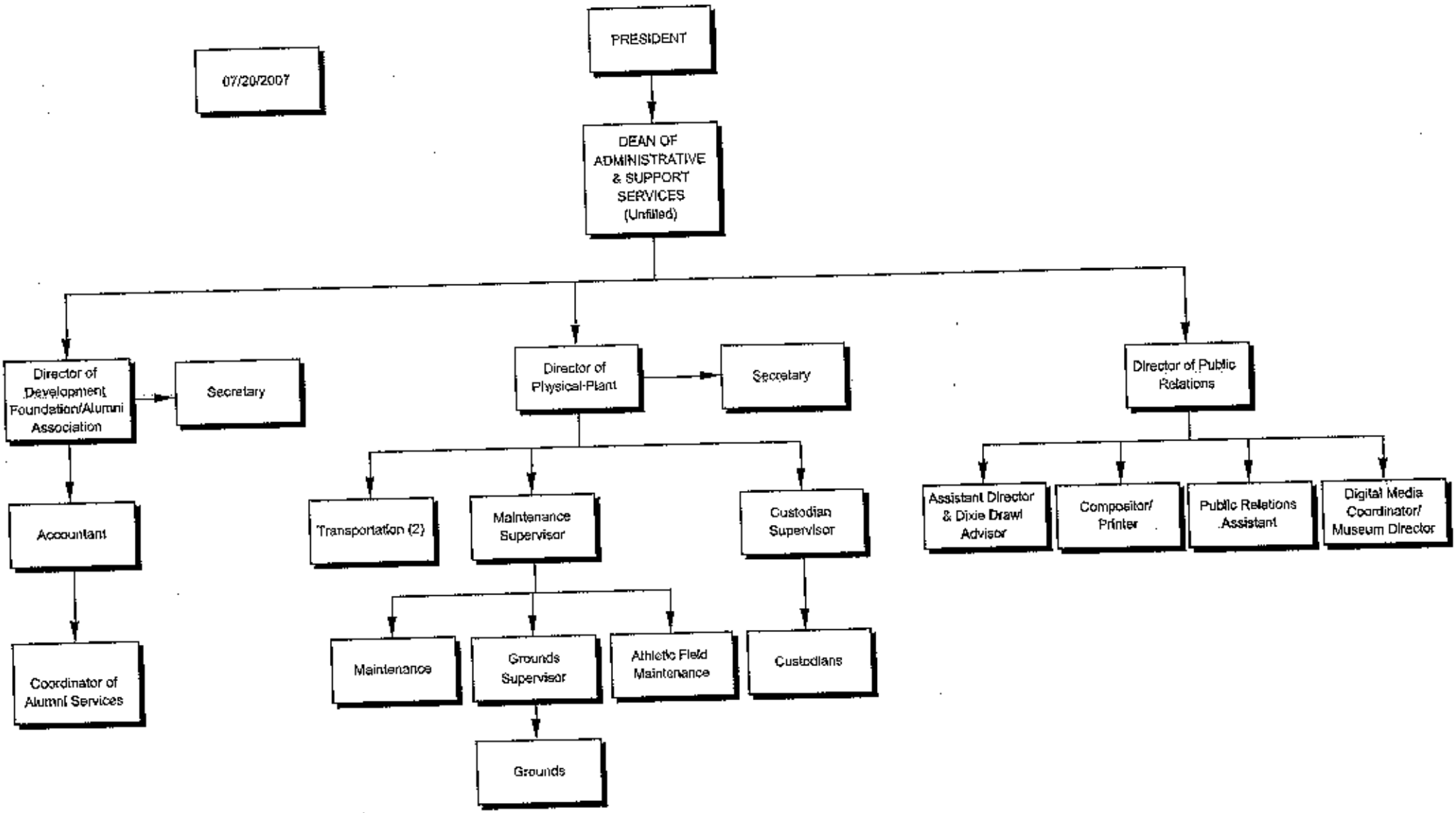

PRESIDENT
VICE PRESIDENT FOR INSTRUCTION
DIRECTOR OF COLLEGE LIBRARIES
Public Services Librarian
Systems/ Technical Processing Librarian
Media Specialist
Learning Lab Coordinator
Learning Lab Coordinator (FCC)
Librarian (FCC)
Public Service Library Assistant
Assistant (1)
IAssistant (1)
Library Assistants (2)
Learning Lab/On-Line Testing Assistant
Library Assistant
Instructors (2)
Instructor (4/5)


07/20/2007
PRESIDENT
Dean of Student Services
Secretary
Housing Secretary
Chief of Campus Police
Assistant Chief of Police/Director of Public Safety
Police Sergeant
Security Sergeant
Police Officer
Security Officers (6)
Director of Recruitment & Orientation
Secretary
Recruiter/ Assistant Student Activities Coordinator
Cheerleading Sponsor (PT)
Game Room Supervisor
Manager of Student Activities
Intramural Coordinator
Assistant Coordinator of Intramurals
Director of Admissions
Coordinator of Data Activities
Records Clerks (3)
Director of Financial Aid
Assistant Director of Financial Aid
Advisors (3): Work Study Advisor, Data Management Advisor, Financial Aid Advisor
Director Student Support Services
Admin. Assistant/Peer Tutor Coord.
Educational Counselor
Tutor/ Educational Advisor
ADA/Civil Rights Coordinator
School Nurse
Head Residents (9)
Athletic Director (See Attached)


07/20/2007
PRESIDENT
DEAN OF STUDENT SERVICES
Director of Athletics
Secretary
Head Football Coach
Assistant Coaches (3)
Assistant Coach (PT)
Men's Basketball Coach
Assistant Coach
Assistant Coach
Women's Basketball Coach
Assistant Women's Basketball Coach (PT)
Men's/Women's Soccer Coach
Assistant Soccer Coach (PT)
Men's/Women's Tennis Coach
Head Baseball Coach
Assistant Baseball Coach (2/5)(PT)
Assistant Baseball Coach (PT)
Golf Coach (PT)
Softball Coach
Assistant Softball Coach (PT)


07/20/2007
PRESIDENT
Vice President for Instruction
Secretary (1)
Financial Aid Secretaries (2)
Accounts Receivable Clerk
DEAN OF FORREST COUNTY CENTER
Assistant to the Dean for Evening Programs
WIA/TAA 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
Administrative Assistant
Senior Accountant
Grants Accountant
Payroll Clerk
Inventory Control Manager
Student Accounts Receivable Clerks (3)
Campus Post Office Attendant (PT)
Bookstore Manager
Valley Food Services
Data Entry Clerk
Bookstore Assistant Manager (Poplarville)
Bookstore Assistants (5) (Poplarville)
Bookstore Assistant Manager (Hattiesburg)
Textbook Assistant (Poplarville)
Bookstore Assistant (Hattiesburg)


07/20/2007
PRESIDENT
DEAN OF ADMINISTRATIVE & SUPPORT SERVICES (Unfilled)
Director of Development Foundation/Alumni Association
Secretary
Accountant
Coordinator of Alumni Services
Director of Physical Plant
Secretary
Transportation (2)
Maintenance Supervisor
Custodian Supervisor
Maintenance
Grounds Supervisor
Athletic Field Maintenance
Grounds
Custodians
Director of Public Relations
Assistant Director & Dixie Drawl Advisor
Compositor/ Printer
Public Relations Assistant
Digital Media Coordinator/ Museum Director

Assessment Charts

Pearl River Community College

Assessment Charts

Section I – Administrative

Section II – Student Services

Section III – Instructional Programs

Section I

Administrative Assessment Charts

Section I

President's Report

Administrative Charts

Bookstore Manager
Chief Planning Officer
Chief Technology Officer
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
Director of Development Foundation and Alumni Association
Director of Extended Education and Instructional Design
Director of Financial Aid
Director of General Education (Forrest County Center)
Director of Hancock Center
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: 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
1- To provide services which will assist students and college personnel in obtaining required textbooks and supplies on a timely and convenient schedule.	1- Through the *Campus Climate Survey (administered by Dean of Students)* administered in Spring 2005, students and college personnel will indicate a level of satisfaction with the Bookstore staff that is 75% or greater.	1. The campus climate survey indicated 85% of students surveyed on the Poplarville campus, 88.6% of students surveyed at the Forrest County Center, and 60.6% of students surveyed at the Hancock Center are satisfied with bookstore services.	1. Use of survey results will enable the Bookstore to better serve our students and college personnel. We will continue to add the latest styles in collegiate apparel, school supplies, and reference materials in an attempt to assist our students to continue to be successful.
2- Bookstore operations will be financially self-supporting.	2- Through review of the 2003-2004 financial statements, revenue will exceed expenses.	2. Although Bookstore operations continue to be financially self-supporting, FY 2007-2008 financial information will not be available until October, 2008.	2. The Bookstore operations will continue to be financially self-supporting. However, FY 07-08 totals will not be available until October, 2008.
3- Bookstores will maintain inventory records by completion of an annual physical inventory for auditing purposes.	3- A satisfactory state audit will show the completion of an annual physical inventory for audit purpose with no findings.	3. A review of the physical inventory by the state audit has not been done at this time. When the review has been completed, they will submit the findings.	3. N/A
4- Bookstores will assist students participating in the MSVCC with obtaining required textbooks and supplies on a timely and convenient schedule.	4- Through the *Spring 2005 MSVCC Student Opinion Survey, 75% of the students responding will give a 4 or above satisfaction level rating to the Virtual Bookstore services (with 5 being the highest rating).*	4. The Spring 2008 MSVCC Student Opinion Survey, showed that 93% of the students agreed or strongly agreed that they received adequate access to textbook services and course materials.	4. Through the use of this survey the Bookstore will continue to offer the highest quality of services to our MSVCC students. In addition, we will continue to work with the other community colleges in obtaining required textbooks as well as other materials required in a timely manner in an effort to assist them in achieving their goals.

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
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.	1. a. Meetings regarding proposal development. b-c. Proposals for grants to provide needed resources prepared and submitted to the appropriate agencies.	1. Implemented plans for: a-b. Several small group and individual meetings to discuss needs of various College departments including the Museum, Medical Radiologic Technology, Workforce Education, Information Technology, Advisement, Development Foundation, and Student Support Services. c. Submitted grant proposals to the following foundations/agencies: Lower Pearl River Valley Foundation, Asbury Foundation, Council on Developmental Disabilities, Mississippi Department of Transportation/Mississippi Forestry Commission, and Keep Mississippi Beautiful among others.	1. The following grants were among those approved for funding: Medical Radiologic Technology – Asbury Foundation -- $262, 241 Women's Health Symposium-Lower Pearl River Valley Foundation – $15,000 Healthy People Now! – Lower Pearl River Valley Foundation – $50,000 START/Student Support Services – Lower Pearl River Valley Foundation -- $2,380 Mississippi Department of Transportation -- $ 15,000
2. To serve as the SACS accreditation liaison.	2. Attendance at meetings related to SACS accreditation requirements and compilation of appropriate documents.	2. The annual SACS meeting in New Orleans was attended by College Personnel. The Substantive Review Prospectus was prepared and submitted to SACS in October. Additional SACS reports were completed as needed.	2. Plans for the QEP at the Forrest County Center are being implemented, and SACS reports will be completed as needed. The SACS Substantive Review Prospectus associated with the Hancock Center was submitted during the Fall Semester.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 – 2008 (CPO continued)

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
3. To provide direction as needed for the review and improvement of the planning and evaluation processes of the institution.	3. Assistance as needed provided to the Institutional Research Specialist regarding meetings and discussions pertaining to planning, evaluation, and implementation of recommendations.	3. The Planning and Effectiveness Committee met numerous times during the year with discussions focusing on the Mission Statement, Strategic Goals, Internal Performance Indicators, and Assessment Charts.	3. Internal Performance Indicators were reviewed, with several being revised.
4. To assist with the coordination of annual professional development sessions for faculty, staff, and administrators.	4. 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. Written evaluations by faculty, professional staff, and support staff.	4. Participation in the annual Faculty and Professional Staff Sessions was at the 89% level. Participation in the annual Support Staff Professional Sessions was at the 84% level. According to evaluations, the sessions continue to be both informative and interesting.	4. Since a variety of issues need to be addressed in smaller groups, a new format which includes concurrent sessions will be implemented for the 2008 faculty and professional staff sessions.
5. To coordinate the personnel evaluation process in order to assess achievement of educational goals.	5. Preparation, distribution, collating, and processing of student evaluations of faculty forms and faculty/staff/ administrator evaluation forms.	5. The following evaluation forms were prepared and distributed: Student Evaluations of Instruction Supervisor Evaluations Personnel Evaluations	5. With the increase in the number of faculty and staff being evaluated, it has been recommended that a pilot study regarding the use of Survey Monkey be implemented during the 2008 Fall Semester.
6. To coordinate publication of College policies and procedures.	6. Publication and distribution of the annual Policy and Procedure Manual.	6. The Policy and Procedure Manual was prepared and distributed, and the website Manual was updated.	6. This activity will be continued.
7. To coordinate/assist with other special events, workshops, etc., as needed.	7. Participation in special activities.	7. The second Women's Health Symposium was implemented in January with approximately 200 people attending.	7. Evaluations were excellent, and the Women's Health Symposium will be continued.

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
1. To provide up-to-date technology to meet the administrative computing needs of the college. 2. To provide up-to-date technology to meet the growing telephone needs of the college. 3. To provide up-to-date technology to meet the need for college wide internet access. 4. To provide up-to-date technology to meet the email requirements for the college. 5. To provide up-to-date technology to meet the requirements for additional ID card readers. 6. To provide up-to-date software and systems training for faculty and staff. 7. To provide up-to-date technology to meet the administrative and instructional needs of faculty and students.	Evaluation by the MS State Audit Department (applies to objectives 1-9) New software & hardware(applies to objectives 1-8) Software & hardware upgrades (applies to objectives 1-8) Evaluation of training sessions (applies to objective 7)	Received numerous requests from students and faculty to change primary ID from SSN to a generated student ID number. (1,3) Received numerous requests from faculty, staff and students for additional wireless internet access (1, 3) Faculty surveys indicate a need for additional wireless services. (7) Federal and state regulations require financial aid and payroll upgrades (1-8)	One of the primary areas of focus for the Division of Information Technology during the past year has been to enhance the safeguards used to protect student and faculty information stored in a variety of College data base systems. As part of this effort all students and faculty have been issued new system generated identification numbers. These numbers will replace the social security number as the primary means of identifying student records. The ID card system database was migrated to a new server so that all ID cards can now be printed with the new identification number. Other systems, such as the library card catalog, cafeteria meal system, Blackboard, Mississippi Virtual Community College and the Wildcatweb were modified to recognize the new student identification number. Security of sensitive student information, of course, poses a major concern for the College. These measures will provide an additional layer of protection in safeguarding student information.

POSITION: Chief Technology Officer			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
			A significant effort has been made to consolidate the variety of usernames and passwords that students use to gain access to various College services. As a result, students now have fewer user names and passwords to remember to gain access to each of these valuable resources. Plans are still being finalized to move the College toward implementing a "single sign-on" and password management portal. This portal is scheduled to be implemented during the spring semester. Expansion and enhancements to the Internet services for both students and faculty continue to be deployed. Available bandwidth was increased to a 50MBps Metro-E circuit during the past year. The capacity of wireless Internet services was significantly increased for students living in the new Men's and Women's Suites. Additional upgrades are planned for the fall semester that will allow students to connect to the Internet using the faster 802.11n standard. Also planned for the fall semester, is the expansion of wireless Internet services for some additional residence halls and classroom facilities. A number of departmental computer labs were upgraded with new software applications and hardware during the past year. A new computer lab for the Mathematics department was established at the Forrest County Center (FCC) in addition to a complete replacement of all equipment in the FCC Computer Science

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

POSITION: Chief Technology Officer

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
			lab. Banner modules were upgraded to provide functionality for federal mandates and to add enhanced functionality. Plans are being finalized for major enhancements that will increase the use of instructional technology in the classroom and throughout the College.

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	USE OF RESULTS
1. To provide academic advisement services.	1. Number of students receiving academic advisement	1. Fall 2007 – 1,090; Spring 2008 – 992; Summer 2008 - 86	1. These data highlight the need for more counseling personnel in the Center. These data have a very low ceiling in that, once appointments are filled, we cannot accommodate more students. This is a major problem on all campuses.
2. To provide advisement training for all academic faculty members.	2. Number of faculty members receiving advisement training.	2. 25	2. Training must be made mandatory for all full-time faculty.
3. To provide career exploration/development services and testing services.	3. Number of students using information and testing services provided in the Counseling Center.	3. 872	3. We will continue to offer our comprehensive testing services.
4. To provide personal counseling services.	4. Number of students referred by faculty and/or self-referred for assistance with personal issues.	4. 27	4. In the coming year will we develop more specific policies regarding faculty referral and our overall personal counseling services.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 – 2008

POSITION: Counselor - Career and Technical

Supports PRCC Strategic Goal(s): 1, 2, and 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
1. To organize and implement a guidance program.	1. Develop a yearly plan (Program of Work). Include a calendar of activities beginning July 1, 2007 to June 30, 2008.	1. Plans were developed by Dr. Moore and Dr. Wesley for the Poplarville Campus and for the Forrest County Center.	1. Plans are coordinated with the College and State calendars. The planning process outlines yearly activities for achieving best results especially in avoiding schedule conflicts that lead toward inefficiency.
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.	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.	2. Individual advising and student class schedule development are ongoing processes done by appointments or through walk-ins. Employability skills are developed in small and large groups. Dr. Wesley conducted a Job Placement Workshop at the Forrest County Center in November, 2007, which served approximately 68 students. A large group session was conducted on the Poplarville Campus with approximately 194 students participating	2. Individual advisement and development of class schedules will continue through the 2008-2009 school year. Improvements in advisement and employability skills will be made from analysis of the assessment results, including survey information and suggestions from faculty, students, businesses, administrators, and craft committees.
3. To coordinate student assessment, employability skills training, retention, placement, and follow-up activities in cooperation with instructors.	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	3. MS-CPAS examinations were administered in November 2007 and in April 2008. Student placement in classes is based on ACT, TABE, and C-PAT test scores. GED examinations were administered to 587 examinees with 437 passing and receiving a high school	3. Academic gain is no longer part of the five year plan of Perkins IV. Student performance will continue to be measured by MS-CPAS or state or national certification examinations. Recommendations for supplemental instruction will be made from test results.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 – 2008

POSITION: Counselor - Career and Technical

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
	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.	equivalency diploma. The percentage of passing was 74%. A career fair was held at the Forrest County Center November 2, 2007 with approximately 36 industries and 421 students participating. A career fair was held at the Poplarville Campus February 29, 2008 with 83 businesses and 984 students participating. A large majority of businesses rated PRCC students as employable. Less than two percent of the employers rated the student's resumes, attire, and conduct unfavorably. Appropriate records on student performance are maintained.	Career fairs, placement workshops, employability skills, and resume development will continue with the assistance of the Special Populations Coordinators. GED testing will continue in the six county district. ACT test administrations, TABE, and C-PAT testing will continue for student placement purposes. The passing rate for GED examinees improved from 71% in 2006-2007 to 74% in 2007-2008. Appropriate records keeping will continue.
4. To assist in integration of academic and career-technical skills.	4. Blend academic and technical courses while developing class schedules for students.	4. Students are advised to blend academic courses with technical when making individual class schedules.	Recommendations for blended classes will continue with the exception of those programs whose classes are taught from 8:00 AM to 3:00 PM in two week block periods.
5. To assist in student recruitment including special population students.	5. Serve on Recruitment Committee. Conduct recruitment visits to schools, technical centers, and assist with their visits to our campus.	5. Recruitment visits are scheduled and made throughout the district. Campus tours are arranged and conducted. Annual Spring Fest activities are held for district high school students.	Recruitment and retention of student will continue to be of significant importance because of the indicators in Perkins IV and the State FTE funding ratio.
6. To assist special needs learners in obtaining skills for success in career-technical programs.	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.	6. Special needs students were tested with Form 9, Level A of the TABE and the ACT C-PAT for placement in appropriate educational settings. Services of the ADA Coordinators were utilized to assist students with disabilities.	6. Students will continue to receive counseling and assistance from counselors, Student Support Services, Special Populations Coordinators, and ADA Coordinators.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 – 2008

POSITION: Counselor - Career and Technical

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
7. To provide occupational, educational, personal, and social information for decision-making and problem solving.	7. Supply and upgrade occupational, educational, personal, and social information in the counselors' offices and career center library as budget permits.	7. Catalogs, brochures, scholarship, and other career and educational materials were acquired to up grade.	7. Counselors will continue to upgrade career and educational information through purchases, receiving free materials, and through receiving funding for the Tech Prep Initiative for employability skills.
8. To participate in professional growth opportunities.	8. Participate as a member in state and district professional organizations.	8. Counselors continue to participate in national, State, and local professional organizations. Counselors continue to accumulate CEUs for participation in professional workshops. Counselors joined NACADA, attended Noel-Levitz and SACS workshops. In addition, workshops on MS-CPAS testing and GED, Mental Health workshops, and MS Advisory Council meetings were attended. Dr. Moore continues to teach in the School Counseling Program at USM.	8. Both career and technical counselors will continue to participate in staff development, professional development workshops, and in professional organizations to provide professional growth.
9. To use community resources for meeting student needs.	9. Maintain contact with community Service representatives to assist in meeting student needs.	9. Counselors continue to solicit the assistance of "helping" agencies to meet needs of students that reach beyond the areas of expertise of PRCC personnel.	9. One academic counselor has been temporarily assigned to assist with mental health issues continues to assist students with special needs. All counselors will continue to solicit assistance from "helping" agencies.
10. To conduct annual program performance evaluations for improvement.	10. State performance evaluations Student/staff evaluations.	10. Counselors are expected to meet the standards of performance set by the State and assist faculty with annual performance evaluations.	10. Counselors have met or exceeded the required performance indicators defined by the State for many years. Counselors will continue to participate in College evaluations and will base plans for improvement as indicated on evaluation results.

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 Produce Financial Statements	Balanced budget produced. Annual audit completed. Financial statements completed.	Sufficient fund management for various departments accomplished. Strengths & weaknesses addressed. Financial position of college analyzed. Institution financially sound.
2. To assure financial stability of college by seeking ways to expand revenue sources.	2. Compare current year revenues to prior years and analyze results.	Revenue sources consistent.	
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	Long range capital plans hindered by storm recovery efforts.	Revision of long range capital plans on-going process.
4. To maintain operating fund balances at an adequate level to insure financial stability of the college.	4. Financial Statements and Audit Reports	Financial statements & annual audit process completed.	Adequate fund balances maintained by institution for current operations.

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
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.	1. Faculty will be evaluated annually by the Supervisor and students. Assessment criteria in each departments chart will be reviewed.	1. Department and others reporting to the Dean reporting to the Dean were evaluated.	1. All faculty and staff found to be performing satisfactorily and were recommended for reemployment.
2. To encourage and assist all departments in the process of budget planning and utilization.	2. Review and approve all budgets and requisitions for purchases submitted by faculty.	2. All budgets were renewed and requisitions approval if appropriate and necessary.	2Additional funds were requested in areas where ea need was demonstrated. Science was increased to provide funds for Chemistry and Physical Science.
3. To encourage departments in all areas of planning.	3. All instructional program changes will be submitted for review annually. If approved, those changes will be recommended to the Instructional Programs Committee.	3. A new curriculum for Criminal Justice was reviewed and approved by the Instructional Programs Committee.	3. The new program was subsequently approved by the Pear River Community College Board and SBCJC. It was implemented in the fall of 2008.
4. To encourage all departments to stay abreast of up-to-date instructional methodologies and equipment.	4. Program training aids and equipment will be reviewed by respective program craft committees and/or department coordinators.	4. Program training aids were reviewed and recommended improvements were considered	4. Carl Perkins Funds were used to purchase additional training aids in Career and Technical Programs. Additional projectors and Mimco Board were installed in some academic instructional Areas. New Science equipment was purchased.
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.	5. Results indicated that enrollment growth necessitated some structural changes. Additional funds are needed.	5. A new position of Director of Students Services was created to report to the Dean but Supervise

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 – 2008

PROGRAM: Dean of Forrest County Center			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
			other office personnel. Additional funds were requested for ID supplies and Transcript paper.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

Supports PRCC Strategic Goal(s): 2

POSITION: Dean of Student Services

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 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
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.	1. Direct observation, daily commitments, and daily supervision of employees. Also formal evaluations of each employee.	1. Supervision from formal and informal methods indicated student services staff to be very student orientated and doing an excellent job. Additional training was given to the Head Residents and Resident Assistants.	1. A new Assistant Director of Financial Aid was hired in 2008. Additional training was implemented for campus police department and new personnel was added to the Office of Student Services.
2. To promote and enhance programs in student services that embrace the comprehensive student develop concept.	2. Use of mission statement, goals, and objectives of student services to enhance programs.	2. Surveys and input from faculty, staff and students indicated strong satisfaction with student services, as well as all areas of student services being used on a regular basis.	2. Renovation was completed on new activity facility located in Moody Hall.
3. To review by formal and informal methods the use, satisfaction and perception of student services.	3. Student surveys, suggestion boxes, input from student organizations, and well as discussion with faculty, staff, and students.	3. Reviewed all policies and procedures related to student services.	3. Met with appropriate staff and student leaders to make changes as deemed necessary and appropriate to improve student services at PRCC. Orientation days were held in Spring 2008. Dormitory orientation sessions were held to improve student transition to college life.
4. To maintain accurate and correct published information related to student services (student handbook).	4. Documented policy changes and well as comments and suggestions from students, faculty, and staff as it related to student services.	4. Student Officers met with the Dean of Student Services on several occasions to improve the arena of Student Services.	4. A new staff member was added to the Office of Student Services who has a background in psychology and plans were implemented for a new Early Alert System to help target students who may be suffering from mental health issues.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

Supports PRCC Strategic Goal(s): 1, 2

POSITION: Director of Admissions and Records

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	1. Used to implement on line application	1. On line application implemented
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	2. On line registration sessions extended through out holiday and weekends	2. Results of on line registration used in planning for implementation of continual year round registration
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	3. Assessment indicated need to remove SSN as student ID	3. Initial plans for removal of SSN as student ID initiated
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	4. Audits completed as scheduled	4. complete

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

Supports PRCC Strategic Goal(s): 2, 4, 5

POSITION: Director of Athletics

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.	1. New coaches have been hired for women's basketball and soccer. New assistant coaches have been hired for softball and football. Three coaches are PRCC graduates.	1. The football team had its seventh straight winning season. Men and women's basketball qualified for state and region tournaments. Softball finished season with good winning record. Baseball won Regional 23 runners-up.
2. To increase attendance at all athletic events through improved media exposure.	2. Radio, television, and newspaper exposure is noticeable and consistent.	2. Notable increase in local, state, and national coverage. Tim Hatten show now airing.	2. Significant increases in home attendance in all sports.
3. Improve emphasis on student achievement with our athletes.	3. Academic performance and progress towards graduation to be monitored on a regular basis.	3. Overall graduation and/or student placement rate has improved.	3. Recruitment of quality athletes has improved classroom performance.
4. Improvement of athletic facilities.	4. Athletic facilities will become an asset in the recruitment process.	4. Improvements made to stadium with addition of state-of-the art press box.	4. Improvements have helped in our ability to recruit quality athletes.
5. Improve external fund raising.	5. External funds will be used to support athletic programs and scholarships.	5. External funds raised by all sports to provide much-needed equipment, supplies and awards as well as additional travel monies for teams and coaches	5. Equipment, supplies and awards were purchased to supplement institutional budgets.
6. Develop evaluation plan for athletic program.	6. Strengthen leadership for various sports programs.	6. Hired experienced coach as athletic director	6. Provided leadership and oversight to all athletic programs.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007-2008

POSITION: Director of Career and Technical Education Programs (Poplarville)

Supports PRCC Strategic Goal(s): 1, 3, 4, 5, 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 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.

POSITION: Director of Career and Technical Education Programs (Poplarville)

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
1. To encourage high quality in all Career and Technical programs by monitoring curricula and instruction.	1. Career and Technical faculty will be evaluated annually by the Supervisor and students.	1. Faculty developed a plan of improvement if evaluation results reflected notation of improvement need (scoring of significance "Below Average Rating").	1. Reviewed according to performance.
2. To encourage all Career and Technical departments in the process of budget planning and utilization	2. Review and approve all budgets and requisitions for purchase submitted by Career and Technical faculty.	2. The acquisition of materials, supplies and services to meet instructional objectives.	2. Reviewed and modified budgeted resources to effectively achieve goals.
3. To encourage Career and Technical departments in all areas of planning.	3. Program changes will be submitted for review annually.	3. Upon approval of Career & Technical Directors, the plan was submitted to the appropriate college committee and SBCJC.	3. Approved plans assisted budgeting and program development.
4. To encourage all Career and Technical Departments to stay abreast of up-to-date training aides and equipment as per industrial standards.	4. Program training aides and equipment will be reviewed by respective program craft committees.	4. Upon approval of Career & Technical Director, the requested training aides and equipment was submitted to the appropriate college committee and SBCJC.	4. Approved request was budgeted for process and purchasing.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 – 2008

POSITION: Director of College Libraries

Supports PRCC Goal(s): 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 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.

OBJECTIVES

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.

ASSESSMENT CRITERIA

1. Number of print and non-print materials added to the collection each year.

ASSESSMENT RESULTS

1. Items cataloged for 2007-2008 are

GHJ ITEMS	Adds	Total
Books	924	53,034
B. Periodicals	12	7,369
Microform	34	7,042
Cassettes	0	459
CD-ROM's	63	372
Computer Disks	0	128
DVD's	162	218
Kits	0	4
Manuals	11	354
Slides	0	6
Sound Disks	11	54
Transparencies	0	9
Videocassettes	14	4,115
TOTAL	**1,231**	**73,164**
eBooks	1,006	26,418

FCC ITEMS	Adds	Total
Books	497	6,035
B. Periodicals	0	107
CD-ROM's	43	141
Computer Disks	0	10
DVD's	30	68
Kits	0	39
Manuals	21	39
Slides	0	27
Sound Disk	6	15
Videocassettes	5	526
TOTAL	**602**	**7,007**
eBooks	1,006	26,418

USE OF RESULTS

1. Planned to continue purchasing materials for faculty and student use.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 – 2008 (continued)

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS

HAN ITEMS	Adds	Total
Books	1,838	2,638
B. Periodicals	0	0
CD-ROM's	4	30
DVD's	115	166
Kits	2	2
Manuals	3	3
Slides	0	0
Sound Disk	0	0
Videocassettes	1	35
TOTAL	**1,963**	**2,874**
eBooks	1,006	26,418

PRCC ITEMS	Adds	Total
Books	3,259	61,707
B. Periodicals	12	7,476
Microform	34	7,042
Cassettes	0	459
CD-ROM's	110	543
Computer Disks	0	138
DVD's	307	452
Kits	2	45
Manuals	35	396
Slides	0	33
Sound Disks	17	69
Transparencies	0	9
Videocassettes	20	4,676
TOTAL	**3,796**	**83,045**
eBooks	1,006	26,418

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007– 2008 (continued)

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
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.	2. Number of orientation sessions provided to students and faculty.	2. Students continue to use the Libraries and Labs as faculty members increasingly seek new ways to present their subject material, to incorporate the use of technology into their classrooms and assignments, and to individualize instruction even though more library services are available on line. Door count for Johnston Library and Learning Lab was 90,441 and for Forrest County Center Library and Lab was 58,731. The Johnston Library staff provided 87 orientation sessions to students, and the learning lab staff provided 74 in lab orientation sessions and 15 in class orientation sessions. FCC Library staff provided 31 orientation sessions to students and the FCC Lab staff provided 21 orientation sessions. Orientation sessions were provided to students for English, College Skills, History, etc. upon teacher request. The Hancock Center Coordinator/English instructor conducted 14 orientation sessions. The Media Specialist provided Photoshop Elements workshops for students. The Johnston Learning Lab staff proctored 1,901 online tests, and the FCC Lab staff proctored 2,411 tests for a total of 4,312 tests. Library and Lab links were updated on the web site to be used by both online and traditional students. Information about the Hancock Center was also updated on the web site.	2. Planned to continue orientation sessions and workshops. Planned to continue upgrading library's web site.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 – 2008 (continued)

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
3. To provide audio visual and microform equipment, copiers and computers to support instruction.	3. Number of new pieces of equipment added to Libraries and utilization of services.	3. New technology/equipment added to all Libraries and Labs are listed below: **Johnston Library** 13 student computers 1 receipt printer 1 book detection unit 1 staff computer **Johnston Learning Lab** 7 printers 1 book detection unit **Johnston Media Services** No new equipment purchased **Forrest County Center Library** 4 student computers 1 DVD player 2 printers **Forrest County Learning Lab** 1 scanner **Hancock Center Library** 21 student computers 2 staff computers 2 printers 1 lab server 1 receipt printer	3. Number of new pieces of equipment added to Libraries and utilization of services.
4. To increase periodical collection.	4. ACRL standards.	4. Found that the Library needed to add 200 print periodical titles if it wanted to meet ACRL print standards. However, PRCC students have access to thousands of online journals and magazines through the MAGNOLIA project and other online databases to which the college subscribes.	4. Requested additional funding for online full-text periodicals for 2008-2009 school year since online products have the capability of serving more students than print in-house periodicals can serve.
5. To increase the Libraries budget to 6% of the school budget.	5. ACRL standards.	5. Found that the Library needed to add 2.5% to the existing budget.	5. Requested additional funding for 2008-2009 school year.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 – 2008 (continued)

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
6. To increase the electronic database collection.	6. ACRL standards.	6. A subscription was acquired to one new book database: 1. NetLibrary's Shared Collection VII containing approximately 3,000 eBooks.	6. Requested additional funding in the 2008-2009 budget for additional online databases.
7. To provide a staff which is qualified and concerned with meeting the needs of the institution, students, and faculty.	7. Number of staff employed with degrees or training appropriate for positions held.	7. Director of College Libraries has a master's degree plus 30 hours. Both librarians at the Johnston Library have master's degrees as does the FCC librarian. The GHJ Learning Lab Coordinator has a master's degree as do both lab instructors. The Media Specialist has a bachelor's degree. The librarian at the FCC Campus holds a master degree while the clerical staff member is working on a bachelor's degree in library science. Additionally, there is a part-time clerical staff member with a bachelor's degree. At the FCC lab, the coordinator has a master's degree and the lab instructor has an educational specialist degree. There is also a clerical staff member at the FCC lab. All clerical staff members at both locations are qualified by education and experience for their positions.	7. Requested that the frozen Library clerical position be fully reinstated for the 2008-2009 school session.
8. To provide opportunities for faculty and staff to take part in professional development activities.	8. Number of faculty and staff participating in professional development activities.	8. All staff members, both professional and support staff, attended Safety and Security workshops conducted by the college. One GHJ lab instructor and one FCC lab instructor attended the state Creating Futures through Technology Conference. The director, one GHJ librarian, one GHJ lab instructor, and one FCC lab instructor attended a workshop on Copyright Issues for E-	8. Planned to provide professional development activities for 2008-2009.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 – 2008 (continued)

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
		Learning. Blackboard training sessions were attended by two FCC lab instructors and two GHJ lab instructors. A Memorization workshop was attended by an FCC lab instructor. The director, one GHJ librarian, and one GHJ lab instructor attended a workshop on The 21st Century Classroom. A Classroom Technology Solutions-Podcasting workshop was attended by the director, one GHJ librarian, and one GHJ lab instructor.	
9. To continually weed the GHJ Nursing collection and the FCC Allied Health Collection.	9. Usage count and copyright date of materials.	9. Discarded 43 books from the Johnston nursing collection, and purchased 112 books for the nursing collection. Forrest County Library discarded 32 books from the Nursing and Allied Health Collection and added 75 books to that collection.	9. Planned to purchase additional nursing and allied health materials in 2008-2009 to replace discarded items.
10. To cooperate with other institutions, libraries, and agencies to meet the information needs of the college.	10. Cooperative agreements with other libraries.	10. The library participates in the Mississippi Community Colleges Library Information Partnership (MCCLIP), which facilitates cooperation and sharing of resources between Mississippi's community college libraries and Mississippi State University Libraries; participates in a reciprocal lending cooperative for community colleges participating in the Mississippi Virtual Community College Program; and participates in SIRSI's Mississippi users consortium. The library has formalized lending agreements with the University of Southern Mississippi and the public libraries within its six county district.	10. Planned to continue cooperative agreements for 2008-2009.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007- 2008

POSITION: Director of Counseling, Advisement, & 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
1. To organize and supervise the guidance program.	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.	1. A 10 member Counseling, Advisement, & Placement Council was established in August 2007. The guidance calendar was developed and published monthly. Advisement services were expanded to include additional part time advisement services at the Hancock Center. Part time counseling services were continued. An Advisors Guide was developed and published with $1500 funding provided through a cooperative effort with Tech Prep.	1. In put from the CAP Council provided information on needed services. The Council participated in meetings involving Banner training for faculty. The guidance calendar provided information the faculty regarding dates events are conducted such as ACT and GED testing, college fairs, career fairs, and transfer fairs, early registration & advisement dates, etc. Plans were approved by the CAP Council to assign faculty advisors to advisees. Plans for improving registration activities were approved, and those improvements were made. Registration was more efficient, better coordinated, moved rapidly due to provision of additional laptop computers and training for faculty advisors. The Advisor's Guide was used in professional development sessions for faculty on Banner training.
2. To provide individual and group guidance services to assist students in the development and use of cognitive and affective skills.	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.	2. Individual advisement and scheduling sessions were conducted by the staff in the Counseling, Advisement, & Placement Center. Individual and small group career decision making skills were provided on an as needed basis. Employability and job placement skills were provided in large group sessions in	2. Individual advisement and scheduling sessions are ongoing throughout the year. An additional advisor was hired, and another was transferred to the center from an administrative position. One academic counselor assisted in various emergency situations by providing mental health counseling services. That counselor

		November, 2007 and February, 2008.	continues to be temporarily assigned to assist the Dean of Student Services.
3. To coordinate student assessment, employability skills training, retention, placement, and follow-up activities in cooperation with instructors.	3. Conduct assessment including ACT, GED, TABE, and C-PAT testing services. To propose purchasing ACT COMPASS.	3. ACT national and residual exams were administered through out the year. TABE and C-PAT exams administered. Funding was not available for the ACT COMPASS. Class placement continues to be made on ACT and TABE results. Annual follow-up studies were conducted in career technical programs. Plans for a College Experience course were made to improve retention.	3. CAP Center director will continue with plans to purchase ACT COMPASS. ACT, GED, TABE, AND C-PAT testing will continue with additional testing dates. Two professional examiners will provide additional assistance with ACT testing along with CAP personnel for 2008-09. Implementation of the College Experience course will begin Fall 2008 with the establishment of lab and designing the course.
4. To provide opportunities for personnel to improve guidance services.	4. Encourage participation in staff development and communication with Industry, businesses, and other colleges. Extensive time was spend on program analysis in preparation for writing a Title III Grant Proposal which was not funded. Funding would have assisted in providing additional personnel, floor space, equipment, and consulting from outside experts on best practices in advising., and the design and implementation of a "College Experience Course."	4. Staff and faculty development sessions providing Banner training were conducted. Communication with other colleges was improved by staff participation in meetings held at other colleges, and the Center sponsored college fairs, transfer fairs, and career fairs. Title III Grant was not awarded; however, the data gathered from surveys is being used to assess, expand, and improve services.	4. Faculty and staff professional development sessions will be expanded. Faculty advisors will be assigned advisory duties in addition to advising in registration. Each academic instructor will have advisees assigned to him or her. A new lab is being equipped for the College Experience Course that is being developed to provide additional guidance services to students with the intent of improving retention.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007-2008 (C-CT continued)

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
5. To encourage personnel to participate on College committees in support of the mission statement of the College.	5. Participation on the Instructional Council, Calendar Committee, Recruitment Committee (appropriate College committees), and advisory boards of community schools and businesses.	5. CAP Center personnel including the director were active on various college committees such as Instructional Council, Calendar Committee, Recruitment, Faculty Council, and leadership teams.	5. CAP personnel use the information learned from College committees to improve services and to become involved in activities that support the mission statement of the College. For instance, participation on the Instructional Council provides information to CAP personnel regarding new courses, change in curriculum, or the deletion of courses. Participation on the SACS Leadership Team allows CAP personnel to have knowledge of the over activities of the College that support the mission statement.
6. To encourage personnel to participate in professional development to improve guidance services.	6. Encourage participation in state and national organizations for improvement in guidance services such as counseling, advisement, placement, orientation, etc.	6. CAP Center joined and participated in state and national professional organizations such as MCA, NACADA, Pine Belt Counselors Association, Mississippi Advisors Association, and Mississippi Community & Junior College Counselors' Association. One counselor attended a National Mental Health Conference. Another counselor attended the SACS Convention, a Noel-Levitz Workshop, and a Ramona Munzel Associates Workshop on preparing grant proposals.	6. Counseling personnel used the knowledge gained from various workshops to learn what other institutions are doing to improve services. The director spearheaded and developed plans for a proposal for funding for a Student Success Center which involved improved advising services and the College Experience Course. Another counselor developed a proposal which would provide funding for additional services for students with forms of autism. Neither proposal was awarded grant funding. However, the knowledge gained in those endeavors helped in the implementation process of plans that continues to be ongoing in incremental steps based on available funds.
7. To utilize community resources.	7. Maintain contact with "helping" agencies within the district.	7. Contact was made with "helping" agencies within the district. Assistance was provided to PRCC students.	7. Contact with helping agencies continues to assist the College in providing additional services to the special needs of students.

8. To conduct evaluations.	8. To complete evaluations as prescribed by the College and State pertaining to program and personnel evaluations.	8. Evaluation is an ongoing process. Career technical counseling programs and activities are evaluated by the State Department Office of Compliance and Reporting. An in depth performance analysis was prepared on advisement in preparing a proposal for a Title III Grant. The academic counseling component of the Center was evaluated through the in depth study which was a part of a CAS Survey. Additionally, evaluation is conducted through an annual Climate survey. Personnel were evaluated as prescribed by the College.	8. Results of CAS and Climate Surveys and State Performance evaluations are being used to implement improved services as mentioned throughout this document.

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
1. To generate individual and corporate donations to support the programs and services of the College.	1.1. Minutes of the College Board of Trustees	Trustees minutes verify the success of donations to foundation.	Helped trustees and foundation board understand funds raised and expenses Incurred.
	1.2. Minutes of the PRCC Development Foundation	Minutes of foundation board confirm giving.	Audit revealed college need .
	1.3. Annual Audit of Pearl River Community College	Audits support college & foundation financial status	
	1.4. Annual Audit of the PRCC Development Foundation	Minutes reflect board discussion as it relates to alumni programs	Helped trustees understand alumni activities.
2. To provide opportunities for alumni to continue their involvement in the programs of the College.	2.1. Minutes of the College Board of Trustees	Minutes reflect board discussion as it relates to alumni programs	Allowed foundation board to consider success of programs
	2.2. Minutes of the PRCC Development Foundation	Association chapters use information	Chapters review and determine their need to help
	2.3. Minutes of the PRCC Alumni Association	Sent four editions of Riverside to Alumni	2,300 copies sent in each four mailings
	2.4. Quarterly editions of the alumni magazine, RiverSide	Full time foundation director employed to give direction to association and all affiliated chapters	New chapter begun at Stennis. Growth in chapters.
	2.5. Development Foundation will employ a full-time Coordinator of Alumni Services		

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.

POSITION: Director of Extended Education

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
1. To improve the retention of students in online classes.	1. Enrollment forms; withdrawal forms	1. Began collecting online retention data. Data is being processed at the completion of each semester.	1. Initial data analysis is not conclusive because not enough data exist for valid conclusions. In the meantime, other means of collecting information are being explored. Efforts underway for increasing retention are: contacting students prior to the semester welcoming them to the online environment, ensuring students have instructions for how to begin a course, and creating orientation modules (Orientation modules will be used for traditional as well as online students).
2. To evaluate all distance education courses for which the Office of Extended Education is responsible.	2. Documented evaluations	2. Evaluation forms specifically designed for online classes were created. The courses have all been evaluated and evaluations shared with instructors.	2. Based on the evaluations, instructors were directed to make certain revisions in courses. Follow-up is on-going as the courses are evaluated.
3. To increase the number of night class and weekend class offerings by 5%.	3. Student enrollment data	3. The number of night classes increased by 29% (31 classes in FY07 and 40 classes in FY08). But, the area of concern is that 69 classes were offered in FY08 while only 40 actually made.	3. The goal of 5% increase seems reasonable, but more effort needs to be given to the likelihood of a class making before scheduling occurs. Otherwise, many classes have to be canceled and some students are forced to select other classes. In addition, more publicity is planned for night classes in Columbia, Picayune, and Poplarville.

POSITION: Director of Extended Education			
OBJECTIVES	**ASSESSMENT CRITERIA**	**ASSESSMENT RESULTS**	**USE OF RESULTS**
4. To provide initial and ongoing training in Blackboard for faculty teaching online and traditional courses.	4. Documented evaluations; training calendar	3. The Coordinator of Electronic & Distance Learning conducted both beginning Blackboard and advanced Blackboard training sessions in Poplarville, Hattiesburg, and Waveland. The sessions were not always well-attended, but those who attended have demonstrated the use of Blackboard within classes- both traditional and online.	3. Requests for additional Blackboard training have been received. Conversation with teachers has revealed that several of them are asked by students why that particular class is not using the technology. Training sessions for Fall 2008 are already underway.
5. To create a baseline of instructor usage for Blackboard.	5. Usage report from Blackboard.	5. Currently the majority of instructors who use Blackboard are the instructors who teach online classes. The traditional mathematics and science classes have proven more likely to use the technology than other instructional areas.	5. It is encouraging to see instructor use of Blackboard increase. More consideration will be given to the administration and evaluation of courses that are using Blackboard. The courses do not need to be evaluated as online courses, but more consideration in the evaluation process needs to be given to the supplemental uses of 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	6. Dual enrollment requests have been processed from Purvis, Hattiesburg, Columbia Academy, Prentiss Christian, & Bay High. To assist these schools, teachers, and administrators, a web page was created. It contains .pdf versions of the required forms. The specific guidelines that have been established for dual enrollment are available on the web site or in the EEID office.	6. The concept of dual enrollment continues to spark questions. The process of educating the high schools continues. And, this education is important since many schools have new personnel each year.

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
1. To award financial aid to students based on eligibility and aid program fund availability to help meet educational expenses.	1. Determine students' eligibility for type of aid requested and award aid based on the availability of the funds.	No findings to date.	No change needed.
2. To review all institutional, state, and federal guidelines with regard to maintaining compliance within each respective program.	2. Keep abreast of federal, state and institutional updates on policy and procedure changes related to programs through mail, electronic, and e-mail postings.	No findings to date.	No change needed.
3. To make available to students additional, more easily accessible financial aid forms on the financial aid webpage used in the application process. Forms to add for this year are the work study application and the loan information sheet and addendums.	3. Consult with the PRCC webmaster to make available these forms in PDF or comparable format for student access and print.	Determination that due to the small work-study allocation it would be best to continue the manual process. Due to our current default rate it would be best to continue the manual processing of student loans.	This process was not executed for the 07-08 year.
4. To update job descriptions of financial aid employees in the Office of Financial Aid.	4. Review each position as to what current responsibilities they perform and what is listed as responsibilities on their last job description.	Due to change in leadership it was decided to move this process forward to the new leadership.	This process was not executed for the 07-08 year.
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.	5. Coordinate with Sallie Mae and our Webmaster to link to PRCC's financial aid webpage their product and it the opening designed specifically for PRCC.	Determination that due to new loan regulations and the new cost of the Gateway Program it would be beneficial for us to research other programs. In addition, numerous changes occurring within the loan industry prohibited	This process was not executed for the 07-08 year.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007- 2008

POSITION: Director of Financial Aid			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
		colleges and universities from being able to utilize technologies offered previously at no cost through Lenders.	

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 – 2008

POSITION: Director of General Education (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 PRCC 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
1. To continue to assist in developing new academic course offerings at the Forrest County Center.	1. To meet with administrative personnel to add academic courses other than those required for technical programs.	1. Fall, 2007, 169 sections of academic classes were offered. Fall, 2008, 189 sections of academic classes were offered. At the opening of school, all 189 classes had enough students to make.	1. New sections and new classes are being offered
2. To continue to offer more counseling opportunities for students.	2. To assist in providing academic counselors from the Poplarville campus on the Hattiesburg Campus.	2. The number of academic counselors has not changed. There is still a great need for more full time counselors. A plus is that full time faculty are being encouraged to become more involved in counseling students.	2. Some progress has been made in advising students
3. To assist in reorganizing the regular registration process and late registration process.	3. To meet with administrative personnel to assist in securing computers for registration at the Forrest County Center.	3. Registration process has been reorganized and more space is utilized.	3. Registration is smoother than it has been in the past.
4. To continue to seek new classrooms and teaching materials at the Forrest County Center.	4. To meet with administrative personnel to achieve this goal.	4. Five classrooms are now equipped with computers and power point projectors, also Mimeos 4 are available to faculty.	4. Power point projectors and Mimeos are almost constantly in use.
5. To continue to add more full-time faculty at the Forrest County Center.	5. Consult with Vice President for Instruction to achieve this goal.	5. No full time faculty have been added; however, one temporary full time and three temporary part time faculty were added in Fall, 2008. This makes a total of 6 part time temporary positions that need to be permanent rather than temporary.	5. Additional faculty have allowed us to offer more class options and meet the needs of a growing student population.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 – 2008

POSITION: Director 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: Director of Hancock Center

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
1. Provide an informative and meaningful new student orientation program that meets the transitional needs of new students. 2. Provide prospective students information on the admission process, academic programs, and campus life that will aid in prospective students' recruitment and future enrollment. 3. Provide strategic data driven decision-making grounded in reliable data analysis to support enrollment goals and initiatives 4. Increase the number of students enrolled in courses at sites in Hancock County and Stennis Space Center. 5. Increase College's visibility throughout the business community within Hancock County and Stennis Space Center.	1. Assessment criteria as described in Orientation and Recruitment department's assessment chart targeting students, counselors and guests. 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. 3. Student and staff survey forms and direct observation by Hancock Center Coordinator and others responsible for institutional effectiveness. 4. Collect and analyze student enrollment data for all sites in Hancock County and Stennis Space Center. 5. Expand initiatives in partnership with local business and the College Workforce Development Division.	1. There were twenty-two students who participated in the Fall 2008 Orientation session which is an increase of +50% over previous semesters. Will continue to work closely with Orientation and Recruitment Department to recruit at Hancock High School, Bay High School, Our Lady Academy, and St. Stanislaus. 2. Participated in Recruitment Day at both Hancock High School and Bay High School. Presented information on Hancock Center classes and Aviation Maintenance classes at the WIN Job Center and to area career-technical counselors. Will continue to visit schools in Hancock and Pearl River Counties to provide counselors with information on the Aviation Maintenance Program and other courses offered in Hancock County. 3. Continue with faculty meetings to get feedback on needed areas of improvement. Have worked with the counseling center to have Student Advisor to assist with advisement for students at the Hancock Center. Continue to have an open-door policy with students for advisement on what courses they need to have offered at the Hancock Center. 4. Same as 2nd part of No.3. 5. Continue to work with the following	1. Will continue to improve process of upcoming semesters. 2. To improve student understanding of the total college process, so each student will know of opportunities for careers and especially financial assistance available through grants, loans, and special allocation funds through not only the PRCC Financial Aid office but also through the local WIN Job Centers. 3. Faculty meetings continue to spark a more positive attitude and a sense of community for the instructors. Feedback from students has resulted in new courses being offered at the Hancock Center and at Stennis Space Center, and has also resulted in more day class offerings. Enrollment continues to grow in both day and night classes. 4. Same as 2nd part of No. 3. 5. To continue to upgrade course offerings at the Hancock Center and Stennis Space Center. Will continue to

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 – 2008

POSITION: Director of Hancock Center

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
		entities: a. Hancock County Arts Association to expand participation in the Wave Art Gallery. b. Hancock County Port and Harbor to resolve issues of concern which will help the AMT program. c. Work with the Education Committee of the Hancock County Chamber to show our commitment to provide a quality Education to the students of Hancock County. d. WIN Job Center to determine programs where WIA special allocation funds are available for our students. e. PRCC GED Division to help students continue to achieve educational goals. f. PRCC Workforce Development Division to offer space and classes for local business to extend educational opportunities for their employees.	renew PRCC's commitment to quality education in the Hancock County Area and work with local businesses and community organizations to provide services needed in the community.

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 transport 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
1. To maintain the accessibility and cleanliness of all buildings.	1. Inspection and evaluation by janitorial supervisor weekly.	1. Weekly inspection and evaluation proc so buildings will be clean.	1. Prioritize results to improve successfu outcomes.
2. To provide routine preventative maintenance of all buildings.	2. Inspection and evaluation by supervisor of maintenance and contractors.	2. Preventive maintenance and repairs completed as needed	2. To improve efficiency and minimize down time for projects.
3. To maintain campus grounds.	3. Inspection and evaluation by appropriate personnel.	3. Daily assessment of attractive, neat grounds	3. Evaluation of personnel.
4. To maintain all utilities.	4. Inspection and evaluation by appropriate personnel (Public Service Commission, fire marshal, etc.).	4. Inspection findings repaired there by t utilities will be kept in proper working or and operating as efficiently as possible.	4. Prioritized needs and responded accordingly.
5. To plan and identify immediate needs for all facilities.	5. Constant inspections leading to request for improvements.	5. Request submitted for budget approva	5. Implemented need requests upon appr of necessary funding.
6. To plan and identify long range needs.	6. Inspection and evaluation by appropriate personnel (contractor, engineers, staff).	6. Plan of action ready for activation upo availability of funds.	6. Daily staff meetings. Attend educatio seminars as identified.
7. To provide a safe and quality transportation system as it relates to approved travel for students, faculty, and staff.	7. Schedule use of vehicles for approved travel.	7. Published weekly travel requests, reviewed budget monthly, and made repo related to mileage to Business Office.	7. Used number travel requests, budget expenditures, and amount of mileage to determine additional need for upcoming y
		8. Daily supervision of mechanics as wel	

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

POSITION: Director of Physical Plant			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
8. To employ efficient and effective mechanic personnel.	8. Evaluation of mechanics in charge of transportation done formally and informally. Also, daily supervision of mechanics.	well as formal evaluation indicated excell performance of employed mechanics.	8. Expanded criteria of mechanical personnel to include driving buses as nee for school activities.
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.	9. Review budget related to number of needed vehicles	9. Made changes related to requests for vehicles, amount charged for mileage, an reporting procedures related to transportation.

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
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.	1. The print media are sent 20-25 news items per month for publication. TV media sent minimum of four coverage advisories per month.	1. Nearly 200 news items (news, sports, features, notices, etc.) were sent to media outlets. Approximately 90 percent were used, some in story form and some in brief form. TV advisories resulted in an average of one visit to one of our campuses per month.	1. Items not published in some newspapers were examined as to why they were not published, and efforts were made to localize those stories so they could be used.
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 schoo	2. Increase the number of hits on the school's official website.	2. From July, 2005 to July, 2006, the college's website had 403,008 hits. From July, 2006 to July, 2007, the number of hits increased to 549,803. The number of visits to the website continues to increase. We have also begun advertising on some high school websites. For example, we are on the front page of the Oak Grove High School web site. Plans call to expand this to other schools.	2. Students who browse the website either applied for admission, requested schedule information at PRCC or sought information on upcoming events. Information passed on to office of recruitment.
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.	3. Increase interest in the college through requests for information about academic and career/technical programs, financial aid and housing.	3. Increased visibility to potential traditional and non-traditional students, as well as enhancing the public image of the college in South Mississippi.	3. Evaluated the effectiveness of past recruitment CDs, and determined in conjunction with the office of recruitment, that we continue production of the CD for distribution to high school students.
4. To enhance the image and student perception of the college through the use of informative brochures, news letters and magazines.	4. Update, print and distribute literature to increase interest in the college.	4. Printed information distributed via local shopping mall cart, racks in local retail outlets and libraries, and mail outs resulted in increased visibility with potential students. Due to equipment	4. Evaluated effectiveness in distributing printed information and determined that it is a viable tool for getting information out about the college.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

POSITION: Director of Public Relations			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
		upgrades in the print shop, all of our printed materials (RiverSides, sports programs, etc.) are now in full color.	
5. To improve and expand advertising efforts to enhance the image and student perception of the college.	5. Balance advertising efforts on TV, in newspapers and magazines, on radio and in high-traffic areas throughout the district.	5. Increased interest with potential students, resulting in an increase in applications for admissions.	5. Evaluated effectiveness of advertising efforts through informal discussions with current students. We now have two billboards in our district, promoting the school and the Centennial. One in Hattiesburg and one in Picayune.
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.	6. Increased enrollment: Fall, 2005 enrollment (prior to Hurricane Katrina) 579. Fall, 2006 enrollment hit 597. Enrollment in distance education continues to steadily increase.	6. Evaluated effectiveness of brochures and distribution efforts and determined that it would be helpful to increase the number and increase distribution to all PRCC outlets in the district.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

POSITION: 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	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.	Overall ratings on evaluations from both parents and students were excellent. A. 179 Students and parents attended an April Early Orientation and Registration. B. 700 attend July Orientation sessions. (approximately 109 attended the Forrest County Center Orientation) C. 138 Parents attend a separate Orientation session. D. 55 Students attended in August. E. 25 Students attended the Hancock Center Orientation. F. 72 students attend in January.	1. One Orientation session before Fall and Spring semester was implemented. The Early Registration for Scholars continues to grow each year. The 08 registration was the largest since the program began 3 years ago.
2. To encourage all prospective students to attend an orientation session.	2. Prepare and mail orientation literature to prospective students.	2. Prepared and mailed out approximately 3,608 pieces of Orientation applications to all students on HS senior list and students who applied to the college. Handed out 1250 Orientation forms during awards days and 90 at Scholars Night. Parent Orientation was included on same brochure as the student application. Approximately 450 conformation postcards were mailed to both parents and students.	2. Additional improvements to the check-in system for students were made. Representatives from financial aid, admissions, yearbook photos, and parking decals were all in the Tech Building to answer general questions and offer services for students in one location.
3. To encourage parents/guardians of prospective students to attend summer orientation.	3. Prepare and mail orientation literature to parents/guardians of prospective students.	3. Orientation brochures and	3. Added 1 work-study student to handle call-in's for Orientation sessions.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

POSITION: Director of Recruitment and Orientation – Orientation			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
4. To provide students with a fundamental understanding about college life transitions at PRCC through Administrators, department directors, and currently enrolled students. .	4. Review the evaluations provided by the guest speakers upon the completion of their presentation.	confirmation cards containing dates and times for both student and parent's session were mailed. 4. On-line and VCC course information was added to speakers while others were eliminated from the program.	4. Additional department speakers were added to the Orientation agenda.

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
1. To increase enrollment by 5%. 2. To improve and expand the recruiting efforts so that more students will be enrolled from the district.	1. Review number of students enrolled. 2. Participate in various recruitment activities. Prepare and mail information to prospective students. Provide campus tours.	1. With an increase of 5.4% PRCC started the 2008 the largest Fall semester enrollment school history. 2. Private visits were made to all schools in the 6 county district. A PRCC rep attends all fall and spring programs for both in and out of district. Fill the Stadium, Scholars Night and Spring Fest were held for seniors. 21 Awards Day ceremonies were attended. Mailed scholarship requirements, Fill the Stadium Postcard, Scholars' Night invitation and welcome letter from Dr. Lewis to all high school seniors in the PRCC district. (Approximately 2,688 seniors) Mailed 4,300 Military Recognition Night and Last Call for Fall and Spring registration cards to currently enrolled students and student who did not return to PRCC after a semester with 42 or less hours. Recruited students from the GED classes in the 6 county district. Arrange tours of campus and made appointments with appropriate facility and staff.	1. Provided information on a regular basis for PRCC display in the Turtle Creek Mall. 2. Made PRCC information available to prospective students. Decided methods and activities were successful based on the number of students who attended and the enrollment percentage.

3.To improve recruiting efforts of non-traditional students.	3. Provide information for various activities for non-traditional students. Provide PRCC information upon request. Provide campus tours.	Mailed information packets daily, Through out the year private and group tours were given on campus. 3. Prepared and mailed packets to prospective students upon request; provide high school counselors with information to share with the adults in the community. Distributed materials in areas where non-traditional students could obtain information. (WIN job centers, unemployment agencies, stores, doctor's offices, etc.)	3. Provide new and prospective students with a variety of PRCC information. Attending training session for instructional staff of GED classes in the PRCC district and distributed admission and scholarship materials.
4. To improve and update recruiting literature to attract students.	4. Update, print, and distribute recruitment literature. Collect and review view books and other college/university publications to get new ideas for next year.	4. Distribute brochures to high school students during individual high school visits/activities, and tours.	4. Provided PRCC district students with college information. Continue using the newly developed application pack for the 08-09 seniors. Provided district counselors with catalogs, applications for admission, scholarship information, and other PRCC information and supplies. Printed and distributed new PRCC Recruitment brochures. Produced a housing brochure with public relations. Produced a new view book for prospective students. Created a PRCC fact card for distribution at college fairs, private visits, and mail outs.
5. To meet with high school counselors and other personnel to provide awareness of the quality educational opportunities available at PRCC.	5. Take PRCC literature/supplies to all district high schools. Plan and organize special activities to give PRCC information to off-campus personnel.	5. Distributed new PRCC materials and applications to all school in the district during August. While conducting private visits and scheduled college nights at the high schools, left additional materials with counselors.	5. Provided PRCC literature to and met with facility, staff, and students in all district high schools to keep them informed of the opportunities at PRCC

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.

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
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%.	1. Retention rates of those students who persisted in their education.	This information is unavailable until the Fall semester is underway. We will report on this, as soon as the data is available from IT.	
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".	2. Mid-term and final grade reports from instructors at PRCC.	Approximately 70% of our students (118 out of 169) maintained a 2.0, or above, GPA for the 2006-2007 project year.	Although our ambitious goal of 85% was not achieved, 70% of our SSS students maintained a good academic standing, which is a "successful" program accomplishment considering our students are disadvantaged coming into the program, with poor academic and study skills. Most of this year's project participants are incoming freshman. This is also higher by 10% from the past project cycle (which was 60%).
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 (AA) degree, and/or Associate of Science (AAS) degree.	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.	Cohort group "05" (students who entered the SSS Program in Fall 2005 and/or the Spring/Summer 2006). 12% of this cohort group graduated in the academic year of 2005-2006; 12% graduated in the academic year 2006-2007; and 13% graduated in the academic year 2007-2008 for a total of 37% (37 out of 103).	The results were used to determine progress on our third year graduation goals of 25% for the cohort group "05". We exceeded our goal of 25% for the cohort group "05" and are making significant progress in achieving or exceeding our goal for cohorts "06" & "07".

		We are still tracking the progress of the students in cohort "06" (students who entered the SSS Program in the Fall of 2006 and/or Spring/Summer 2007) in their 2nd year at PRCC. As of this date, 7% graduated in the academic year of 2006-2007 and 14% graduated in the academic year of 2007-2008 for a total of 21% (21 out of 111). The cohort group "07" (students who entered the SSS Program in the Fall 2007 and or Spring/Summer 2008), 2% (2) graduated in the Fall of 2007 and 6% (8) graduated in the Spring of 2008 for a total of 8% that have graduated in their first year they entered the SSS Program.	
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.	4. Needs assessment and survey of SSS students intending to transfer to a four-year college.	This information is unavailable until the Fall semester is underway (September 1, 2008). Most of our students graduate in their third year, so we hope to achieve our 30% goal by the end of this semester for the "05" cohort group.	
5. The PRCC SSS project will meet 100% of the administrations requirements including record keeping, reporting and financial accountability.	5. Documentation of SSS records and an annual self-evaluation of records requested by Federal regulations, sent to the US Department of Education.	The Annual Performance Report was submitted in December 2007. All other required reports were submitted, as required.	The results were used to conclude that all records were maintained accurately and submitted to the U.S. Department of Education.

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.	6. SSS enrollment figures and number of active students served.	169 students were served during the 2007-2008 project year. 125 (75%) were individuals with disabilities and/or low income individuals who were first generation students. 18 students were disabled only and 16 were disabled and low income. All students had a demonstrated academic need.	The results were used to determine the number of eligible students who were served during the 2007-2008 project year. This goal was achieved. More than two-thirds (2/3) of our eligible students that we served were students with disabilities and/or low income individuals who were first generation college students. More than one-third of the students (47%) with disabilities we served were low income.
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.	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.	All students served in SSS completed an individualized education (college success) plan.	The results were used to conclude that all students received individualized educational planning and to ensure systematic educational advisement on their plan.
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.	8. Documentation of staff's participation in PRCC's committees and/or community committees (outside of the college).	50% of the staff (Director and Educational Counselor) serves on PRCC and/or community committees/boards outside of the college.	Our objective was achieved ensuring PRCC SSS provides professional input representing disadvantaged PRCC college students off and on campus.

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
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.	1.A. Staff development programs provided for the Adult Education staff. B. Basic Skills training for pre-employment testing provided.. C. Identification of workforce skills requirements for WDC customers in businesses, industries, education, and public service agencies. D. English-as-Second-Language (ESL) programs provided to teach Non-English Speaking Adult Education students to read and speak English. E. Classes to prepare individuals with the academic skills necessary to pass the GED test offered in all six counties served by PRCC.	A. Staff development programs were provided to Adult Education Staff. B. Curriculum was implemented in all adult education classes that allow individuals to improve their basic skills. C. Adult Education and other ATC staff achieved a high level of awareness of workforce basic skills needs. D. Partnership with Hattiesburg Public School Adult Education was formed to offer ESL classes. E. Classes were offered in all six counties of the PRCC district to provide training for individuals who were seeking to advance their educational level and/or receive a GED	A. Used to adapt and/or modify staff development programs in order to maintain or improve programs. B. Companies made referrals of employee to Adult Education who needed assistance for job retention or advancement. C. Basic skills requirements were met by current Adult Education program. D. ESL classes were able to continue with a partnership that met all federal and state guidelines for enrollment. E. For 2007-2008, 979 individuals obtained services from the adult education program with 272 receiving a GED.
2. To create short term demand driven training opportunities for individuals experiencing career changes or for industries that have high demands for skilled workers.	A. Partner with the WIN Mississippi Job system to stay current with high demand employment. B. Identify industry partners that will assist in creating training and	The partnership with WIN has grown. Now, all PRCC students in H1B funded programs have to be screened by a WIN representative. Industry partnerships have solidified two	PRCC staff will continue to attempt to attract more students through the WIN centers. PRCC staff will continue to transfer some

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

POSITION: Director of Workforce Education

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
	programmatic needs focusing on their training demands. C. PRCC, via a grant from NASA, has created a GIS Program housed at the Center for Higher Learning at Stennis 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.	programs, the Construction Equipment Operations, and Utility Electrical Technology Program. Each of these programs have received both financial and human capital investments. The GIS Program has reached a higher level in each of the past 2 years. Participation in GIS classes has increased each year.	of the non credit, short term classes to FTE classes, providing a sustainability factor. The GIT FTE level is not to the level desired. The goal is to recruit more students into the GIT program.
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.	A. Staff development activities provided. B. Effective delivery of workforce training. C. Expansion and improvement in pool of personnel available for use as trainers. D. Leadership training program for businesses and industries. E. Spatial Technologies training program. F. Industrial Skills, (ie, PLC's, controls, pneumatics, hydraulics, electricity, CADD Design, etc)	Workforce, along with Career Technical Education, has continued to provide programs scheduled in convenient blocks, or modules, allowing both traditional and non traditional students to seek credit or non credit education. PRCC has a full time leadership development program up and running. The industrial skills program has strengthened. PRCC is conducting a higher level of contract training to industry that is funded by the industry with very little public financial support.	

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	ASSESSEMENT RESULTS	USE OF RESULTS
1. To develop and maintain databases to support on-going assessment of College operations and services.	1. Databases developed	1. Databases are compiled using the Six Week Audit Files, End of Semester Files, and End of Late Registration Files. These files are also used to provide information for the annual Factbook and the Internal Performance Indicators. Semester grade distributions are available upon request for department chairs and instructors to review.	1. The annual Factbook and the Internal Performance Indicators provide pertinent information for faculty and staff. Semester grade distributions are available for department chairs and instructors to review upon request.
2. To develop and publish an annual Factbook containing key statistical information about the College and the PRCC District.	2. Factbook published	2. The annual Factbook was published during the 2006-2007 year and information is already being prepared based on the 2007-2008 school year to be published in Fall 2007.	2. Trends can be analyzed by faculty and staff to determine strengths and challenge areas.
3. To advise campus entities regarding assessment, data collection, and statistical analysis.	3. Evidence that advisement was provided	3. Institutional newsletters provide latest information concerning assessment, data collection, and statistical analysis.	3. Faculty and staff are apprised of latest data to utilize as needed.
4. To assist with campus surveys, analyze findings, and publish results.	4. Survey results published	4. The Office of Institutional Research implements surveys as requested by various College entities. Survey results are published in institutional newsletters.	4. As requests are made to the Office of Institutional Research, assistance is provided with design, implementation, and analysis of surveys.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007-2008

POSITION: Institutional Research Specialist

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSEMENT RESULTS	USE OF RESULTS
5. To determine, with campus input, Internal Performance Indicators and Action Plans for the PRCC Strategic Plan.	5. Internal Performance Indicators and Action Plans published	5. Internal Performance Indicators were reviewed during the 20070-2008 school year, and this document in available in the Office of Planning and Research.	5. Suggestions from the Planning and Effectiveness Committee for proposed changes to IPIs will be submitted to Administrative Council for review.

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
1. To provide a quality intramural program.	1. Number of intramural programs and number of participants.		
	Volleyball/Sand Volleyball	Offered once a week for spring semester – over 150 students participated.	We created extramural flag football, softball 5-on-5 basketball Junior College Championship with JCJC, MGCCC, Co-Lin, Southwest - have increased to five (5) colleges participating. Will continue to try to involve more colleges.
	Flag Football	Conducted flag football with about 15 teams and over 300 participants	
	Fun Run/Walk (1mile)	Did not have use of facility so Wellness Center is now conducting this event	Conducted Texas Hold-em Tournament twice in lieu of some cancelled activities and had 50 participants. Plans are to do more tournaments next year.
	Disc Golf	Ultimate Frisbee Co-Rec games provided four times a semester – apx. 50 participants each game	Plans are to continue scrimmage with PRCC Basketball team red shirts
	3 on 3 Basketball	March Madness Basketball Tournament - 250 participants – provided drinks; t-shirts and trophies presented to winners	Provided Electronic Gaming Tournaments with over 50 participants throughout year. Incorporated electronic games into renovated Moody Hall, utilizing projection equipment, X-box, Play station 1 and 2. With new television equipment, now Monday night football is available.
	5 on 5 Basketball	Won Community College championship dominated MGCC by 21 points – over 400 men and women participated.	
	Pool	Offered every Thursday night	Now that there is an outdoor lighted facility, plans are to incorporate more sports such as volleyball, tennis, dodge ball, field hockey and soccer.
	Ping Pong	Offered every Thursday night	
	Softball	Extramural JUCO Softball Championship 150 participants	

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.

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
1. To develop a comprehensive program of student activities that meets the needs of students.	1. Student Activity Programs and Participant numbers		
	A. Back to School Barbeque (Poplarville)	- Over 500 students enjoyed music provided by a DJ and enjoyed Rose's BBQ. Also provided Slip-n-Slide and volleyball activities.	- Students were given the opportunity to meet one another and hear about campus life
	B. Meet the Wildcats Night (Poplarville)	- Over 400 Students, Faculty and Staff attended to meet the fall athletes with performances by the band, dance team, and cheerleaders for entertainment.	- Students had the opportunity to meet the fall athletes for the upcoming season.
	C. Fall Fest (Poplarville)	- This event involved the presentation of the 2007-2008 Homecoming Court at a school wide pep-rally. About 500 participants gathered for event.	- This activity helped encourage students to get involved during our homecoming festivities as well as introduce some of our student leaders.
	Fall Fest (Hattiesburg)	Over 500 students, faculty and staff attended and were served Rose's BBQ. - This Halloween fall fest was more like a carnival which included games, skits, competitions and costume contests.	This activity helped encourage students to get involved
	D. Homecoming Display Contest	- Eight (8) Student Organizations gathered together to create Homecoming Displays. Organizations paired up to make 8 wonderful displays with approx. 100 students participating.	- The purpose of the display night was to unify student organizations and increase the participation in homecoming festivities.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008 (MSA continued)

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
	E. Homecoming Pep-rally & Bonfire	- The student bonfire did not take place this year	Plan to have more activities during homecoming week with live bands, more dances.
	F. Miss PRCC Wildcat Scholarship Pageant (Poplarville and Hattiesburg)	- Eighteen students from both the Poplarville and Hattiesburg campus competed for the title of Miss PRCC Wildcat 2008. Interviews, on stage questions and modeling took place during the pageant. A scholarship was given to the winner of the pageant.	- This event showcased some of the talented, intelligent women on our campus. There were over 100 students, faculty and staff who attended.
	G. River Idol (Poplarville)	- Cancelled due to lack of participation.	Consideration is being given as to whether to continue this activity.
	H. Woman-less Beauty Pageant (Poplarville)	- Cancelled due to lack of participation	- Consideration is being given as to whether to try to continue this activity.
	I. Dinner & A Date Valentine Movie Special (Poplarville)	-About 80 students showed up for Pizza, Chips and a movie to celebrate Valentines Day which was provided by the P.O.C. and hosted at BSU. Popcorn and candy was served to students during the movie in heart shaped dishes.	- This gave students an opportunity to stay on campus and celebrate Valentines Day.
	J. End of School Crawfish Bash (Poplarville)	- An end of the year celebration which included over 1500 lbs of crawfish was provided to student, faculty and staff who attended. We estimate that there were over 800 people in attendance. Also provided music, Slip-N-Slide, and volleyball activities.	- This activity is growing. Students were rewarded at the end of the school year for their hard work, as well as, being sent away from PRCC with many lasting memories.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008 (MSA continued)

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
	K. Movie Night every other Monday (Poplarville)	- Moved to Tuesday nights and continued to be a huge success. We provided themes around movies such as Wedding Theme Night with over 100 students and provided wedding cake and drinks for refreshments; Comedy Theme Night with over 200 students; Grey's Anatomy Marathon and pajama party for girl's dorm with over 30 attending;	- This gave students an opportunity to stay on campus and enjoy campus life. It gave those students living in the dorms something to look forward to each week.
	L. School Wide Pep-rallies (Poplarville)	This activity was combined with Meet the Wildcats	Pep rallies have not been well attended so will continue to combine with this event
	M. Tail-gating Party for State-Playoffs	not done –	
	N. Party at the Park (Poplarville)	Combined this activity with baseball and softball games against MGCC - - more than 350 students attended.	Worked well in getting student attendance at the games.
		Provided additional activities as follows:	
		Two (2) Fall Dances – over 150 students in attendance	Plans are to increase the number of these activities due to increased student attendance. Plans are to host a fundraiser
		Two (2) Spring Dances - over 150 students attended	Will continue to plan and offer different activities to enhance campus life for students.
			Need to increase student awareness of campus activities
			Plan to utilize students enrolled in Recreational Leadership course to create new activities that will interest students.

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
1. Improve enrollment on Poplarville and Hattiesburg campuses.	1. Enrollment awareness promoted with Board and the College's recruitment and retention committee.	1. Enrollment on each campus has increased.	1. Increased funding from state appropriations.
2. Accomplish full accreditation for the Hancock Center.	2. Complete the SACS Substantive Review Process.	2. Documentation submitted to SACS. Awaiting confirmation of site visit.	2. Degree opportunities for students enrolling at the Hancock Center.
3. Increase College's visibility throughout the district.	3. Work with public relations director to develop public information strategy with limited resources.	3. Awareness of College's programs and services increased with the public.	3. Enrollment in programs and services has been consistently improving.
4. Increase funding for Workforce Education through grants and external funding.	4. With the assistance of the Workforce Development Director, develop and submit grant proposals to seek additional funds for targeted programs, i.e. GIS & Remote Sensing.	4. Workforce programs awarded several substantial awards.	4. Programming, equipment and personnel have been enhanced.
5. Evaluate classroom utilization on each campus.	5. Determine the extent to which available classroom space is being full utilized.	5. No progress.	5. No progress
6. Settlement of on-going insurance claim from Hurricane Katrina damages.	6. Work through the legal process to determine and finalize payment for damages.	6. Appraisal process to determine damages is underway.	6. Reconstruction of facilities from hurricane damage.
7. Provide for student input into improvement of the College.	7. Identify students recognized by their peers as leaders to be participants in this process.	7. No progress.	7. No progress.
8. Evaluate security program on all	8. Increase the effectiveness of security	8. Emergency operations procedures have	8. Improved safety and security for

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

POSITION: President			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
campuses and recommend improvements.	force through formalizing organization and improved professional development opportunities.	been formulated and adopted.	students, employees and visitors.
9. Evaluate current college organizational structure.	9. Review current organizational structure for efficiency and effectiveness.	9. Discussions with key administrative personnel regarding reorganization has begun.	9. Organizational efficiency and effectiveness will be enhanced.
10. Improve alumni support from all supporting counties.	10. Develop alumni organizations in all six of the supporting counties.	10. All supporting counties in the district are now participating in local alumni chapters.	10. Networking and communications among alums has greatly improved. Scholarship and other support funds are being generated for use by the College.
11. Improve facilities for football program.	11. Prepare plans and identify funding sources for new dressing rooms, weight room, and coaches' offices.	11. Renovations to Holden Stadium have been completed.	11. Student recruitment opportunities have been improved.
12. Develop effective use of Brownestone funds (possibly a new Fine Arts Center).	12. Prepare and develop plan for use of endowed monies.	12. Formal architectural plans for a Fine Arts facility are being developed.	12. The development and growth of programs in the Fine Arts will be greatly enhanced.
13. Strengthen support services for off-campus sites.	13. Evaluate needs for various support services at off-campus sites.	13. Improved staffing and technology for financial aid, admissions. Library services, campus police have been developed.	13. Services and safety for students are constantly improving.
14. Implement additional programs for the Hancock Center.	14. Evaluate area needs and develop plan for adding new programs.	14. A new Career-Technical Program in Welding is being developed.	14. More career opportunities are available for students.
15. Improve the use of technology as a teaching/learning/management tool.	15. Develop strategic plan for use of technology.	15. $350,000 line item dedicated in budget for instructional technology.	15. Teaching-learning process is improved using technology as a methodology.

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	USE OF RESULTS
1. To ensure that special populations are provided equal access to recruitment and enrollment in vocational/technical programs.	1. Visits to PRCCs district high schools and GED programs will provide admission and program information for special populations students. Parents and prospective special populations students who visit PRCC's campus will be provided information about programs and services. Serve as advisory members on PRCC's district craft committees and transitions councils in order to ensure link from secondary education to postsecondary education.	1.District high schools and GED programs were provided admission and program information for special populations students. Information was made available upon request to all parents and prospective special populations students. Information concerning services provided for special populations students was made available in all general venues of the college for maximum accessibility. Special populations personnel served as members on PRCC advisement committees, district craft committees and transition councils upon request for their students interested in attending PRCC. FCC: Annual Health Program Tour Day was held for PRCC district allied health program students and instructors Visited Camp Shelby, MS and placed PRCC information in strategic locations and met with interested military personnel	1. Student success in program offerings was evaluated, feedback from students, teachers, counselors, instructors regarding recruitment brochures, visits and on-going campus activities was sought to maintain equal access for special populations students. Information provided enabled special populations students to enroll at PRCC as well as access to appropriate services. Secondary educators were provided information that allowed them to help their students make informed decisions. Special Populations personnel will continue to serve on institutional committees, craft committees and district transition councils as requested to ensure successful enrollment, learning and inclusion. FCC: Allied Health Tour Day was successful. Three out-of-district schools were included, as well as the PRCC GED Drop-Out prevention program students. Interest in PRCC was evidenced by increased numbers of military personnel enrolled at PRCC.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007-2008

POSITION: Special Populations Coordinator

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
2. To identify currently enrolled special populations students	2. ACT results; TABE results; Special Populations Survey/Initial Needs forms; Student Intake forms; Pell Grant lists; Instructor referral.	2. Special populations students were identified through ACT and/or TABE test scores, survey forms, student intake forms, Pell Grant lists and instructor referral	2. The data compiled from the survey forms, needs assessments and test results will be used to identify and categorize current and/or potential career/technical students as special populations. These students will be contacted and informed of available institutional support services.
3. To provide special populations students equal access to retention, completion, placement activities, and support services.	3. Confer with students and parents as needed (individually or group) regarding types and availability of services. Serve as a resource to instructors for ways in which to enhance students' success.	3. FCC: Met with students, parents, instructors and appropriate service providers to explain the purpose and available services offered through special populations personnel as to ensure that students received needed services. Encouraged participation in bi-annual job fairs and employability skills workshops. Served as a liaison between healthcare providers, recruiters and local employers.	3. Special populations students will continue to be provided with available support services, individualized instruction and tutorial services, employment opportunities and skill enhancement workshops. Instructors will be provided with progress resulting from tutorial efforts. Efforts to increase retention, completion, and placement of special populations students will be continued.
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.	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.	4. Met with academic and career-technical instructors to ensure appropriate services and classroom accommodations were provided when necessary for special populations students. Enlisted the services of community agencies as needed. Advocacy was also provided those students. Additional scholarships have been made available to students enrolling at PRCC. Special populations personnel attended ADA/504 compliance workshops in an effort to provide appropriate classroom accommodations.	4. Classroom accommodations are maintained for those students with disabilities. Feedback from instructors of special populations students will be used to determine if follow-up of tutorial assistance is necessary. Special populations students, parents and educators will continue to be provided appropriate information relative to provision of support services. Contacts and referrals with community agencies will continue. Special populations personnel plan to attend and participate in future workshops.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007-2008

POSITION: Special Populations Coordinator

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
5. To provide guidance, counseling, and career development services to special populations students.	5. *CHOICES* and *ABILITY PROFILER* 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.	5. The special populations personnel maintained this support in their offices, as well as the related studies lab.	5. Students, parents and instructors are able to access this information through the offices of special populations personnel. Brochures and information packets regarding services will be assembled and distributed to currently enrolled students, parents and instructors as needed.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

POSITION: Tech Prep Coordinator

Supports PRCC Strategic Goal(s): 1, 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 provide technical assistance to the College and the six-county district secondary schools in technology preparatory education

RELATIONSHIP OF UNIT TO PRCC MISSION: To serve as a support component to the academic, vocational, and technical programs at the College

POSITION: Tech Prep Coordinator

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
1. To establish and maintain an organizational structure for planning and implementation of a six-county Technology Preparatory Education Program.	1. Tech Prep Coordinator will conduct evaluations of meetings with consortium administration, directors, counselors, Careen Center Managers and teachers to determine district needs related to Tech Prep. Tech Prep Coordinator will maintain regular communication with schools through visits, telephone and email communication.	1. Administrator surveys indicated an interest in Carl Perkins IV, Pearl River Community College, Tech Prep Annual Plan and Articulation updates. Counselor and Special Population surveys indicated an interest in continued updates from business and industry leaders, Choices training and testing preparatory materials	1. Two leadership meetings for administrators were hosted in Fall of '07 and Spring '08 and these topics were addressed. Tech Prep sponsored counselor and special pops participation in the Construction Education Foundation's Business/Industry Internship meeting held in Spring '08 and construction company representatives presented job trends and career opportunities for students. SAT preparatory materials were purchased and distributed to high schools upon request. CPAS preparation opportunities were provided.
2. To educate the community, parents, teachers, counselors, and youth concerning Tech Prep Education by implementation of an awareness, promotion, research and development system.	2. Due to the changes in Carl Perkins IV, Tech Prep focus and goals will transition to reflect those changes. A variety of marketing activities will be used to promote tech prep program: • Minimum of two (2) newspaper articles • Tech Prep brochures and updates will be developed • Annual Report will be published	2. Administrators indicated by interest concerning the new direction for Tech Prep.	2. New marketing materials and distribution plan has been developed to provide new and additional information to school administrators so they can relay information to staff as they deem necessary. Tech Prep was promoted through administrator's meeting, newspaper, brochures, and personal contact updates. Annual Report was published.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

POSITION: Tech Prep Coordinator

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
3. To plan and develop a Tech Prep strategy to encourage articulated courses of study from secondary to post-secondary level.	3. Curriculums meeting State academic standards in mathematics, science, communication. Programs link secondary schools and community college through non-duplicative sequences of courses in career fields.	3. Teachers indicated a need for CPAS training in order to help students achieve success. Local Articulation agreements are in place, and need to be updated. Statewide Articulation agreements are in place.	3. CPAS training workshop was conducted during fall '07. Articulation meetings were conducted for Auto Mechanics, BCT/BOT and Drafting/Design in spring '07. Additional local articulation meetings need to be conducted.
4. To provide in-service and joint training for administrators, teachers and counselors to effectively implement Tech Prep Education Program curricula, stay current with business and industry needs, recruit, advise, and support students so they are ensured program completion and appropriate employment	4. Evaluations will be administered at following in-service training provided for administrators, teachers and counselors in the Tech Prep consortium: • A minimum of two administrator's meetings will be conducted • Summer training will provide a variety of technology and applied/contextual training • A minimum of two meetings for counselors, career center managers and special pops will be conducted to provide career and employment information to students	4. Administrators, Counselors and Special Pops indicated a need for testing preparation and career materials for students.. More business/industry interaction is needed.	4. Test preparatory and career related materials were purchased and distributed to high schools. CHOICES, a career planning tool, training was conducted in fall 07. Teacher Training was conducted in fall 07. Opportunities for business/industry networking were provided. Tech Prep sponsored counselor and special pops participation in the Construction Education Foundation's Business/Industry Internship meeting held in spring'08 and construction company representatives presented job trends and career opportunities for students. Business Internships/Job Shadowing opportunities were offered to area schools in summer 08.
5. To develop and deliver a service and support system which assures equal access and individual needs planning to special populations through training, resource services, outreach, and assessment services.	5. The consortium provides equal access to the full range of technical preparation programs to individuals who are members of special populations. The consortium provides for preparatory services that assist participants in Tech Prep programs. • Special pops will be included in a minimum of two professional development sessions	5. Special populations coordinators indicated an interest in Choices training	5. CHOICES Training provided in fall 07.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

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

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
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.	1. Assessment criteria as described in each department's assessment chart.	1. Identified need for both degree and certificate programs in Criminal Justice. Additional personnel needed in Office of Extended Education and Instructional Design. Improvements needed in student advisement.	1. Criminal Justice programs approved for both Poplarville Campus and Forrest County Center. Distance Learning Coordinator position approved and filled. Counseling, Advisement, and Placement Center placed under direction of one person.
2. To oversee College Libraries and the Offices of Planning and Research and Information Technology.	2. Student and staff survey forms and direct observation by department directors of staff performances and use of the departmental facilities	2. Expansion and renovation of Hancock Center Library is needed.	2. Hiring of a librarian or library technical assistant was approved for Hancock Center. A larger space obtained for library which has been furnished and equipped.
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.	3. Student applications for graduation and requirements for graduation as published in the College Catalog	3. Additional support staff needed in Office of Vice President to process graduation applications and assist with schedule.	3. A worker was transferred from Career-Technical and Workforce Education to the Office of the Vice President.
4. To publish, with assistance of the Catalog Committee, a revised edition of the College Catalog every other year.	4. Comments and suggestions from students, faculty, administration, and staff concerning the Catalog and documented changes in College Policy and Procedures	4. Online version of Catalog is being used more. Routine revision of Catalog is due as scheduled.	4. Catalog has been revised and will be printed in August, 2008. An updated online version of the Catalog will be maintained as will an online version that matches the current printed Catalog.

Section II

Student Services Assessment Charts

Section II

Student Services Report

Student Services Charts

- Admissions and Records
- Campus Police
- Financial Aid
- Health Services
- Housing
- Orientation
- Recruitment
- Student Conduct

STUDENT SERVICES REPORT

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 the 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 courts if 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 implemented an Emergency Action Plan in fall 2008. Building and dormitory inspections continue to maximize safety and fire concerns. Building evaluation plans were completed and signs have been ordered to display in every building on campus. A mass notification systems was purchased and impol ented tohis year to increase communication between faculty, staff and students in times of emergency.

The department of Student Support Services held many suicide assist training presentations which help train faculty and staff members to recognize the earl warning signs associated with the threat of suicide. We have applied for another grant to continue more training this spring. These training sessions were funded by a grant received from the Mississippi Department of Health. OIn the spring of 2008 we were notified that we have been awarded another suicide assist training grant for FY2009.

With enrollment reaching a record number this year we have many challenges that lie ahead in the near future. The expansion of student service to the Forest 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 qualify 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

POSITION: 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.

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	1. Used to implement on line application	1. On line application implemented
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	2. On line registration sessions extended through out holiday and weekends	2. Results of on line registration used in planning for implementation of continual year round registration
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	3. Assessment indicated need to remove SSN as student ID	3. Initial plans for removal of SSN as student ID initiated
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	4. Audits completed as scheduled	4. complete

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 Acomprehensive student development concept.@ (physical, social, recreational, and educational).

RELATIONSHIP OF UNIT TO PRCC MISSION: To provide a comprehensive law enforcement program and services which meets the needs of students and all PRCC personnel.

SERVICE: Campus Police

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
1. To provide a well-qualified law enforcement staff and policies to enhance the safety, proper supervision of students, and protection of life and property at PRCC.	1. In-service training for security, as well as Law Enforcement Training for non-qualified officers. * Evaluate and continue to refine police job description.	1. Daily after action review assessments of each shift performed by shift supervisor. Required list of professional development courses mandated. Review of survey results.	1. Every officer has completed required professional development courses. Total department cumulative results are 138 individual courses completed. ALERT training completed by Campus Police.
2. To provide for safe campus environment and crisis management system.	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.	2. Daily statistics are maintained and used to enhance policies based on current trends. Professional development classes provided to faculty.	2. Reviewed and updated the Emergency Action Plan. On June 19th held a full scale mock incident training that was supervised by the federal agencies.
3. To maintain a current crime report / security report.	3. Report statistical data on campus crime as required by law.	3. As required and in accordance with federal regulation, all statistics are complied and put into the reporting form as required by the Jeanne Clery Act	3. Compiled results of all incidents on campus entered into the Federal government and published on the website.
4. To make improvements in campus police when deemed necessary.	4. Review daily log, discipline problem reports, incident reports, and all other forms related to law enforcement work.	4. Constant communication with state agencies and research into new laws and technologies. Provide training opportunities.	4. Hosted ALERT- Active Shooter training for all officers and surrounding agencies through Homeland Security. All officers participated in Mock Incident. Continuing education requirements in place.

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
1. To award financial aid to students based on eligibility and aid program fund availability to help meet educational expenses.	1. Determine students' eligibility for type of aid requested and award aid based on the availability of the funds.	No findings to date.	No change needed.
2. To review all institutional, state, and federal guidelines with regard to maintaining compliance within each respective program.	2. Keep abreast of federal, state and institutional updates on policy and procedure changes related to programs through mail, electronic, and e-mail postings.	No findings to date.	No change needed.
3. To make available to students additional, more easily accessible financial aid forms on the financial aid webpage used in the application process. Forms to add for this year are the work study application and the loan information sheet and addendums.	3. Consult with the PRCC webmaster to make available these forms in PDF or comparable format for student access and print.	Determination that due to the small work-study allocation it would be best to continue the manual process. Due to our current default rate it would be best to continue the manual processing of student loans.	This process was not executed for the 07-08 year.
4. To update job descriptions of financial aid employees in the Office of Financial Aid.	4. Review each position as to what current responsibilities they perform and what is listed as responsibilities on their last job description.	Due to change in leadership it was decided to move this process forward to the new leadership.	This process was not executed for the 07-08 year.
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.	5. Coordinate with Sallie Mae and our Webmaster to link to PRCC's financial aid webpage their product and it the opening designed specifically for PRCC.	Determination that due to new loan regulations and the new cost of the Gateway Program it would be beneficial for us to research other programs. In addition, numerous changes occurring within the loan industry prohibited	This process was not executed for the 07-08 year.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007- 2008

POSITION: Director of Financial Aid			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
		colleges and universities from being able to utilize technologies offered previously at no cost through Lenders.	

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 Acomprehensive 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
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.	1. Number of clinic visits (daily record). 2. College nurse=s involvement in health related events (health fairs, etc). 3. Maintain office hours to provide availability of health care. 4. Provide information and hand-outs on all health matters to campus population.	1. Clinic Log maintained to document number of daily clinic visits and student/staff health issues. 2. College Nurse worked with health agencies, doctors, and hospitals related to additional medical attention for students and staff as needed. 3. Office availability was altered due to injury of college nurse. PRN Part-time personnel were utilized as available. 4. Videos and printed educational materials related to diseases and substance abuse are maintained in health services clinic for any interested person.	1. Report to Dean of Student Affairs. 2. Referrals to doctors, hospitals provided for students and staff requiring further services. Drug-screens provided for athletics, nursing, and select career educational programs. 3. Full-time RN will be contracted for the 2008-2009 school year to provide consistent availability of college health services. 4. Students and staff utilized educational materials and literature. Reports provided to the Dean's office to provide information of the needs and illnesses of students.

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 Acomprehensive 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 compliments the educational mission of the institution.

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
1. To provide adequate resident halls and a learning environment conducive in meeting the educational needs of students.	1. Ratio of housing assignment to housing requests. * Maintenance plan and physical needs for dorms. * In-Service training related to supervision. * Daily check with Head Residents by Dean of Student Affairs. * Input from Head Residents on weekly basis. * Resident Hall meetings with students to review concerns and allow their input.	1. Developed and maintained accurate male and female housing waiting list.	1. Developed online maintenance request system for work order.
2. To develop a long range master plan related to housing needs.	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.	2. Held in service training with dorm supervisors and maintenance staff to discuss dorm safety. External agencies met with dormitory personnel to discuss issues of fire safety and potential hazards.	2. Suicide prevention training is provided for head residents.
3. To employ housing supervision that are efficient and student orientated.	3. Maintain current job descriptions, formal and informal evaluations of Head Residents.	3. Daily communication and regular meetings with dorm supervisors by the Dean of Student Services. A new radio system was purchased in Spring '07 to increase community between Dormitory Supervisors, Campus Police Dept. and Dean's Office.	3. Meetings between Dean's Office and Head Residents were increased to monthly meetings instead of twice per semester. Meet with student resident assistants regularly to provide updated information.
4. To maintain a safe and secure housing environment.	4. Daily safety and security checks to all college housing facilities.	4. Updated overall maintenance plan and procedures to be followed in needed dorm repair. A fine sheet was implemented to charge those who vandalize dorm rooms.	4. Resident assistant training is being developed.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

POSITION: 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	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.	Overall ratings on evaluations from both parents and students were excellent. A. 179 Students and parents attended an April Early Orientation and Registration. B. 700 attend July Orientation sessions. (approximately 109 attended the Forrest County Center Orientation) C. 138 Parents attend a separate Orientation session. D. 55 Students attended in August. E. 25 Students attended the Hancock Center Orientation. F. 72 students attend in January.	1. One Orientation session before Fall and Spring semester was implemented. The Early Registration for Scholars continues to grow each year. The 08 registration was the largest since the program began 3 years ago.
2. To encourage all prospective students to attend an orientation session.	2. Prepare and mail orientation literature to prospective students.	2. Prepared and mailed out approximately 3,608 pieces of Orientation applications to all students on HS senior list and students who applied to the college. Handed out 1250 Orientation forms during awards days and 90 at Scholars Night. Parent Orientation was included on same brochure as the student application. Approximately 450 conformation postcards were mailed to both parents and students.	2. Additional improvements to the check-in system for students were made. Representatives from financial aid, admissions, yearbook photos, and parking decals were all in the Tech Building to answer general questions and offer services for students in one location.
3. To encourage parents/guardians of prospective students to attend summer orientation.	3. Prepare and mail orientation literature to parents/guardians of prospective students.	3. Orientation brochures and	3. Added 1 work-study student to handle call-in's for Orientation sessions.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

POSITION: Director of Recruitment and Orientation – Orientation			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
4. To provide students with a fundamental understanding about college life transitions at PRCC through Administrators, department directors, and currently enrolled students. .	4. Review the evaluations provided by the guest speakers upon the completion of their presentation.	confirmation cards containing dates and times for both student and parent's session were mailed. 4. On-line and VCC course information was added to speakers while others were eliminated from the program.	4. Additional department speakers were added to the Orientation agenda.

PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT
2007 - 2008

POSITION: 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
1. To increase enrollment by 5%. 2. To improve and expand the recruiting efforts so that more students will be enrolled from the district.	1. Review number of students enrolled. 2. Participate in various recruitment activities. Prepare and mail information to prospective students. Provide campus tours.	1. With an increase of 5.4% PRCC started the 2008 the largest Fall semester enrollment school history. 2. Private visits were made to all schools in the 6 county district. A PRCC rep attends all fall and spring programs for both in and out of district. Fill the Stadium, Scholars Night and Spring Fest were held for seniors. 21 Awards Day ceremonies were attended. Mailed scholarship requirements, Fill the Stadium Postcard, Scholars' Night invitation and welcome letter from Dr. Lewis to all high school seniors in the PRCC district. (Approximately 2,688 seniors) Mailed 4,300 Military Recognition Night and Last Call for Fall and Spring registration cards to currently enrolled students and student who did not return to PRCC after a semester with 42 or less hours. Recruited students from the GED classes in the 6 county district. Arrange tours of campus and made appointments with appropriate facility and staff.	1. Provided information on a regular basis for PRCC display in the Turtle Creek Mall. 2. Made PRCC information available to prospective students. Decided methods and activities were successful based on the number of students who attended and the enrollment percentage.

3.To improve recruiting efforts of non-traditional students.	3. Provide information for various activities for non-traditional students. Provide PRCC information upon request. Provide campus tours.	Mailed information packets daily, Through out the year private and group tours were given on campus. 3. Prepared and mailed packets to prospective students upon request; provide high school counselors with information to share with the adults in the community. Distributed materials in areas where non-traditional students could obtain information. (WIN job centers, unemployment agencies, stores, doctor's offices, etc.)	3. Provide new and prospective students with a variety of PRCC information. Attending training session for instructional staff of GED classes in the PRCC district and distributed admission and scholarship materials.
4. To improve and update recruiting literature to attract students.	4. Update, print, and distribute recruitment literature. Collect and review view books and other college/university publications to get new ideas for next year.	4. Distribute brochures to high school students during individual high school visits/activities, and tours.	4. Provided PRCC district students with college information. Continue using the newly developed application pack for the 08-09 seniors. Provided district counselors with catalogs, applications for admission, scholarship information, and other PRCC information and supplies. Printed and distributed new PRCC Recruitment brochures. Produced a housing brochure with public relations. Produced a new view book for prospective students. Created a PRCC fact card for distribution at college fairs, private visits, and mail outs.
5. To meet with high school counselors and other personnel to provide awareness of the quality educational opportunities available at PRCC.	5. Take PRCC literature/supplies to all district high schools. Plan and organize special activities to give PRCC information to off-campus personnel.	5. Distributed new PRCC materials and applications to all school in the district during August. While conducting private visits and scheduled college nights at the high schools, left additional materials with counselors.	5. Provided PRCC literature to and met with facility, staff, and students in all district high schools to keep them informed of the opportunities at PRCC

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.

OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
1. To develop and enforce those rules and regulations that will provide for proper student conduct on campus.	1. The published rules and regulations in the Student Handbook related to the student conduct of all students at PRCC. * In-service training for campus security, Head Residents and others related in supervision of students and enforcement of rules related to student conduct. * Residence hall meeting and disbursement of handbooks to make students aware of college rules and regulations at PRCC.	1. Reviewed and updated students handbooks for the 2007-2008 school year. The Office of Student Services also worked with an outside agency to help us follow and implement ADA guidelines.	1. Distributed and made student handbooks available to all students, faculty and staff members. These handbooks are made available online for those students who do not attend classes on campus.
2. To provide supervision to maintain proper behavior on campus.	2. The use of campus security, faculty, and other personnel to supervise activities and events on campus as needed.	2. Held meetings at Student Orientation and Faculty Orientation to cover all rules and regulation related to student conduct. Plans were developed for our campus police to have traffic court.	2. Additional security was made available at all PRCC Campus activities and athletic events. We worked with the Poplarville Police Department and Pearl River County Sheriff's Department to utilize officers for our on-campus activities.
3. To develop and maintain a comprehensive safety and security plan to enhance proper behavior on campus.	3. The number of violations related to student code of conduct.	3. Documented reports related to violation of student conduct and all judicial hearings.	3. Reviewed all PRCC Campus Violations. We worked with the Poplarville Police Department and Pearl River County Sheriff's Department to utilize officers for our on-campus activities. Implemented new due process procedure brochures.

Section III

Instructional Programs Assessment Charts

Section III

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
- Web Development Technology
- Welding

INSTRUCTIONAL PROGRAMS REPORT

The 2007 – 2008 academic year presented a mixture of accomplishments by and obstacles to the instructional programs of Pearl River Community College. Some departments and programs were able to achieve success in reaching their goals and others continue to strive to reach them.

While new instructional programs are few in number statewide, PRCC was able to attain approval for new Associate in Applied Science degree and Certificate of Proficiency programs in Criminal Justice. The College has long offered Criminal Justice courses applicable to the Associate in Arts degree, and these offerings will continue. The new programs will afford greater flexibility for students who are seeking employment in law enforcement and related fields. The new programs are available both on the main campus in Poplarville and at the Forrest County Center in Hattiesburg.

The College's Hancock Center in Waveland has been approved by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to offer more than 50% of the courses required for an associate degree. A site visit by a SACS committee is anticipated sometime during the summer to move toward completion of a lengthy substantive change review process required by SACS for the College to offer degrees at the Hancock Center.

Problems with facilities continue to exist for several instructional departments. In spite of the lack of an auditorium and permanent classrooms, the Department of Fine Arts and Communication was still able to present plays, concerts, and other performances during the year. The Science Building, which houses most programs of the Department of Science, Mathematics, and Business, experienced significant damage to equipment and furniture when rainstorms struck suddenly in May while the roof of the building was being replaced.

Significant additions and improvements have been accomplished in some instructional facilities. The Construction Equipment Operations and Commercial Truck Driver Training programs will soon occupy a new building on Beech Road on the Poplarville Campus, and several career and technical programs will move into a brand new Center for Career Education. This building is an expansion and renovation of an existing building near the north end of the Poplarville campus. A newly expanded, furnished, and equipped branch of the College's Garvin Johnston Library is now part of the Hancock Center facilities in Waveland.

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
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. 2. To provide students basic business classes and more specialized training in the skill of office systems technology.	1. Students will gain knowledge for entry-level accounting positions in accounts payable, accounts receivable, payroll, an inventory. 2. The student will acquire knowledge in basic office work and specialized training in the two year program.	1. Measures and Standards Program Review Instrument Enrollment—standard met Retention—93% Completion—100% Graduation—100% Placement—100% Occupational skills—100% Academic Gain—100% 2. MS-CPAS—100% 3. Administration, Evaluation of Instructors 4. Student Evaluation of Instructors.	The following standards were met: 1. 100% of Level I and Level II indicators were met. Average enrollment per FTE-4 93% of students completed and passed a level of instruction. 100% of eligible students completed the program. 100% of graduates were placed in job related to training or are continuing their education. 100% of students demonstrated academic gain. 2. 100% of completers passed MS CPAS exit exam.	1. A new textbook has been adopted to stay abreast of current payroll and income tax laws. Instructors continue to communicate with Advisory Committee members and to network with prospective employers for student placement.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2006-2007

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
			3. Each instructor was evaluated by her supervisor. The Evaluation of Instructor by Supervisor instrument was used for this evaluation. 4. Students were given the opportunity to evaluate their instructors.	2. Each instructor met with her supervisor to discuss her weaknesses and strengths. 3. Instructors continue to use the results of student evaluations to improve class instruction.

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 PRCC MISSION: 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
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. 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.	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. 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.	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.	1. The following standards were met: 100% of the Level I indicators have been met - 100% of applicable Level II indicators were met.Average enrollment per FTE – 23.5 98% of students completed and passed a level of instruction. 100% of students completed the program. 100% of students received a degree. 93% were placed in a job related to training or continued their education. 100% of students tested have obtained occupational competency. 40% did not test. 100% of students have demonstrated gain on academic skills. 2. All completers have demonstrated attainment of Level 4 on MS-CPAS. 3. Each instructor was evaluated by administrative personnel and students using the Evaluation of Instructor by the Supervisor instrument. This instrument was used by the instructor and administration to determine problems and develop plans for improvement.	1. Level I and Level II indicators were met. Curriculum changes were made in the Fall. Block formatted classes were implemented creating a real world work force atmosphere that ultimately encourages more attention to detail. 2. Instructor to be given results of latest MS-CPAS test for each student in program. These results will be used as a means of evaluating the program as compared to similar programs within the state. 3. Instructor meets with Department Chair and reviews Evaluation of Instructor by Supervisor instrument. Evaluations are kept in the Directors office so progress can be monitored. Director reviews Evaluation by Student instrument with instructor.

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 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 to students within the PRCC district.

PROGRAM: Welding (Poplarville Campus)

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
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. 2 To teach and train Welding through classroom work and laboratory experience so they will be successful as an entry level welder	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. 2. Students will demonstrate practical skills needed to master any type of welding machine and any type of welding/cutting procedure.	1. <u>Measures and Standards Program Review Instrument</u> Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain 2. <u>Administration, Evaluation of Instructors</u> 3. <u>Student Evaluation of Instructors</u>	Standards and Measures 2. Enrollment – 26 3. Retention – 23 – 88% 4. Completion – 10 – 100% 5. Graduation 10 – 100% 6. Placement – 9 – 90% 7. Occupational Skills – 4 – 40% 8. Academic Gain – 10 – 100%	1. Continue work with counselor on retaining of students. 2. Continue utilizing outside sources from industry to retain and place students. 3. Continue working with related instructor (Ms. Judy Wells) on academic skills. 4. Work more diligently preparing students for occupational skills test.

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
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. 2. To provide students with organized learning experiences trough the correlation of lectures and practical application. 3. To provide students with the knowledge and experience necessary to achieve FAA certification as an Aviation Maintenance Technician.	1. Students will demonstrate practical knowledge and skills necessary for employment in entry-level positions in the Aviation Maintenance industry. 2. Students will gain the necessary discipline and attention to detail that is essential for the safe operation and maintenance of aircraft. 3. A minimum of 70% first time pass rate for graduates who take the FAA certification test. 4. Employers will indicate satisfaction with graduates and seek to employ additional PRCC graduates.	1. Measures and Standards Program Review Instrument Enrollment Job Placement Retention Completion Placement Occupational Skill Academic Attainment 2. TABE and ACT Scores 3. Administration Evaluation of Instructors 4. Student Evaluation of Instructors	1 & 2 Various methods of instruction are used to teach the aviation curricula such as, lectures, videos, and practical application in the aviation hangar. Attention is given to the type of testing that the students will face when given the F.A.A. certification exam in order to prepare them for this test. 3 & 4. The first two graduates from the two year program have passed the FAA certification test which gives us 100% pass rate for these graduates. One has been employed in the Aviation Maintenance industry, and the other one is in school pursuing the academic courses for the Association in Applied Science Degree instead of the certificate.	Since the first two students have successfully passed the FAA certification test, this information will be used to make improvements in the program. These improvements will include recruitment and the opportunity to broaden the students' employment options.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

PROGRAM : Barbering

Supports PRCC Goal(s): 2, 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 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 district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RUSULTS
1. To teach and train students for employment in the field of Barbering.	1. Students will successfully complete course work with a minimum GPA of 2.0 required for graduation. Students will demonstrate the practical knowledge and skills, which are necessary for employment in the Barbering profession of, A. Cutting B. Shampooing C. Styling	1. Student grades on examinations and class assignments. Instructor evaluation of student demonstration of Barbering skills, including, shampooing, and styling, etc.	1. The following standards were met: 100% of students received a degree and passed the State Board exam and were placed in a job related to training.	1. 100% of students have obtained occupational competency.
2. To prepare students to successfully pass the State Barber Board Certification Examination.	2. Students will pass the State Board Exam.	2. Student will receive a Certificate of Registration to practice barbering.	2. All completers have demonstrated attainment of level 100% on State Board exam.	2. To continue to provide adequate instruction to keep a 100% rate for future students to pass State Board and be proficient. 3. Each instructor was evaluated by Administrative Personnel an Students to determine problems and develop plans for improvement.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

PROGRAM: Brick, Block, and Stonemasonry

Supports PRCC Strategic Goal(s): 1, 3, and 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
1. To teach and train students through curricula that 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. 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.	1. Students will demonstrate Department of Education framework curriculum. 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.	1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain 2. Work Keys 3. Administration. Evaluation of Instructors. 4. Student Evaluation of Instructors.	1. The following standards were met: 100% of the Level I and Level II indicators. Average enrollment per FTE – 5, 100% of students completed the program 100% of students completed and passed a level of instruction. 100% of students received a degree. 100% were placed in a job related to training or continued their education.100% of students have demonstrated academic gain. 2. All completers have demonstrated attainment of Level 4 on MS-CAPS. 3. Instructor was evaluated by administrative personnel and students using the Evaluation of Instructor by the Supervisor instrument. This instrument was used by the instructor and administration to determine problems and develop plans for improvement.	1. Level I and Level II indicators were met. Varying teaching styles in an effort to reach different students that have difficulty learning by standard practices. 2. Instructor has the latest results of MS_CAPS test for each student of file. 3. Instructor meets with Supervisor and reviews Evaluation of Instructor by student and Evaluation of Instructor by supervisor. All evaluations are kept in supervisor's office so they can monitor progress of any problem areas.

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
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. 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.	1. Students will be prepared to continue their education at a higher institution should they choose to do so by following the specialized curriculum. 2. The students will acquire specialized training in all types of businesses having direct contact with people, such as retail and wholesale organizations. 3. The students will demonstrate knowledge of marketing and management terminology and strategies to be implemented in business and industry.	1. Data following students after completion of the program, proves that successful graduates are employed in their field of study. 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. 3. Students and Administrators are allowed to evaluate the instructor to enhance the educational experience and to ensure effective instruction is being provided..	1. Of the 18 students eligible to graduate, 100% graduated. Of the 18, 12 are working the field in which they were trained. The remaining 6 are continuing their education at a University. 2. Due to the MS-CPAS tests for the Fall, 07 not being scored, 9 eligible graduates occupational information was not determined. Of the 9 remaining, all 9 scored above the cut score. 3. 98% of all students enrolled in the program achieved academic gain. A retention rate of 93% indicates positive learning experiences. 4. Students rating of teachers instructional methods received superior scores.	1. Instructors continuously learn and adapt to new technologies and student learning behaviors through workshops and online tutorials. 2. The MS-CPAS show deficiencies in areas where additional instruction is needed. 3. Annual Advisory Committee, student input, and industry suggestions are incorporated into the development of course syllabi and curriculum.

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
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. 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.	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. 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.	1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain 2. Administration, Evaluation of Instructors. 3. Student Evaluation of Instructors.	1. The following standards were met: Average Enrollment per FTE – 14 Retention was 93% (13 of 14) Completion was 100% (13 of 13) Graduation was 100% (13 of 13) Placement was 100% (13 of 13) Occupational Skills-100% Academic Gain – 100% 2. Instructor was evaluated by admin. personnel using the evaluation of instructor instrument. 3. Students evaluated instructor using the evaluation of instructor instrument. This instrument was used by the instructor and administration to determine any problems and to develop plans for improvement.	1. Instructor is investigating ways to increase retention. Advisory committee was contacted and suggestions were implemented. 2. Instructor meets with department chair and reviews administrative evaluation. 3. Instructor meets with department chair and reviews students' evaluations of inst

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
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. 2. To provide student with training in network systems in business and industry.	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. 2. The students will receive training in telecommunications, network administration and client/server systems	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.	1. The following standards were met: 100% of Level I; 100% of Level II indicators. Average enrollment per FTE is 19. 100% of eligible students completed the program. 100% of eligible students received a degree. 100% of the graduating students have demonstrated gain on academic skills. 2. Each instructor was evaluated by administrative personnel and students using the Evaluation of Instructor. This instrument was used by the instructor and administration to determine problems and develop plans for improvement.	1. Instructors will research new materials and textbooks for courses. Instructions will try to attend current workshops in order to stay current with technical changes. Computer software and hardware had been upgraded in both labs. All students enroll can receive a copy of the programming software to install on their own computers. Students will be directed to our Placement Director for information about job placement opportunities. Contacts will be made with employers regarding job placements for students. 2. The evaluation instrument is used to improve the program through whatever methods are deemed necessary.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007-2008

PROGRAM: Computer Servicing 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 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
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.	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 Engineering Related Programs (MSDE) is an outcome goal of the program. Familiarization of test preparation for A+ or Net+ certification is required for successful completion of the program.	1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic gain 2. Administration Evaluation of Instructors 3. Student Evaluation of Instructors	1. Program Review Instrument: 100% of Level I indicators, and 100% of applicable Level II indicators were met. Enrollment: Retention: Completion: Graduation: Placement Occupational skills: Academic gain: * This section will be completed after the Oct. follow-up survey. 2. Satisfactory results 3. Satisfactory results	1. Program Review and monitoring of indicators will continue *CST students were required to take CPAS for CST program. Students apparently not graded on applicable sections only. No use of results intended until valid measurement can be adopted. 2. No negative feedback; all feedback and input fully implemented. 3. No negative feedback; all feedback considered and evaluated.

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
1. To teach and train students through curricula specifically designed 2. To provide training that is recommended by the Advisory/Craft Committee and related industry. 3. To train students so they will be able to find employment in the related field at entry level. 4. To prepare the student for transfer to a University program in order to pursue a Bachelors degree.	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. 2. Students will demonstrate the technical knowledge and related practical skills necessary to enter the job market as a skilled craftsman.	1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain 2. Work Keys 3. Administration, Evaluation of Instructors. 4. Student Evaluation of Instructors.	1. The following standards were met: 100% of the Level I and Level II indicators. Average enrollment per FTE- 15. 73% of students completed and passed a level of instruction. 100% of students completed the program. 100% of students received a degree. 100% of students were placed in a job related to training or continued their education. 33.3 % of students demonstrated occupational skills. 100% of students demonstrated academic gain. 2. Instructor was evaluated by administrative personnel using evaluation of instructor instrument. 3. Instructor was evaluated by students using evaluation of instructor instrument.	1. Level I and II indicators were met. Enrollment is up from last year due to visits and recruitment. Recruitment will continue as will visits with industry. Working with industry to hire and work students in a summer internship type program. New textbooks have been utilized to update students on the construction process. New material testing equipment is in place in the lab. Students who graduated were placed in the industry and are progressing with their careers. Work is being done in order to provide the proper CPAS test for the students, therefore these students will be better prepared to take and pass the CPAS exam. Engineering problems are discussed and carried out in the lab environment. 2. Instructor meets with director and reviews evaluations. Any problems or weaknesses are discussed at this time. All evaluations are on file in directors office.

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
1. To teach and train students for employment in the field of Cosmetology.	1. Students will successfully complete course work with a minimum GPA of 2.0 required for graduation. Students will demonstrate the practical knowledge and skills, which are necessary for employment in the Cosmetology profession, including the areas of: A. Hair B. Nails C. Skin	1. Student grades on examinations and class assignments. Instructor evaluation of student demonstration of Cosmetology skills in the areas of hair, nails, and skin.	100% Passed (15 of 15) All have met the minimum baseline competency in both the theory and practical segment of each course	The information will be used to developed and improve the instructional material for the purpose of assisting each student to meet the basic requirements necessary to competitive in the workforce 3. Continued visits to salons for employment opportunities.
2. To prepare students to successfully pass the State Board of Cosmetology Certification Examination.	2. Students will pass the State Board exam.	2. Students will receive a Certificate of Registration to practice cosmetology.	2. 13 of 15 students pass the State Board exam and received their Certification of Registration in the State of Mississippi	

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007– 2008

PROGRAM: : Dental Assisting

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 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
1. To provide a foundation in dental science, procedures and materials, management and communication that integrates with clinical practice enabling graduates	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.	1. Measures and Standards a. Program Review Instrument b. Enrollment c. Retention d. Completion e. Graduation f. Placement g. Occupational Skills h. Academic gain	1. the following standards were met a. 100% of level one indicators were met At least 70% of level 2 indicators were met b. Average enrollment per FTE was 1:10 c. 86%(13out of 15) completed and passed a level of instruction d. 86% (13 out of 15) completed the program e. 100% of completers graduated f. 93% are working in the field. 1 is continuing her education g. On the DANB exam 11 out of 14 (78%) passed last reporting date 6-08 h. 40% (6 out of 15) took academic courses and demonstrated gain by passing courses and demonstrated gain by passing all courses	Standards were met 1. 52applications were received and processed 2. New dentists to the area are hiring graduates
2. To perform effectively as entry-level dental assistants as defined by the Standards of the American Dental Association for accredited Dental Assisting Programs.	2. 75% of program completers will indicate employment in general or specialty practices in the PRCC district	2. Student Evaluation of instruction	2. Analysis of student evaluation indicated satisfaction of instruction	
3. To perform effectively as a member of a dental health team	3. Employers will indicate satisfaction with PRCC graduates by	3. Administrative evaluation of	3. Analysis of administrative	3. Employer surveys show Drs. Are very satisfied with

	completing the employer satisfaction surveys	instruction	evaluation of instruction was positive	graduates
4. To successfully sit for the Dental Assisting National Board Exam	4. Upon completion of Dental Assisting Program, 75% of graduates will pass the Dental Assisting National Board Exam	4. Employer surveys	4. Analysis of employer surveys of instruction was positive.	

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 – 2008

PROGRAM: Dental Hygiene 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 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
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.	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.	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	1.The following stds were met: 100% of Level I indicators, at least 70% of all applicable Level II indicators, enrollment per FTE was 1:10.66, 100% of students completed and passed with an A.A.S. degree, 97% wee placed in a job related to training, 100% of students demonstrated gain of academic skills, 100% passed the National Boards. 2. Evaluation of instruction completed. 3. Instructor evaluations completed by administration.	1. Board results related to annual curriculum review. Completed Self-Study. CODA site visit competed with no recommendations and no suggestions. New equipment included chairs and units. 2. Evaluations reviewed. 3. All evaluation kept on file.

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
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. 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.	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. 2. Students will demonstrate and maste the technical skill necessary for employment in entry level positions as CAD Technician. These technica skills and required competencies are outlined in the State Department of Education Curriculum Framework.	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	1. The following standards were met: 100% of the Level I indicators have been met - 100% of applicable Level II indicators were met. Average enrollment per FTM – 22. 77% of students completed and passed a level of instruction. 100% of students completed the program. 100% of students received a degree. 100% were placed in a job related to training or continued their education. 88% of students have obtained occupational competence. 100% of students have demonstrated gain on academic skills. 2. All completers have demonstrated attainment of Level 4 on MS-CPAS. 3. Each instructor was evaluated by administrative personnel and students using the Evaluation of Instructor by the Supervised instrument. This instrument was used by the instructor and administration to determine problems and develop plans for improvement.	1. All level I & II indicators were met. 2. Brought in potential employers to talk to students. Recruited in high school vocational drafting programs. 3. We now have a 75 seat site license for all the AutoDesk Software products. Due to this Site license we are replacing Solidworks with Inventor Software and replacing Chief Architect with Architectural Desktop software. 4. Instructor has results of MS-CPAS test for each student in program. These results will be used as a means of evaluating the drafting program as compared to other drafting programs in the state. 5. Instructor meets with Department Chair and reviews Evaluation of Instructor by Supervisor instrument. If there are areas that need improvement a note of that area is made. Evaluations are then forwarded to directors office and kept on

				file so progress can be monitored. Also, director reviews Evaluation by Student instrument with instructor.

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
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. 2. Upon completion of freshman year students will learn basic information about growth, development, and guidance of the preschool child. 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.	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. 2. Students will qualify for employment in child care centers, kindergartens, and many federally funded programs involved with preschool children.	1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain 1. Self Evaluation Measures and Standards 2. Administration, Evaluation of Instructors 3. Student Evaluation of Instructors	1. The following standards were met. 100% of the Level 1 indicators have been met. 100% of applicable Level II indicators were met. Average enrollment per FTE is 30. 85% of the students completed and passed a level of instruction. 100% of students completed the program 100% of the students received a degree. 87.5% of students were placed in a job related to training or continued their education. 100% of students have obtained occupational competency 100% of students have demonstrated gain in academic skills.	Level I and Level II indicators were met. Instructors visited high schools in 6 county area and invited high school students to visit campus. Instructor has results of latest MS-CPA's test for each completer in the program. These results will be used as a means of evaluating the program as compared to other programs in the state. Instructor meets with director and reviews evaluation of instructor by student and evaluation of instructor by supervisor. All evaluations are kept on file in director's office so progress can be monitored.

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
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. 2. To provide training as recommended by Advisory/Craft Committee And related industry in the area. 3. To provide an individual the ability to find employment in a related workforce. 4. To prepare individuals to install operate, maintain, and repair electrically-energized systems such as residential, commercial and industrial electrical wiring, and DC and AC motors, controls and electrical distribution panels, and instruction in the use of test equipment.	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. 1. 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.	1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain 2. Work Keys 3. Administration. Evaluation of Instructors. 4. Student Evaluation of Instructors. 5. Student follow-up	1. The following standards were met. 100% of the Level I indicators have been met. 100% of applicable Level II indicators were met. Average enrollment per FTE is 29. 81% of students completed and passed a level of instruction. 100% of students completed the program. 100% of students received a degree. 100% of students were placed in a job related to training or continued their education. 100% of students have obtained occupational competency. 100% of students have demonstrated gain on academic skills. 2. All completers have demonstrated attainment of Level 4 on MS-CPAS. 3. Each instructor is evaluated by administrative personnel using Evaluation of Instructor by the Supervisor instrument. This instrument was used by the instructor and administration to determine problems and develop plans for improvement. 4. Each instructor is evaluated by student using the Evaluation by Student Instrument. 5. See Standard 6: Placement	1. Level I and Level II indicators were met. Instructors visited high schools in area and invited vo-tech high school classes to visit campus. 2. Instructor has results of latest MS-CPAs test for each student in program. These results will be used as a means of evaluating the electrical program as compared to other electrical programs in the state. 3. Instructor meets with Director and reviews Evaluation of Instructor by Student and Evaluation of Instructor by Supervisior. All evaluations are kept on file in Director's office so Director can monitor progress of any problem areas.

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
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. 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.	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. 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.	1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain 2. Administration, Evaluation of Instructors. 3. Student Evaluation of Instructors.	* This section will be completed after the Oct. follow-up survey. Enrollment Retention – Completion Graduation Placement Occupation Skills Academic Gain Instructor was evaluated by administrative personnel and students using the Evaluation of Instructor Instrument. This instrument was utilized by the instructor and administration to determine problems and develop plans for improvement	If standards are not met, the instructor and administration must develop a local improvement plan. If standards are not met two years in a row, the instructor and administration and the State Department of Education personnel will develop a joint improvement plan. If standards are not met for three years in a row, the program will be terminated. The evaluation instrument is used to improve the program through whatever methods are deemed necessary.

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
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. 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.	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. 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.	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.	1. The following standards were met: 100% of level I indicators have been met. 100% of applicable Level II indicators were met. Average enrollment per FTE-50. 92% of student's c completed and passed a level of instruction. 100% of students completed the program. 100% of students received a degree. 100% of students were placed in a job related to training or continued their education. 50% of students have obtained occupational competency. 100% of students have demonstrated gain on academics skills. 2. All completers have demonstrated attainment on Level 4 on MS-CPAS 3. Each instructor was evaluated by administrative personnel using The Instructor by the Supervisor instrument. This instrument was used by the instructor and administrator to determine problems and develop plans for improvement. 4. Each instructor was evaluated by students using the Evaluation of Instructor by student instrument. This instrument was used by the instructor and administration to d determine problem areas and develop plans for improvement.	1. Level I and Level II indicators were met. Electronics Technology won a Gold Medal at state Skills USA competition. 2. Instructor has results of the latest MS-CPAS test scores for each student in program. These results will be used as a means to evaluate areas of needed improvement. Instructor meets with Department Chair and Reviews Evaluation 3. Instructor by Supervisor instrument. If there are any areas that need improvement, a note is attached to that area and improvements are made.

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
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.	1. Students will demonstrate their knowledge of the basic principles, history, and style periods of music.	1. A minimum of 60% of all students enrolled in Music Appreciation will receive a final grade of AC@ or better.	1. Grade distribution for all sections of MUS 1113 Music Appreciation for 07-08: 30%-A, 17.5%-B, 15.7%-C, 9.5%-D, 22.3%-F, .7%-I, 4.4%-W.	1. An effort to reduce the percentage of students who fail this class will be made. Replacement of audio and video equipment in music classrooms is needed. At least one music classroom should be equipped with smartboard and powerpoint capabilities.
2. To provide quality instruction in courses which parallel the first two years of a Bachelors degree for majors in Music and Music Education.	2. Students will demonstrate mastery of subject matter in courses for music majors. 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.	2. At least 70% of all students enrolled in courses for Music Majors will receive a final grade of AC@ or Student transfer data from state universities	2. Grade distributions for all 2007-08 courses for music majors: 43.7%-A, 16.2%-B, 12.5%-C, 8%-D, 9%-F, 3%-I, 7.4%-W Specific transfer data for music students not available, However, overall GPA of PRCC transfer students at USM, MSU, and UM was higher than native students and 2nd highest among all transferring students.	2. Fall of '07 saw the largest freshman music major class enrolment ever at PRCC. The establishment of a music technology lab for student use is also needed to provide instruction in this essential segment of music education.
3. To provide quality instruction in courses in Music for Elementary Education majors.	3. Students will demonstrate their ability to incorporate music activities and lessons into their instruction of elementary education.	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.	3. . Grade distributions for 07-08 music for elem. ed. majors: 30%-A, 10%-B, 20%-C, 0%-D, 10%-F, 30%-W	All music faculty will be encouraged to maintain contact with university colleagues to keep curriculum and course content current. 3. Music for Elem. Ed. Majors is now offered as an on-line class through the MVCC.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

DEPARTMENT: Fines Arts and Communication
INSTRUCTIONAL AREA: Music

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
4. To provide quality instruction in applied music courses through private and/or group study.	4. Students will demonstrate proficient progress in instrumental, vocal, and/or piano performance.	4. Student performances at juries, recitals, and concerts. University and college music scholarships awarded to PRCC transfer students.	4. All student concerts, recitals, and juries were well-prepared The level and quality of the repertoire was appropriate for each performance. Two vocal music majors transferred from PRCC to a Mississippi University and both received performance-based scholarships and were placed in the university's premier vocal ensemble. Two instrumental music students transferred this year to MS universities and both were awarded scholarships. One student placed at the top of his section in the premier instrumental ensemble at MSU.	4. Work towards the implementation of applied music performance standards is still in development Additional cutbacks in music scholarships at universities have resulted in a drastic reduction in the number of scholarships offered to incoming freshmen and transfer music students, especially at USM. Competition for these awards stresses the importance of outstanding instruction in all applied music areas.
5.To provide cultural activities in the arts for PRCC students and community through performances by student ensembles, guest recitals/concerts, student art exhibits, and drama productions.	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.	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.	5. Attendance at Fine Arts activities is still a bit difficult to assess due to the relocation of these events caused by the loss of Moody Auditorium. One additional band concert was presented in the spring.	5. Malone Chapel has proved to be an excellent venue for recitals and choral concerts. Additional guest recitals were presented and a more comprehensive schedule is planned for next year. A small amount for the funding of guest artists was available for the year due to a grant from the local Blueberry Jubilee organization.
6. To serve as ambassadors for the college through performances by students and faculty in local, regional, state and national events.	6. Increased awareness of PRCC, fostering of good will with community, enhances public relations, recognition of quality in performing groups.	6. Continued demand for performances and student interest in performing groups.	6. PRCC student music ensembles performed at many school, local and regional venues. Dr. Kyle Hill assumed the duties of Director of Bands and Michael Bass was hired as Assistant Director of Bands and Instructor of Brass and Music. Concert band enrollment increased by about ten percent.	6. All of the PRCC Student performing ensembles have maintained a high standard of performance and steady enrollment. Performances on the local, state and national level were made by these outstanding groups. Any future growth in these programs must be supported by the college in the form of larger rehearsal

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

DEPARTMENT: Fines Arts and Communication
INSTRUCTIONAL AREA: Music

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
			LaDona Tyson was hired as the Director of Choral Groups. A student Brass Quintet was started under the direction of Mr. Bass.	facilities, budgets, and scholarships.

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

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
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.	1. Students will demonstrate their knowledge of the basic principles, history and important facts relating to theater and the dramatic arts.	1. A minimum of 60% of students enrolled in Theater Appreciation will receive a final grade of AC@ or better.	1. Grade distribution for all sections of Theater Appreciation: 36%-A, 12%-B, 12%-C, 12%-D, 24%-F, 0%-I, 4%-W.	1. Additional sections of Theater Appreciation will be added to fulfill enrolment demands as soon as funding becomes available.
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.	2. Students will demonstrate basic communication skills through oral competency of the English language.	2. At least 60% of the students enrolled in Oral Communication will receive a final grade of AC@ or better.	2. Grade distributions for all sections of Oral Communication: 38%-A, 26%-B, 21%-C, 2%-D, 7.5%-F, 2%-I, 3.5%-W.	2. Demand for oral communication has held relatively steady in spite of having the public speaking requirement removed from some of the state universities' core curriculum. Course title changed in Community College uniform course description to Public Speaking I. Efforts to include A/V technology for both faculty and students have been made as funding has allowed.
3. To provide quality instruction in courses which parallel the first two years of a Bachelors degree for majors in Speech/Communication and Theater.	3. Students will demonstrate mastery of subject matter in courses for majors in Speech/Communications and Theater. PRCC Communication and Theater majors transferring to state universities will attain a GPA at or above that of other transfer students and of the	3. At least 70% of students enrolled in courses for Speech/Theater majors will receive a final grade of AC@ or better. Student transfer data from state universities	3. Grade distributions for all courses for Speech/Theater Majors: Unable to determine grade distributions by major since all speech theater courses are open to every student. Specific transfer data by major unavailable. Overall data shows PRCC transfer GPA at or above	3. A course in Interpersonal Communication was approved by the college to be offered in the Fall of '08 which will

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
4. To provide PRCC students and the community with quality theatrical productions for their enjoyment.	native university students at the same level. 4. At least one drama production will be presented each school year.	4. Attendance figures will be evaluated and audience response will be assessed for each performance. A 5-10% annual increase in attendance will be sought.	that of the native university/college student. 4. Fall drama production of "Greater Tuna" was presented in the special events room of the cafeteria. The two-man show was well-received by the small audience. Spring musical-theater production of "Smoke On the Mountain, The Homecoming" was presented in Malone Chapel. Opening night was a sell-out and the next night's attendance was affected by severe weather. The production was very well-received by the audience.	provide another course for Speech/Communications majors and the general student population. 4. Theater productions have been greatly restricted from the lack of a permanent facility. Unfortunately, it appears that the planned performing arts facility will be at least two to three years in the future. Theater director is to be commended for her ability to produce quality events regardless of the venue.

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	USE OF RESULTS
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.	1. Students will demonstrate their knowledge of basic principles art, art history, and important artists and their work.	1. A minimum of 60% of students enrolled in Art Appreciation will receive a final grade of a C or better.	1. Grade distribution for all sections of Art Appreciation: 30%-A, 32%-B, 15%-C, 8.0%-D, 11%-F, 3.5%-W.	1. Additional sections still needed as soon as funding, staff and facilities are available. On-line section is offered. Hybrid section is planned.
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.	2. Students will demonstrate mastery of subject matter in courses for majors in Visual Arts. 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.	2. 70% of students pursuing a major in the visual arts will receive a final grade of AC@ or better in all art courses attempted. Student transfer data from state universities	2. Grade distributions for all courses for visual art majors; 44%-A, 19%-B, 8%-C, 3%-D, 16%-F, 8%-W, 1%-I. Specific transfer data unavailable. Overall GPA of PRCC transfers was at or above that of the native university students.	2. Art enrollment continues to increase with no additional classroom space or staff available. The adjunct art instructor position should be increased to at least 3/5 part-time. A larger, more functional facility is needed.
3. To provide quality instruction in courses in Art designed for majors in Elementary Education.	3. Students will demonstrate their ability to incorporate art activities into their instruction of elementary education.	3. At least 70% of the students enrolled in Art for Elementary Ed. Majors will receive a final grade of a C or better.	3. Grade distributions for all sections of Art for Elem Ed.: 48%-A, 30%-B, 4%-C, 4.5%-D, 9%-F, 4%-W.	3. Enrollment held at previous levels. No changes needed.

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
4. To provide quality instruction in applied (studio) art courses through private and/or group study.	4. Students will demonstrate proficient progress in individual performance in the visual arts.	4. Evaluation of student art works and portfolios. University and college music and art scholarships awarded to PRCC transfer students.	4. All Art majors who received a grade of "C" or better in their major courses successfully completed individual portfolio requirements. No data about Art scholarships was available at this time.	4. Additional course offerings are being requested by students but a lack of facilities, materials, and staffing prohibit any growth in this area. Equipment for jewelry-making was purchased and students have shown great interest in this medium.
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.	5. Students and community will have the opportunity to attend live musical performances and art exhibits that are easily accessible in both proximity and cost.	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.	5. No student or guest art exhibits were held on campus during 07-08 due to the lack of a secure exhibit area.	5. The lack of adequate exhibit space on campus will continue to restrict efforts of both student and guest art exhibits. Gallery space in the new facility is highly recommended.

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. Grade distributions for all sections of Oral Communication: 38%-A, 26%-B, 21%-C, 2%-D, 7.5%-F, 2%-I, 3.5%-W.	The removal of the oral communication requirement from some of the state universities' core curriculum could have an impact on the future enrollment. We will monitor the program requirements at USM and recommend any changes.
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.	2. Grade distribution for computer science classes for major students (total of 1). Fall 2007 A – 0% D – 0% B – 100% F – 0 % C – 0% W – 0 % 2c. Grade distribution for computer science classes for non-major students enrolled in academic computer science classes:	2. Revised the department web page with updates to encourage more academic majors in computer-related fields. 2c. Grade results are showing a reasonable distribution for a college-level class. The passing rate (i.e., grades of A, B, or C) has stayed at 78% for fall 2006 and fall 2007. The withdrawal

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

Instructional Area: General Education

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
			Fall 2007 A – 26% D – 5% B – 33% F – 10% C – 19% W – 7% Pre-test/post-test administered. The average improvement per student was 40%. 2d. Grade distribution for computer science classes of two-year technical students enrolled in academic computer science classes: Fall 2007 A – 60% D – 0% B – 15% F – 0% C – 10% W – 15%	rate has dropped from 11% in fall 2006 to 7% in fall 2007. This is the withdrawal rate that we had pre-Hurricane Katrina for 2004-2005. Continue pre-test/post-test for CSC 1113 classes for Fall 2008 and Spring 2009 to collect data concerning the effectiveness of the class on student learning. 2d. Grade results showed a reasonable distribution for a college-level class. Pass rate has increased from 64% in fall 2005 to 68% in fall 2006 to 85% in fall 2007.
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.	3. Grade distributions for all courses for visual art majors; 44%-A, 19%-B, 8%-C, 3%-D, 16%-F, 8%-W, 1%-I. Grade distribution for all sections of MUS 1113 Music Appreciation for 07-08: 30%-A, 17.5%-B, 15.7%-C, 9.5%-D, 22.3%-F, .7%-I, 4.4%-W.	3. Additional sections still needed as soon as funding, staff and facilities are available. On-line section is offered. Hybrid section is planned. An effort to reduce the percentage of students who fail this class will be made. Replacement of audio and video equipment in music classrooms is needed. At least one music classroom should be equipped with smartboard and powerpoint capabilities.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

Instructional Area: General Education

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
			Grade distributions for all sections of Oral Communication: 38%-A, 26%-B, 21%-C, 2%-D, 7.5%-F, 2%-I, 3.5%-W.	Demand for oral communication has held relatively steady in spite of having the public speaking requirement removed from some of the state universities' core curriculum. Course title changed in Community College uniform course description to Public Speaking I. Efforts to include A/V technology for both faculty and students have been made as funding has allowed.
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).	4. 80.5% of students scored a "C" or better	4. Increase the use of technology in instruction Continue to increase holdings in video recordings and software to enhance instruction
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.	1. Fall 2007 A = 20.1% B = 21.4% C = 20.9% D = 6.8% F = 13.7% W = 16.7%	1. 5. Reevaluated lab assignments in algebra classes. Implemented department rubric for better evaluation of results. Added more online course offerings. Added more 2-day a week mathematics courses. Scheduled a number of 8-week double courses to allow students to complete mathematics requirements in a more timely fashion. Students did not

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

Instructional Area: General Education

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
				respond by enrolling in the second half of the courses. We will try some hybrid course offerings.
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.	1. Grade distribution for biology classes for students majoring in biology: Fall 2007 A – 29% B- 14% C – 14% D – 29% F – 14% 2. Grade distribution for biology classes for non-major students enrolled in academic biology classes: A – 24% B – 31% C – 26% D – 9% F – 10% 3. Grade distribution for biology of two-year technical students enrolled in academic biology classes: A – 28% B – 37% C 23% D – 9% F – 3%	For 1,2 and 3: New Skeletons purchased for Anatomy classrooms and labs ARIS, Evolve and CourseCompass have being utilized by instructors to supplement and augment student learning. Instructors are actively engaged in the use. Many biology classes are using BlackBoard as provided by the college, both for grade posting and lesson posting. Many biology instructors are using "Clickers" to stimulate student engagement in learning and testing. PRCC continues a hybrid General Biology course: lecture online and lab on campus. PRCC continues to offer a field biology course, for students to learn in the "real" environment. Computer Learning models were installed in the Learning Lab to accommodate more student learning styles. Videos appropriate to all areas of biology were installed in the learning lab to assist learners. New DVD's are being ordered with intent to replace VHS tapes.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

Instructional Area: General Education

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
				Books were added to the library to assist learners in research. (skulls, flash card, skeletons, etc.) PRCC bookstore stocks items to assist learners (ex. Skulls. skeletons). Video data projectors are used in the sciences to allow for modeling of computer modules in the classroom, and viewing appropriate videos. New permanent projectors have been installed in several classrooms, with intent to provide other classroom with this equipment in the future. Faculty regularly attend and present at state and national professional development organizations, both in and out of the science areas. Faculty members hold state and national positions: Mississippi Science Teachers Association - - Immediate Past President; Director of the Outstanding Biology Teaching Award for Mississippi; Mississippi representative to the National Conference on Science Education; Delta Kappa Gamma Society International – Mississippi State Editor. Books were added to the library to assist learners in research. (skulls, flash card, skeletons, etc.) PRCC bookstore stocks items to assist learners (ex. Skulls, skeletons). Video data projectors are used in the sciences to allow for modeling of computer modules in the classroom, and viewing appropriate videos. New permanent projectors have been installed in several classrooms, with intent to provide other classroom with this equipment in the future. Faculty regularly attend and present at

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

Instructional Area: General Education

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
				state and national professional development organizations, both in and out of the science areas. Faculty members hold state and national positions: Mississippi Science Teachers Association – Immediate Past President; Director of the Outstanding Biology Teaching Award for Mississippi; Mississippi representative to the National Conference on Science Education; Delta Kappa Gamma Society International Mississippi State Editor.
7. Social Sciences To offer courses that meet the needs of students who are:	7.	7.	7	7. Social Science Majors are currently meeting performance expectations. While student performance among this group has improved we will continue to work toward further improvements by clearly identifying expectations, providing continued updates as to performance in class, and encouraging students to seek out individual guidance and instruction during instructors' office hours.
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 History, Political Science, Psychology, or Sociology will receive a grade of "C" or better in academic Social Science courses.	79 percent of students majoring in either History, Political Science, Psychology, or Sociology received a grade of "C" or better in academic Social Science courses.	Continue to provide non-major transfer students with excellent instruction utilizing a variety of teaching methods. We will provide higher quality visual examples as more classes become equipped with multimedia projectors and smart boards. Also, improvement in communication between instructors and students will occur as blackboard courseware is made available.
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.	72 percent of non-major transfer students received a grade of "C" or better in academic Social Science courses.	
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.	82 percent of students working toward a 2-year degree received a grade of "C" or better in academic Social Science courses	Technical students are meeting and exceeding performance expectations in Social Science courses here at Pearl River Community College. We will continue to provide exemplary instruction and a variety of course options in order to meet the particular needs of Vocational and Technical students

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

Instructional Area: General Education

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
				All students are encouraged to utilize learning lab resources and online resources designed to complement in class instruction and enhance overall student performance. For example, sociology students are encouraged to use the online tutorial provided by the current textbook publishing company. This tutorial provides sample questions and additional readings. A new book review format has been adopted by history instructors which will require students to not only identify the work's thesis but also present evidence of support or a lack thereof chapter by chapter. This will require students to read the text in a much more engaging way. In order to develop critical evaluation and reading skills in our students, World Civilizations students will continue to be assigned specific excerpts from readers containing primary documents. Students will evaluate the reading's context, meaning, and significance to larger historical themes. Critical readings of historical documents will be especially important for history majors as they migrate to four-year schools.
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.	8. A's 16.24% B's 27.61% C's 23.47% D's 9.87% F's 22.3% I's 0045% Total 'C' or better: 67.32%	8. Adopted new textbook and soft-ware for use in developmental English in effort to better pre-pare those students for English 1113 and 1123 Adopted a different handbook for English
9. Wellness	9. Graduates will demonstrate knowledge in areas of health, physical education, and	9. 70% of students taking HPR 1213 and HPR 1752 will have passing grades. 100% of	PRCC grade distribution HPR classes 72% of students obtained "C" or better in Fall of 2007 & 78% in the	Determined that in the Fall students that made a "C" or better remained about the same. In the Spring 6%

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

Instructional Area: General Education

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
	recreation which will encourage and enable students to incorporate healthy behaviors and attitudes into their daily lives	graduates will have passed HPR 1213. * The term "grade" represents any grade students receive which affects their GPA.	Spring of 2008 Fall of 2007 grade distributions A=46% B=17% C= 9% D = 5% F=14% I= 1% P= 1% W= 7% Spring 2008 grade distributions A=43% B=20% C=14% D= 5% F=10% I= 1% W= 7%	more made a "C" or better compared to last year. Enrollment Fall 2006 - 858 students taking HPR classes Fall 2007 – 845 students taking HPR classes Spring 2007 - 747 students taking HPR classes Spring 2008 – 696 students taking HPR classes d. Change from Heartsaver First Aid with CPR and AED to BLS for Healthcare Providers a.b.c. Now the amount of workout required are the same for MWF classes and TR classes

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.

DEPARTMENT: Health, Physical Education and Recreation

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
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.	1.The student will acquire a working knowledge of: a. **Personal and Community Health:** principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, & health agencies b. **Nutrition and Wellness:** 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 c. **Health Concepts, Aerobics, Power Hour, Swing and line dancing:** physical education in schools and life: strength training, muscular endurance, flexibility and aerobic exercises d. **First Aid and CPR:** basic first aid, CPR, and AED procedures e. **Concepts of Athletic Training:** athletic training and treatment of	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: 1st 8weeks 1/3 of grade 2nd 8weeks 1/3 of grade final exam 1/3 of grade a,b,c,: **Lab:** 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	PRCC grade distribution HPR classes 72% of students obtained "C" or better in Fall of 2007 & 78% in the Spring of 2008 Fall of 2007 grade distributions A=46% B=17% C=9% D=5% F=14% I=1% P=1% W=7% Spring 2008 grade distributions A=43% B=20% C=14% D=5% F=10% I=1% W=7%	Determined that in the Fall students that made a "C" or better remained about the same. In the Spring 6% more made a "C" or better compared to last year. Enrollment Fall 2006 - 858 students taking HPR classes Fall 2007 – 845 students taking HPR classes Spring 2007 – 747 students taking HPR classes Spring 2008 – 696 students taking HPR classes d. Change from Heartsaver First Aid with CPR and AED to BLS for Healthcare Providers a.b.c. Now the amount of workout required are the same for MWF classes and TR classes

DEPARTMENT: Health, Physical Education and Recreation

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
	injuries f. **Recreation Leadership:** recreational, including areas of dance and sports g. **Baseball, Basketball, Football, & Tennis Theory:** theory of sports h. **Taping and Wrapping of Athletic Injuries:** 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	grade is determined by the following scale if enrolled in a one hour activity class: 29-32 workouts=A 25-28 workouts=B 22-24 workouts=C 18-21 workouts=D less than 18= F **Assessment:** 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.	d. Determined need to change textbook for First Aid and CPR a.b.c. Determined a need to change number of workouts required. Determined need for new student and community ID check in system last year. We do not have the funds to purchase a card reader at this time. The assessment process evaluates health history and determines if a doctors release is needed it also measures students blood pressure, heart rate, flexibility, muscular endurance, and aerobic endurance.	An ID reader will help us track students attendance. Students enrolled in activity classes can come whenever to exercise and it is 30% of their grade in some classes and 100% of grade in others. We need a better tracking method for these students. An ID tracking system would also help with the safety of our students.
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	2. Students, faculty, staff, and community members will gain information which will promote well-being and enhance their quality of life.	2. **Health History:** All students, faculty, staff, and community who join the wellness center are required to fill out a health history form. **Assessment:** Students, faculty, staff and community must complete a pre-assessment where blood pressure,	2. Determined if we needed medical clearance on students, faculty, staff, and community before they start an exercise program. Determined fitness levels of students, faculty, staff, and community.	2. Received doctor clearances on students, faculty, staff, and community as needed. Set students, faculty, staff, and community up on an exercise program based on their assessment results.

DEPARTMENT: Health, Physical Education and Recreation				
OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
role of the college in cultural and life improvement programs of the community.		heart rate, flexibility, muscular endurance, and acrobic endurance are measured. **Orientation:** 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. **Evaluations:** Verbal and written surveys are Done to determine if changes need to be incorporated. **Other:**	Verbal evaluations still show need for more parking. We have had members stop coming because of the parking situation. Evaluations also determined need for additional cardio and weight equipment due to increase in enrollment. Roof continues to leak and aerobics room floor needs to be fixed.	Still need more parking at Wellness Center. Received new two new treadmills and abdominal machine last year. We will purchase two more treadmills, a thigh machine, and another smith machine for next year.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

PROGRAM: Heating, Air Conditioning, and Refrigeration 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 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
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. 2. To enable the students to become EPA Certified before entering the work force. 3. To teach students safe work practices required in modern industry. 1. To teach students subjects related to the air conditioning and refrigeration industry. 2. Encourage students to become members of VICA.	1. Students will be able to demonstrate acquired knowledge above and beyond entry level in the Heating, Air Conditioning, and Refrigeration industry, as per State Department of Education framework curriculum. 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. 1. Students will demonstrate safe work practices that are required in the work place. 2. Students will improve communication and basic math skills. 3. VICA membership will increase.	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.	1. Standards and measures meet 100% 2 Enrollment 23 3 Retention 20-87% 4 Completion 5-100% 5 Graduation 5-100% 6 Placement 5-100% 7 Occupational Skills 4-80% 8 Academic Skills 5-100%	1. Level 1and II indicators were met. Instructor made high school visits in the area and students were invited to visit the campus and individual programs. Instructor and director meet on a regular basis to review evaluations . All evaluations are kept on file in director's office.

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
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. 2. To enable the students to become EPA Certified before entering the work force. 3. To teach students safe work practices required in modern industry. 4. To teach students subjects related to the air conditioning and refrigeration industry. 5. Encourage students to become members of VICA.	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. 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. 3. Students will demonstrate safe work practices that are required in the work place. 4. Students will improve communication and basic math skills. 5. VICA membership will increase.	1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain 2. Administration. Evaluation of Instructors. 3. Student Evaluation of Instructors.	The program has met and exceeded all but two of the performances measured by the Mississippi Performance Review instrument. * This section will be completed after the Oct. follow-up survey. Enrollment – Retention Completion – Graduation – Placement Occupational Skill – Academic Gain – Administration evaluation of instructor was satisfactory. Student evaluation of instructor was satisfactory.	Maintain the program standard of performance where the assessment result were less than 100%. There was a drop in performance in occupations skills and academic gain from previous year. Curriculum improvement have be made to improve those scores. 1. Drill student on theory of air conditioning. 2. Purchase more air conditioning trainers. 3. Purchase more air conditioning instruction materials. 4. Refer student to Learning Lab to improve math and reading skills. These improvements will be made to address occupational skills weaknesses.

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
To offer courses that meet the needs of students who are... 1. Majoring in Criminal Justice and who plan to transfer to a senior college or university.	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.	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.	1. 98.2% of known Criminal Justice majors received a letter grade of "C" or better.	Because of the initiation of a new Criminal Justice program we do no know the exact number or percentage of 2 year degree students who plan to attend a senior college or university. Place more emphasis on the criminal justice degree and also on the students abilities in the classroom that can be used in either in the criminal justice field or other job descriptions.
2. Majoring in other academic subject areas and must satisfy basic college requirements for any of these subject areas.	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.	2. At least 75 percent of non-majors transfer students will receive a grade of "C" or better in Criminal Justice courses.	2. 78% of non-major students received a letter grade of "C" or better.	
3. Working toward a 2-year	3. Students working toward a 2-year terminal degree will	3. At least 65% of students	3. Number of students not	

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

DEPARTMENT: Humanities and Social Sciences
INSTRUCTIONAL AREA: Criminal Justice

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
terminal degree.	perform well enough to meet the requirements for graduation.	working toward a 2-year terminal degree will receive a grade of "C" or better in Criminal Justice courses.	known at this time working toward a 2 year terminal degree. We have best determined we have approximately 112 Criminal Justice students who will be declaring their major as Criminal Justice.	

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	USE OF RESULTS
To offer courses that meet the needs of all students who are 1. majoring in English and/or education and planning to transfer to a senior college or university. 2. majoring in other academic subject areas and must satisfy basic college requirements for any of these subject areas. 3. working toward a two-year associates degree 4. working toward a two-year technical degree.	1,2 Transfer students will perform as well as or better than native students from the Mississippi comprehensive universities. 3,4 Students in a two-year degree program will perform satisfactorily in academic English courses that are part of their curriculum.	1,2 Student transfer data 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.	Native GPA: 2.79 PRCC transfer GPA: 2.7 A's 16.24% B's 27.61% C's 23.47% D's 9.87% F's 22.3% I's 0045% Total 'C' or better: 67.32%	Emphasize to students the importance of academic achievement Adopted new textbook and software for use in developmental English in effort to better prepare those students for English 1113 and 1123 Adopted a different handbook for English

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

DEPARTMENT: Humanities and Social Sciences
INSTRUCTIONAL AREA: History, Political Science, Psychology, and Sociology

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 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
To offer courses that meet the needs of students who are...				Social Science Majors are currently meeting performance expectations. While student performance among this group has improved we will continue to work toward further improvements by clearly identifying expectations, providing continued updates as to performance in class, and encouraging students to seek out individual guidance and instruction during instructors' office hours.
1. Majoring in History, Political Science, Psychology, and Sociology, and who plan to transfer to a senior college or university.	1. Transfer and non-major transfer students will demonstrate a basic knowledge of the key elements of History, Political Science, Psychology, and Sociology.	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.	79 percent of students majoring in either History, Political Science, Psychology, or Sociology received a grade of "C" or better in academic Social Science courses.	
2. Majoring in other academic subject areas and must satisfy basic college requirements for any of these subject areas.	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.	2. At least 65 percent of non-majors transfer students will receive a grade of "C" or better in academic Social Science courses.	72 percent of non-major transfer students received a grade of "C" or better in academic Social Science courses.	Continue to provide non-major transfer students with excellent instruction utilizing a variety of teaching methods. We will provide higher quality visual examples as more classes become equipped with multimedia projectors and smart boards. Also, improvement in communication between instructors and students will occur as blackboard courseware is made available.
3. Working toward a 2-year terminal degree.	3. Students working toward a 2-year terminal degree will perform well enough to meet the requirements for graduation.	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.	82 percent of students working toward a 2-year degree received a grade of "C" or better in academic Social Science courses	Technical students are meeting and exceeding performance expectations in Social Science courses here at Pearl River Community College. We will continue to provide exemplary instruction and a variety of course options in order to meet the particular needs of Vocational and

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

				Technical students All students are encouraged to utilize learning lab resources and online resources designed to complement in class instruction and enhance overall student performance. For example, sociology students are encouraged to use the online tutorial provided by the current textbook publishing company. This tutorial provides sample questions and additional readings. A new book review format has been adopted by history instructors which will require students to not only identify the work's thesis but also present evidence of support or a lack thereof chapter by chapter. This will require students to read the text in a much more engaging way. In order to develop critical evaluation and reading skills in our students, World Civilizations students will continue to be assigned specific excerpts from readers containing primary documents. Students will evaluate the reading's context, meaning, and significance to larger historical themes. Critical readings of historical documents will be especially important for history majors as they migrate to four-year schools.

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	USE OF RESULTS
To offer courses that meet the needs of all students who are 1. majoring in English and/or education and planning to transfer to a senior college or university. 2. majoring in other academic subject areas and must satisfy basic college requirements for any of these subject areas. 3. working toward a two-year associates degree 4. working toward a two-year technical degree.	1,2 Transfer students will perform as well as or better than native students from the Mississippi comprehensive universities. 3,4 Students in a two-year degree program will perform satisfactorily in academic English courses that are part of the technical curriculum.	1,2 Student transfer data 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.	Native GPA: 2.79 PRCC transfer GPA: 2.7 A's 27.08% B's 28.89% C's 24.60% D's 7.9% F's 11.51% Total 'C' or better: 80.57%	Emphasize to students the importance of academic Achievement Increase the use of technology in instruction Continue to increase holdings in video recordings and software to enhance instruction

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	ASSESMENT CRITERIA	ASSESMENT RESULTS	USE OF RESULTS
To offer courses that meet the needs of all students who are : 1. majoring in Spanish and planning to transfer to a senior college or university. 2. majoring in other academic subject areas and must satisfy basic college requirements for any of these subject areas.	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.	1,2 Student performance will be assessed through quizzes (oral and written), chapter tests, exams, and classroom peer discussions.	1,2 MFL 1213 84.3% earned C or better MFL 1223 88.5% earned C or better MFL 2213 90.0% earned C or better MFL. 2223 100% earned C or better	1,2 Addition of new hard copies of notes and charts for distribution to students for use in hand; addition of written subjective material on chapter tests to measure reading and writing skills.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

PROGRAM: Machine Shop Technology

Supports PRCC Strategic Goal(s): 1, 3, and 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 Machine Shop Technology to students within the PRCC district.

PROGRAM: Welding (Poplarville Campus)

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
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. 2 To teach and train Welding through classroom work and laboratory experience so they will be successful as an entry level welder	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. 2. Students will demonstrate practical skills needed to master any type of welding machine and any type of welding/cutting procedure.	1. <u>Measures and Standards Program Review Instrument</u> Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain 2. <u>Administration, Evaluation of Instructors</u> 3. <u>Student Evaluation of Instructors</u>	**1. Standards and Measure meet – 100%** 2. Enrollment – 15 3. Retention – 15 – 100% 4. Completion – 4 – 100% 5. Graduation – 4 - 100% 6. Placement – 4 – 100% 7. Occupational Skills – 4 – 100% 8. Academic Skills – 4 – 100%	1. Continue work with counselor on retention of students. 2. Continue utilizing outside sources from industry to retain and place students. 3. Continue working with related studies instructor (Ms. Judy Wells) on academic skills. 4. Work diligently preparing students for occupational skills test.

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
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. 2. To provide students with a knowledge of business information systems and a firm background in C Programming, BASIC Programming, and Database Programming..	1. Students will demonstrate practical knowledge and employment in entry level positions in the business industry. 2. Students will meet or exceed the standards for the programs as set forth by the Computer Programming curriculum revision team. 3. The student will acquire a firm knowledge of information systems in order to analyze, write, test and debug, implement, and maintain computer programs.	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.	1. The following standards were met; 100% of Level I; 100% of Level II indicators. Average enrollment per FTE is 15. 100% of eligible students completed the program. 100% of eligible student received a degree. 100% of the graduates were placed in job related to training or continued their education. 100% of the graduating students have demonstrated gain on academic skills. 2. Each instructor was evaluated by administrative personnel and students using the Evaluation of Instructor. This instrument was used by the instructor and administration to determine problems and develop plans for improvement.	1. Instructors will research new materials and textbooks for courses. Instructions will try to attend current workshops in order to stay current with technical changes. Computer software and hardware had been upgraded in both labs within the last 2 years. Both classrooms utilize a data project and SmartBoard. All students enroll can receive a copy of the programming software to install on their own computers. Students will be directed to our Placement Director for information about job placement opportunities. Contacts will be made with employers regarding job placements for students. 2. The evaluation instrument is used to improve the program through whatever methods are deemed necessary.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT

2007 – 2008

PROGRAM: Medical Laboratory 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 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
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.	1. A minimum of 75% of the respondents to the graduate survey will indicate employment in various health care settings, or continue education..	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.	1. Low response to surveys. 100% of MLT students either had a job and/or was enrolled in the MT program at USM or online MT program. Most of the communication with our Advisory Committee and our Clinical Affiliates has been electronic, phone, and/or fax with good feedback.	1. A web page was devised to improve the electronic submission of the surveys. They are still being also performed by telephone and mail. The MLT courses & labs are revised every semester and include any suggestions by the Advisory Committee. The forms in our Clinical manual have been revised to make the evaluation process simpler.
2. To provide the Technical and Clinical education to enable the graduate to successfully pass the Medical Laboratory Technician Exam	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.	2. Board of Registry result report.	2. The 2007 graduate class had a 100% pass rate. They not only attended the Registry review sessions, our 4 teams (included Freshmen & Sophomores) competed in the student bowl with other MLT programs in MS and LA and 1 team won runners up. We have had 4 students out of the 11 (2008 graduates) to take their Board of Registry exam and we have 100% pass rate.	2. Our sophomore labs are structured to improve the students ability to multi-task, to be proficient in their clinical rotation as well as in the work force. The number of Mock exams & review sessions was increased and the scores on each exam improved or the exam was retaken. They were also required to make 100% on all the University of Washington online MLT exams.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2006 – 2007 (MLT Continued)

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
3. To provide an adequate campus labs for the MLT students to be proficient in their Clinical rotation & the work force.	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.	3. Clinical Professional evaluation forms of Medical Laboratory Technology students with Instructor comments.	3. The clinical instructor comments seem to compliment the student's ability to perform proficiently.	3. The freshmen & sophomore students have a short lab together to encourage success, and reinforce laboratory techniques. Online interactive educational games/information was used.
4. To actively recruit students who are interested in Medical Laboratory Technology.	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.	4. Examine the applicant pool at deadline date for 20% increase. We are continuing to teach the allied health students at various high schools.	4. Our sophomore students are involved in the recruitment process by showing the area high school students various hands on lab sessions when they tour our campus.	4. This year the Allied Health students from Petal & Purvis came to our campus to perform more hands on lab. This allowed the students to interact with our MLT students. We had an information session and program flyers were distributed.
5. To increase student retention.	5. Evaluate retention at the end of each graduating class and obtain a minimum increase of 10%.	5. Comparison of current retention numbers to the previous year.	5. We had 11 graduates in our 2008 class. We had students who did not complete our MLT program due to various hardships such as have to work full time, wrecks, etc.	5. We encourage our students to ask questions in class or after if any lecture or lab is unclear. We also offer our assistance outside of class time if any student needs extra help. Any student that is failing at midterm must have a documented session with a PRCC counselor.

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
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. 2. To give students specialized training in subjects required in the medical field and general administrative skills required in the field of medicine and its auxiliaries.	1. Students will demonstrate practical knowledge and skills required to transcrib 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. 2. The student will acquire fundamental office skills and specialized training in the medical office field.	1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain 2. Work Keys 3. Administration. Evaluatio of Instructors 4. Student Evaluation of Instructors	The following standards wer met: 1. 100% of the completers i this program graduated and met the objectives as mandated by the state curriculum. 2. 89% of the completers are working in their field or a related field or are continuin their education. 3. Based on feedback from students both from evaluations and verbally in the classroom, and from evaluations from administration, I feel these students were adequately trained in their field of study	1. Because of the rapid changes in Medicare and Medicaid, students must be aware of these changes through new textbooks, websites, government publications, etc. 2. Students who took the national certification exam i Medical Billing and Coding (CCA) passed in Summer of 2008. This assessment is immediate feedback for Fall 2008 semester in the Medica Billing and Coding program. 3. Feedback in the form of daily tests, hour or production tests grades provides information needed to improve instructional methods.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

PROGRAM: Medical Radiologic 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 allied health programs, which upon successful completion will qualify students for entry-level employment in business or industry and/o 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 t travel out of district to obtain this important medical specialty.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
To provide the biological, mathematical, and physical scienc foundation as well as the technological education and clinical practice enabling graduat 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 JRCERT, 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 studi into the specialty areas.	Pass rate on the American Registry of Radiologic Technologist (Radiography) registry. Program evaluation by graduate six to nine months post graduation. Employer evaluation of the graduates six to nine months pos graduation. Average second year class grade for all didactic courses. Average second year grades for clinical GPA Percentage of graduates employees or seeking specialty training within three months, in the field using their education received at PRCC.	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	18 Sophomores/18 Freshmen 97.22% 100% 18 of 18 100% 18 of 18 83.33% 100% 100% pass rate ARRT Registry 100% \	Changed text for Social and legal responsibility Average grade on ARRT exam increased by 4 points

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 – 2008

Nursing 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 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 pre-requisite to nursing or other medical related occupations.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
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. 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	1. Students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce as evidenced by * return demonstration of all 23 state required skills * receiving a pass on written and skills evaluation * applying skills and practical knowledge in a clinical setting 2. Students will demonstrate practical knowledge and skills necessary for completion of program as pre-requisites to a nursing program as evidenced by: * return demonstration of all 23 state required skills * receiving a pass on written and skills evaluations * applying skills and practical knowledge in a clinical setting	1. 75% of all students who attempt the program will complete. 2. 75% of those who complete the program and attempt certification will pass the state nursing assistant exam given by Pearson Vue/NACES 3. 75% of all students completing the nursing assistant program who desire employment will become employed in the nursing assistant field. 4. 75% of all students completing the nursing assistant program as a pre-requisite to a nursing program will continue their education in the nursing field.	1. 94% of all students who attempted the program completed. 2. 93% of those completing the program and attempted the state nursing assistant exam given by NACES passed. 3. 99% of all students completing the nursing assistant program and desired employment became employed in the nursing assistant field within 3 months. 4. 100% of those completing the nursing assistant program as a pre-requisite to continuing their education did continue in school.	1. The results of the assessment criteria will be used to improve all aspects of the program. 2. The pass rate for the state certification exam has increased by 1% since last year. This is viewed as a positive outcome to the implementation of additional skills competency check offs and additional time for hand-on skill practice. 3. Completion rate is 3% higher this year. 4. The continuation of increased practice and competency check - off of skills will be maintained. 5. NACES and Pearson Vue have changed the skills set and steps on which students are tested (starting July 1, 2008). In accordance with this change the class has been updated with required equipment. The new skills set was implemented in the class June 2008.

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
1. To provide instruction for Level I Associate Degree Nursing students in preparation for registered nursing licensure.	1. Upon completion of the first level of the ADN curriculum, the students will successfully demonstrate competent theory knowledge and clinical skills.	1. A theory Component: Final grade of 80 or above which includes minor, major and final exams. Clinical Component: Satisfactory summative clinical evaluation.	1. A ratio of one faculty per every ten students was maintained throughout the year. Fall 2007, forty-three (69%) of Nsg. I students progressed to Nsg II. Forty-three (84%) of Nsg II students progressed to Nsg III&IV Spring 2008, forty (62%) of Nsg I students progressed to Nsg II. Thirty-six (80%) of Nsg II students progressed to NsgIII&IV. To progress, each student had a grade of 80 or higher and a satisfactory summative clinical evaluation.	1. The total number of students for 2007-2008 was 414 (Fall 2007 – 206, Spring 2008 – 208. There were 21 full-time faculty and 4 part-time faculty each semester. The class enrollments are used each semester to determine number of faculty needed.
2. To provide a state of the art campus laboratory/equipment and approved clinical agencies.	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.	2. Signed contractual agreements, student clinical agencies evaluations, employer evaluations and graduate follow-up evaluations. Clinical agency contracts will indicate state or national approval status.	2.&3. All clinical agencies used have state and/or national accreditation. PRCC has signed contractual agreements with all clinical agencies used. Students' evaluations of clinical agencies overall are positive. Employer evaluations of ADN graduates states satisfied to very satisfied with the graduate. Graduate evaluations of education stated	2. & 3. Contractual agreements are kept in the director's office for accreditation and validation purposes. Information obtained from students' evaluations of the clinical facility is used to determine the strengths and weaknesses of the facility. The feasibility of future use of the facility is also partially determined by students' evaluations of the clinical

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
3. To provide clinical experiences in approved clinical agencies.	3. Contractual agreements with all clinical agencies.	3. Signed contractual agreements between Pearl River Community College and the clinical agency. All agencies have State and/or national accreditation.	satisfied to very satisfied with education received in the ADN program. It was identified that students did not have a separate evaluation for the computer or campus lab.	agencies. Needs in the campus and clinical labs are identified through the results/comments on these evaluations. The ADN faculty evaluation committee is developing a separate evaluation for campus and computer lab.

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
1. To provide instruction for Associate Degree Nursing students in preparation for registered nursing licensure.	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 Registerod Nursing (NCLEX-RN) on the first attempt will be at or above the State ADN average.	1. (a) ATI results (b) NCLEX-RN results.	1. a) ATI composite scores Dec. '07 -65.8 % May '08 -70.2 % b) NCLEX-RN – 92.8%	1. a) Curriculum refinements and change b) Curriculum refinements and change
2. To prepare qualified students to become registered nurses hireable for various health care agencies within the community.	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.	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.	2. 100% of employers are in 70 mile radius.	2. Class selection priority is from PRCC's district students

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2006 – 2007 (NE –ADN Level II continued)

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
3. To assure that nursing books, publications and periodicals are current and adequate to meet curriculum needs.	3. Textbooks and reference materials used in each course syllabus is current and adequate to meet the student's curriculum need.	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 (Picayune, Diamondhead, Slidell, Hattiesburg, and Lumberton) Slidell Memorial Hospital Northshore Medical Center (Slidell) Memorial Hospital of Gulfport Oschner Hospital (New Orleans) 3. ADN departmental course and textbook evaluations administered at the end of the school year.	3. Some of the audiovisual materials such as skills videos were evaluated outdated by students. Also, one of the books was evaluated as very difficult to read and understand.	3. Each course adopted current textbooks with CD's. Before adoption, textbooks were evaluated by faculty and changed as needed. Textbook CD's are used by students out of class and are also used by faculty during classroom instructions for example CD's have provided current video clips of nursing skills that students can use during the time enrolled in the program. These video clips can be shown during class. Internet access and permanent power point capability have become available in all classrooms. Instructors can download current materials for class use. In addition, new computer programs in our Nursing Dept.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
				Computer Lab have been made available to students.

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
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.	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.	1.MS Core Requirements including 1. Skill Proficiency: NCLEX-PN 2. Completion 3. Placement: Training related job, Cont'd. Education, employed in the field, employed in a field related to training, employed in unrelated field, unemployed, military and other. 4. Retention/ Transfer: 5. Non-Traditional Participation 6. Non-Traditional Completion	1. 11 of 12 students who took the NCLEX passed. One student has not taken but is working in the medical field as a tech. 2. 32 students enrolled (12 completers from 2006-2007 and 20 students accepted from 2007-08.) 3. Placement 11 of 12 graduates working in career field. One graduate did not take NCLEX-PN but is working in medical field.. 4. 12 of 20 students were retained in program. There were no transfers. 5. There were no non traditional students accepted into program. 6. No non traditional completers.	1. All areas evaluated. Adjustments and improvements implemented as necessary. Reviewed with students all areas needing improvement. Will implement more recruitment for non traditional students. Will implement remedial study and assignments with students who perform below 80% on unit exams.
2. To provide learning opportunities whereby students may pass the national licensure exam ad begin entry-level work as an LPN.	2. A minimum of 70% of graduates who take the NCLEX-PN will pass on the first write as per state standards.	2. TABE of 12 in Math and Reading and ACT of 16 or above.	2. All students ACT and TABE scores on file, 90% or higher with ACT of 16 and TABE scores of 12.0 in math and reading	2. Results revised and plans made to continue current teaching methods including NCLEX review on campus, PN CAT and NLN Critical Thinking exam with 90% performance by each student prior to graduation.

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
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) 2. To train students to perform effectively as a member of a medical or community team that addresses health and wellness issues 3. To prepare students to pass the NBCOT exam for OTA's. 4. To satisfy student and employer needs for associates level training in the field of Occupational Therapy for the role of assistant.	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 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. 3. Employers will report overall satisfaction with preparation of entry-level practioners per Employer Survey Form. Areas with scores averaging less than "3" out of possible "5" will be reviewed for improvement.	1. Measurements and Standards: • Program Review Instrument • Enrollment - 1.0 per FTE • Retention - 85 % • Completion - 85% • Graduation - 85 % • Placement - 75% • Occupational Skills - 85% • Certification Pass Rate - 85% • Academic Gain - 95% 2. Administrative Evaluation of Instructors 3. Student Evaluation of Instructor 4. All Instructors will meet the minimum qualifications for employment (areas > 2 signify needs improvement) 5. Student Assessment Tool 6. Employer Assessment Tool	Graduates of May 2008 Enrollment = 2.2 per FTE 22 soph 22 fresh Retention = 84% Graduates 20/25 Freshmen 22/25 Completion - 20/25 = 80% Graduation - 80% Placement - 18/20 =90% Occupational Skills = 100% Certification Pass Rate = 100% (15/16) (as of date of assessment) = 94% Academic Gain =100% Administrative Evaluation of Instructors - excellent Student Evaluations - Excellent Student/Employer Assessment tools - All areas above "3/5"	The OTA program was a little low on graduation and completion percentage. However, most students who did not finish the program did so because of personal issues such as pregnancy. Several students are planning to return the next year. While the percentage is below target, the OTA faculty cannot identify a controllable factor that we can adjust to prevent this fluctuation.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

PROGRAM: Office Systems 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 Office Systems Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
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. 2. To provide students basic business classes and more specialized training in the skill of office systems technology.	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 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.	1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain 2. Administration. Evaluation of Instructors 3. Student Evaluation of Instructors.	100 % of the Level I and Level II indicators have been met. * The following section will be completed after the Oct. follow-up survey. Enrollment – Retention – Completion Graduation - Placement Occupational Skill Academic Gain – The administration evaluation of the instructor was conducted. All categories were rated above average or excellent. The student evaluation of instructor was conducted and reviewed by the instructor and supervisor.	Instructor will continue to upgrade equipment and software whenever possible to keep up with industry standards. Instructor will continue to meet with advisory committee for suggestions about important issues to address in classroom. Instructor will encourage students to participate in learning lab activities to improve reading and math skills.

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
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. 2. To provide students basic business classes and more specialized training in the skill of office systems technology.	1. Students will demonstrate practical knowledge and skills which are necessary for employment in entry level position 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. 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.	1. Measures and Standards Program Review Instrument Enrollment – standard met Retention – 87 % Completion – 100% Graduation – 100% Placement – 89% Occupational skills – 78% Academic Gain – 100% 2. MS-CPAS – 78%	The following standards were met. 1. 100% of Level I and Level II indicators were met on PRI. Average enrollment per FTE-4. 87% of students completed and passed a level of instruction. 100% of eligible students completed the program. 89% of graduates were placed in a job related to training or are continuing their education. 100% of students demonstrated academic gain. 2. 78% of completers have passed the MS-CPAS exit exam.	1. Due to the ever-changing technology it is necessary to updat textbooks, software, and provide online information for student enhancement. Microsoft 2007 has been installed in all labs. New textbooks have been adopted. Placement is an essential part of this program. Instructors continue to correspond with prospective employers for student placement. Instructors continue to correspond with Advisory Committee member and telephone surveys enhances what we teach our students. 2. The results of the latest MS-CPAS were used to evaluate our program compared to other Office Systems Technology programs in the state. Feedback from students provides information to improve instruction.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
		3. Administration. Evaluation of Instructors	3. Each instructor was evaluated by his/her supervisor. The Evaluation of Instructor by Supervisor instrument was used fo this evaluation. 89% of the employees who responded to the Career Fair Survey agreed or strongly agreed that PRCC student were employable.	3. Each instructor met with her supervisor to discuss her weaknesses and strengths.
		4. Student Evaluation of Instructors.	4. Students were given the opportunity to evaluate their instructors.	4. Instructors continue to use the results of student evaluations as a means of improving class instruction.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007– 2008

PROGRAM: Physical Therapist 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 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
To follow the *Mississippi Framework Curriculum for the Physical Therapist Assistant* 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 *Evaluative Criteria for Accreditation of Education Programs for the Preparation of Physical Therapist Assistants*, b.) perform effectively as a member of the health care team, and c.) successfully write the licensure examination for PTAs.	I. Standards & Measures 1. Enrollment in the PTA program will adhere to the MS State Dept. of Ed. Criteria of an average enrollment of 10 students per FTE.	Measurements & Standards 1. Enrollment Average enrollment per FTE will be 10	1. The standard was met with 36 total PTA students. That is 18 students per FTE, which exceeds the 1:10, FTE:student ratio.	1. Ensures financial stability of the Program and College.
	2. As per the MS Dept. of Ed. there will be 86 % retention of students in the PTA program.	2. Retention: 86% of students will complete and pass all levels of instruction Total students passed in program/Total students enrolled in program	2. The Program began 2007 with 18 student in the sophomore class and 21 students in the freshman class. At the end of 2008, 18 sophomore students graduates and 20 freshmen students continued in the Program. Thus, retention was 97.4%, exceeding the standard.	2. Assesses outcomes of the selection process and the effectiveness of the curriculum and provides critical information concerning why students do not continue in the program (reasons beyond the control of the Program, e.g. pregnancy, financial matters, other personal matters.)
	3. As per the MS Dept. of Ed. 85% of PTA students will complete the program.	3. Completion: 85% of students will complete the program Completer level total passed/Completer level total enrolled	3. In the graduating class of 2008, 21 students began the program and 18 completed the program for a 86% completion rate, which exceeds the standard.	3. Assesses outcomes of the selection process and the effectiveness of the curriculum and provides critical information concerning why students do

				not continue in the program (reasons beyond the control of the Program, e.g. pregnancy, financial matters, other personal matters.)

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2006– 2007 (PTA continued)

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
	4. As per the MS Dept. of Ed. 75% of PTA students will receive and AAS degree.	4. Graduation 75% of students will receive an AAS degree Number to receive degree/Number receiving degree	4. 100% students who completed the Program in 2008 graduated and received the AAS degree.	4. Indicates that those students who completed the curriculum successfully graduated with the AAS degree.
	5. As per the MS Dept. of Ed. 65 % of PTA program graduates will have job placement.	5. Placement 65% of graduates will have job placement	5. 100% of the 2007 and 2008 graduates have jobs at PTAs.	5. Indicates the continued need for the class size of at least 20 students and graduates each year to meet the needs of the community.
	6. As per the MS Dept. of Ed. 85% of PTA students will demonstrate occupational skill proficiency by passing the licensure exam.	6. Occupational Skills 85% of graduates will demonstrate occupational skill gain via passage of the licensure exam	6. 100% of the 2007 graduates passed the licensure exam.	6. Assesses outcomes of the selection process and the effectiveness of the curriculum in preparing students for the licensure exam and clinical practice.
	7. As per the MS Dept. of Ed. 90% of PTA student will demonstrate academic gain.	7. Academic Gain 90% of student will demonstrate academic gain via passage of each academic class with a grade of "C" or	7. All freshmen and sophomore students who began the 2007 academic year passed all academic courses with a grade of "C" or better, exceeding the	7. Assesses the outcome of the instructional process of the academic courses, ensuring Program students

		Better.	standard.	have a well rounded education.
	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.	8. PTA students will demonstrate and skills proficiency via 100% of all proficiency check off criteria being mastered.	8. 100% of all 2007 and 2008 graduates demonstrated competency in required those skills required by the State Department of Education framework curriculum.	8. Demonstration of skills competency determines that students are prepared to perform safely on clinical education rotations and competent to enter the workforce as a PTA.

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.

PROGRAM: Practical Nursing (Forrest County Center)

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
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.	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.	1. (a) Measures and Standards Program Review Instrument including: Enrollment, Retention, Completion, Graduation, Placement, Occupational skills, and Academic gain.	1. Our 2007 enrollment was 24 students. Our retention rate was 80%. Our percentages for successful completion of the PN program was 94% with 94% proceeding to graduation & 100% of our students have found jobs in Hattiesburg and the surrounding areas. The occupational skills is 89%, academic gains are 100%, showing a value to the community.	
2. To provide learning opportunities whereby students may pass the national licensure exam and begin entry-level work as an LPN.	2. A minimum of 70% of graduates who take the NCLEX-PN will pass on the first write as per state standards.	2. Mississippi Board of Nursing NCLEX-PN Score Reports.	2. According to the Mississippi Board of Nursing NCLEX-PN Score reports our current average is 93% pass rate. Which is a 22% increase from our previous year.	
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		

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 (c) Faculty meetings for program review	3. b,c, and d) Utilizing our surveys for "needed improvements" we are implementing more technology into the classroom. We are using powerpoint, blackboard, and the computerized learning lab for skill building. 3a & e) We are utilizing professional evaluations to improve our lectures/labs presentations with increased technology. We are using opportunities to network via the MS Council of Directors of Practical Nursing Programs, Dual enrollment contacts, and state conferences.	

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

DEPARTMENT/PROGRAM: Quality Enhancement Plan — 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/PROGRAM: To provide leadership and to implement the Quality Enhancement Plan.

RELATIONSHIP OF DEPARTMENT/PROGRAM TO PRCC MISSION: To fulfill the Mission of the College through the implementation of the Quality Enhancement Plan.

DEPARTMENT/PROGRAM: Quality Enhancement Plan

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
1. To provide adequate technology to support the implementation of the Quality Enhancement Plan.	1. Budget support of the Quality Enhancement Plan will continue for the duration of the program.	1. At least 90% of the initial Quality Enhancement Plan funds will be budgeted for each fiscal year of the program.	1. Funding at this level has been provided for the 2008-2009 fiscal year.	1. Funding at this level will be continually requested.
2. To provide adequate training support for instructors of the courses included in the Quality Enhancement Plan.	2. Training will be offered to instructors currently involved in Quality Enhancement Plan courses and will be involved in the future.	2. The Quality Enhancement Plan will be expanded as instructors become trained and share best-practices with other colleagues.	2. Training has been provided throughout the year under the coordination of the Training Work Group.	2. Future training has been crafted and scheduled according to evaluations received after current training has been completed and information collected on faculty surveys.
3. To provide current technology for courses included in the Quality Enhancement Plan.	3. Adequate technology will be added throughout the College to support the Quality Enhancement Plan.	3. Assessment of resources will provide information of instructional technology needs.	3. Current technology hardware and software has been provided in the classroom and Mathematics Laboratory. Maximum capacity of the Mathematics Laboratory on the Poplarville campus has been met; as a result, Room 103 in the Science Building has been equipped with individual student computers.	3. Need a separate testing center in order to relieve the Mathematics Laboratory of increased traffic while providing the students with a more appropriate testing environment.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

DEPARTMENT/PROGRAM: Quality Enhancement Plan

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
4. To properly assess the impact of the Quality Enhancement Plan.	4. An analysis of data will gauge the effectiveness of the Quality Enhancement Plan.	4. Data collected through pre-tests/post-tests, technology surveys, attitude survey, national standardized tests, and exit surveys will be used to illustrate the effect technology has had upon the Quality Enhancement Plan treatment group retention rates. Pre-test and post-test comparisons will be used to examine student learning. Technology surveys will provide insight into each student's exposure to technology. The attitudinal survey measures the changes in a student's attitude toward mathematics. National standardized tests compare students preparedness for College Algebra compared to a national norm. Exit surveys will be completed by students withdrawing from courses included in the Quality Enhancement Plan. Retention rates and success rates will be analyzed at the end of each semester.	4. No significant differences in pretest and final examination data. Surveys indicated students have access to technology outside of the classroom. Attitude survey has been revised using the Fennema-Sherman Attitude Scale. Data Analysis Work Group declined the administration of the MAA test. Exit surveys completed during the 2007-2008 academic year indicated students did not withdraw as a result of technology implementation. Fall 2007 MAT 1313 Treatment 67.69% Success 11.28% Withdraw Control 55.26% Success	4. Department final examination will be sufficient to compare academic achievement between treatment and control groups. Monitor surveys for trends of future technology needs. Monitor future changes. No future administration anticipated. Continued effort in conducting exit survey. Future analysis will provide increased population which will allow for conclusions to be drawn.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

DEPARTMENT/PROGRAM: Quality Enhancement Plan				
OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
			21.49% Withdraw MAT 1233 Treatment 51.43% Success 20.00% Withdraw Control 52.80% Success 18.63% Withdraw Spring 2008 MAT 1313 Treatment 62.24% Success 14.94% Withdraw Control 32.14% Success 23.81% Withdraw MAT 1233 Treatment 50.0% Success 22.92% Withdraw Control 56.80% Success 22.40% Withdraw	

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
1. To teach reading to academically disadvantaged Special Populations students.	1. Students will demonstrate academic gain in reading of 1 grade level or higher.	1. Pre TABE Reading Test Post TABE Reading Test Skills Bank IV Reading	1. 74% of reading students tested with TABE reading post test demonstrated a gain of 1 grade level or higher. The average gain in reading was 1.6 grade levels.	Will supplement Skills Bank V with Descriptive Reading software, which is divided into specific grade level sections.
2. To teach developmental math to academically disadvantaged Special Populations students.	2. Students will demonstrate academic gain in developmental math of 1 grade level or higher.	2. Pre TABE Math Test Post TABE Math Test Skills Bank IV Mathematics	2. 79% of math students tested with the TABE math post test demonstrated a gain of 1 grade level or higher. The average gain in math was 1.6 grade levels.	2. Will continue small group instruction and one-on-one tutoring in addition to CAI.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 – 2008

PROGRAM: Respiratory Care Practitioner 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 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
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). 2. To perform effectively as a member of the health care team. 3. To pass the NBRC (National Board for Respiratory Care) exam for entry-level and advanced level practitioners.	1. Students will demonstrate ability to comprehend, apply and evaluate didactic and clinical information relevant to their role as a Respiratory Care Practitioner.	1. Measurements and Standards: • Program Review Instrument • Enrollment • Retention • Completion • Graduation • Placement • Occupational Skills • NBRC • SAE – Self Assessment – written • SAE – Self Assessment - Clinical SIMS • Academic Gain • Administrative Evaluation of Instructors 2. MS-CPAS 3. Student Evaluation of Instruction	• Enrollment is high, we have 19 sophomore students and 24 freshmen. • Retention meets all thresholds, 90% still enrolled for the class of 2008. For the class that graduated in December 2007 we retained 80%. • Completion – 80% of 2007 students completed on time and 90% of 2008 students should graduate in December. • Graduation - 80% of 2007 students graduated on time and 90% of 2008 students should graduate in December. • Placement – we have had 100% job placement for our graduates for the last several years. Only 1 student that graduated in 2007 is not working	Based on the assessment results, the only action plan that is necessary is in the category of NBRC RRT credentialing. We are making every effort to encourage our graduates to take this exam as soon as possible following graduation. It is my opinion that the longer they wait, the less information they retain. We have increased the number of practice exams the students are given. This will help them to be more confident in their ability to pass this exam. We have scheduled a review seminar for the students. This will give them good information to help them feel better prepared or this exam. Also, the NBRC has passed a 3 year eligibility limit for

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 – 2008

PROGRAM: Respiratory Care Practitioner Technology

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
			because she is a new mom. • Occupational skills – all students that graduated have achieved the occupational skills necessary to perform all aspects of respiratory care. • NBRC – 95% of our graduates from2005 and 2007 passed the NBRC CRT Exam. 84% of graduates from 2005 – 2007 that attempted the Written Registry Exam, passed. • SAE – Written Exam – 94% of 2007 graduates and 97% of 2006 graduates passed this exam. • SAE -- Clinical Simulation Exam – 100% of students passed information gathering and 70% passed decision making. This test is no longer being used as an outcomes measurement for accreditation. • Student evaluations of instruction met all cut scores as established by CoArc for accreditation.	the RRT Exam. This limit will force graduates to attempt this exam in a more timely fashion.

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.

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.	1. Grade distribution for biology classes for students majoring in biology: Fall 2005 A – 29% B- 14% C – 14% D – 29% F – 14%	For 1,2 and 3: New Skeletons purchased for Anatomy classrooms and labs ARIS, Evolve and CourseCompass have being utilized by instructors to supplement and augment student learning. Instructors are actively engaged in the use.
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.	2. Grade distribution for biology classes for non-major students enrolled in academic biology classes: A – 24% B – 31% C – 26% D – 9% F – 10%	Many biology classes are using BlackBoard as provided by the college, both for grade posting and lesson posting. Many biology instructors are using "Clickers" to stimulate student engagement in learning and testing.
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 AC@ or better in the academic science courses.	3. Grade distribution for biology of two-year technical students enrolled in academic biology classes: A – 28% B – 37% C – 23% D – 9% F – 3%	PRCC continues a hybrid General Biology course: lecture online and lab on campus. PRCC continues to offer a field biology course, for students to learn in the "real" environment. Computer Learning models were installed in the Learning Lab to accommodate more student learning styles. Videos appropriate to all areas of biology were installed in the learning lab to assist learners. New DVD's are being ordered with intent to replace VHS tapes.

				Books were added to the library to assist learners in research. (skulls, flash card, skeletons, etc.) PRCC bookstore stocks items to assist learners (ex. Skulls, skeletons). Video data projectors are used in the sciences to allow for modeling of computer modules in the classroom, and viewing appropriate videos. New permanent projectors have been installed in several classrooms, with intent to provide other classroom with this equipment in the future. Faculty regularly attend and present at state and national professional development organizations, both in and out of the science areas. Faculty members hold state and national positions: Mississippi Science Teachers Association – Immediate Past President; Director of the Outstanding Biology Teaching Award for Mississippi; Mississippi representative to the National Conference on Science Education; Delta Kappa Gamma Society International – Mississippi State Editor.

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.

PARTMENT: Science, Mathematics, and Business
INSTRUCTIONAL AREA: Business

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 majors in Business Administration	1. Students will demonstrate mastery of subject matter in courses for majors in Business Administration.	1. Student performance on examinations from both lecture and homework assignments which include reports and Internet assignments.	1. Grade distribution for Business Administration majors enrolled in academic business classes: A – 38% B – 15% C – 20% D – 4% F – 16% I – 0% W – 7%	Offered new course, Principles of Real Estate. Continued using Blackboard in the class room for a portion of the courses.
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 all business courses.	2. Student performance on examinations from both lecture and homework assignments which include reports and Internet assignments.	2. Grade distribution for non-majors taking academic business courses: A – 33% B – 20% C – 17% D – 5% F – 15% I – 0% W – 10%	Continued use of Wall Street Journal in Business and Economics courses. Continued using customized notebooks for accounting courses.
3. To offer courses 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 the business 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 a grade of "C" or better in academic business courses.	3. Grade distribution for students enrolled in a two-year degree program: A – 41% B – 17% C – 17% D – 5% F – 9% I – 0% W – 11%	Continued using the Internet in the classroom.

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
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.	1. Students will demonstrate mastery of subject matter in courses for majors in chemistry.	1. Student performance on examinations in both lecture and laboratory for chemistry majors.	1. There were no students with chemistry declared as a major.	1. Encourage students to declare chemistry as a major.
2. To offer quality instruction, including appropriate laboratory components for students majoring in academic subject areas for which chemistry is a prerequisite.	2. Students will demonstrate mastery of subject matter in courses in chemistry and in courses with a chemistry prerequisite.	2. Student performance in chemistry courses and courses with a chemistry prerequisite. Student transfer data.	2. Grade distribution for General Chemistry I students who are enrolled in Engineering Physics or Organic Chemistry in the fall of 2008. Total of 5 students. A = 2 B = 1 C = 2 The GPA of our PRCC transfer students attending MSU was 3.02 as compared to 3.13 for native undergraduate students for Fall 2007. All transfer students GPA was 2.99 for Fall 2007.	2. Add daily quizzes to the lecture and use the CPS system to keep students engaged. Continue to use ARIS online homework program.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

DEPARTMENT: Science, Mathematics, and Business
INSTRUCTIONAL AREA: Chemistry

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
3. To offer quality instruction, including appropriate laboratory components for students majoring in other academic subject areas who must satisfy basic college core requirements.	3. Students will demonstrate their knowledge of basic principles of chemistry including laboratory skill.	3. Student performance on examinations in both lecture and laboratory. Student Transfer Data	3. Grade distribution for chemistry classes of non-major students enrolled in General Chemistry I in Fall 2007. Fall 2007 A = 6.1 % B = 10.5 % C = 26.3 % D = 12.3 % F = 8.8 % W = 36.0 % The GPA of our PRCC transfer students attending USM was 2.65 as compared to 2.50 for native undergraduate students for Fall 2007.	3. Add daily quizzes to the lecture and use the CPS system to keep students engaged. Continue to use ARIS online homework program.
4. To offer courses, including appropriate laboratory components, that meet the needs of all students who are working toward a two-year technical degree.	4. Students in a two-year degree program will perform satisfactorily in chemistry courses which are part of the technical curriculum.	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.	4. Grade distribution for chemistry classes of two-year technical students enrolled in academic chemistry classes. Fall 2007 A = 18.8 % B = 15.6 % C = 21.8 % D = 12.5 % F = 18.8 % W = 12.5 % Have a 56.2 % C or higher in these classes.	4. To increase the performance of these students, more hands on activities are being incorporated into the class.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

DEPARTMENT: Science, Mathematics, and Business
INSTRUCTIONAL AREA: Chemistry

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS

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
To offer courses, including appropriate laboratory components, that meet the needs of all students who are: 1. majoring in computer science, and planning to transfer to a bachelor=s degree granting institution;	1. Students will demonstrate mastery of subject matter in courses for Computer majors.	1. Student performance on examinations in both lecture and programming laboratory components for Computer majors	1a. Evaluated the textbooks and syllabi used in 2007-2008 semesters. 1b. Grade distribution for computer science classes for major students (total of 1). Fall 2007 A – 0% D – 0% B – 100% F – 0 % C - 0% W – 0 %	1a. Revised textbooks in all classes either via edition changes or new selections for fall 2008 semester. Reviewed and revised the course syllabi. 1b. Revised the department web page with updates to encourage more academic majors in computer-related fields.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

DEPARTMENT: Science, Mathematics, and Business
INSTRUCTIONAL AREA: Computer Science

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
2. majoring in other academic subject areas and must satisfy basic college core requirements in this subject area.	2. Students will demonstrate their knowledge of basic principles of computer concepts including hands-on computer skills.	2. Student performance on examinations in lecture, reading, and hands-on computer skills	2a. Reviewed available textbooks for CSC 1113 to determine which would best fit with our syllabus. 2b. Reviewed the CSC 1113 lab manual. 2c. Grade distribution for computer science classes for non-major students enrolled in academic computer science classes: Fall 2007 A – 26% D – 5% B – 33% F – 10% C - 19% W – 7% Pre-test/post-test administered. The average improvement per student was 40%.	2a. Keep the textbook for the CSC 1113 classes to the 2008 edition for next year. 2b. Changed the lab manual to accompany software change. Changes software to MS Office 2007. Added CaseGrader to the course for additional online projects to support the learning process. 2c. Grade results are showing a reasonable distribution for a college-level class. The passing rate (i.e., grades of A, B, or C) has stayed at 78% for fall 2006 and fall 2007. The withdrawal rate has dropped from 11% in fall 2006 to 7% in fall 2007. This is the withdrawal rate that we had pre-Hurricane Katrina for 2004-2005. Continue pre-test/post-test for CSC 1113 classes for Fall 2008 and Spring 2009 to collect data concerning the effectiveness of the class on student learning.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

DEPARTMENT: Science, Mathematics, and Business
INSTRUCTIONAL AREA: Computer Science

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
		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.	2d. Grade distribution for computer science classes of two-year technical students enrolled in academic computer science classes: Fall 2007 A – 60% D – 0% B – 15% F – 0% C – 10% W – 15%	2d. Grade results showed a reasonable distribution for a college-level class. Pass rate has increased from 64% in fall 2005 to 68% in fall 2006 to 85% in fall 2007.

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

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 majors in Mathematics, Physics, and Engineering. 2. To offer quality instruction for students majoring in other academic subject areas who must satisfy basic college core requirements. 3. To offer courses, including appropriate laboratory components, that meet the needs of all students who are working toward a two-year technical degree. 4. To offer courses, including appropriate laboratory	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. 2. Students will demonstrate their knowledge of basic principles of mathematics. 3. Students in a two-year degree program will perform satisfactorily in academic mathematics courses which are part of the technical curriculum.	1. Student performance on examinations in both lecture and laboratory components for mathematics, physics, and engineering majors. Student Transfer Data 2. Student performance on assignments and examinations in College Algebra. 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. Student performance on examinations and	1. Students need improvement in recognition of relationship between topics in physics, engineering and mathematics. Students need improvement in their understanding of functions and their graphs. Instructors need better access to technological resources. Students need better access to technological resources. Instructors need training in use of technological resources. Students' critical reasoning skills need strengthening. The GPA of PRCC transfer students attending MSU was	1. Changed calculus, business calculus and trigonometry books to obtain access to better technological resources for these courses. All courses now have Blackboard access available. Upgraded classroom infrastructure (new whiteboards, data projectors, Sympodium, Mimeo, document cameras) in five classrooms in Science building. Instituted campus-wide agreement for student response system. Began use of this technology in most science classes.

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
components, that meet the needs of all students who are in need of remediation in mathematics.	4. Students will be prepared for the college level mathematics course that their course of study requires.	assignments for College Algebra students that were previously enrolled in a developmental mathematics course.	3.02 as compared to 3.13 for native students and 2.99 for all transfer students. 2. Fall 2006 A = 20.1% B = 21.4% C = 20.9% D = 6.8% F = 13.7% W = 16.7% Need to provide more scheduling options for students. 3. Fall 2006 A = 10.7% B = 14.3% C = 21.4% D = 7.1% F = 21.4% W = 25.0% 4. Fall 2006 A = 9.7% B = 18.8% C = 23.7% D = 8.7% F = 15.9% W = 23.2%	Instituted departmental meetings on technology for professional development. Student transfer data still showing the large drop that occurred after Katrina. We are comparable to other CC, but we need to improve to be comparable to native students. Chemistry, Physics and Mathematics faculty attended conferences for professional development. 2. Reevaluated lab assignments in algebra classes. Implemented department rubric for better evaluation of results. Added more online course offerings. Added more 2-day a week mathematics courses. Scheduled a number of 8-week double courses to allow students to complete mathematics requirements in a more timely fashion. Students did not respond by enrolling in the second half of the courses.

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
				We will try some hybrid course offerings. We need to consider comparing student results for traditional, online and hybrid courses.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

PROGRAM: Surgical 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 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
1. To follow the *Mississippi Framework Curriculum for Surgical Technology* 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 Surgical Technologists as defined by the Accreditation Review Committee-Surgical Technologist and by the Association of Surgical Technology. b.) Perform effectively as a member of the health care team. c.) Successfully write for the national certification exam.	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. 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%. 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%. 3. Employer satisfaction must be demonstrated for entry-level graduates who have been in the field for one year. ARC-ST Benchmark is 85%.	1. Graduation Results 2. Placement 3. Employer Survey Results 4. Graduate Survey Results 5. LCC-ST Program Assessment Exam. 6. Advisory Committee Comments	1. Of 10 students, 7 passed all levels of instruction. Our retention rate was 70%. We also started a second class in May that has 16 students that will graduate in July of next year. 2. Of the 7 graduates, 6 are employed in field. Our placement rate is 86%. 3. Waiting on return of employer satisfaction rating. 4. Our graduate satisfaction was 100%. 5. Of the 7 students taking the PAE, 5 passed. Pass rate was 71%. 6. Advisory Committee was informed of status of second Class.	1. Standards were met. However: 1. We met the required benchmarks except for pass rate for the PAE. We were within 4 points of meeting benchmark.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2006 – 2007 (ST continued)

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
	4. Graduate satisfaction must be demonstrated for entry-level graduates who have been in the field for one year. ARC-ST Benchmark is 85%. 5. The program shall demonstrate acceptable pass rates for the LCC-ST Program Assessment Exam. ARC-ST Benchmark is 75%. 6. The program shall demonstrate that community needs are assessed routinely through Advisory Committee meeting.			

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007- 2008

PROGRAM: Web Development 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 Web Development Technology to students within the PRCC district.

OBJECTIVES	OUTCOMES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
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. 2. To provide the student with the necessary Knowledge and skills to obtain employment in the Web development arena or the advancement of their education in Web related technologies.	1. Students will demonstrate practical knowledge and skills pertaining to website design, e-commerce development, Internet programming, Web server administration, and project management which are necessary for employment in entry level positions in the workforce per State Department of Education framework curriculum. 2. Students will be prepared to continue their education at a higher institution should they choose to do so by following the specialized curriculum.	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.	1. Each instructor was evaluated by administrative personnel and students using the Evaluation of Instructor. This instrument was used by the instructor and administration to determine problems and develop plans for improvement.	1. Instructors will research new materials and textbooks for courses. Instructors will attempt to attend workshops in order to stay current with technical changes. Computer software and hardware has been upgraded in labs. All students enrolled can receive a copy of the programming software to install on their own computers. Students will be directed to our Placement Director for information about job placement opportunities. Contacts will be made with employers regarding job placements for students. 2. The evaluation instrument is used to improve the program through whatever methods are deemed necessary.

PEARL RIVER COMMUNITY COLLEGE ASSESSMENT
2007 - 2008

PROGRAM: Welding (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 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
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.	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.	1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain	100% of Level I indicators have been met. 75% of Applicable Level II indicators were met. * This section will be completed after the Oct. follow-up survey. Enrollment – Retention Completion – Graduation – Placement - Occupational Skills - Academic Gain -	If standards are not met, the instructor and administration must develop a local improvement plan. If standards are not met two years in a row, the instructor and administration and the State Department of Education personnel will develop a joint improvement plan. If standards are not met for three years in a row, the program will be terminated.
2 To teach and train Welding through classroom work and laboratory experience so they will be successful as an entry level welder	2. Students will demonstrate practical skills needed to master any type of welding machine and any type of welding/cutting procedure.	2. Administration, Evaluation of Instructors 3. Student Evaluation of Instructors	Instructor was evaluated by administrative personnel and students using the Evaluation of Instructor Instrument. This instrument was utilized by the instructor and administration to determine problems and develop plans for improvement.	The evaluation instrument is used to improve the program through whatever methods are deemed necessary.

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
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. 2 To teach and train Welding through classroom work and laboratory experience so they will be successful as an entry level welder	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. 2. Students will demonstrate practical skills needed to master any type of welding machine and any type of welding/cutting procedure.	1. Measures and Standards Program Review Instrument Enrollment Retention Completion Graduation Placement Occupational skills Academic Gain 2. Administration, Evaluation of Instructors 3. Student Evaluation of Instructors	**Standards and Measure** 2. Enrollment – 27 3. Retention – 27 – 100% 4. Completion – 15 – 100% 5. Graduation – 15 – 100% 6. Placement – 15 – 100% 7. Occupational Skills – 12 – 80% 8. Academic Skills – 15 – 100%	1. Continue work with counselor on retaining of students. 2. Continue utilizing outside sources from industry to retain and place students. 3. Continue working with related studies instructor (Ms. Judy Wells) on academic skills. 4. Work more diligently preparing students for occupational skills test.

Program Review

PEARL RIVER COMMUNITY COLLEGE

PROGRAM REVIEW

ASSOCIATE DEGREE NURSING

2007 - 2008

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 this 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 and/or 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 the program faculty, department chairpersons, Vice President, and President 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 is the Associate Degree Nursing (ADN) Program Review. ADN Faculty and staff members are to be commended for the job they did in preparing this program review. Their efforts and resulting reports can only strengthen this already fine program.

Documentation supporting this program review is on file in the office of the Director of Nursing Education. On file are course syllabi, faculty evaluations, course descriptions, etc.

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia Moody, ADA/Civil Rights Coordinator, at P.O. Box 5118, Poplarville, MS 39470 or 601-403-1060.

ASSOCIATE DEGREE NURSING PROGRAM

2007-2008 Program Review

I. Overview

A. Purpose and Philosophy

The Associate Degree Nursing (ADN) Program supports and functions within the statement of philosophy, mission, and goals of Pearl River Community College (PRCC). The purpose of the ADN Program is to prepare graduates to pass the "National Council for Licensure Examination for Registered Nurses (NCLEX-RN) and function as registered nurses in diverse health care settings" (2000 NLN Educational Competencies, p. 5). The Program contributes to the workforce, health, and well-being of the community by providing the knowledge and skills to deliver quality care (2000 NLN Educational Competencies, p. 3). The Program contributes to the economic growth of the community and promotes health and wellness in the six-county district of the College by educating and providing health care workers.

Integral components of the ADN Program reflect the collective beliefs of the faculty about human beings, nursing practice, nursing education, illness, educating man on health issues, and the role the associate degree nurse plays in health care.

Upon successful completion of the NCLEX-RN, the Associate Degree Nursing graduate is able to promote wellness and restore health in the provision of direct care to clients with acute and chronic illnesses. Associate degree education prepares graduates to assume the roles of providers and managers of care. The Associate Degree Nursing graduate can advance in nursing through formal education, continued learning, and the practice of nursing.

B. Outcomes (Goals)

The Associate Degree Nursing Program evaluates the program outcomes/goals annually. Both employers and students are surveyed. The following are outcomes that continue to be maintained by the Associate Degree Nursing Program:

1. Seventy percent of students admitted to the ADN Program will graduate.

2. The percentage of graduates who pass NCLEX-RN on the first attempt will be at or above the State ADN average.

3. Ninety percent of the respondents to the graduate survey will reflect employment in various health care settings within a 70-mile radius of the Pearl River Community College District.

4. Ninety percent of the respondents to the graduate survey will rate the nursing program as satisfactory.

5. Ninety percent of the respondents to the employer survey will rate the nursing practice of a PRCC ADN graduate as satisfactory.

Areas of strengths of the Program include the stability of the faculty, the desire of the faculty to produce a quality product, high quality of the students admitted, support of administration, a strong curriculum, and support of the community/clinical agencies. In addition to being dedicated and competent, the faculty have varied expertise and years of clinical and teaching experiences. As role models, the faculty display accountability, critical thinking skills, and a caring attitude toward the student and clinical client.

Changes in the Associate Degree Nursing curriculum are regulated by standards of the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) and the National League for Nursing Accrediting . IHL requires an annual report during each Fall Semester which must be completed and approved in order to maintain accreditation by the State of Mississippi. In order to maintain national accreditation, an annual report is prepared in the late fall and a site visit with a thorough self-study report is completed every eight years for the National League for Nursing Accrediting Commission, Inc., at 61 Broadway, New York, NY 10006, (212) 363-5555. The Associate Degree Program also maintains State and national requirements by participating in the Mississippi Deans and Directors of Nursing Council and attending national workshops and conventions.

C. Enrollment Trends

1. Headcount and Demographic Information (unduplicated headcount at 6-Week Census Date.)

Headcount and Demographic Information for Most Recent 4 Years: Fall Semesters, 2003-04 through 2007-08

Year	2003-04	2004-05	2005-06	2006-07
Undup. HC	# 205	# 213	# 221	# 213
Sex	F= # (%) 170 (83%) M= # (%) 35 (17%)	F= # (%) 183 (86%) M= # (%) 30 (14%)	F= # (%) 176 (80%) M= # (%) 45 (20%)	F= # (%) 173 (81%) M= # (%) 40 (19%)
Ave. Age	# 27	# 26	#28	# 28
Race	W= # (%) 179 (87%) B= # (%) 21 (10%) I = # (%) 1 (1%) H= # (%) 2 (1%) A= # (%) 2 (1%)	W= # (%) 182 (85) B= # (%) 26 (12%) I= # (%) 1 (0.5%) H= # (%) 3 (2%) A= # (%) 1 (0.5%)	W= # (%) 188 (85%) B= # (%) 29 (13%) I = # (%) 0 (0%) H= # (%) 2 (1%) A= # (%) 2 (1%)	W = # (%) 186 (87%) B= # (%) 22 (10%) I = # (%) 0 (0%) H= # (%) 3 (2%) A= # (%) 2 (1%)
Place of residence	100% *within PRCC's six county district.	100% *within PRCC's six county district.	100% *within PRCC's six county district.	100% *within PRCC's six county district.

Legend for Race: W = White, B = Black, I = Indian, H = Hispanic, A = Asian
Undup. HC: Unduplicated Headcount for students who have declared Associate Degree Nursing as a major.

*Ninety-seven percent of the students admitted to the Associate Degree Program declare residence within the College's six-county district. The nursing program utilizes clinical agencies in the bordering State, hence allowing a small percentage of students from that State admission into the ADN program.

Source: Office of Nursing Admissions

D. Curriculum/Instruction

Pearl River Community College's Associate Degree Nursing (ADN) Program began in 1965 with the purpose of educating individuals to become nurses who would help to provide and meet the health care needs of our six county district. Educational opportunities continue to exist in our area for individuals who meet the requirements to become registered nurses.

Since the ADN Program adheres to Mississippi State standards, it continues to be a State-accredited program. Accreditation has been maintained since the inception of this program in 1965. In 1987 the ADN

Program received initial national accreditation from the National League for Nurses and has maintained national status since the then. The Spring of 2003, the Program was awarded it's most recent eight years of full national accreditation. The ADN Program is not scheduled for another reaffirmation visit until the Spring of 2011.

1. Curriculum Currency

The ADN Program uses a systematic plan of evaluation for components and classes of the ADN curriculum. The plan requires an annual review of the integrity of the curriculum. Changes are made in the curriculum to reflect changes in a rapidly changing world of health care. The syllabi are reviewed at the end of each semester by the level coordinators and faculty. The course outlines in the form of semester (monthly/weekly) calendars are reviewed and updated each semester. After thorough review by each level, the ADN Curriculum Committee reviews any suggested changes. These changes, according to the ADN faculty bylaws, must be agreed upon by the faculty and documented during a general nursing faculty meeting.

Curriculum changes are subject to approval according to the Curriculum Development Policy procedure. This procedure requires review and approval by the Instructional Programs Committee, the Vice President for Instruction, the Administrative Council, and the President.

2. Instruction

The effectiveness of classroom instruction is assessed through many College and Program surveys. Individual instructors who have been employed less than six years are are evaluated each year on effectiveness in the classroom by the Director or the Level Coordinator, faculty who have been with the Program more than six years are evaluated every two years. Textbooks and curriculum are evaluated annually by the students. The Program's Media, Evaluation, and Curriculum Committees review the evaluations and determine whether there is need for change. Their recommendations are then brought to the ADN faculty for discussion, suggestions, and approval.

An ADN graduate survey/evaluation is completed six months after graduation and again after eighteen months. An employer survey

of the graduates' performance is also completed six months after graduation. The ADN Evaluation Committee submits recommendations to the faculty for suggestions, changes, and approval.

The College also has an annual faculty evaluation by students coordinated by the Office of Planning and Research. Copies of the evaluations are kept in personnel files in the Office of the Director of Nursing Education and the Office of the Vice President for Instruction.

3. Retention Information (See table below.)

4. Graduation Rate (See table below.)

5. Certification/Licensure (See table below.)

Semester & Year ADMITTED	# ADMITTED	YEAR GRADUATED	# GRADUATED	Nclex -Rn Results
Fall 2003	63	Spring 2005	28	96%
Spring 2004	64	Fall 2005	37	87%
Fall 2004	62	Spring 2006	37	94%
Spring 2005	63	Fall 2006	38	89%
Fall 2005	65	Spring 2007	39	90%
Spring 2006	65	Fall 2007	37	89%

Retention rates are not accurate by tracking date of admission or semester. We allow students who are unsuccessful on initial attempts to repeat one course, depending on the availability of space; therefore, the student is still in the Program and should be counted.

6. Transfer Student Outcomes

(No data available at this time.)

D. Staffing

It is the responsibility of the Director of Nursing Education to ensure that the Program maintains the State and national standard of one instructor to every ten students in the Program. This is tracked by the annual report done for IHL.

1. Professional Development

The ADN Program maintains the State (IHL and Mississippi Board of Nursing) standard that each nursing instructor will achieve a minimum of one continuing education unit (CEU) or ten contact hours of educational workshops per year. Contact hours are achieved by attending professional workshops and conventions. This standard was developed to assure that nursing educators remain current regarding the rapid changes occurring in health care. The State's annual report requires the College to provide proof of continuing education units for each nursing instructor. These records are kept in the Program personnel files.

2. Credentials

The Director and the ADN faculty maintain licensure within the State of Mississippi as required by the Mississippi Board of Institutions of Higher Learning. Each faculty member has a master's degree and at least one year of clinical experience before being employed as an instructor. The ADN faculty re-licensures are verified by the Director upon hiring and at the end of each calendar year.

E. Resources (Physical & Financial)

1. Budget

The needs assessment is done annually in February of each year, describing the Program's request for equipment and supplies for the coming year. The needs are ranked and justified for submission and approval.

The Program Chair gets input for faculty for their needs as she compiles her list for submission. It is the Chairperson's responsibility to prepare and submit the budget needs for the program. We are fortunate that our student to faculty ratio has always been justified per semesters and experienced instructors.

2. Staffing Efficiency

	2003-2004	2004-2005	2005-2006	2006-2007
Regular Faculty, Full-Time	19	20	21	21
Regular Faculty, Part-Time (FTE)	2	3	4	4
Adjunct Faculty (FTE)	0	0	0	1
Total Faculty FTE	21	22	25	25
Students Taught, Fall + Spring	205 + 63 = 268	213 + 65 = 278	179 +62 = 241	203 + 65 = 268
Students Taught per Faculty (FTE)	268	278	241	268

*Faculty numbers do not include a full-time campus lab coordinator (admission numbers include Fall and Spring admissions).
The ADN Program is required to maintain a ratio of one instructor to ten students in clinical instructional settings.

3. Equipment and Supplies

The ADN Program's budget is minimally adequate to fund the increasing population of students and faculty who comprise the program. With State-wide budget cuts, the ability to upgrade technology and lab supplies is minimum. Supplies are also minimally adequate to meet student and faculty needs. Adjustments are made as necessary to get priority supplies when necessary. Some help is received by grant and outside donations to obtain major equipment. Recently we obtained several vital-sim manikins to upgrade the campus laboratory.

4. Travel

Travel line items in the ADN budget has been adequate to meet clinical travel needs; however, there has been no available funds for faculty to attend state, out-of-state, or national workshops and conventions. The Colleges's Development Foundation offers some incentives to help out when it is able to assist. With the increase in gas faculty consistently complain as the our mileage per mile is still what it was ten years ago.

5. Facilities

In the Fall of 1997, the ADN faculty moved into a building designed to provide nursing faculty and staff a beneficial learning environment for teaching nursing. All ADN and Practical Nursing instructors have private offices conducive to private conferences and preparation for classes.

Although the building is fairly new in age we have had many leaks and mold problems. At present we are undergoing mold remediation and re-roofing of the entire building. Carpet is to be removed and the floor will be tiled throughout the building.

F. Support Services

The ADN Program's faculty and students use all of the College's support services and have found that the services are adequate to meet the Program's needs. One of the special services we use is the Student's Disabilities Coordinator. We find that a many students have ADHD and are on medication. The Coordinator has helped the nursing program to understand their needs greatly.

G. Responses to Previous Recommendations

The nursing program is always open to improvement. Every evaluation is looked at and discussed for possible curriculum or character change.

H. Program Summary and Recommendations

1. STRENGTHS:

a. Qualified faculty and small turnover of faculty.
b. Good academic foundation of support courses (curriculum).
c. Location and variation of clinical facilities.
d. Flexibility in arranging course content.
e. Dedicated, enthusiastic, and motivated diverse student body.
f. Strong community support.
g. Support of the administration.
h. Modern classroom facilities.

2. WEAKNESSES:

a. Graduate participation in professional organizations.
b. Need for more computer assisted instruction/testing capability.
c. Limited technology.
d. Budgetary constraints (equipment and travel)

3. Program and Student Outcomes (see Outcomes 1. B.)

Program and student outcomes are evaluated by examinations and surveys of graduates.

Appendices

Pearl River Community College

Appendices

Strategic Planning Policy

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Institutional Effectiveness Newsletters

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Pearl River Community College

Appendices

Strategic Planning Policy

POLICY OF BOARD OF TRUSTEES
OF
PEARL RIVER COMMUNITY COLLEGE

Adopted December 7, 1993
Revision # 3 Date: October 15, 2003
PRCC Reference: Administrative

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. It 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)

July

Submit Previous Year's Strategic Plan and Internal Performance Indicators Assessment Results and Implement Present Year's Strategic Plan and Internal Performance Indicators.

Committees

→

September - October

Review of Previous Year's Strategic Plan and Internal Performance Indicators Assessment Results.

Planning and Effectiveness Committee, Administrative Council, and Board of Trustees

→

October - November

Continue Review and Discussion of Mission Statement and Strategic Goals

---

Policy and Procedure Committee

→

December - January

Review Present Year's Strategic Plan and Internal Performance Indicators Interim Report.

Planning and Effectiveness Committee and Administrative Council

---

Propose Next Year's Strategic Plan and Internal Performance Indicators.

Committees

→

January

Review, Revise, and Approve Next Year's Mission Statement, Strategic Goals, and Internal Performance Indicators (Strategic Plan).

Planning and Effectiveness Committee and Administrative Council

→

February

Review and Approve Next Year's Mission Statement, Strategic Goals, and Internal Performance Indicators (Strategic Plan).

Board of Trustees

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BUDGET REVIEW PROCESS

February

Prepare and Submit Needs Assessment Forms.

Budget Supervisors

←

March – May

Prepare Next Year's Budget.

Dean of Business Services and Administrators

←

May - June

Approve Next Year's Budget.

Board of Trustees

←

June

Review Next Year's Budget Allocations.

Dean of Business Services and Administrators

↑

DIVISION AND DEPARTMENT INSTITUTIONAL EFFECTIVENESS ASSESSMENT CHARTS

July – September

Complete and Review Previous Year's Assessment Charts and Prepare Present Year's Fall Semester Assessment Charts based on Mission Statement and Strategic Goals.

Division/Department Chairs

→

October – November

Review Present Year's Fall Semester Assessment Charts.

Planning and Effectiveness Committee and Administrative Council

→

November

Review Previous Year's Assessment Charts and Accomplishments.

Board of Trustees

Pearl River Community College

Appendices

Major Committees' Minutes

Administrative Council / Management Committee

Planning and Effectiveness Committee

Policy and Procedure Committee

Fiscal Management Committee

Instructional Programs 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 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. Don Welsh, Director of Career & Technical Education Programs (Poplarville)
Mr. Ernie Lovell, Director of Development Foundation & Alumni Association
Dr. Becky 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

- 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).

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.

William Lewis

Dr. William Lewis, President

8/09/07

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.

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.

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.

- 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;

- 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.

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.

- 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 Perkinston at 4:15 p.m.

There being no further business for discussion, the meeting adjourned at 9:45 a.m.

William Lewis
Dr. William Lewis, President

9/20/07
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. 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. Chuck Abadie, 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 schedule for October 26;

- 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.prcc.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.

Dr. William Lewis, President

Date

PEARL RIVER COMMUNITY COLLEGE
Administrative Council Meeting Minutes

November 14, 2007

The Pearl River Community College Administrative Council held its regular monthly meeting at 8:30 a.m. on Wednesday, November 14, 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. Adam Breerwood, Dean of Student Services
Mr. Richard Mathis, Director of Athletics
Ms. Peggy Shoemake, Director of Financial Aid
Dr. Martha Lou Smith, Director of Extended Education and Instructional Design
Ms. Maggie Smith, Director of Hancock Center
Mr. Scott Alsobrooks, Director of Workforce Education
Mr. Chuck Abadie, 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)
Mr. Greg Underwood, Faculty Association President, Forrest County Center
Dr. Pamela Jones, Faculty Association President, Poplarville Campus
Ms. Marilyn Dillard, Administrative Assistant (Minute Recorder)

Absent: Dr. Barbara Gandy, Director of Recruitment and Orientation
Mr. Clint Tapper, Director of Physical Plant
Dr. Becky Askew, Chief Planning Officer
Ms. Jennifer Seal, Director of QEP

Dr. Lewis opened today's meeting. The following reports were then presented by members of the Administrative Council:

Instruction

- Requested that the Assessment Charts, an essential requirement of the College's accreditation process, be completed and returned to Brenda Wells as soon as possible.

Career-Technical Education (Forrest County Center)

- Provided a brief report on an additional parking area that is being planned for the Hattiesburg

Campus.

Hancock Center

- Announced that the first Hancock County Wide Recruitment Night will be held December 6, 2007, from 5:00 to 7:00 p.m. at the Hancock Center. All Council Members are invited and encouraged to attend.

Development Foundation/Alumni Association

- Reminded Council Members that the Scholarship Dinner will be held at 6:30 p.m. on November 15;
- Provided a brief report on the Centennial Committee's planning meetings.

Extended Education and Instructional Design

- Gave a brief report on Blackboard files;
- Provided a brief report for on-line registration.

Career-Technical Education (Poplarville)

- Reported that the recent Craft Committee Dinner and Meeting was a successful event with 127 people in attendance.

Business Services

- Reported that a cut in funding may be imposed by the State Board for Community and Junior Colleges during the middle of the school year, possibly after January 1. Due to the possible decrease in funding, council members were encouraged to continue to carefully monitor departmental budgets.

- Dr. Lewis reiterated Mr. Knight's request to be cautious with departmental budgets. Dr. Lewis stated that out-of-state travel may be limited or cut during the 2008 spring semester.

Workforce Education

- Announced that the Hattiesburg Area Development Partnership will hold its Business After Hours event at the Woodall Center at 5:30 p.m. on Thursday, January 17, 2008.

Athletics

- Gave a fall sports update and stated that the basketball season is now in progress.

Faculty Association (Hattiesburg)

- Reported that the Faculty Association will meet on February 8 and the Capitol Day event will be held February 28 in Jackson.

Faculty Association (Poplarville Campus)

- Reported that the Faculty Association will hold its last fall meeting on November 28 in the Olivia Bender Cafeteria.

Financial Aid

- Reported that the Office of Financial Aid is now preparing for the FY 2008-09 school year;
- Reported that the MACJC Financial Aid Directors' meeting will be held December 7 at the Woodall Center;

Admissions

- Reported that work and preparation is now underway to close out the Fall 2007 semester.

Information Technology

- Reported that student email addresses will be changing during the 2008 spring semester;
- Announced that additional on-line bandwidth installation is now complete which should result in an increased speed when accessing the College's internet service;
- Reported that 1,031 students have registered for the 2008 Spring semester.

Public Relations

- Reported that the new editions of *The RiverSide* and *Dixie Drawl* will be released before the end of the 2007 semester.

Student Services

- Reported that Counselor's Day will be held December 7 in the Olivia Bender Cafeteria.

Quality Enhancement Plan (QEP)

- No report provided.

Research and Planning

- No report provided.

Recruitment and Orientation

- No report provided.

Physical Plant

- No report provided.

President's Report

- Expressed concerns about the College's utility fees. Dr. Lewis requested that all employees be cautioned to turn off lights, computers, etc. at the end of each work day;
- Announced that the Board of Trustees approved a change in the 2007 Fall Calendar which will give an additional day off for the Christmas Holiday. Friday, December 14, 2007 (instead of Monday, December 17), will be the last work day for staff. The Office of Admissions, Financial Aid, and Information Technology will coordinate any additional work time that may be necessary to post final grades.
- Announced plans to change the meeting calendar of the Administrative Council. Meetings will be reduced from the current monthly schedule to a quarterly meeting schedule. This will be discussed in detail at the December council meeting.
- Discussed the possibility of a reduced or four-day schedule. The current (and increasing) price of fuel could possibly impact a decline in enrollment and student housing. Dr. Lewis asked that council members provide some feedback on: 1) The concept of a Monday/Wednesday or Tuesday/Thursday schedule with a block schedule on Fridays or 2) A Monday through Thursday schedule with no classes on Fridays. He added that there should not be a disruption to student life on campus. Some of the thoughts expressed about a reduced school schedule included:

    - Could result in possible increase in enrollment for the Forrest County Center,
    - The Hancock Center is already on a four-day schedule, but could expand to include weekend classes;
    - Child care would be an issue with instructors and staff having to work later hours;
    - Utility savings could only be recognized when the college is closed Friday through Sunday. The utility usage spiked when the new male/female housing units came on-line;

- Could result in additional on-line classes which would reduce parking concerns.

- Dr. Lewis then requested that Dr. Grant and Dr. Burt schedule a meeting with faculty members to discuss a reduced school schedule.
- Dr. Lewis also requested that Dr. Burt and Dr. Breerwood schedule a meeting with select students to discuss this matter.
- Reports of the meetings of the reduced school schedule will be provided at the December administrative council meeting.
- Reported that the 2008-2010 Two-Year School Calendar has not yet been approved.

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

December 12, 2007

The Pearl River Community College Administrative Council held its regular monthly meeting at 8:30 a.m. on Wednesday, December 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
Mr. Steve Howard, Chief Technology Officer
Dr. John Grant, Vice President for Instruction
Mr. Ernie Lovell, Director of Development Foundation & Alumni Association
Dr. Adam Breerwood, Dean of Student Services
Ms. Peggy Shoemake, Director of Financial Aid
Dr. Martha Lou Smith, Director of Extended Education and Instructional Design
Ms. Maggie Smith, Director of Hancock Center
Dr. Cecil Burt, Dean of Forrest County Center
Mr. Don Welsh, Director of Career & Technical Education Programs (Poplarville)
Dr. Barbara Gandy, Director of Recruitment and Orientation
Mr. Clint Tapper, Director of Physical Plant
Dr. Becky Askew, Chief Planning Officer
Ms. Jennifer Seal, Director of QEP
Mr. Greg Underwood, Faculty Association President, Forrest County Center
Dr. Pamela Jones, Faculty Association President, Poplarville Campus
Ms. Marilyn Dillard, Administrative Assistant (Minute Recorder)

Absent: Mr. Dow Ford, Director of Admissions
Mr. Chuck Abadie, Director of Public Relations
Mr. Richard Mathis, Director of Athletics
Mr. Scott Alsobrooks, Director of Workforce Education

Dr. Lewis opened today's meeting. He informed the Administrative Council that the PRCC Board of Trustees met on December 11, 2007, and approved the following items:

- Renewal of the Hancock Center Lease Agreement which will provide additional space for the addition of a library;
- Authorized the College to submit a proposal for a Title III grant which, if awarded, will provide funds for a Student Success Center that will focus on retention, advisement, orientation, and dual enrollment.
- Contract extension for Dr. Lewis.

Dr. Lewis then requested reports by the members of the Administrative Council:

Instruction

- Announced that the last day of final exams will be Friday, December 14;
- Gave a brief report on attending the annual Southern Association of Colleges and Schools conference held earlier this week in New Orleans.

Research and Planning

- Reviewed dates for Supervisor and Personnel Evaluations;
- Provided a printed copy of the 2007-2008 Strategic Plan and Internal Performance Indicators Interim Report for review;
- Gave an update regarding the following grant awards: $15,000 for the Women's Health Symposium (Lower Pearl River Valley Foundation); $50,000 for the Office of Public Relations/Associate Degree Nursing (Lower Pearl River Valley Foundation); $15,000 for Tree Enhancement (Mississippi Department of Transportation); and $262,241 for the Radiologic Technology Program (Asbury Foundation).

Physical Plant

- Announced the final inspection for the Centennial Courtyard is scheduled for December 19;
- Reported the completion of the Career Education Building is expected in March 2008;
- Renovations of the Dobie Holden Stadium are still in progress;
- Demolition of Bilbo Hall will commence as soon as the asbestos report is received by the College;
- Dr. Lewis informed council members that when state funds are designated for specific projects, the College is mandated by state law to use the designated funds as specified. He added that the board committee (Buildings and Grounds) reviews and prioritizes all building projects.

Career-Technical Education (Forrest County Center)

- Announced that the Asbury Foundation has awarded a grant to the Medical Radiologic Technology Program that will provide for digital x-ray equipment for the program. Dr. Burt expressed his appreciation to Dr. Askew and Mr. Armstrong for their assistance in this grant proposal.
- Announced the addition of a Criminal Justice Program which was approved by the Board of Trustees in January.

Hancock Center

- Gave a report on the County Wide Recruitment Night held on December 6, 2007, at the Hancock Center;
- Announced the donation of notebook binders from Avery Dennison.

Quality Enhancement Plan (QEP)

- The Quality Enhancement Plan Data Analysis Work Group continues to work with Dr. J. T. Johnson from the University of Southern Mississippi as an external evaluator. He has been reviewing the statistical analysis generated from the first year data analysis.
- As a result of upcoming curriculum changes from the Mathematics Department meeting hosted in October by the State Board for Community and Junior Colleges at Holmes Community College, the Quality Enhancement Plan Faculty Work Group will revise the College Algebra student learning outcomes in preparation for implementation in Fall 2008.
- The Administrative Council was updated on the time line for the Quality Enhancement Plan process.

Extended Education and Instructional Design

- Provided a handout that provides detailed information about on-line classes and dual enrollment;
- Provided an updated report on Blackboard.

Development Foundation/Alumni Association

- Reminded Council Members that the Scholarship Dinner will be held at 6:30 p.m. on November 15;
- Provided a brief report on the Centennial Committee's planning meetings.

Career-Technical Education (Poplarville)

- Reported that a John Deere Media Day is planned for December 13 that will recognize the donation of John Deere equipment for the Construction Management Technology Program.

Business Services

- Reported that the PRCC Business Marketing/Management Technology Program has surveyed the campus bookstore and provided some marketing suggestions and ideas for the bookstore. One of the items now in place is a 20 percent employee discount on bookstore merchandise. Text book discounts for students is being researched.

- Dr. Lewis stated that the Commercial Truck Driving Program is also being marketed. The truck and trailer used for student training will soon be undergoing a new paint job and will sport the school colors, mascot, and logo.

Recruitment and Orientation

- Reported that application packets are now being finalized.
- Announced the following events: January 7 Orientation, January 25 Counselors' Day, February 21 Scholars' Night, and April 24 Early Registration and Orientation for high school seniors.
- Reported that the 2008 Regular Orientation sessions will be held July 15 or 22. The selected date will be announced later.

Financial Aid

- Announced that the 2008-2009 Consumer Guide will be printed in January.
- Reported that student application packets will be completed on Monday, December 14.

Faculty Association (Hattiesburg)

- Reported that final exams are underway;
- The Capitol Day event will be held February 28 in Jackson.

Faculty Association (Poplarville Campus)

- Reported that the Faculty Association held its last fall meeting on November 28;
- Briefly reported on plans to attend the Capitol Day event to be held February 28.

Information Technology

- Announced the conversion of new student email addresses will be taking place over the next two days;
- Reported that 2,396 student schedules have been entered into the Banner system. This number is slightly down from last year.
- Reported that an upgrade to the telephone system will take place on Monday, December 17, between 10:00 and 11:00 a.m.
- Dr. Lewis stated that due to the increasing price of fuel, student enrollment could possibly decrease for the 2008 spring semester.

Student Services

- Announced that dorms will close Friday at 4:00 p.m.
- Discussed plans and preparations for the 2008 spring semester.
- Expressed concern regarding the academic progress of student athletes. Meetings are being held with faculty and coaches to discuss this matter.

Workforce Education

- No report provided.

Athletics

- No report provided.

Admissions

- No report provide.

Public Relations

- No report provided.

President's Report

- Announced that Ann Lewis's husband passed away yesterday (December 11) and that arrangements will be forwarded to everyone by email. Ann is a Records Clerk in the Office of Admissions.
- Announced that the Administrative Council will not meet in January. Due to a quarterly meeting schedule, the next meeting will be held February 13. Dr. Lewis requested that administrators submit two copies of their personnel requests at this meeting.
- Reported that the state budget is not moving forward and that the College could be facing a challenging year and could also be facing a several-year financial challenge. He stated that an increase in some fees may be necessary.
- Discussed a lack of participation and attendance at student events and encouraged administrators to attend and support as many student events as possible.
- Requested feedback concerning appropriate professional dress for faculty and staff. There are exceptions in all departments, but are blue jeans acceptable attire in the office and classroom? Dr. Lewis requested that administrators provide their thoughts on what is expected and acceptable in the area of professional dress.
- Reminded administrators that offices are to remain open during lunch hours and this issue should be addressed in all respective offices.

- Dr. Lewis encouraged council members to continue a good team effort, work hard for the institution, and to take care of all items that require attention.
- In closing, Dr. Lewis wished everyone a safe and Merry Christmas.

There being no further business for discussion, the meeting adjourned at 10:00 a.m.

Dr. William Lewis, President

Date

PEARL RIVER COMMUNITY COLLEGE
Administrative Council Meeting Minutes

February 15, 2008

The Pearl River Community College Administrative Council held its regular quarterly meeting at 8:30 a.m. on Friday, February 15, 2008, 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. Adam Breerwood, Dean of Student Services
Dr. Martha Lou Smith, Director of Extended Education and Instructional Design
Ms. Maggie Smith, Director of Hancock Center
Dr. Barbara Gandy, Director of Recruitment and Orientation
Mr. Clint Tapper, Director of Physical Plant
Dr. Becky Askew, Chief Planning Officer
Ms. Jennifer Seal, Director of QEP
Mr. Dow Ford, Director of Admissions
Mr. Chuck Abadie, Director of Public Relations
Mr. Richard Mathis, Director of Athletics
Mr. Greg Underwood, Faculty Association President, Forrest County Center
Dr. Pamela Jones, Faculty Association President, Poplarville Campus
Ms. Marilyn Dillard, Administrative Assistant (Minute Recorder)
Ms. Lindsey Miller, Workforce Education (Representing Scott Alsobrooks)
Mr. Doug Rowell, Asst. Chief of Police/Director of Public Safety

Absent: Mr. Scott Alsobrooks, Director of Workforce Education
Mr. Don Welsh, Director of Career & Technical Education Programs (Poplarville)
Dr. Cecil Burt, Dean of Forrest County Center
Ms. Peggy Shoemake, Director of Financial Aid

Dr. Lewis opened today's meeting. Due to the campus shooting earlier this week in Illinois, Dr. Lewis requested Dr. Breerwood and Mr. Rowell to provide an overview of PRCC's Campus Safety Plan and the steps that will be initiated in the event the College should become the target of a campus shooter. Mr. Rowell discussed the following items in the PRCC Campus Safety Plan:

- In the event of an active shooter event, security officials will immediately begin coordinating building and campus lock down procedures as outlined in the Campus Safety Plan. Their first approach will be to neutralize the situation. Only essential personnel will be allowed on campus. Extra security officials will be placed at all campus entrances.
- Security officials will immediately begin the preparation of a staging area near the building in

question. All gas, water, and electrical power will be shut down.
- Everyone will take a role in the event of a campus shooter situation.
- The first responsibility of faculty and staff is the safety of the students.
- Faculty, staff, and students will move to a wall away from windows; doors will be locked.
- Office staff will immediately notify and check on other campus offices. Communication is essential in the event of a campus shooter situation.
- Security officials will not administer first aid to injured people; their priority is the active pursuit of the suspected shooter.
- An Emergency Text Alert System is in the process of being implemented.
- Importance of scheduling in-depth training sessions and mock drills to create more awareness and provide essential information for faculty and staff.
- Discussed plans to require faculty participation in the Emergency Action Plan during Faculty Orientation at the beginning of each fall semester.

The Administrative Council discussion included a campus-wide warning such as installing a different type of sound on the weather alert system that would provide a campus-wide warning of the presence of a campus shooter, adding a message to the automated telephone system that would warn faculty, staff, and students of an active campus shooter situation, and sending a mass email message to all faculty, staff, and students (including commuter students). A question was raised about allowing faculty and staff to carry handguns or taser units for protection. Dr. Lewis stated that college personnel, other than security personnel, are prohibited by state law to carry handguns or tasers on campus.

Dr. Lewis then requested reports by the members of the Administrative Council:

Instruction

- Announced that a Policy and Procedure Committee meeting will be held on February 26;
- Announced the approval of a Criminal Justice Program for the Forrest County Center;
- Announced approval of the 2008-2010 Academic Calendar.

Research and Planning

- Announced that Supervisor and Personnel Evaluations will be performed during the spring semester. Dr. Lewis stated that evaluations of questionable employees may be performed on an annual basis.
- Distributed the organizational chart to be placed in the Policy and Procedures Manual.

Physical Plant

- Reported that a broken water main is being repaired at the River Village;
- Construction of the Career-Technical Education Center will be completed in the near future;
- Construction of the Transportation/Warehouse Facility is progressing on schedule;
- Renovation of Dobie Holden Stadium has been slow due to inclement weather.

Career-Technical Education (Forrest County Center)

- No report provided.

Quality Enhancement Plan (QEP)

- Reported that the Quality Enhancement Plan will undergo further expansion at the Forrest County Center during the 2008 Fall Semester.
- Announced that the QEP is now in the second year of implementation.

Hancock Center

- The expansion is expected to be complete by the end of the 2008 spring semester.
- Library furniture is being delivered and the library is expected to open in March.

Recruitment and Orientation

- Scholars Night is Thursday, February 21; registration begins at 5:30 p.m.;
- Awards Day is April 17;
- Early registration is April 24.

Development Foundation/Alumni Association

- Reported that Clay Sweet recently resigned as Coordinator of Alumni Services and Jack Byrd has transferred from the soccer program to fill this position.
- Announced the Pacesetter Dinner will be held on March 20.
- Reported on various Centennial Celebration fund raising projects.

Extended Education and Instructional Design

- Reminded council members that hybrid classes are not being taught on-line;
- Stated that Blackboard is being used by faculty as a supplemental teaching tool, and that all instructors and administrative council members should have basic training for Blackboard. A "Getting Started With Blackboard" handout was distributed.

Career-Technical Education (Poplarville)

- Lindsey Miller reported that 273 students participated in the recent Skills USA competition.

Workforce Education

- Lindsey Miller reported on the Area Development Partnership Business After Hours event recently held at the Woodall Center.
- Reported that a Technology Symposium will be held at the Woodall Center on April 1.

Business Services

- Reported that Steve Herndon (bookstore employee) is critically ill at Wesley Methodist Hospital.
- Requested that Budget Needs Assessment Forms are due by February 22. These forms should be submitted to the immediate supervisor and supervisors will submit all forms to the Business Office. Supervisors are to include all departments under their respective supervision on the Needs Assessment Forms and in the budget process.
- Distributed a handout on the "Budget Process for FY 2009."

Athletics

- Reported that the state basketball tournament will be held in Itawamba.
- The soccer and football programs are now recruiting new athletes.
- Announced that all spring sporting events are now underway.

Admissions

- Reported that eligibility requirements for spring sports are being reviewed;
- Handling on-going, routine duties and responsibilities.

Faculty Association (Hattiesburg)

- Discussed plans to attend the Capitol Day event on February 28 in Jackson.
- Briefly discussed concerns regarding the campus's Highway 49 entrance.

Faculty Association (Poplarville Campus)

- Reported that faculty and students are complaining about odors in the portable classroom trailers and requested that formaldehyde testing be performed in the trailers being used by the Fine Arts Department;
- Reported that six faculty members and four students will attend Capitol Day on February 28;

- Reported on the recent Faculty Association meeting and stated that the issues of attending student functions and professional dress attire were discussed at the meeting.

Information Technology

- Distributed an updated student enrollment chart;
- Reported that a new student identification system is now being installed. Conversion of the new identification system is expected on February 29. The new system will eliminate the use of social security numbers as a means of student identification.

Public Relations

- Announced that the new PRCC CD Yearbook is being finalized;
- Reported that the Centennial History Book and the RiverSide are being assembled.

Financial Aid

- No report provided.

President's Report

- Reminded council members that Dr. Wayne Stonecypher's retirement reception will be held on February 26 and that retirement contributions should be turned in to Marilyn by Monday, February 18;
- Gave a brief legislative/funding update and stated that salary increases are not likely for the coming year;
- The Administrative Council's new quarterly meeting schedule will be every other month (February, April, June, August, October, and December on the same date (Wednesday after board meeting) and time (8:30 a.m.);
- Reminded administrators that personnel wish lists are due today.

There being no further business for discussion, the meeting adjourned at 10:00 a.m.

Dr. William Lewis, President

Date

PEARL RIVER COMMUNITY COLLEGE
Administrative Council Meeting Minutes

April 9, 2008

The Pearl River Community College Administrative Council held its regular quarterly meeting at 8:30 a.m. on Wednesday, April 9, 2008, in the Information Technology Center's Training Room. 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. Adam Breerwood, Dean of Student Services
Dr. Martha Lou Smith, Director of Extended Education and Instructional Design
Ms. Maggie Smith, Director of Hancock Center
Dr. Cecil Burt, Dean of Forrest County Center
Ms. Peggy Shoemake, Director of Financial Aid
Dr. Becky Askew, Chief Planning Officer
Mr. Dow Ford, Director of Admissions
Mr. Chuck Abadie, Director of Public Relations
Mr. Richard Mathis, Director of Athletics
Mr. Greg Underwood, Faculty Association President, Forrest County Center
Dr. Pamela Jones, Faculty Association President, Poplarville Campus
Mr. Scott Alsobrooks, Director of Workforce Education
Ms. Marilyn Dillard, Administrative Assistant (Minute Recorder)

Absent:
Dr. Barbara Gandy, Director of Recruitment and Orientation
Mr. Clint Tapper, Director of Physical Plant
Mr. Don Welsh, Director of Career & Technical Education Programs (Poplarville)
Ms. Jennifer Seal, Director of QEP

Dr. Lewis opened today's meeting. At his request, Dr. Martha Lou Smith provided a hands-on Blackboard Training presentation. All council members in attendance participated in the training session.

Following the training session, Dr. Lewis requested that council members share only items of importance in their respective departments. The following council members provided the following reports:

Hancock Center

- Provided a brief report on activities that are underway at the Hancock Center.

- Reported that several requests of interest have been made about the welding program.

Instruction

- Requested that all catalog revisions (for the new two-year catalog) be submitted as soon as possible.

Research and Planning

- Reported that Committee Lists have been distributed for review and correction.
- Requested that Internal Performance Indicators be returned to Brenda Wells.

Development Foundation/Alumni Association

- Reported that the Faculty/Staff Appreciation Dinner and Recognition Program will be held Friday, May 2, at the President's Home.
- The Forrest/Lamar Alumni Golf Tournament will be held on June 14 in Purvis.
- New alumni chapters are being organized at Stennis Space Center and in Washington Parish (Louisiana).

Faculty Association (Poplarville Campus)

- Announced that the next Faculty Association meeting will be held on May 1.

Athletics

- Gave a brief report on spring sports.

Public Relations

- Reported the *RiverSide Annual Report* will be released in the near future.

Student Services

- Requested changes to the Student Handbook be submitted as soon as possible.

Information Technology

- Reported that the current registration enrollment numbers are 126 for the 2008 fall semester

and 36 for the summer semester.

Physical Plant

- No report provided.

Career-Technical Education (Forrest County Center)

- No report provided.

Quality Enhancement Plan (QEP)

- No report provided.

Recruitment and Orientation

- No report provided.

Career-Technical Education (Poplarville)

- No report provided.

Workforce Education

- No report provided.

Business Services

- No report provided.

Admissions

- No report provided.

Faculty Association (Hattiesburg)

- No report provided.

Financial Aid

- No report provided.

President's Report

- Gave a brief legislative/funding update and stated that the Legislature could possibly adjourn without a budget for FY 2009. At this point in time, no funding increases have been recommended for institutions of higher learning.
- Informed council members that no new positions will be funded for FY 2009.
- Reported that the Centennial Kickoff event will be held on September 8, 2008.
- Reminded council members that the 2008 Graduation Commencement Ceremony will be held on May 16 at the Forrest County Multipurpose Center and that all professional employees are required to participate in the ceremony. The graduation speaker this year will be Dr. Jason Gardner.
- Details regarding the summer work and office schedule will be forwarded by email within the near future.

There being no further business for discussion, the meeting adjourned at 9:30 a.m.

Dr. William Lewis, President

Date

PEARL RIVER COMMUNITY COLLEGE
Administrative Council Meeting Minutes

June 11, 2008

The Pearl River Community College Administrative Council held its regular quarterly meeting at 8:30 a.m. on Wednesday, June 11, 2008, 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
Dr. Adam Breerwood, Dean of Student Services
Dr. Martha Lou Smith, Director of Extended Education and Instructional Design
Ms. Maggie Smith, Director of Hancock Center
Dr. Cecil Burt, Dean of Forrest County Center
Mr. Don Welsh, Director of Career & Technical Education Programs (Poplarville)
Dr. Barbara Gandy, Director of Recruitment and Orientation
Ms. Peggy Shoemake, Director of Financial Aid
Dr. Becky Askew, Chief Planning Officer
Mr. Dow Ford, Director of Admissions
Mr. Chuck Abadie, Director of Public Relations
Mr. Doug Donohue, Faculty Association President, Forrest County Center
Dr. Pamela Jones, Faculty Association President, Poplarville Campus
Mr. Scott Alsobrooks, Director of Workforce Education
Ms. Marilyn Dillard, Administrative Assistant (Minute Recorder)

Absent:
Mr. Clint Tapper, Director of Physical Plant
Ms. Jennifer Seal, Director of QEP
Mr. Ernie Lovell, Director of Development Foundation & Alumni Association
Mr. Richard Mathis, Director of Athletics

Dr. Lewis opened today's meeting. He welcomed Doug Donohue to the meeting, and informed council members that Doug is replacing Greg Underwood as Faculty Association President at the Forrest County Center.

Dr. Lewis then provided a brief overview of the Board of Trustees meeting held on Tuesday, June 10. Two important items that were presented and approved at this meeting included the FY 2009 Budget and FY 2009 Personnel Recommendations. He stated that only one position was added to the College's FY 2008-2009 Budget. This position is to employ a part-time librarian at the Hancock Center. Dr. Lewis added that some additional funds in the budget assisted in providing a 5 percent salary increase for existing employees.

At Dr. Lewis' request, Roger Knight provided an overview of the FY 2009 Budget that was approved by the Board of Trustees at the June 10 board meeting. Roger stated that the new budget does not contain any borrowed monies and that approximately $300,000 of non-recurring expenses was deleted from the FY 2008 budget, and therefore, is not included in the FY 2009 budget. He added that approximately $260,000 in vacant positions were absorbed into the FY 2009 budget. Roger concurred with Dr. Lewis's statement in that no new positions were added with the exception of the part-time librarian position for the Hancock Center. The budget does provide a 5 percent salary increase for all employees effective July 1. Mr. Knight added that absolute necessities such as increases in utilities, funds for respiratory therapy, physical science, chemistry classes, biology and chemistry labs at the Forrest County Center, salary increases for adjunct instructors, increases in fuel, and travel (from .30 to .50 per mile) were all necessary additions to the FY 2009 Budget. The Scholarship Fund was also increased as was student tuition in the amount of $40 per semester (from $810 to $850).

Mr. Knight suggested that school-related travel be used only when necessary. Administrators were informed that when travel becomes necessary, the following procedures will be used when requesting a vehicle: 1) Request the use of a school vehicle first, 2) Rent a vehicle as the second option, 3) Use a personal vehicle as the last option.

Mr. Knight encouraged council members to learn how to manage their departmental budgets through the Banner system. Banner training is available through the Department of Information Technology.

Dr. Lewis stated that institutional technology funds are available and that these funds will be monitored by Dr. Grant.

In his closing statements, Dr. Lewis stated that clouds of doubt loom over the horizon due to the rising costs of fuel and that all employees should be cautious with the FY 2009 budget.

The following reports were then provided by council members:

Admissions

- Processing applications for the 2008 Fall semester.

Business Services

- Report provided at the beginning of the meeting.

Workforce Education

- No report provided.

Faculty Association (Poplarville Campus)

- Expressed appreciation for the 5 percent salary increase.
- Shared faculty members' excitement about the renovations to Seal Hall and the Science Building.

Information Technology

- Provided an updated enrollment report.
- Student enrollment is up by 54 students from this time last summer.
- The transition from social security numbers to student identification numbers is complete in Banner.

Public Relations

- Centennial history books will go to print around the first of July.
- The RiverSide Annual Report will be released in the near future.
- September 8 is the Centennial Day Celebration. Media coverage and promotion are being planned for this event.
- Caycee Simon, PRCC Recruiter, will be featured on WDAM-TV next week to promote the July Orientation Sessions.

In discussing the upcoming 2008 Fall semester, Dr. Lewis informed council members that the renovations to the Olivia Bender Cafeteria are moving forward with the installation of new flooring and new dining hall furniture. Plans are to upgrade the serving line in Summer 2009 pending availability of funds.

Student Services

- Dr. Breerwood reminded council members of the Emergency Mock Drill to be held on June 19. He stated that although specific details of the drill cannot be disclosed, he urged administrators (and their personnel) to take the drill seriously and to participate accordingly. The drill is a campus-wide effort to ensure that all employees are familiar with the Emergency Action Plan in the event of an actual emergency, dangerous situation, or disaster. In staging this drill, safety is the College's major concern.

Instruction

- Dr. Grant stated that a study is in process to establish the guidelines for using technology funds (as mentioned by Dr. Lewis earlier in the meeting);

- Final revisions are being made to the College's 2008-2010 two-year catalog; plans are being made to make the new catalog available on the College's website.

Faculty Association (Hattiesburg)

- No report provided.

Career-Technical Education (Forrest County Center)

- Reported that plans are being made for dual nursing enrollment for the 2009 Fall Semester.

Research and Planning

- Reported that the Professional Development Workshop will be held on August 11.
- The 2007-2008 Strategic Goals and Internal Performance Indicators are to be submitted to Brenda Wells as soon as possible.
- Hard copies of the Policy and Procedures Manual should be returned to Sharman Ladner for updating.
- Discussed the process of Evaluation of Instructors (by students).

Hancock Center

- Reported that student enrollment is experiencing a slight increase.
- The new library will soon be ready for use; books and other items are now being unpacked and placed on shelves.
- Work continues to get the welding program ready for the 2008 fall semester.

Recruitment and Orientation

- Orientation will be held July 15-17 on the Poplarville Campus, July 23 at the Forrest County Center, and August 6 at the Hancock Center.

  Dr. Lewis asked what factors might cause a decrease in the 2008 summer enrollment at the Forrest County Center. Mr. Ford indicated that the lack of pell grants during the summer could very well have an effect on summer enrollment. Dr. Burt added that the cost of fuel and enrolling in distance education classes are also factors in low enrollment.

Extended Education and Instructional Design

- An Innovative Scheduling Workshop is scheduled for Friday, June 13, at 9:00 a.m. in the Olivia Bender Cafeteria. All administrative council members are invited to attend. This

meeting will focus on a "common ground" when scheduling students for the 2009 spring semester.
- Discussed the incorporation of hybrid classes, a four-day work week with hybrid classes, and flexible schedules for students and faculty.

Financial Aid

- Reported on award letters, rejection letters, and tracking letters that have been sent to students.
- Announced that Valerie Horne has been selected as the new Director of Financial Aid. (Valerie currently holds the position of Assistant Director of Financial Aid.)
- Announced that Donna O'Quinn has been selected to fill the Assistant Director of Financial Aid position effective July 1, 2008.

Career-Technical Education (Poplarville)

- Gave a report on Skills USA.
- Announced that Amy Perry has been selected to fill the vacant position of Instructor of Office Systems Technology.

Development Foundation/Alumni Association

- No report provided.

Athletics

- No report provided.

Physical Plant

- No report provided.

Quality Enhancement Plan (QEP)

- No report provided.

President's Report

- Reminded council members that the Forrest/Lamar County Alumni Golf Tournament will be held on Saturday, June 14.

- Informed council members that the next meeting administrative council will be held on Wednesday, August 27, 2008.

There being no further business for discussion, the meeting adjourned at 10:30 a.m.

Dr. William Lewis, President

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.

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.

INSTRUCTIONAL COUNCIL

Meeting of September 18, 2007

M I N U T E S

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 recommended 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)

PEARL RIVER COMMUNITY COLLEGE
Vice President for Instruction

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, PHI 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: William Lewis
Dr. William A. Lewis, President

10/03/07
Date

INSTRUCTIONAL COUNCIL

October 25, 2007

M I N U T E S

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: _____ 10/30/07
Dr. John A. Grant, Jr., Chair, Instructional Council — Date

Professional Development Committee

November 29, 2007, 11:00 a.m.

Minutes

Members present: Jacki Runnels, Delana Foster, John Grant, Sarah Henry, 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 campus
    - Support staff meetings on Poplarville campus and Forrest County Center campus
    - 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 Training
  - 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: 2nd 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

Meeting called by:	**Scott Alsobrooks, Director**	**Type of meeting:**	**Committee Meeting**
Facilitator:	N/A	**Note taker:**	Audrey Gray Smith
Timekeeper:	N/A		
Attendees:	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
✓ Career readiness certificate <State board-Jason Carter> offering WorkKeys Test to 5,000-10,000 yearly.	
✓ Tests consist of three courses: Reading, Writing, and Math. State provides the certificates and pays for the test.	Scott Alsobrooks
✓ Lee Bell is writing the project.	
✓ Grant (Challenge) awarded to help create more welding classes-instructors-high school classes.	
✓ (Grant-$250, 000); in conjunction with Gulf Coast & Poplarville	Scott Alsobrooks
✓ Call Chuck Abadie for any information per H1B or Workforce business.	
✓ $2.1 million Department of Education Grant.	
✓ $500, 000-putting cable under ground for Poplarville campus.	Chuck Abadie
✓ Chip @ State Farm is trying to settle.	
✓ Roger Knight has a breakdown of the monies to be distributed.	
✓ Building Construction for spring 2008—Behind Allied Health building—building new tech building.	
✓ Land for Lineman and small storage next to the Woodall Center.	
✓ NSF Grant--$1 million—Due October 10th. James Boyd is writing the grant.	Scott Alsobrooks
✓ John Deere is donating $750,000 worth of equipment.	
✓ Finance and admissions—create your classes in Banner	
✓ CEU courses—Credit admission wants all paper work	
✓ GIT courses—WFE—Create course—then section. Transcriptions—State Board wants 100% transcripts of all students in the next year or two.	Troy Teadt
✓ Leadership training in Hattiesburg	
✓ Partnering with shared services (Hancock).	
✓ January 17, 2008—5:30 p.m.-7 p.m. Business After Hours; mandatory attendance.	

- ✓ State Board of Community Colleges will be in attendance.
- ✓ HVAC starts Nov. 1st; Camp Shelby starts Oct. 8th
- ✓ 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.
  - ✓ 3rd class to begin Oct. 1 — Brad Ladner

Pearl River Community College

Appendices

Institutional Effectiveness Newsletters

PEARL RIVER COMMUNITY COLLEGE
INSTITUTIONAL EFFECTIVENESS
NEWSLETTER
OCTOBER 2007

PROFESSIONAL DEVELOPMENT OPPORTUNTIES
2007 FALL SEMESTER

CAMPUS SAFETY SESSIONS
FACULTY – POPLARVILLE CAMPUS

Date	*Time*	*Location*
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
POPLARVILLE CAMPUS

October 23	8:30 - 10:00 - 1st Session	Back Conference Room - Cafeteria
	10:30 - 12:00 - 2nd Session	Back Conference Room - Cafeteria

SUPPORT STAFF, MAINTENANCE, AND FACULTY
FORREST COUNTY CENTER

November 15	9:00 - 10:15 - 1st Session	Multipurpose Room – Building 5
	10:45 - 12:00 - 2nd Session	

CRISIS MANAGEMENT TRAINING – LEADERSHIP (ALL DAY SESSION)
POPLARVILLE 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 POPLARVILLE 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.

Published by the Office of Planning and Research
Chief Planning Officer: Dr. Becky Askew
Institutional Research Specialist: Ms. Brenda Wells
Secretary: Mrs. Sharman Ladner

PEARL RIVER COMMUNITY COLLEGE
INSTITUTIONAL EFFECTIVENESS
NEWSLETTER
NOVEMBER 2007

SCHEDULE FOR EVALUATIONS

2007-2008

STUDENT EVALUATIONS OF INSTRUCTION

November 5	Student Evaluation packets distributed
November 12 – 16, 2007	Student Evaluations of Faculty
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

PEARL RIVER COMMUNITY COLLEGE

Institutional Effectiveness

FEBRUARY 2008

MISSION:PRCC IS A PUBLIC INSTITUTION COMMITTED TO PROVIDING QUALITY EDUCATIONAL AND SERVICE OPPORTUNITIES FOR ALL WHO SEEK THEM.

STRATEGIC GOALS

- 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.
- To provide quality student services.
- To provide access to college courses and programs using various instructional methods, including distance education.
- To employ qualified faculty and staff, compensate them wells, and provide opportunities for professional development.
- 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.
- To improve communication among campus personnel and community members regarding the College goals, objectives and activities.
- To recruit and retain students from a diverse population.
- To provide workforce training programs that meet requirements of business, industry, educational and public service agencies for basic skills, specific job skills, and technical training.

Hancock Center Requesting Substantive Change

In January 2008, Pearl River Community College began offering 50 percent or more of the courses needed to earn an Associate in Arts Degree at the Hancock Center which is located in Waveland, Mississippi, approximately 45 miles from the main campus in Poplarville, and the Associate in Applied Science Degree or Career Certificate in Aviation Maintenance Technology at the Stennis International Airport which is located in Kiln, Mississippi.

These are ongoing programs in a traditional classroom setting, currently enrolling freshman and sophomore level students. As the population returns to Hancock County after Hurricane Katrina, it is expected that the student population at the Hancock Center will increase steadily each year in the foreseeable future.

Ribbon cutting Hancock Center

The specific learning objectives and outcomes for the Associate in Arts Degree at the Hancock Center are the same as those for the Associate in Arts Degree at the main campus in Poplarville.

This substantive change does not include any new Associate in Arts course development but will offer courses that have been taught on the main campus for many years. The student learning outcomes and syllabi for the Associate in Arts Degree program were part of the successful Southern Association of Colleges and Schools (SACS) reaffirmation of accreditation visit in 2005.

Professional Development—Opportunities for Faculty

Dr. Steve Yuen, Technology Professor at USM, will be conducting sessions entitled *Copyright Issues for E-learning.* Legal issues concerning the use of PowerPoint, CD-ROM, and video, in addition to the posting of student projects online, will be discussed.

The sessions are scheduled as follows:

Poplarville Campus—
Tuesday, March 18, 2008
Information Technology Training Room
8:15 a.m. to 9:15 a.m.
Register by March 7, 2008!

Forrest County Center—
Wednesday, April 2, 2008
Room 111, Bldg. 1
1:15 p.m.—2:15 p.m.
Register by March 26, 2008!

To register for either session, please call Brenda Wells at Ext. 1379 or email bwells@prcc.edu .

Pearl River Community College
Office of Institutional Research
101 Highway 11 North
Post Office Box 5560
Poplarville, Mississippi 39470

Phone: 601-403-1379
Fax: 601-403-1050
E-mail: bwells@prcc.edu

Institutional Research Mission:

The Pearl River Community College Office of Institutional Research is committed to working cooperatively with all others to enhance and support the Mission of the College through informed decision making.

Grade Distributions

With data provided by Information Technology, the Office of Institutional Research has constructed charts and graphs which provide information regarding grade distributions from Fall 2007.

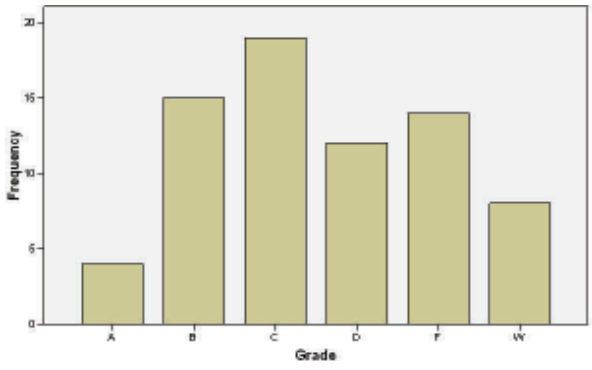
The graph to the right illustrates a sample grade distribution graph. Numbers and percentages regarding grade distributions will be provided with graphs.

If you would like to view information regarding classes that you taught during the 2007 Fall Semester, please call or email the Office of Institutional Research.

Extension 1379
or
bwells@prcc.edu.

Please provide the following information:

- Instructor's name
- Subject and class taught (e.g. MAT 1313)
- Date information is desired



Pearl River Community College

Appendices

Program Performance

MISSISSIPPI
Public Community and Junior Colleges
PROGRAM PERFORMANCE INDICATORS AND MEASURES
FY 2007

TARGETED OUTCOMES:	CO	CL	EC	EM	HI	HO	IT	JO	ME	MD	MG	NE	NW	PR	SW	Average & Totals
Cumulative GPA of CC transfer students at IHL's will equal or exceed GPA of native students Spring 06 (2.79)	2.82	2.77	2.81	2.64	2.71	2.66	2.82	2.68	2.88	2.57	2.84	2.88	2.63	2.7	2.71	2.73
Avg. class size will range between (16-30) 2005-06	18.1	25.5	20.0	17.8	16.5	19.9	19.9	21.4	18.8	17.6	20.3	20.9	18.3	17.6	23.6	19.1
90% of CC ADN graduates will pass state board on first writer 2005	NA	91.4%	91.9%	NA	89.6%	91.3%	97.1%	92.0%	87.4%	97.0%	79.9%	91.9%	95.1%	91.5%	89.7%	89.7%
100% of full-time and adjunct faculty will have met criteria for academic and prof. preparation 2005-06	99.1%	100.0%	100.0%	100.0%	99.4%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	99.9%
90% of Voc-Tech who complete a program are positively placed	83.0%	88.2%	90.5%	87.1%	96.8%	89.9%	93.2%	94.3%	86.4%	96.2%	93.6%	88.1%	84.3%	95.0%	80.6%	90.7%
Total coast per FTE student will be ($5,171.76)	$7,937	$5,722	$5,801	$6,257	$5,044	$5,698	$4,891	$5,441	$5,835	$5,215	$6,914	$4,505	$4,921	$5,744	$6,305	$5,633
There shall be 60 or fewer student injuries on Community College grounds	2	0	4	1	0	3	3	22	6	3	2	4	9	5		64
There shall be 90 or fewer employee injuries on Community College grounds	8	18	1	4	26	5	3	13	9	3	20	4	21	3		138
100% of Community College will have a written safety and health program.	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

19-Sep-07

Pearl River Community College

Appendices

Annual Report

JUNE 2008

RIVERSIDE

ESPECIALLY FOR FACULTY, STAFF, ALUMNI, AND FRIENDS OF PEARL RIVER COMMUNITY COLLEGE

2008 President's Report

PEARL RIVER COMMUNITY COLLEGE

College Preps For Historic Centennial Celebration

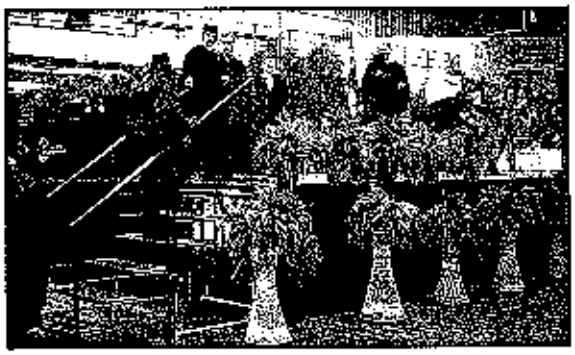
100 YEARS

CENTURY OF EXCELLENCE

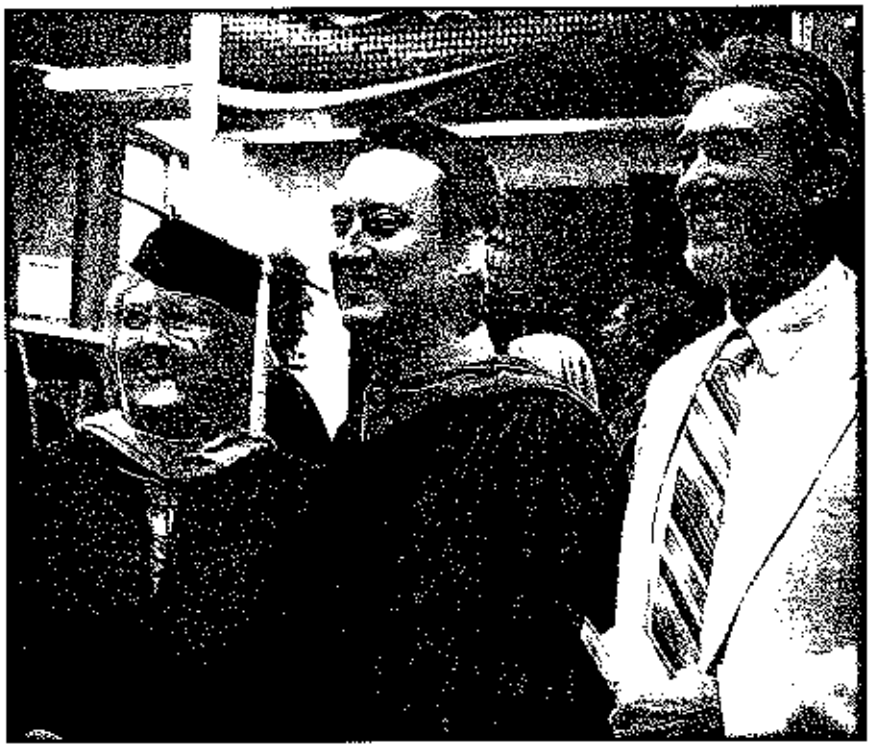
Class Of 2008

500-plus receive diplomas

■ MORE THAN 500 STUDENTS RECEIVED diplomas and certificates May 23 from Pearl River Community College and heard a fellow alumnus tell them to be ready to change their goals. Dr. Jason Gardner, a medical researcher at the University of South Carolina, told the graduates he left PRCC 20 years ago to become a chemical engineer. "If you told me when I was at The River that in a few years I'd be doing cardiac surgery on rats, I would have said you're nuts," he said. "So be flexible. Keep learning." Gardner holds a bachelor's degree in chemical engineering from Louisiana State University and a PhD in biomedical engineering from Louisiana Technical University. He is the son of PRCC instructor Marilyn Gardner and Dr. Joseph Gardner of Poplarville.



■ **PHOTOS** (CLOCKWISE FROM TOP): Dr. Joe Wesley hands an honors cord to nursing graduate Theresa Pittman of Hattiesburg • Graduates file across the stage to receive their diplomas from President William Lewis • Marilyn, Jason and Joseph Gardner • Lenora Robinson of Hattiesburg looks for her name in the program. • Graduate Anshonna Thompson of Sandy Hook holds congratulations balloons while her sister, Jelisa Brown of Foxworth, and their father, Charles Brown of Foxworth, look for other family members after graduation.



MISSION

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- To recruit and retain students from a diverse population.
- 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.

■ PEARL RIVER COMMUNITY COLLEGE OFFERS EQUAL EDUCATION AND EMPLOYment opportunities. We do not discriminate on the basis of race, religion, color, sex, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication, please contact Tonia Moody, ADA/Civil Rights Coordinator, at P.O. Box 5118, Poplarville, MS 39470 or telephone 601-403-1080.

■ **RIVERSIDE is produced by the Pearl River Community College Public Relations Department. Any news items or letters for submission should be sent to: RIVERSIDE editor, 101 Highway 11 North, Poplarville, MS 39470. To contact by telephone, call 601-403-1328.**

■ **CHUCK ABADIE:** Public Relations Director, ■ **MITCH DEAVER:** Assistant Director, ■ **JANET BRASWELL:** Public Relations Assistant, ■ **RONN HAGUE:** Digital Media Coordinator, ■ **KENNY RUSSELL:** Compositor & Master Printer

RiverSide

Annual Report

JUNE 2008

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Pearl River Community College

BOARD OF TRUSTEES

- **FORREST COUNTY:** Dr. Kay Clay, Herbert Ray Nobles
- **HANCOCK COUNTY:** Alan Dedeaux, Frank Ladner
- **JEFFERSON DAVIS COUNTY:** Ike Haynes, Tony Waits
- **LAMAR COUNTY:** Dr. Ben Burnett, Dale Purvis, vice chairman
- **MARION COUNTY:** Al Brooks, Ronald Fortenberry
- **PEARL RIVER COUNTY:** Barry Harper, Dr. Gale Harris, M.L. 'Sonny' Knight, Sandy McCardle, Gregory Mitchell, chairman; Dennis Penton, secretary
- **BOARD ATTORNEY:** Martin Smith

PRCC PRESIDENT

Dr. William Lewis

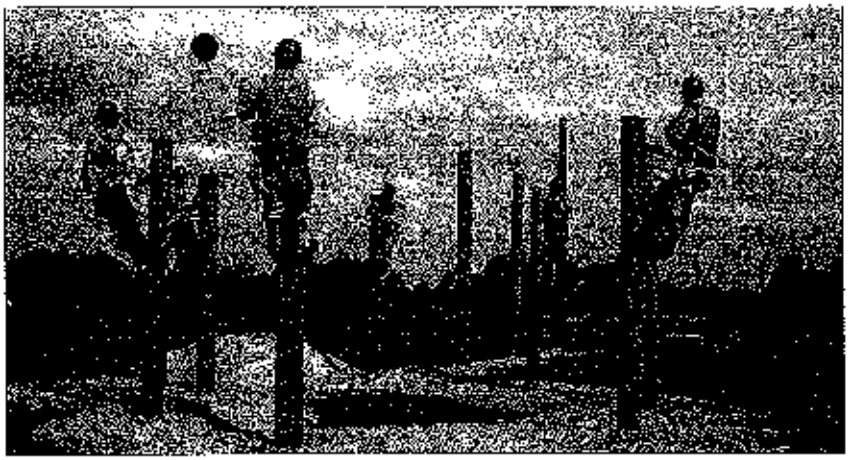
President's Report

Dr. William Lewis

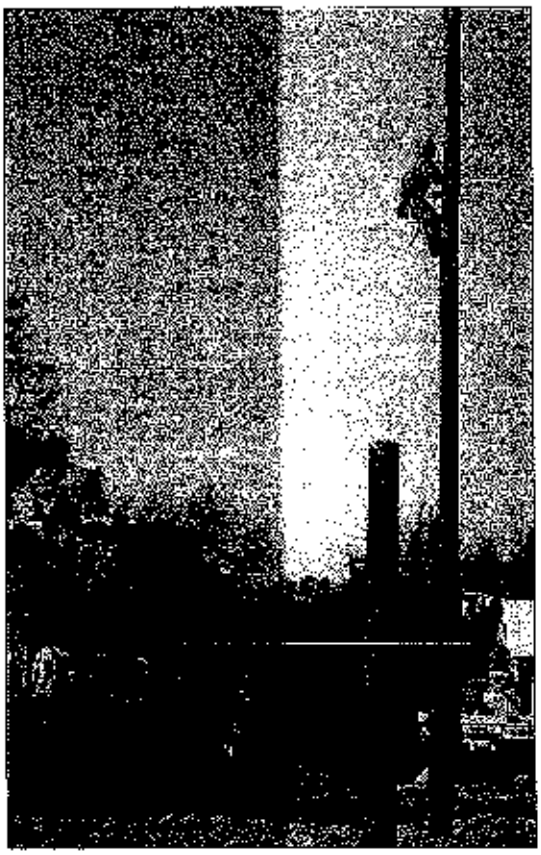
It is with a great sense of pride that Pearl River Community College prepares for its 100th year of operation. The college opened its doors for the first time on Sept. 8, 1909, as Pearl River County Agricultural High School and later became Mississippi's first two-year institution of higher learning in 1921. Always a leader in providing quality higher education opportunities, the college continued to expand its programs and services during the 2007-08 school year.

Of significant note during the past school year was the rapid expansion of the college's workforce education program offerings. The development and implementation of a program to train utility linemen for the electric power industry was well-received and got off to a strong start during the year. This program, which carries both credit and non-credit options, was conceived and developed by a consortium of the major industrial players in the electric power industry in southern Mississippi.

Also making a strong statement as a new workforce program offering was the construction equipment program. This program was established through the generosity and visionary foresight of Picayune businessman, Huey Stockstill who made a substantial donation to ensure that the program was implemented. With the support of a number of major equipment suppliers for this industry like Caterpillar Corp., Puckett Equipment, John Deere Corp, Stribling Equipment and others, this program has established itself as an



■ Pictured with Mississippi Power representative Jerry McBeth, third from left, are Roger Knight, dean of business services, Dr. Lewis, PRCC Foundation director Ernie Lovell, Dale Miller and Scott Alsobrooks of PRCC's Workforce Education.



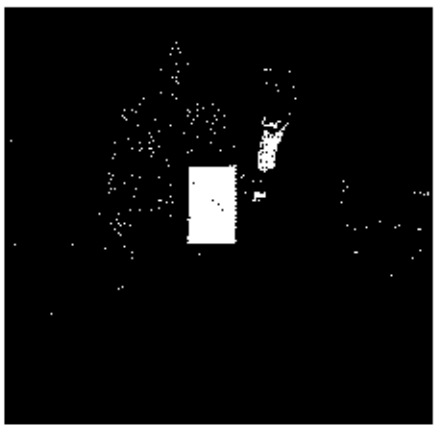
■ Students in the utility lineman technology program play catch to improve their balance, top left, and perfect their climbing skills, top right, as part of the industry-driven program. Mississippi Power Co. recently made a $2,500 donation to the program along with a $2,500 contribution to the college's Centennial celebration.

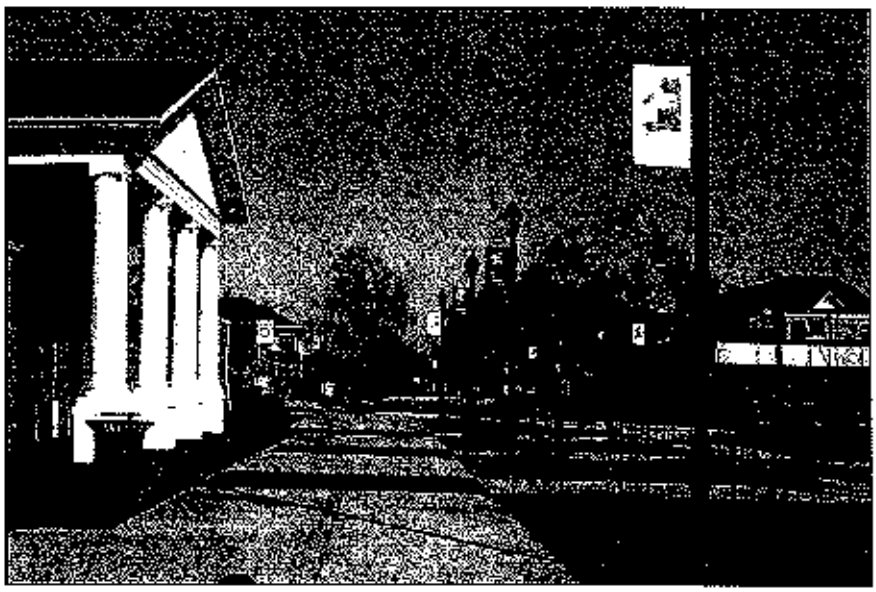
opportunity for individuals to prepare for a field of employment that offers substantial salaries.

During the year, the college continued its efforts to expand the accessibility of higher education opportunities throughout the district. Student enrollments on the campuses at Poplarville, Forrest County Center and the Hancock Center continued to grow. Significant growth was noted, however, in the college's virtual learning program as students took advantage of the opportunity to take classes via the Internet.

The recovery from Hurricane Katrina continued with construction and renovation work on the Poplarville campus. During the fall semester, the Hancock Center was fully operational for the first time since the hurricane in its original facility that was devastated by Katrina. The college continues to work on the full settlement of the insurance claim for the damages incurred during the storm.

As the college closes its 99th year of operation, there is much to be proud of. Most significant are the accomplishments of our students as they continue to bring significant recognition to the institution for their achievements in the classroom, on the athletic fields and in the fine arts. As we move towards completion of the first century of operations, Pearl River Community College continues to be a leader in providing quality higher education opportunities for all who seek them.





The transportation building, top left, replaces the old facility destroyed by Hurricane Katrina. Centennial Courtyard, top right, provides an attractive center to the campus. Homecoming gave President William Lewis a chance to show alum Tom Malone, bottom right, the projects underway at his alma mater. PRCC honored Wayne Stonecypher, who retired as executive director of the State Board for Community and Junior Colleges, before the final 2007 football game against Hinds, bottom left.

Centennial

Pearl River Community College's year-long Centennial Celebration kicks off Monday, Sept. 8, with a full day of activities like those on Sept. 8, 1909.

"We are coming up on a really special time for our college," said PRCC President William Lewis. "To be a part of this will be really special. This is going to be a really good time for the college."

The anniversary day will begin with a parade through downtown Poplarville, starting at 10 a.m. From City Park, the parade will travel on Main Street and Larkin Smith Drive and across U.S. 11 to the campus.

The parade will feature high school bands from throughout the PRCC district, school and civic floats and antique cars with dignitaries as their passengers, according to Ernie Lovell, executive director of the Development Foundation.

The parade will be followed by a dedication ceremony on the grove area near the Ted Alexander Administration Building. Speakers will include local and state dignitaries.

A picnic on the grounds - hamburgers and hot dogs - will follow.

Plans for this Centennial event are being coordinated by committee chairman Henry Thomas of Hattiesburg, Dr. James Sones of McNeil, parade committee chairman; and Mrs. Tracey Waits of Prentiss, lunch committee chairman.

Homecoming on Oct. 11 will also pay tribute to PRCC's history.

The Dobie Holden statue will be unveiled, new members of the Sports Hall of Fame will be inducted and players coached by Holden will hold a reunion that morning. The annual Alumni Banquet, presentation of the queen and football will round out the day.

"There is no better time to be at Pearl River Community College," said Lovell.

Centennial Celebration order form for:

Pearl River Community College: First 100 Years

From its 1909 roots as Mississippi's pioneer community college, Pearl River Community College has long been recognized as a leader in the state and the South in providing excellence in academic, career and technical education.

As it approaches its 100th anniversary, the PRCC Public Relations Office is producing a book of photographs dating back to the school's beginning. The book will feature photos from each decade of PRCC's existence.

It will be an excellent item for your coffee table or as a gift for friends and family. The cost of the book is $50. Proceeds will be used to help pay for The Centennial Celebration.

Please complete the following form to place your order:

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number (_____)_____

Email Address _____

Number of books ordered: _____ Total: $_____

Checks should be made payable to:

PRCC Development Foundation
P.O. Box 5389
Poplarville, MS 39470

Centennial Events

Monday, Sept. 8

Patterned after the parade and picnic that celebrated the laying of the cornerstone of the original building, PRCC will begin the Centennial with a 10 a.m. parade through downtown Poplarville to the campus featuring marching bands, floats and dignitaries. A rededication ceremony will be followed by a picnic.

Saturday, Oct. 11

Homecoming will begin with the dedication of the Dobie Holden statue in the new plaza outside the stadium along with induction of new members of the Sports Hall of Fame and recognition of Wildcat teams coached by Holden. Class and team reunions will be followed by the Alumni Banquet, including presentation of the Alumnus of the Year and Distinguished Service awards. The 2008 homecoming queen and her court will be presented before the 3 p.m. game against Co-Lin.

Tuesday, Nov. 6

Military Recognition Day will honor those PRCAHS, PRJC and PRCC alumni who served their country. The events will begin at 10:30 a.m. in Centennial Courtyard with a display of close-order drill by district JROTC units. Vintage military vehicles and equipment will be on display in the courtyard. Guest speakers will honor PRCC alumni who served in the military and the names of the fallen and missing-in-action will be read.

January 2009

PRCC's history will be recounted during a series of storytelling events in the Centennial Pavillion, weather permitting. Storytellers will focus on stories directly relating to Pearl River College and Poplarville.

February 2009

The Department of Fine Arts and Communication will highlight Music of the Decades with concerts and special events.

Friday, March 27, and Saturday, March 28

Modeled after PRCC's historic "Summer Folk School" programs, activities celebrating Pearl River's agricultural roots will provide a glimpse of life in Mississippi 100 years ago. Events include audio-visual presentations about the timber and tung oil industries, demonstrations of soap-making, quilting and other home crafts, a working Centennial Farm, arts and crafts exhibits, bluegrass music and horse-drawn wagon tours of campus.

Friday, April 24, and Saturday, April 25

The Centennial finale will start with a golf tournament at 9 a.m. Friday at the Bridges Golf Course followed by a Centennial Celebratory Dinner and entertainment at Hollywood Casino at 7 p.m. Friday in Bay St. Louis. The weekend will end with tailgating at 5 p.m. and a major outdoor concert at Dobie Holden Stadium on the Poplarville campus.

Tell us your Pearl River story

As part of PRCC's Centennial Celebration, the Public Relations Department is planning to publish stories from former students in school publications throughout the year.

"Pearl River has opened its doors to thousands of students over the past 99 years, said Chuck Abadie, director of Public Relations. "I am sure that many of our alumni have favorite stories of their days at Pearl River.

"Did you meet your spouse at Pearl River? Who was your favorite teacher? Did you make some lifelong friends at PRCC? What were your lasting impressions from attending PRCC? Did Pearl River present some opportunities to you that otherwise might not have happened for you?

"Were you one of several members of your family to attend Pearl River Community College? Any topic is welcomed."

To submit your story, go to PRCC's website at www.prcc.edu/centennial/ and scroll to the story form.

Share your best recipes

Organizers of the 2009 PRCC Women's Health Symposium are collecting recipes from area cooks for a cookbook to be given away at the symposium on Jan. 31.

The book also will feature a brief history of PRCC and historical photos.

Recipes can be submitted for consideration in several ways - by mail to Debra Smith, 302 South Julia St., Poplarville, MS 39470; by e-mail to dsmith@poplarville.k12.ms.us or by going to the PRCC Website at www.prcc.edu/centennial. The sender should include a daytime telephone number and his or her association with PRCC; i.e, alumni, former staff member, etc.

Information on PRCC veterans needed

PRCC will honor alumni who have served in World Wars I and II, Korea, Vietnam, the Gulf War, Afghanistan and Iraq on Nov. 6.

The names of alumni killed in battle or missing in action will be read as part of the ceremony.

"We need relatives or friends of those killed or missing in action to contact us," said Ronn Hague, PRCC museum director.

To provide information about a veteran, call Hague at 601-403-1316, contact him by maill at 101 Highway 11 North, Poplarville, MS 39470; by email at rhague@prcc.edu; or fill out the on-line form at www.prcc.edu/centennial.

Vice President for Instruction

Dr. John Grant

The 2007–2008 academic year presented a mixture of accomplishments by and obstacles to the instructional programs of Pearl River Community College. Some departments and programs were able to achieve success in reaching their goals and others continue to strive to reach them.

While new instructional programs are few in number statewide, PRCC was able to attain approval for new Associate in Applied Science degree and Certificate of Proficiency programs in criminal justice. The college has long offered criminal justice courses applicable to the Associate in Arts degree, and these offerings will continue. The new programs will afford greater flexibility for students who are seeking employment in law enforcement and related fields. The new programs are available both on the main campus in Poplarville and at the Forrest County Center.

The college's Hancock Center in Waveland has been approved by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to offer more than 50% of the courses required for an associate degree. A site visit by a SACS committee is anticipated sometime during the summer to move toward completion of a lengthy substantive change review process required by SACS for the college to offer degrees at the Hancock Center.

Problems with facilities continue to exist for several instructional departments.

The Science Building, which houses most programs of the Department of Science, Mathematics, and Business, experienced significant damage to equipment and furniture when rainstorms struck suddenly in May while the roof was being replaced.

In spite of the lack of an auditorium and permanent classrooms, the Department of Fine Arts and Communication was still able to present plays, concerts and other performances during the year.

Daniel Massey of Carriere solos during a RiverRoad show choir performance in Olivia Bender Cafeteria.

Significant improvements have been accomplished in several instructional facilities. The construction equipment operations and commercial truck driver programs will soon occupy a new building on Beech Road on the Poplarville campus, and several career and technical programs will move into a new Center for Career Education, an expansion and renovation of an existing building near the north end of the Poplarville campus. A newly-expanded, furnished and equipped branch of the Garvin Johnston Library is now part of the Hancock Center in Waveland.

Fall enrollment

Year	All campuses and centers	Forrest County Center
2000	3,005	631
2001	3,448	689
2002	3,743	1,022
2003	3,923	1,185
2004	4,056	1,261
2005	4,310	1,278
2006	4,104	1,442
2007	4,274	1,592

One of the tractor-trailers used in the commercial truck driver program sports a new design.

Student Services

Dr. Adam Breerwood, Dean

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 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. All faculty and staff members were trained this Fall on threat assessment and crisis prevention.

Building and dormitory inspections were conducted 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.

Students Gerald Paschke of Picayune and Jacquelyn Stephens of Carriere work in the Phi Theta Kappa rose garden near the library.

The department of Student Support Services received a suicide prevention training grant this fall which help trained faculty and staff members to recognize the early warning signs associated with the threat for suicide. An additional grant has been awarded for FY 09 to continue more suicide prevention training.

With enrollment reaching record numbers, 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.

Students Mallory Rogers of Picayune, left to right, Lizzie Strother of Atlanta, Todd Broom of Columbia, Rhiannon Chatman of Carriere and MacMcCann of New Orleans enjoy crawfish during Fun Fest, an annual spring event.

Wildcat linebacker Kion Wilson speaks during the pep rally and presentation of the homecoming court.

Forrest County Center

Dr. Cecil Burt, dean

Enrollment at the Forrest County Center continued increasing during the 2007-2008 academic year as more students took advantage of expanded academic offerings in addition to career education programs.

A record 1,592 students attended fall semester classes at the Forrest County Center, creating a parking issue. A new parking lot on the north side of campus was finished during the spring semester, and plans are being drawn for a second access road onto campus.

Long-range plans calls for construction of a new classroom building on the north side of campus on a site that will be cleared by students in the construction equipment operators program.

Activities during the year included the Black History Month program with guest speaker Charles Marshall, president of the Forrest County Board of Supervisors, and the center's first crawfish boil following Awards Day.

Shortly before the spring semester ended, Jody's Bakery took over operation of the coffee shop in the Allied Health building. Jody B's offers gourmet coffees, pastries, sandwiches and salads. Plans call for the shop to be open for night class students and teachers in the fall.

Lulu Ferrell, co-owner of Jody B's Coffee Cafe, slices a tomato while preparing salads in the new coffee shop.

New lighting was installed in the grove along the creek, improving safety and adding to the beauty of the campus.

Numerous programs and individual students reached milestones during the past year. They include:

Air Conditioning Program

Joshua Stevison won first place in Mississippi Skills USA contest in heating and air conditioning. Thomas Guin took first in major appliance repair.

Dental assisting

Site visit for re-accreditation was completed in February by the American Dental Association with no recommendations or suggestions.

Patti Crowson, director of the physical therapy assistant program, completed her Doctor of Physical Therapy Degree at the University of Mississippi Medical Center in the summer of 2007 and received it during graduation in May.

Dental hygiene

The American Dental Association also completed its site visit in February with no recommendations or suggestions. Student Brenna Welch was named to the USA Today/Phi Theta Kappa Academic All-Mississippi second team, and instructor Donna Lunn served as president of the Mississppi Dental Hygiene Association. All graduates passed their national board exam.

Medical laboratory technology

Anne-Marie Kratofil was recognized by Who's Who in American Community Colleges, National Dean's List, Dade Behring Scholarship Recipient, Tylenol Scholarship, National Semi-finalist President's List and foundation scholarship from Southern's Med Tech program.

The 2007 graduates had a 100% pass rate the first time on their Registry exam.

Physical therapy assistant

All of the 2007 PTA graduates passed the national licensure exam on the first attempt, and the PTA program co-hosted a strength training seminar with Sta-Home Health, Hinds Community College and Meridian Community College.

Practical nursing

Program director Susan Bedwell and student David Moore were the HEADWAE recipients for PRCC. Moore also received a certificate and a cash prize for the highest score on a mock National Council Licensure Examination (NCLEX) at the state convention.

Surgical technology

The program received continuing accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on May 16. It was also accredited through the Review Committee on Education in Surgical Technology (ARC-ST).

Students, faculty and staff at the Forrest County Center enjoyed a crawfish boil following the annual Awards Day.

Development Foundation

Ernie Lovell, Executive Director

The Pearl River Community College Development Foundation is a non-profit and tax-exempt corporation established in 1987 to serve as the fund raising arm of the college.

Since the inception of the foundation almost $2.3 million have been awarded in scholarships to more than 4,500 students and more than $250,000 has been provided for faculty and staff development programs.

The Development Foundation staff works at raising the dollars needed to provide for assistance with things such as college programs, faculty development, student support, facility enhancement and long term endowment growth.

The foundation depends on financial support from our alumni throughout the country. Business and industry within the college's six-county district also serve as an important means of support for the foundation.There is a vested interest in supporting a well-trained and educated work force that builds on the economic opportunities for our small and large businesses.

String of Pearls alumni perform with the Spirit of the River marching band during the 2007 homecoming halftime show.

The foundation has witnessed a tremendous year in fundraising.Through our annual dinner campaign and solicitations of alumni and various support groups, we have had contributions in cash, pledges and stock of more than $1.2 million during the 2007-08 fiscal year.

As we enter into the centennial year of our college, we anticipate the greatest year ever in financial support for Pearl River Community College.We have almost 40,000 recognized college alumni in our foundation system and we hope that all will participate in the centennial year events.

We also encourage the financial support of our alumni during this monumental time in the life of our college.

Alumni Association

The Pearl River Community College Alumni Association operates as an extension of the Development Foundation. Its purpose is to promote the college to current and future students. It is also the venue for those who have graduated or attended Pearl River Community College to stay in contact and reunite with each other. There are currently five active chapters: Pearl River County, Marion/Jeff Davis, Forrest/Lamar, Hancock County and the new Stennis Space Center Chapter. All persons are eligible to join the association through a minimum annual gift of $25.

The Alumni Association is governed by an Executive Committee. The 2007-08 Alumni Association president is Ms. Verlene Cole of Hattiesburg. Jack Byrd serves as the Coordinator of Alumni Affairs. The office for the Alumni Association is located in the Alumni House on the Poplarville campus.

The Alumni Association also honors the Alumnus of the Year, Distinguished Service Honoree, and the inductees of the college Sports Hall of Fame on Homecoming Day.

FOUNDATION HIGHLIGHTS
1987-2008

Revenue	
Cash	$9,239,213
Land Gifts	$450,000
Stock Gifts	$499,975
Total	**$10,189,188**

Disbursement	
Scholarships	$2,292,538
Faculty development funding	$91,701
Faculty/staff excellence	$73,500
Endowed scholarships	$2,059,287
General endowment funds	$1,474,369

Annual Fund

The Annual Fund is made up of contributions received from donors on an annual basis. These funds are used to provide for many various needs of our students and the college. This fund also provides for the full-time position of the College Alumni Coordinator. The Annual Fund includes all contributions which are unrestricted or not designated to scholarships or identified projects.

These funds are allocated by the college foundation under the guidance and recommendations of the foundation's board of directors.

Career-Technical Education

Don Welsh, Director

Pearl River Community College continues to strive to provide quality career and technical programs in meeting the needs of our students and the demands of business and industry through a wide variety of program offerings.

These programs are offered to residents residing in the Pearl River Community College District - Forrest, Hancock, Jeff Davis, Lamar, Marion and Pearl River Counties.

This is accomplished through the on-going 48 programs offered at either the Poplarville campus, the Forrest County Center and Stennis International Airport in Hancock County.

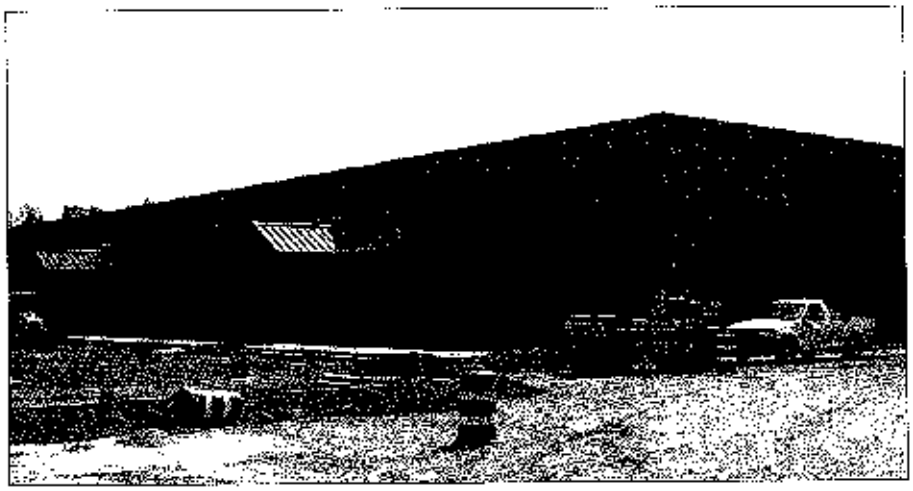
These programs provide either a Certificate of Proficiency or the Associate in Applied Science Degree upon completion.

For fiscal year 2008, there were approximately 1,400 technical and career students enrolled.

In the spring of 2008, 275 graduates were awarded the Associate in Applied Science Degree or the Certificate of Proficiency at Pearl River's 98th Spring Commencement.

New program offerings

- Construction Equipment Operations.
- Dual enrollment with Pearl River Central High School in the instrumentation technology course.
- In the Spring of 2008, an employee from Coast Electric Power Association was awarded the first A.A.S. Degree for the joint partnership between PRCC and Coast Electric.



The new Center for Career Education building will house an administrative office, electrical technology, heating, air-conditioning and refrigeration technology, construction management technology and machine shop technology.

Career-Technical Briefs and Highlights

- The State Board for Community and Junior Colleges allocated $31,163 for upgrading equipment.
- The State Board allocated $459,351 in 85% Carl Perkins Federal Funds regarding salaries, capital equipment and other costs.
- Approximately 115 students qualified for a full tuition scholarship or a half tuition scholarship from the secondary vocational centers in the PRCC District.
- The Child Development Lab School was re-accredited by the NAYCE.
- All career and technical programs met or exceeded mandatory Standards and Measures as required by the State Department of Education.
- All career and technical completers participated in the Mississippi Career Planning and Assessment System regarding their level of proficiency in the areas of selected occupational programs. PRCC's students scored above the state average.
- The Skills USA student organization will have five students representing brick and stone masonry, electronics technology, computer network support technology and drafting and design technology in the National Skills Competition in Kansas City, Mo.
- The DECA (Distributive Education Clubs of America) student organization had four students from business management and marketing compete in the national competition in Atlanta, GA.
- A cooperative effort between career and technical education and workforce education was implemented to provide upgrade training for business and industry in PRCC's six-county district.
- All career and technical education programs received funds to upgrade and enhance them with the latest equipment, software, and instructional training aides.

Recruitment and Orientation

Dr. Barbara Gandy, director

The Office of Recruitment and Orientation, the liaison between prospective students and the college, holds numerous activities throughout the year to promote the quality educational opportunities that are offered at Pearl River Community College. Recruitment programs, new student orientations and student elections are coordinated through the office.

One of the best ways to determine if a college is right for a particular student is to visit the campus. The office offers campus tours to provide prospective students and their families with a better understanding of campus life.

Several large groups from high schools in the PRCC district visited the campus during the fall and spring semesters. "Gear Up" tours were given on both the Hattiesburg and Poplarville campuses.

All district high schools were visited on a regular basis in both the fall and spring semesters and current materials were left with counselors throughout the school year. PRCC representatives attended many college and career day/night programs. During May, a PRCC representative attended 22 awards day and graduation ceremonies. Nearly 50 percent of the seniors in the district were extended scholarship offers. A total of 1,251 scholarship offers were extended to high school seniors in the PRCC district.

The Office of Recruitment and Orientation also arranged numerous private tours and appointments with faculty, staff and campus administrators for prospective students.

The River Navigators student recruitment team assisted with several events throughout the school year. Eleven students from all six counties serve on the recruitment team.

Before Hurricane Katrina, PRCC had the largest enrollment in the history of the college. Looking to surpass the record, the Office of Recruitment and Orientation is looking toward the future with great hopes and expectations by recruiting a more diverse student body and new ways to attract non-traditional students to the campus. New innovative recruitment ideas are being prepared.

The summer of '08 schedule includes full-scale orientation and registration sessions for both students and parents on all campuses.

With the continued assistance of the faculty, staff and administration here at Pearl River Community College, the Office of Recruitment and Orientation will continue to strive to meet the needs of our district.

Recruiting Highlights

Fill the Stadium - Approximately 100 high school juniors, seniors and their parents were guests at a PRCC football game in October.

Counselors Information Day - High school counselors from the PRCC district came to Poplarville for an informal information session, campus tour and lunch in January.

Scholars Night - Sixty-three high school seniors and their parents got acquainted with PRCC's course requirements, scholarship and financial aid opportunities at a February dinner followed by entertainment.

Allied Health Tour Day - More than 150 high school students toured the health-related programs at the Forrest County Center in March.

Spring Fest - Approximately 700 high school seniors gathered at Shivers Gym in April to get information about academic and career education programs, hear the Jazz Cats perform and tour campus.

Early Orientation and Registration - Almost 125 high school seniors registered for summer and/or fall classes in April and 57 parents attended orientation.

High school seniors from Pearl River's district capped off their Spring Fest visit with pizza.

Alumni Milestones

Owens giving back to alma mater

When Gene Owens came to Pearl River Junior College in 1971, he reunited with kids he'd known most of his life.

Owens went to elementary and junior high school in Sumrall before his family moved to Purvis. After graduation from Purvis High School, the next step was Pearl River.

"We all convened at PRC, all the kids I grew up with," he said.

After settling in on the third floor of Huff Hall, Owens discovered the world was larger than Lamar County, meeting students from Columbia, Picayune, Bay St. Louis.

"You got three or four chances to make friends," he said. "You'd see somebody and strike up a minor conversation. Then another day, you'd see them and have a bigger conversation. What makes the circle come all the way around, I call on all these people now."

Owens, the owner of Owens Business Machines in Hattiesburg for 25 years, recently joined the Pearl River Community College Development Foundation Board of Directors. He agreed to serve, he said, to give back.

"I've got good memories there," he said. "You don't realize until you go back what you had. It was my foundation."

Pearl River prepared Owens to move on to the University of Southern Mississippi.

"It was more like a 13th grade, a continuation of what you had in high school," he said. "The teachers knew you by name and they cared. That built the best foundation for senior college. You were a name down there, not a number. When I got to Southern, I realized I was on my own."

Owens remembers several teachers as outstanding, especially Mrs. Elizabeth Alsworth in history, A.H. Dunagin in biology and J.C. Arban in math. He didn't join any clubs but played intramural football.

"We were probably one of the worst teams, but we had a blast," he said. "It was backyard football to us. It was good, clean fun down there. If somebody could muster up a trip to Hattiesburg for a pizza, it was a big deal."

After earning a business degree from USM in 1975, Owens took a sales job with IBM.

Gene Owens today and in the 1973

He opened Owens Business Ma franchise for personal computers.

He and his wife, Brenda, are the joined his father in the business. Tl Presbyterian Church where Gene C member of the Rotary Club and an

Alumni take top awards at Forrest General Hospita

Two graduates of PRCC's associate degree nursing program recently received top honors at Forrest General Hospital in Hattiesburg.

Sara Slade, R.N., was named Nurse of the Year, and Debbie Bounds, R.N., received the Patient Choice Award.

"To have these graduates receive these awards out of all the nurses at Forrest General speaks volumes about the quality of our students," said Peggy Dease, M.S., R.N., director of nursing education. "We try hard to teach them to excel. They represent us well."

Slade, who lives in Purvis, graduated from PRCC in 1996 and began working in the post anesthesia care unit immediately after graduation. She is certified in advanced care life support and pediatric advanced life support and as a basic life support trainer.

She is a member of several professional organizations and has served as president of the Mississippi Society of PeriAnesthesia Nursing.

She credits the instructors at PRCC with teaching her and others the skills and caring that led to her receiving the Nurse of the Year honor.

"It's that clinical, nurse-patient relationship we've been taught," she said. "The instructors give you one-on-one attention. That's always been a plus for me. The nurses we get here from PRCC are always outstanding."

Bounds, who has worked at Forrest General for more than 17 years, was an emergency room technician and coordinator until taking educational leave to earn her

Slade

Bounds

patient inform Bounds said.

"You've got she said.

At least 10 P nominees for General said, nurses and lic

ldcat yearbook

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rents of a son, David who has
amily attends Westminster
ns is a deacon. He's also a
d saltwater fisherman.

sing degree. She graduated from
CC in 2000.
just feel like PRCC nurses are
ter," she said. "I did a lot of hands-
training. My teachers were
nderful."
he Patient Choice Award is given to
employee nominated by a patient.
ing at the bedside and keeping the
re the hallmarks of a good nurse,

ave good communication skills,"

graduates were among the
se of the Year, officials at Forrest
hospital employs 1,014 registered
d practical nurses.

PRCC's first black nursing graduate overcame background to succeed

Pamela Johnson Rowsey's lengthy resume belies the disadvantages of her childhood.

By all rights, the strikes against the Pearl River Community College alumnus should have doomed her from the start.

She was born black, in the Deep South, to impoverished parents who were both dead before her second birthday.

"By society's standards, I should have been a negative statistic," Rowsey said during a telephone conversation from her home in Chapel Hill, N.C.

Rowsey today and at PRCC

But the lessons instilled by the late Oneida Gaddis, the aunt who took the young girl into her home, and Rowsey's own determination moved her into the positive column.

"I always tell students and my kids there are only two things you have you can hold on to - your integrity and perseverance," she said.

Rowsey attended public school in Picayune where she and her best friend, Priscilla McCaskill Alston, completed graduation requirements a semester early.

She recalls the summer she was tired of going to school and agreed to take a job her aunt lined up with a janitorial service. Before the first day was out, Rowsey quit the job and called her aunt for a ride.

"Priscilla talked me into taking classes that summer, so we could get out of school sooner," Rowsey said. Gaddis agreed to pay for a summer school class but told her niece she couldn't provide transportation.

"We had a definite plan after that," Rowsey said. "We took English that summer, rode our bikes to school."

The girls enrolled at Pearl River for the 1972 spring semester.

"We lived at home and rode the bus," Rowsey said. "We had a good time. I remember the student body being a lot like a family. It was an easy transition from high school for me."

She took general academic courses the first semester and enrolled in the nursing program in the fall. She recalls the help of then-director Charlotte Odom.

"It was a scary time," she said. "I was young and the first black student in the nursing program. I remember the nurturing."

One of the teachers she encountered was Norma Hammill, who taught Rowsey chemistry in high school and anatomy and physiology at PRC.

"She was awesome," Rowsey said. "When I was at the W, I really didn't have to study for the science courses. I had such a good foundation."

Hammill remembers Rowsey as an excellent student and very goal oriented.

"She was always very polite and was careful to do everything that I asked of her in class," Hammill said. "She was especially excited about chemistry laboratory activities. During this time at Picayune Memorial High School, students were extremely motivated academically. Many of Pamela's classmates were children of NASA employees; students whose parents were very involved in their academic pursuits. For Pamela to have achieved in this environment says much about her determination and perseverance. I am sure that she realized that the only way to success in life was to obtain an education. She overcame many obstacles at a time when it was especially difficult for a young Afro_American lady. Her remembrance of me as having made an impact upon her academic success means so much to me at this time in my life."

In 1974, Rowsey received her Pearl River nursing degree, the first of many to come: bachelor's in nursing in 1978 from Mississippi University for Women, master's in mental health nursing in 1980 from University of Southern Mississippi, PhD in kinesiology in 1993 from University of Michigan. She has completed post-doctoral work in physiology, neurobehavior and chronic illness at the University of Michigan and the University of North Carolina.

After graduating from PRC, Rowsey held staff nurse positions at hospitals in Jackson,

Continued on page 16

Business services

Roger Knight, dean

Pearl River Community College's Board of Trustees approved a $47 million budget during the regular board meeting held on June 10, 2008.

The $47 million budget for the fiscal year 2009 includes both restricted and unrestricted funds. The institution's unrestricted budget for FY 2009 grew by $1.2 million while the restricted grant fund budget experienced a $55,000 increase.

Some of the primary areas responsible for the increased growth in the unrestricted budget include salaries and fringe benefits, as well as increases in operational support funding for the programs and departments throughout the institution.One of the greatest challenges for the FY 2009 budget was to meet the growing cost of fuels and utilities.

Revenue projections for the fiscal year 2009 reflect an increase in state funding, while funding support from Pearl River Community College's six-county district showed a slight growth as well.

The student tuition for the 2008-09 year will increase by $40 per semester to $850. Due to the rising cost in utilities and food services, the college's room and board fees will increase $200 per semester as well.

PRCC has awarded a 5 percent salary increase to its faculty and staff, effective July 1. The annual salary increases have been a key focus of the administration over the recent fiscal years in an effort to improve the institution's salary ranking within the Mississippi community college system. Such positioning has enabled the institution to attract the very best in faculty and staff.

Pearl River Community College continues to be financially sound.

Rowsey

Continued from page 15

Columbus and Starkville while still going to school. She taught in Alcorn State University's nursing program in Natchez in the early 1980s.

From 1981 to 1987, Rowsey served in the U.S. Army Nurse Corps in both nursing and educational positions. Her military career continued in the U.S. Army Reserves until 1992.

Her academic career included teaching positions at the University of Michigan before she was named an assistant professor in the University of North Carolina School of Nursing in 1996. Rowsey was named associate professor with tenure in 2002 and student counselor in the Office of Multicultural Affairs in 2005.

Rowsey has received numerous academic and professional awards, including being inducted into the Picayune School District Hall of Fame and giving MUW's convocation address. She also received the Alumnae Achievement Award.

She and her husband, Kevin, are the parents of two children, Joshua, 16, and Jessica, 13.

Rowsey said values taught by her aunt and the hard work required to earn that first degree at Pearl River kept her from becoming a negative statistic.

"It wasn't always easy," she said. "If you work hard, go that extra mile, you can get there. It's a means to an end ... you may have to give up some things ... it's a process.

SGA officers for 2008-09 are, from left, secretary Keho Ly of Columbia, president Michael Aultman of Prentiss and vice president Annie Chu of Poplarville.

CELEBRATE 100 years of PRCC history on Sept. 8.

Pearl River Community College Alumni Association

Name_____

Spouse's name_____

Address_____

City/State_____ Zip Code_____

County _____ Phone_____

E-mail Address_____

Did you Attend PRCC?_____When?_____

Did Spouse Attend PRCC?_____When? _____

Marital Status: ❑ Single ❑ Married ❑ Divorced

❑ Other____

Occupation_____

Employer_____

A Matching Gift Company? ❑ Yes ❑ No

Method of Payment: ❑ Cash ❑ Check ❑ MSA ❑ Mastercard

Account Number_____ Exp. Date_____

❑ Billed quarterly (min $100) ❑ Payroll deduction (PRCC employees only)

LEVELS OF GIVING

Magic Maker	$10,000 & above ($1,000 yearly)
River Navigator	$1,000-$9,999
Gold Explorer	$500-$999
Maroon Voyager	$100-$499
Pearl Discoverer	$25-$99

GIFT GIVING

My Gift to the Annual Fund in the amount of $_____ is pledged for:

❑ Unrestricted - For college's greatest needs

❑ Restricted for _____

_____

❑ Athletics (specify sport) _____

❑ Scholarship(s) in memory of _____

_____

_____

Checks should be made payable to:

Pearl River Community College
Development Foundation
Box 5389
Poplarville, MS 39470

You can also phone 601 403-1183/1182 to become a member.

The Alumni Association wants to hear from you!

The Alumni Association would love to hear from successful Wildcats. The association would like to highlight recent career advancements, achievements or entrepreneurial ventures involving our family of alumni. This information should include name, place of business, years you attended PRCC, a picture if applicable, a brief summary of the achievement and how Pearl River helped to prepare you for this success. The entry selected will appear in an upcoming edition of RiverSide. Please send your entry to:

Alumni Association
101 Highway 11 North
P.O. Box 5389
Poplarville, MS 39470

GRADUATION 2008

More than 500 students received diplomas and certificates on May 16 from Pearl River Community College

Approximately 670 students completed the requirements for degrees or certificates in the past year. Of those, 511 participated in graduation.

"I didn't know if I was going to make it," said Joe Johnson of Poplarville. "I've been here six years."

Two tours of duty in Iraq with the Marine Corps Reserve unit interrupted Johnson's studies.

"I wanted to get this before I die," he said while waiting to march into the Forrest County Multi Purpose Center.

Johnson

He plans to transfer to the University of Southern Mississippi to major in political science.

PRCC President William A. Lewis told the graduates they are prepared to move into the workforce or continue their higher education.

"Your degree from this historical institution symbolizes that you have gained the knowledge and skills to succeed in life," he said.

Graduates

Bassfield - Laterrica Applewhite, Dewayne Hathorn, Anthony Ray Johnson, Ashley R. Kirby, Willie D. McLeod, Regina Reese, Patrick Anthony Thompson.
Batesville - Sean Perkins.
Bay St. Louis - Amanda L. Bermond, Marion Labat, Synthia Peek, Jeremy Kyle Sick, Morgan Leigh Necaise and Brent J. Seelson.
Beaumont - Ryan Bolton.
Biloxi - Danielle Rae Bartram and Robert C. Turley.
Brandon - Charles B. Varnell.
Byram - Sherrion Jonitra Thomas.
Carriere - Kevin Allen, Summer J. Bauer, Walter Black, Robert S. Bliss, Neil Braun, Brandy Nicole Burchfield, Aaron S. Cacioppo, Paul Chad Douget, Krista L. Gaude, Shawna N. Guidry, Robin Starr Gutierrez, Brandi Hatten, Melissa D. Henry, John Henry Honsinger, Miranda A. Johnson, Ashley M. Kellar, Sean Patrick Kelly, Mark W. Kinchen, Rebecca Marie Kinchen, Ray E. LeBlanc, Hannah R. Lumpkin, Benjamin Mayfield, Jennifer N. Mclerine, Lisa Anne Odom, David Nathaniel Pearson, Anthony Morris Pohlmann, Andrew J. Reish, Valerie Nakeitha Robinson, Jennifer S. Simmons, Landy Robert Smith, Madelyn Marie Spiers, Danielle A. Thigpen, Jonathan K. Trahan, Joshua E. Wagoner and Brett K. Weller.
Carson - Shannon L. Smith and Kristen B. Stamps.
Clinton - Matthew Hagar.
Collins - Amanda Michelle Barrett, Marita N. Hall and Tori S. Keys.
Columbia - Angela Strickland Ada, Kala M. Baughman, Alecia Gail Breakfield, Elgin H. Broome, Morgan L. Buckley, Brandy N. Burge, Alicia S. Carter, Audra L. Delancy, Charlton O. Ford, Jennifer Denise Franklin, Shakeshia Harris, Shontel Nichole Harvey, David D. Hobgood, John W. Hoffman, Zachary Scott Hurst, Kecia Danielle Jefferson, Jason Allen Johnson, Amanda G. Jones, Jeffrey Moore Magee, Paul L. McElroy, Alison K. Myers, Rose M. Oliver, Andrew W. Peavy, Jerry Pirkle, Brandon Dean Powell, Tamara K. Rawls, Cindy H. Robbins, Marquita Roberts, Ramie W. Russell, Limon Dartanya Stepney, Angel Maria Thiac, Jared J. Thompson and Jessica E. Thompson.
Diamondhead - Kyle Edward Boehl, Zachary Lee and Theresa L. Martinez.
Ellisville - Heather Renee McCaskill and Brenna Elise Welch.
Foxworth - Jarvis M. Bolton, Krystal Leshay Broom, Danny Charles Crawford, Rachel E. Davis, Sabrina N. Fortenberry, Bridget L. Lively, Kaylyn Marlene McLain, Melissa A. Patterson, Vanessa Pittman and Donna Lynn Powell.
Gautier - Cornelius D. Hurd.
Gulfport - Chelsea Blotsky, Melissa Hilliard and Keneta Michelle Staples.
Hattiesburg - Ratasha Atkins, Felecia D. Bell, Eddie E. Bledsoe, Janice M. Brown, Heather R. Burchfield, Constance L. Burnside, Terrance J. Calcote, Haley Anne Carswell, Frederick F. Chestnut, Albert Claps, Jerome B. Clincy, C. Barrett Cobb, Tonya L. Courtney, Laura Leigh Cummins, Gary R. Dean, James Arthur Dedeaux, Brandon K. Denis, Princess Dillon, Clemon J. Ector, Shane M. Ellis, Adrian S. Gay, Chantanna Denese Gholar, Frederick T. Guin, Janna E. Haigler, Kimberly Hall, Dominique D. Harris, La'Kesha C. Haynes-Myers, Dustin Helton, Jacob R. Hollingsworth, Keisha K. Hollingsworth, Helen Virginia Howard, Margaret Ree Graves Hull, Wanda Husband, Darion D. Hyche, Jamarcus Jermain Jackson, Jarrod B. Jackson, Joseph E. Jackson, Leslie Marie Jeffcoat, Titus Jefferson, Heather Mikel Jenkins, Tonya R. Jenkins, Toney T. Johnson, Jennifer M. Jones, Katrina Nicole Jones, Michele P. Jordan, Jessie N. Keyes, Valerie Nicole King, Sylenia Marie Lawrence, Amanda M. Lee, Kindall Benard Leggett, Lakisha Liddell, Robin Adeline Ligocki, Brandon R. Lindsey, Lashonda Denise Lofton, Tabitha Nicole Lott, Joycelyn May, Natasha M. McGill, Mallory L. McGlothin, Ebonnie McKeller, Judith Mellard, Lacey Mixon, Christopher W. Mizell, Darrius Nash, Twyler Nash, Justin Keith Newell, Christopher R. O'Neal, Courtney Lauren Patterson, Latoya Catrice Pittman, Ruby D. Posey, Thomas L. Robinson, Mika A. Rodrigue, Kyla M. Rogers, David S. Rouse, Christine Rachelle Royals, Jennifer Patrice Rushing, Keshia Dan'yell Russell, Mary Paige Saliba, Jessica C. Sampson, Anthony D. Shaw, Keshia Margie Silas, Kevin Dewayne Silas, Ashleigh T. Simonton, Deshannon D. Smith, Laken A. Stamps, Joshua Kyle Stevison, James M. Stewart, Laquanya S. S. Stewart, Lacey E. Stinson,

Graduates

Karen Taite, Michael David Thibodeaux, Donielia R. Thomas, Caleb Y. Trotter, Lebaron K. Weathers, Annette Ezell Wheat, Issac T. Wheat, Joshua B. Wiley, Aaron Jermaine Williams, Aprille A. Williams, James A. Williams, Michael P. Williams, Meagan L. Wilson, Dermario H. Young, Robin Leeshandra Young and Stephanie Lynn Yowk.

Jackson - Terrence Handy and Nicole D'andria Lowe.

Kiln - Ashley M. Allison, Ryan H. Bland, Thomas E. Brown, Nathan Cooley, Darlene M. Fowler, Thomas Joseph Koenenn, Heather L. Ladner, Sarah Fricke Ladner, Brandon C. Necaise, Felicia Katherine Ross and Heather Dionne Shaw.

Laurel - Casey Brianne Carter.

Long Beach - Peter R. Macnicol.

Lucedale - Jarred Cooper, Donald Matthew Eubanks and Justin L. Silas.

Lumberton - Debra Lashoun Buckley, Zachary S. Cameron, Brandy Cunningham, Britt G. Diamond, Melissa Diamond, Alicia Flynn, Katherine E. Holcomb, Robert Daniel Holston, Mitchell A. Hoppe, Charles Howard, Robert Earl Lancaster, Larry Wayne Price and Jonathon B. Smith.

Magee - Heather Alyce Prince and Jessica R. Styron.

McLain - Amanda K. Henderson.

McNeill - Amy Keene, Sara A. Penton and CaSondra D. Pittman.

McComb - Jason Ray Carter.

Moselle - Lauren M. Wheat.

Moss Point - Jeremy L. Stewart.

Mount Olive - Mallory L. Batte and Elizabeth Ann Sullivan.

New Hebron - Walter Gatlin and Thomas Jasper Lee.

Nicholson - Laura M. Carver and Leslie Michelle Miller.

Oakvale - Gregory Sharonne Young.

Pass Christian - Gerald Lee Howard and David Ladner.

Pearlington - Amy L. Bordelon and Jessie W. Woods.

Perkinston - Victoria Craig, Loretta L. Crocker, Kendra Lynette Cuevas, Jenna Dubuisson, Jessica L. Dubuisson, Deven Nicole Fejka, Cyntria L. Monroe and Shelly L. Garrett Sutton.

Petal - Andrew L. Cartlidge, Rochelle Franklin, Shannon Harvison, Nicholas Ryan Kinsey, Christian Laubscher, Dorian Demario Leggett, Charles Scharra Moore, Amanda G. Morris, Brianne S. Nobles, Justin H. Peacock, Jason Pritchard, Lenora A. Robinson, Timothy D. Ruhnke, Sherrel Davis Shoemaker, Zach Scott Tisdale and Megan Eileen Underwood.

Picayune - Miranda Ada, Scott Boyd Anglin, Branissa Ann Baum, Margaret Thompson Blackwell, Emily Raye Brunet, Jessica Burch, Tabitha L. Burque, David N. Calloway, Victoria Carlisle, Karen Lea Castigliola, Paul Curtis Cook, Misty R. Craig, Ashley P. Davis, Justin K. Deloach, Courtney R. Dickens, Cruiz J. Dugas, James W. Flynn, Deborah Frierson, Brittany N. Furr, Brett C. Grantham, Mark Guchereau, Demethia Hardaway, Justin Lawerence Harding, Reginald Harris, Zachory T. Hoot, Keel Roman Huber, Farren Jackson, Clara L. Jacomet, Rita N. Jarrell, Andrea Johnson, Kristen Jean Kaye, Steven King, Sean D. Ladmirault, Candace E. Lee, Trevor D. Lee, Nicole Leidelmeyer, Ebony Nicole Lewis, Brian C. Loveless, Tori Lynn Lumpkin, Requita Shauntell Magee, Corene L. Martin, Alanna M. McRee, Samantha N. Mitchell, Tiffany Morris-Lopez, Victoria E. Phillips, Andrea C. Pierce, Robert L. Pullens, Jonathon A. Reeves, Lisa Marie Relan, Matthew J. Richm, Brandon Kyle Robbins, Betty Robinson, Neugolca Rosario, John P. Rose, Tara L. Shannon, Jessie Shane Sherrer, Cody Matthew Shumaker, Crystal Y. Simmons, Melonie Smith, Brandy Allien Stockstill, Lisbeth Ann Sutton, Krystal C. Taylor, Amanda N. Tolar, Melody White, Jacqueline Woodard and Sherry Y. Young.

Poplarville - Jennifer M. Bennett, Jessica M. Dunn, Alexander Ford, Rebecca J. Griffin, Matthew Hagwood, Bridget Hannaford, James Hudnall, Leila M. Jaar, Joseph E. Johnson, Tammy Kelly, Brittany L Krutzfeldt, Elizabeth Kupfer, Lauren M. Ladner, Rowdy Lee, Shundra Lewis, Kasey L.Manning, Phillip McGill, Rickey D. Raine, Erica Rector, Patricia D. Rodriguez, Recinda M. Roth, Trent Smith, Shanda St. Pierre, Jake Ryan Staten, Heather C. Stockstill, Kara Strebeck, Whitney B. Sumpter, Margaret M. Sumrall, Jennifer Rae Snell Theriot, Keidra N. Travis and David K. Vaughn.

Prentiss - Michael M. Aultman, Latasha M. Betts, Towana M. Blackman, Charles R. Coleman, Robert C. Dale, Erin K. Fortenberry, Thomas E. Gray, Anquenette N. Holloway, Lashundra D. Hooker, Jazma C. Jefferson, Onesimus E. Magee, Sherrod D. Oatis and Carrie C. Williams.

Purvis - Jason T. Anderson, Tiffany Wayne Anderson, Benjamin R. Breland, Brandy S. Daigle, Laurel N. Davis, Russell Hollinan Davis, Christy Ann Dolen, Kaylee C. Etheridge, Leila G. Fortenberry, Eric W. Fowler, Jennifer Gandy, Amanda Gibson, Timothy C. Heldt, James Holden, Lauren M. Jackson, Kyle M. Lindsey, Sara Corinn Purvis, Dustin M. Robinett, Gabrielle G. Savala, Jared Slade, Brittney P. Smithey, Shaneka R. Strahan, Stephanie Jo Stuart, Bonnie Tillman and Phoebe Scallan Trahan.

Raleigh - Brandy H. Musgrove.

Richton - Joshua Freeman and Brett L. Renfroe.

Sandersville - Diana L. Ada.

Sandy Hook - Anshonna Brennique Thompson.

Saucier - Robin Celeste Stone

Seminary - Rebecca Cheyenne Barnard and Christie Suzanne Thompson.

Shubuta - Tara Lee Gandy.

Summit - Janice Karas.

Sumrall - Jenny Rae Baker, Leah D. Broome, Lindsay Michelle Graham, Cathy M. Harrison, Charles Hennis, Jessica N. Lanham, Sherika McLaurin, Kelly A. Pierce, Theresa R. Pittman, Stephanie Saliba, Holly Leanne Saucier, Jeremy Shane Sumrall and Reva Dawn West.

Tylertown - Kayla Suzanne Stevens and Jeremy Woodard.

Vancleave - Viktoria A. Ferencak.

Waveland - Leigh Chapman.

Waynesboro - Quenyata McCann.

Wiggins - Tammy R. Ferrell and William C. Walker.

Woodville - Chase Montrell Robinson.

Out-of-state graduates

Wasilla, Ark. - Jake N. Wade

Columbiana, Ala. - Brandon L. Burns

Clearwater, Fla. - Theodis Wilson

Miami, Fla. - Kion Renard Wilson

Shalimar, Fla. - Craig A. Marshall

Bogalusa, La. - Yulanda T. Dyson, Aaron R. Runfalo and Jessica M. Willard.

Houma, La. - Calla J. Daggons and Kristin Domangue.

Lacombe, La. - Amanda Garrity.

Pearl River, La. - Katy L. Konrick.

Slidell, La. - Rhonda Joyce Buie-Gibson, Paula E. Peyronnin and Michael Scott Tebbs.

Hancock Center

Maggie Smith, director

PRCC's Hancock Center in Waveland offers students on the Gulf Coast an alternative to traveling to Poplarville to take their basic college courses.

And a recent survey of students enrolled during the spring semester showed almost 60 percent of them are traditional college students, 20 years old or younger.

The Hancock Center opened in January 2005, and 193 students were enrolled on Aug. 25, four days before Hurricane Katrina flooded the building and destroyed its contents. Enrollment dropped to 43 students by October, but the center stayed open in temporary quarters. The newly-renovated Hancock Center reopened in January 2007, and fall semester enrollment jumped past the pre-Katrina numbers to 203.

The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) recently approved offering more than 50 percent of the courses required for an associate degree at the center. A site visit by a SACS committee later this year is part of a lengthy process to offer degrees at the Hancock Center.

Courses added to the schedule this year include biology I and II with labs, health and physical education, computer concepts, art for elementary teachers and American government. A principles of accounting course was added at Stennis Space Center.

The center also offers Workforce Education courses, including English as a second language, computer classes through the adjacent WIN Job Center, Occupational Safety and Health Administration classes, geospatial technology classes and employee training through WIN, the Hancock Medical Center and Hollywood Casino. A new welding center will be open in time for the fall semester.

The library recently was expanded and re-equipped, offering 2,200 books, 28 computer titles, 181 audiovisual titles and several online databases.

The computer lab is equipped with 21 New Gateway 6.5 Profile desktop computers and a wide range of software.

In addition to the programs at the Hancock Center and Stennis Space Center, the aviation maintenance technology program is housed at Stennis International Airport in Kiln. Students in Proficiency or an Associate in Applied Science Degree. Students who complete the program are qualified to take the FAA examination for certification as an Aviation Maintenance Technician and for jobs with such companies as Lockheed Martin, Rolls-Royce, NASA and Pratt and Whitney.

The Hancock Center is also home to the Wave art gallery, a partnership between PRCC and The ARTS of Hancock County. The gallery is open from 8 a.m. to 8 p.m. Monday through Thursday and until 4 p.m. on Friday. The works shown in the gallery change on the last Friday of the month, the occasion for Final Fridays. Patrons enjoy hors d'oeuvres and entertainment along with the artwork from 5 to 7 p.m. on the last Friday.

Information Technology

Steve Howard, director

One of the primary areas of focus for the Division of Information Technology during the past year has been to enhance the protectection of student and faculty information stored in college data base systems. As part of this effort, all students and faculty have been issued new system-generated identification numbers. These numbers will replace the social security number as the primary means of identifying student records. The ID card system database was migrated to a new server so that all ID cards can now be printed with the new number. Other systems, such as the library card catalog, cafeteria meal system, Blackboard, Mississippi Virtual Community College and the Wildcatweb, were modified to recognize the new ID number. Security of sensitive student information, of course, poses a major concern for the college. These measures will provide an additional layer of protection in safeguarding student information.

A significant effort has been made to consolidate the variety of usernames and passwords used by students to gain access to college services. As a result, students now have fewer user names and passwords to remember. Plans are still being finalized to move the college toward implementing a "single sign-on" and password management portal. This portal is scheduled to be implemented during the spring semester.

Expansion and enhancements to the Internet services for students and faculty continue to be deployed. Available bandwidth has been increased to a 50MBps Metro-E circuit. The capacity of wireless Internet services was significantly increased in the Men's and Women's Suites. Additional upgrades are planned for the fall semester that will allow students to connect to the Internet using the faster 802.11n standard. Also planned for the fall semester is the expansion of wireless Internet services for some additional residence halls and classrooms.

A number of departmental computer labs were upgraded with new software and hardware during the past year. A new computer lab for the mathematics department was established at the Forrest County Center in addition to a complete replacement of all equipment in the FCC Computer Science lab. Plans are being finalized for major enhancements to increase the use of instructional technology throughout the college. As additional funding is secured, the college will continue to implement and embrace the use of new technology to support the learning environment.

Planning and Research

Dr. Rebecca Askew, Chief Planning Officer

The Office of Planning and Research is the primary unit for activities relating to institutional planning, research, personnel evaluation, professional development and grant proposals. This office also serves as the official liaison for Pearl River Community College with the Southern Association of Colleges and Schools (SACS). Institutional effectiveness is often defined as the extent to which a college is meeting its mission and achieving its goals as demonstrated by a comprehensive, integrated, participatory planning and evaluation process that focuses on improvement in all aspects of college operations and educational outcomes. An important responsibility of the Office of Planning and Research is to study and analyze the effectiveness of the educational programs and services which are available at Pearl River Community College; therefore, the college must engage in continuous review of its purposes, policies, procedures and programs. Effectiveness must be evaluated, and the results must be used for improvements.

In order to coordinate and analyze efforts regarding institutional planning, research and effectiveness, the Office of Planning and Research prepares and publishes a number of documents which review progress in all areas of the college, including instruction, student services and administration. These include the Institutional Planning and Effectiveness Documents and Strategic Plan and Internal Performance Indicators Reports.

A number of other forms of planning and evaluation are coordinated by the Office of Planning and Research and utilized throughout the year. These include program reviews, evaluations of personnel and various surveys. Results from these assessment tools are shared with committees, focus groups and others and are often used for determining the need for improvements.

The PRCC Fact Book is prepared annually by the Institutional Research Specialist and published and distributed to various college personnel. The information in this publication is useful in a number of ways, including the identification of trends which can lead to the need for changes in specific locations or programs.

Bill Ray, center, president of Asbury Foundation, met with Pearl River CommunityCollege officials in January to present a grant of $262,241 to the radiography program at the Forrest County Center. With Ray are, from left, program director David Armstrong, PRCC President William Lewis, radiography instructor Hope Husband and Forrest County Center Dean Cecil Burt.

During the 2007-2008 school year, a number of grant proposals were submitted to various foundations and organizations. Awards included the following: Asbury Foundation for medical radiologic technology equipment, $262,241; Lower Pearl River Valley Foundation for Healthy People Now!, $50,000; Lower Pearl River Valley Foundation for nursing education equipment, $46,311; Mississippi Department of Transportation Enhancement for tree planting, $15,000; Lower Pearl River Valley Foundation for Transition Program, $1,950; and Lower Pearl River Valley Foundation for Women's Health Symposium, $15,000. Several other grants were received through the United States Department of Education and the United States Department of Labor.

Personnel in the Office of Planning and Research also coordinated the second Pearl River Community College Women's Health Symposium. About 200 women attended the event which offered free screenings for blood pressure, blood sugar, bone density, cholesterol, hearing and vision. Concurrent sessions gave participants an opportunity to learn more about diabetes, healthy relationships, legal issues for women, stress management and women's health issues. Dr. Sally Karioth, nationally recognized nursing instructor, was the featured speaker during the general session.

Tessa Bullock of Hattiesburg Clinic does a glaucoma test on Cheri Graham of Hattiesburg during the Women's Health Symposium.

The Office of Planning and Research is also responsible for updating and distributing the Policy and Procedure Manual and for preparing and distributing the Institutional Effectiveness Newsletters. Activities associated with the implementation of professional development opportunities are also coordinated in this office.

Each year new and different ways to measure effectiveness are being utilized. The college is always striving to find ways to improve its role of educating students to meet the challenges of today and preparing them for the future.

Workforce Education

Scott Alsobrooks, director

The Pearl River Community College Workforce Education department competed for and won numerous grants during the past year to support several new and on-going program. They include:

- A National Science Foundation award to assist in the start up of the Electrical Utility Technology (Lineman) program. This three-year grant for $450,000 will be utilized to solidify and sustain this unique technology program.

The Forrest County Industrial Park Commission granted PRCC approximately 22 acres adjacent to the Woodall Center to house this program. Enrollment for this program has exceeded expectations to date, and there is a waiting list to enter. The first graduates to earn the associate in applied science degree completed the program this May.

- A $1 million Department of Labor Workforce Innovation and Regional Economic Development (WIRED) Grant in partnership with MGCCC and JCJC. This grant will be utilized to strengthen the manufacturing sector in our region, especially metal working companies such as shipbuilders, petroleum hardware and industrial products. The State Board for Community and Junior Colleges matched the federal grant with a $750,000 Challenge Grant to fund many of the skills training needs associated with the WIRED Grant.
- A grant of $400,000 from the Mississippi Department of Employment Security to continue successful activities stemming from the Pathways to Reconstructing the Mississippi Gulf Coast following Hurricane Katrina. This grant will support the Construction Equipment Operations Program, welding and construction trades training.
- A $45,000 grant from the Montgomery Institute in Meridian. The program, MyBiz Mississippi, is provided to assist small communities in encouraging entrepreneurial activity.

PRCC instructor Dale Miller, left, explains the industrial maintenance classroom at the Woodall Center to Ed Tucker of Forrest General Hospital. PRCC hosted the ADP's Business After Hours in January at the Woodall Center.

Students in the Pearl River Community College construction equipment operators program work on the site preparation for new Poplarville Athletic Association fields.

PRCC and the Occupational Safety and Health Administration set a new precedent in January with the signing of an agreement making OSHA a training partner in the Electrical Utility Technology Program.

"As far as I'm aware, this is the first agreement of its type with the electric utility training field," said Courtney Bohannon, compliance assistance specialist with the Jackson area OSHA office. "We're going to be partnering with the school and the advisory board members in the program in an effort to reduce accidents and fatalities in the industry."

The program is driven by the utility industry and supervised by an advisory board composed of representatives of utilities and private contractors in south Mississippi.

"OSHA governs all safe workplace practices," Alsobrooks said. "This being a dangerous line of work, it's important that we provide the best knowledge and training possible to our students."

The Construction Equipment Operations Program doubled in size in the spring semester thanks to the donation of four pieces of equipment by the John Deere Corp. and Stribling Equipment as a part of a lease-loan arrangement.

"This program is just fantastic," said David House, southern district sales manager for Stribling. "It's going to fill a very big need."

John Deere and Stribling provided a motor grader, dozer, wheel loader and mini-excavator, valued at $750,000.

Twelve students already enrolled in the program trained with the new equipment and 11 students in the electrical utility technology program used some of it during the spring semester, Alsobrooks said. The new equipment will allow 12 students from the waiting list of more than 100 to start heavy equipment training in the fall.

Scott Alsobrooks was elected chairperson of the Mississippi Community College Workforce Directors' Association. He will serve a one-year term to coordinate activities among colleges and with the State Workforce Investment Board.

PRCC News

Dr. Eric Clark, executive director of the State Board for Community and Junior Colleges, met with the PRCC USA Today/Phi Theta Kappa All Mississippi Academic Team and PRCC President Dr. William Lewis at the state capitol. The students are, from left, Brenna Welch of Ellisville, Andrew Reish of Picayune and Elizabeth Milstead of Hattiesburg, all named to the second team; and Rach Selzer of Ceasar, first team.

Hornsby elected to MPE board

Dr. Benny J. Hornsby, a social studies instructor at PRCC's Forrest County Center, has been elected to the board of directors of Mississippi Professional Educators.

MPE provides continuing education, legal services and liability insurance for more than 7,800 employees of Mississippi's public and private schools, colleges and universities.

Hornsby also was recently inducted into Alpha Kappa Delta national sociology honor society, in a ceremony at New Mexico State University in Las Cruces.

Members of Phi Theta Kappa promoted PRCC and the college's Centennial at Poplarville's annual Blueberry Jubilee.

Williamson earns doctoral degree

Justin Williamson, an English instructor on the Poplarville campus, received his Ph.D. degree in English literature in May from the University of Southern Mississippi

Williamson's dissertation, "Metoikos: Modernism's Resident Aliens," surveys the work of five major figures of Anglo-American literary modernism, including D.H. Lawrence, Joseph Conrad, T.S. Eliot, Ezra Pound, and James Joyce. One chapter has been accepted for publication by Cambridge University Press in a volume of collected essays.

Williamson has previously published scholarly essays on the poetry of D.H. Lawrence and drama of the Elizabethan and early Jacobean periods.

An alumnus of PRCC, Williamson credits the college with playing a formative role in his academic pursuits.

"Pearl River faculty really challenged me to broaden my horizons," he said. "Now, as an instructor here, I have the opportunity to do the same for my students. I feel as though I've come full circle. I want to encourage all students to make the most of the quality educational opportunities offered by our college."

Williamson and his family live in Oak Grove.

Donohue named to honor society

Doug Donohue of Hattiesburg, a math instructor at the Forrest County Center, has been initiated into the Honor Society of Phi Kappa Phi at Mississippi State University where he is a doctoral student in community college leadership.

Donohue holds a bachelor's degree in math and biochemistry from the University of Southern Mississippi and a master's degree in education from the University of Alabama-Birmingham. He taught math, statistics and computer science at Oak Grove High School before joing the PRCC faculty three years ago.

He and his wife, Monica, are the parents of three children - Michaela, 14; Dakota, 12; and Savannah, 6. Monica Donohue teaches computer science at Oak Grove High School.

PRCC News

Cheerleaders move on to LSU

Two Pearl River Community College cheerleaders will be cheering next year for the Louisiana State University Tigers.

Ciara Gunn and Cord Cole, both long-time LSU fans, made the 36-person cheerleading squad after try-outs in April.

"It's going to be amazing," said Cole, 21, of Saucier.

Cole tore a knee ligament playing intramural basketball in February but made the squad based on his performance at LSU camps and clinics in the past.

They don't know yet whether they will be on the varsity or junior varsity squad.

"Where I'm placed depends on how fully recovered I get," he said.

The varsity squad cheers in front of the student section during football games and for the men's basketball games, Gunn said. The junior varsity cheers on the visitor's side and for women's basketball while both squads cheer at gymnastics and volleyball matches, she said.

Gunn, the 19-year-old daughter of Larry and Debby Gunn of McNeill, started taking gymnastics at age 4.

"I had older cousins that cheered," she said. "They'd teach me stuff at an early age."

She cheered for four years at Pearl River Central High School and two years at PRCC, where she was captain in 2007-08. She also was Miss PRCC Wildcat in 2007.

The thrill of going to LSU games as a child with relatives who live in Baton Rouge has stuck in her mind.

"I remember how exciting the atmosphere was," she said.

Gunn will major in radiology at LSU.

Cole, the son of Buddy Cole of Saucier and Cheryl Dutruch of Gulfport, attended the University of Southern Mississippi for a year before Hurricane Katrina interrupted his education. He has been a PRCC cheerleader and Gunn's stunt partner for the past two years.

He played baseball at Harrison Central High School and was a cheerleader there during his senior year.

"The reason I started cheering mainly was to stay in shape for baseball," Cole said. "I got to where I liked the competing part of it and realized I could get a scholarship so I pursued it."

Cole's sister, an aunt and an uncle are LSU alumni and following in their footsteps has been a long-time goal, he said. He will be majoring in construction management.

Gunn and Cole will make their debut, possibly as stunt partners, on Aug. 30 when LSU hosts Appalachian State University at Tiger Stadium.

Bass playing in Thailand

Music instructor Mike Bass is spending more than two weeksr touring Thailand with the Ambassador Brass quintet.

The group will spend more than a week in Bangkok after arriving on June 27 and then hit the road.

"We're going to several different cities in northeast Thailand for the next week or so," he said. The musicians will present concerts and master classesand serve as the adjudicating panel for the first Thai National Wind and Brass Competition.

"It's set up as an exchange through Indiana State University and one of the schools over there," Bass said.

Bass performed during the past year with the University of Southern Mississippi Brass Quintet. Dr. Daniel Kelly, a member of the USM ensemble, also performs with the Ambassador Brass and recruited Bass when the second trumpet player dropped out. The other members are from Indiana.

"It will be a blast, a different place, a whole different culture," he said.

Bass also attended the International Trumpet Guild Conference in June in Vanff, Canada. He performed in an ensemble, which got PRCC listed in the bulletin. PRCC was one of only two community colleges listed, he said.

Bass is assistant director of The Spirit of the River band.

Retirements

Jo Ann Eure

Office syterms technology instructor

Donna Matthews

Speech and theater instructor

Peggy Shoemake

Financial aid director

Ed Walley

Women's basketball coach

Pearls win national honors

PRCC's String of Pearls dance team was voted National Champion and third runner-up in the Collegiate Division II category in the American Dance and Drill competition in Denton, Texas.

Sunni Smith of Poplarville was named first runner-up in the solo dance competition.

Wildcat baseball finishes No. 2 in state, region

BASEBALL

PEARL RIVER'S WILDCAT baseball team finished second in the MACJC and Region 23 in 2008, losing to Meridian 6-1 in the state championship game then to eventual Division II World Series champion LSU-Eunice 12-9 in the regional final.

PRCC, which won the MACJC South Division to snatch hosting rights to the regional tournament, wrapped up its season with an impressive 39-21 record and boasted one NJCAA All-American in pitcher Kyle Lindsey. In addition, Lindsey, a Southern Mississippi signee, was one of three All-Region 23 selections which also included Michael Diaz and Ethan Burt.

Lindsey also joined Seth Edwards and Nick Smith on the All-MACJC team. Burt and Diaz joined pitcher Tyler Watkins on the All-MACJC second team.

Lindsey finished the year with a team-best 11-1 record. He struck out 106 batters in 97.1 innings on the mound and boasted a second-best 2.3 earned-run average behind Watkins' team-best 2.22. Josh Jones finished with a perfect 5-0 record and struck out 55 batters in 50.1 frames.

Burt and Diaz led the team with 16 home runs each and were first and second, respectively, in RBIs with 76 and 66. Edwards' .386 batting average was second on the team, while belting 12 homers and 44 RBIs. Smith led in stolen bases with 42 and batting average at .394, while smacking 43 RBIs.

As a team, the Wildcats batted .322 in 2008.

TENNIS

Olson lauds PRCC tennis teams' efforts

■ Wildcat, Lady 'Cat squads finish 6-10, 5-11, respectively

PEARL RIVER COMMUNITY College women's and men's tennis coach Jessica Olson touted her 2008 group was "the hardest group of workers I've had on and off the court."

Olson completed her third year as mentor of the two squads this past season.

"Academic or disciplinary issues didn't exist with these two teams," she added. "They were just a great group of players to work with."

The Lady Wildcat squad finished the season at 5-11, while the Wildcats were 6-10.

"On the court, every player improved tremendously throughout the year," Olson said. "I'm very excited to have so many players com

■ PRCC TENNIS, PAGE 26

GOLF

Porter leader of River golf team in 2008

■ Columbia Academy recruit finishes No. 7 in state, region

ADAM PORTER WAS THE gem of the Pearl River Community College golf team in 2008, says first-year head coach Trevor Lydic.

Porter finished tied for seventh with a two-day score of 149 in April 28-29's MACJC-Region 23 Tournament at Forest County Club and was just a stroke shy of qualifying for the nationals.

Porter shot rounds of 75-74 in the event. As a team, PRCC finished seventh in the tournament with a score of 631 (322-309).

"Adam is one of the best players in the entire state, "Lydic said. "He possesses great concentration skills and has the ability to fight through adversity.

"There were several instances when he had to battle the ele

■ WILDCAT GOLF, PAGE 26

Lady 'Cat softball falls just short of playoffs

SOFTBALL

PEARL RIVER'S LADY WILDcat softball team came within a whisker of making it into the post season, but came up a win short and ended the year at 27-10.

PRCC entered the year with high expectations and the program literally soared to unexpected heights by achieving first-ever NJCAA national rankings, but critical MACJC South Division losses saw the Lady Wildcats sitting at home when the post season rolled around.

Sixth-year head coach Leigh White, who guided the 2007 squad to a No. 2 and No. 3 finishes in the Region 23 and state tournaments, respectively, was obviously disappointed in this year's end result.

"In a lot of ways, it (season) was like a bad dream," said White. "We had one of the best teams in the entire league and then all of the sudden we were sitting at home when the post-season rolled around.

"It just goes to show you the importance of every division game. We lost a one-run game to Jones at Ellisville that was pivotal and two league games by two runs," she continued. "We had our chances but didn't take advantage of them.

"But this is, by far, the best team we've had in the six years I've been here and a 27-10 record is something our players, coaches, and fans can be proud of. You can't take anything from that."

The Lady Wildcats finished 8-7 in league play following their 3-1, 3-2 South Division victories over arch-rival Jones County in their season finale doubleheader.

All-Region 23 selections included Judy Barber and Jessica Du-

■ LADY 'CAT SOFTBALL, PAGE 26

'Cats, Lady 'Cats wrap hoops seasons at regionals

■ PRCC men finish at 17-11, women at 17-9

BASKETBALL

PEARL RIVER'S MEN'S AND women's basketball teams wrapped up their 2007-2008 season at the Region 23 Tournament at Mississippi College in Clinton.

The Wildcats, who also earned a berth in the MACJC Tournament at Itawamba CC in Fulton, ended its year with a 78-61 loss to Northeast Mississippi, while the Lady Wildcats fell to Itawamba 53-26.

PRCC's men finished their season at 17-11, while its women sported a 17-9 record.

Donte Smith was the only Pearl River hoops standout to cop post-season honors, as the freshman forward was named to the All-MACJC second team.

Lady Wildcat forward Latericia Booth and Wildcat center LeBaron Weathers were named to their respective MACJC South Division All-Star squads and will suit up with Columbus State (Ga.) and Arkansas-Pine Bluff this coming season. In addition, point guard Nicole Lowe signed on with Arkansas-Monticello.

Long-time Lady Wildcat head coach Ed Walley resigned the position following the season after leading the PRCC women to a 115-94 record during his eight years at the helm of the program.

Walley's PRCC teams routinely earned berths in the MACJC and Region 23 Tournaments. His 2002-2003 squad won the regional event and a berth in the NJCAA National Tournament played in Salina, Kan. He was named the region's 'Coach of the Year' that season with an impressive 25-5 record.

"I feel like it's time for me to move on," Walley said upon his resignation. "I've had some good years here and I feel like I left the program in better shape than when I got here. It's been a good eight years and I'll always cherish the time I spent here."

Toby Bush was hired as the new women's coach in early May. He arrives on the PRCC campus after a one-year stint as head coach Neosho County CC in Chanute, Kan., after serving as an assistant coach at MACJC members Northwest Mississippi and East Central and at the University of Memphis and Mercer University.

Athletic director and Wildcat head coach Richard Mathis enters his 18th season with the men's program this fall.

PRCC misses grid playoffs for first time in five years

FOOTBALL

AFTER WINNING AN AMAZing four consecutive MACJC state championships, Pearl River Community College's football team failed to even make the post-season playoffs in 2007.

The Wildcats entered the year ranked No. 1 in the NJCAA preseason poll, but dropped MACJC South Division games: the first to eventual state and co-national champion Mississippi Gulf Coast (24-17), Jones (33-28), and Southwest Mississippi (24-17) to KO any playoff hopes and finish at 6-3 overall.

Five Wildcat players earned post-season honors. LB Keon Wilson was an All-Region 23 selection and was named the division's *'Most Valuable Player'* for defensive backs. Other all-region players included DL Alex Ford, WR Roger Frazier, OL T.J. Harper, and punter Phillip Sullivan. The quintet also nabbed All-MACJC South Division honors, while Frazier was named All-South Division as a kick returner.

Two others earned All-MACJC second-team honors, including OL Nate Jenkins and DB Josh Wiley.

PRCC, which has won an unprecedented 19 state championships, most recently won titles in 2003 through 2006, as well as winning the NJCAA national championship in 2004 while playing for the title in 2006. Pearl River's 1961 squad also won the national title under head coach Dobie Holden.

Former Wildcat player Tim Hatten enters his sixth season as head coach in 2008.

PEARL RIVER TENNIS

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ing back with so much potential and a great work ethic."

Members of the women's team included sophomores Hannah Harris, Brittney Smithey, and Kara Strebeck; while freshmen included Elise Coston, Arianna Levine, and Courtney Spiers.

Members of the Wildcat team included sophomore Justin Barrett, while freshmen included Joseph Anderson, Jacob Aycock, Steven Georgian, Wesley Graham, Allan Langlois, Kasey Peterson, and Matt Sumrall.

WILDCAT GOLF

■ FROM PAGE 25

ments, but he came through for us," he continued. "He has the potential to be a national caliber player."

In PRCC's first tournament of the season at Eagle Ridge Golf Club at Hinds CC in Raymond, Porter was the tournament medalist with rounds of 75 and 71 to finish with a 146, while the next week he earned All-Tournament honors at an East Central-hosted event also at Forest CC. He had rounds of 71 and 78 for a 149.

That tournament was a history-maker for Pearl River as it was the first time every member of the Wildcat squad shot under 80 in one round. Dillon Barber shot a 77, followed by Porter and Colby Strickland with 78s. Dave Porter, the twin brother of Adam, shot 79.

LADY 'CAT SOFTBALL

■ FROM PAGE 25

buisson, while first-team All-MACJC honorees were Vikki Ferencak and Whitney Sumpter. Sarah Favre and Morgan Necaise were named to the All-MACJC second-team.

Besides Ferencak, Dubuisson, Necaise, and Sumpter, other sophomores on the 2008 squad included Kim Boutwell, Courtney Dickens, Bridgett Hannaford, and Julie Hyatt. Besides Barber and Favre, other freshmen included Miranda Blanchet, Virginia Blanchet, Kim Mitchell, Casie Russell, Molly Stell, Heather Turnage, and Kayla Williamson.

SOCCER

River soccer misses out on post-season

■ Fortenberry, Johnson earn All-MACJC honors in 2007

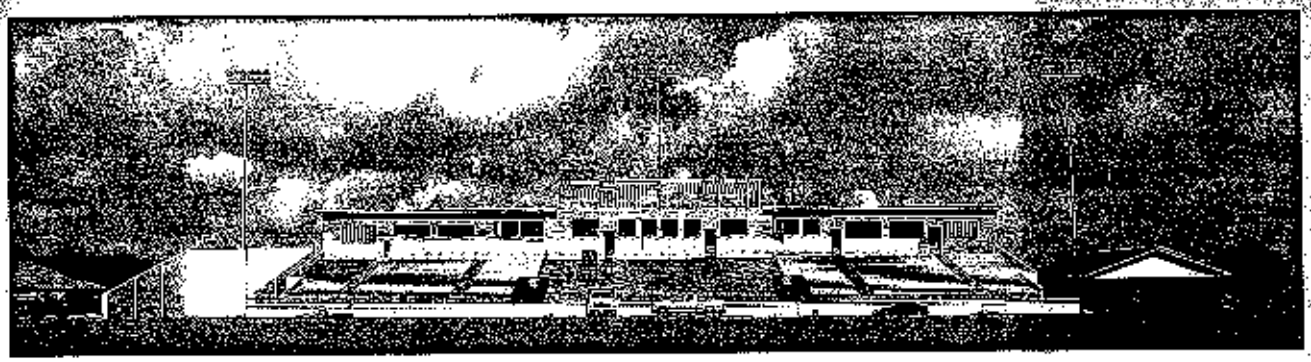
PEARL RIVER'S WOMEN'S and men's soccer teams both missed out on MACJC-Region 23 post-season tournament berths in 2007 for the first time in the two programs' history.

The Wildcats saw their post-season aspirations vanish with a 6-1 loss to MACJC South Division champ Mississippi Gulf Coast, while the Lady Wildcats were eliminated from contention earlier in the year.

"We had high hopes for both teams going into the season, but the chips just didn't fall our way," said first-year women's and men's head coach Josh Hess. "Injuries played the biggest role in the girls' situation."

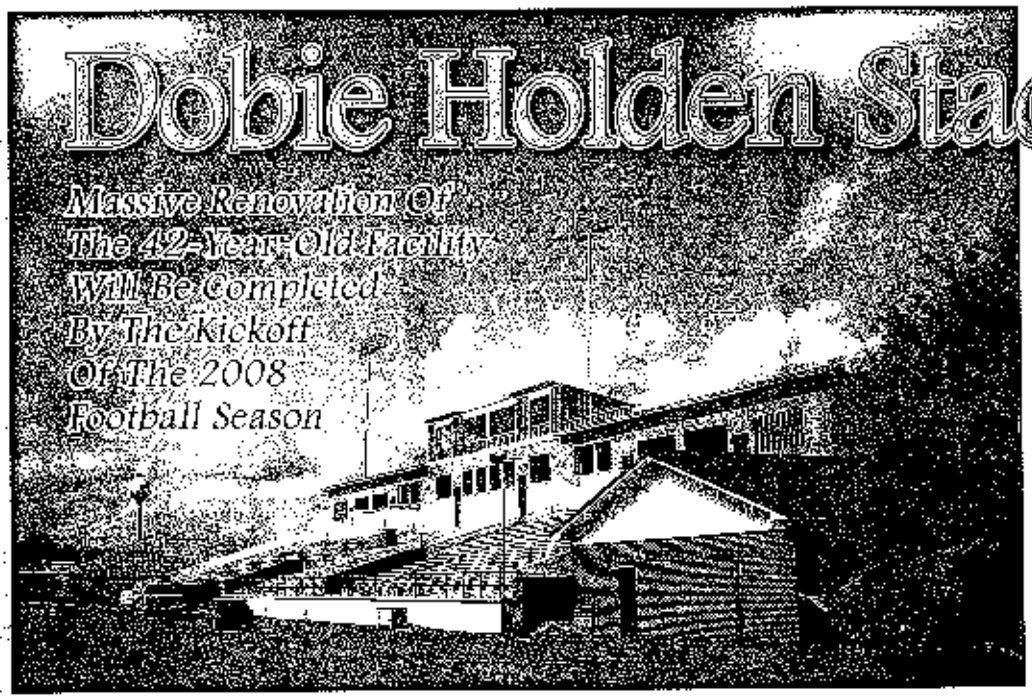
The Wildcat squad finished the season at 10-4-1 overall and 8-3-1 in the South Division, while the Lady 'Cats wrapped up at 8-6-1 and 8-4.

Wildcat Britton Fortenberry and Lady Wildcat Hannah Johnson earned All-MACJC honors for their respective teams.

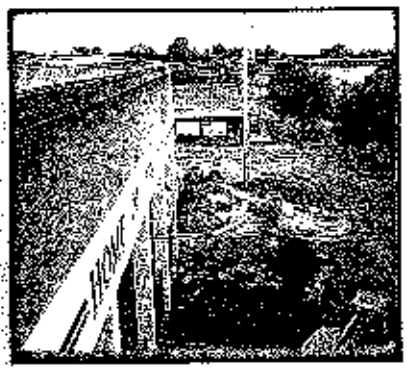


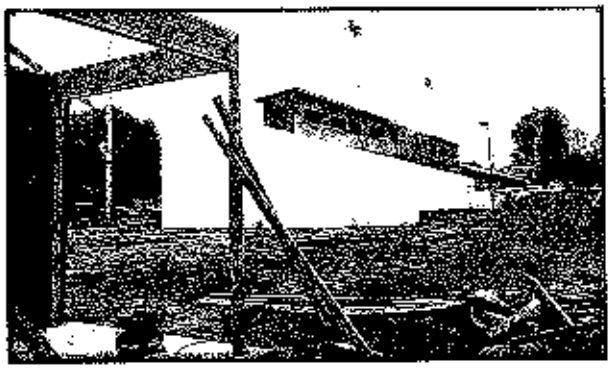
Dobie Holden Stadium

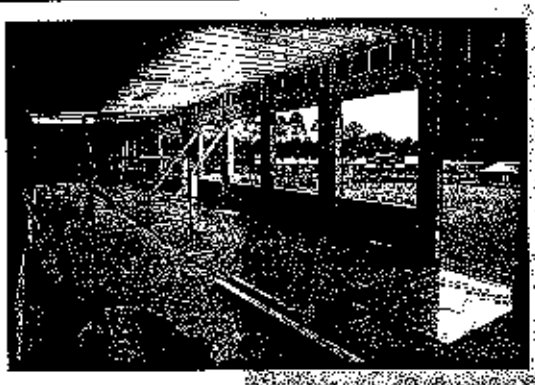
Massive Renovation Of The 42-Year-Old Facility Will Be Completed By The Kickoff Of The 2008 Football Season



■ DOBIE HOLDEN Stadium, constructed and opened in 1966, is amidst a massive $1.2 million renovation, construction project that will be completed by the kickoff of the 2008 football season when Pearl River hosts Holmes August 28. The project includes a multi-level pressbox with adjoining sky boxes for dignitaries, as well as a new duplex-type entrance building which will include a ticket office, concession stands, a souvenir shop, and restrooms. Other additions include a new visitors' dressing room, additional seating on the south end of the home grandstand, and a life-size bronze statue of legendary Wildcat head coach Dobie Holden.







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'TIMELY' ADDITIONS

■ THE CENTRAL PORTION OF THE PEARL RIVER Community College campus now takes on a more asthetic look with the completion of a lighted plaza area adjacent to Crosby Hall and the IT Building, which also includes an atomic clock tower. In addition, a gazebo has been constructed on the opposite side of Crosby next to the college's Alumni House.