# Institutional Planning And Effectiveness Document

2011-2012

## Pearl River Community College Poplarville-Hattiesburg-Waveland Mississippi

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#### Pearl River Community College

#### Institutional Planning and Effectiveness Document

2011 - 2012

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#### 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. 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, and every three years for employees with six or more years experience at PRCC. 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 evaluation 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, 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.

# 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

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

# STRATEGIC GOALS AND INTERNAL PERFORMANCE INDICATORS

2011-2012

**Year-end Report** 

# 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 in Applied Science Degrees, Associate in Arts Degrees, Certificates of Proficiency, and Certificates of Completion; 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. (This commitment statement previously read: 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 for-credit instructional programs will be evaluated according to the PRCC Evaluation Policy and Procedure. (This indicator previously stated: 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.)

NOTE:

- This Internal Performance Indicator is to be achieved in accordance with the Pearl River Community College Evaluation Process as revised on December 10, 2008, which reflects the following:
  - 1. Faculty, staff, and administrators who have been employed at Pearl River Community College for fewer than six years will be evaluated annually.
  - Faculty, staff, and administrators who have been employed at Pearl River Community College for six or more years will be evaluated at least every three years.

#### 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.

#### Internal Performance Indicator 3

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

#### Internal Performance Indicator 4

Six months after graduation, 85% of students who completed career and technical programs will be positively placed according to the State measurement definition. (This indicator previously read: Six months after graduation, 65% of students who completed career and technical programs will be positively placed according to the State measurement definition.)

#### Internal Performance Indicator 5

At least eighty percent (80%) of employers attending the Pearl River Community College Career Fair on the Poplarville Campus and responding to a survey will give Pearl River Community College students a satisfactory rating regarding employability. (This indicator previously read: Employers attending the Pearl River Community College Career Fairs will give Pearl River Community College students a satisfactory rating regarding employability.)

#### Internal Performance Indicator 6

The College will have an aggregate institutional passing rate of at least 80% for programs requiring licensure and certification examinations, and each program will reflect a passing rate of 70% or better. (This indicator previously read: The College will have an aggregate institutional passing rate of 80% for programs requiring licensure and certification examinations and each program will reflect a passing rate of 70% or better.)

#### Internal Performance Indicator 7

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

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

#### Internal Performance Indicator 8

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

#### Internal Performance Indicator 9

The number of students receiving an Associate in Arts degree will increase each year. (This indicator previously stated: The graduation rate for students in AA degree programs will increase each year.)

#### Internal Performance Indicator 10

Of those entering students who state that their educational goal is to transfer to a four-year college or university, 50 percent will either transfer or change their goal to a terminal degree or certificate program within three calendar years.

#### Internal Performance Indicator 11

The achievement of Student Learning Outcomes will be assessed each year within specified courses in the areas of Oral Communication, Computer Literacy, Humanities, Mathematics, Natural Sciences, Social Sciences, Written Communication, and Wellness.

#### Internal Performance Indicator 12

Sixty-five percent (65%) of students who earn a grade of C or better in Intermediate Algebra will pass College Algebra within one calendar year.

Sixty-five percent (65%) of students who earn a grade of C or better in Intermediate English will pass English Composition I within one calendar year.

Sixty-five percent (65%) of students who earn a grade of C or better in Intermediate Reading will pass a course in the social sciences or humanities within one calendar 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

At least 70% of students participating in an annual campus climate survey will indicate that they are satisfied with the campus climate. (This indicator previously stated: Students participating in an annual campus climate survey will indicate they are satisfied with the campus climate.)

#### Internal Performance Indicator 2

The Pearl River Community College Libraries will work with instructional leaders to select appropriate materials for the library collection including access to online resources. (This indicator previously stated: The Pearl River Community College Learning Resource Center will meet 80% of Association of College & Research Libraries (ACRL) guidelines by June 2005.)

#### Internal Performance Indicator 3

At least 70% of students participating in an annual campus climate survey will indicate that they are satisfied with the advising and counseling services. (This indicator previously stated: Students participating in an annual campus climate survey will indicate that they are satisfied with the advising and counseling services.)

#### Internal Performance Indicator 4

At least 70% of students participating in an annual campus climate survey will indicate they are satisfied with the personal attention given by various offices on campus. (This indicator previously stated: Students participating in an annual campus climate survey will indicate they are satisfied with the personal attention given by various offices on campus.)

#### Internal Performance Indicator 5

The College will designate at least six percent (6%) of the Education and General Budget for instructional support expenditures (libraries and learning labs). (This indicator previously stated: The library budget at Pearl River Community College will increase by at least a tenth of a percentage point each year until the nationally accepted standard of 6% of the education/general budget total has been reached.)

#### Internal Performance Indicator 6

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

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

#### Commitment Statement:

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

#### Internal Performance Indicator 1

Distance learning classes provided through the Mississippi Virtual Community College will increase by 10% for each one of the next two years (2010-2011, 2011-2012). (This indicator previously stated: Distance learning courses provided through the Mississippi Virtual Community College will increase by 10% for each one of the next two years (2008-2009, 2009-2010).)

#### Internal Performance Indicator 2

All high schools in the Pearl River Community College district will be informed of policies regarding dual enrollment opportunities. (This indicator replaces one that previously stated: At least eighty percent (80%) of academic and technical courses carrying three or more hours will be taught using a combination of whole group lecture, small group work, and individual work within the class setting.)

#### Internal Performance Indicator 3

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

#### Internal Performance Indicator 4

During the course of a fiscal year, a total of 15 weekend classes will be offered by Pearl River Community College throughout the six-county district. (This indicator previously stated: During the course of a fiscal year, a total of 15 weekend courses will be offered by Pearl River Community College throughout the six-county district.)

#### Internal Performance Indicator 5

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

#### Internal Performance Indicator 6

At least one community-wide wellness program will be offered annually to those living within the College's District.

# **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 remain among the top one-third of community colleges in Mississippi. (This indicator previously stated: Faculty salaries will rank among the top one-third of community colleges in Mississippi by 2011.)

#### Internal Performance Indicator 2

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

#### Internal Performance Indicator 3

One hundred percent (100%) of the faculty of the College will be qualified to teach the courses they are assigned. (This indicator previously stated: One hundred percent (100%) of faculty will be qualified according to accreditation guidelines.)

#### Internal Performance Indicator 4

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

#### Internal Performance Indicator 5

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

#### Internal Performance Indicator 6

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

#### Internal Performance Indicator 7

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

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

#### Commitment Statement:

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

#### Internal Performance Indicator 1

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

#### Internal Performance Indicator 2

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

#### Internal Performance Indicator 3

The Building and Grounds Committee of the Board of Trustees will annually prioritize the facility needs of the College. (This indicator previously stated: The Master Facilities Plan will be reviewed annually by the Buildings & Grounds Committee of the Board of Trustees and will be implemented based on priorities established by the committee and as financial resources become available.)

#### Internal Performance Indicator 4

Improvements will be made in telecommunications, Internet services, and website services. (This indicator previously stated: Improvements will be made in telecommunications and Internet services.)

#### Internal Performance Indicator 5

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

#### Internal Performance Indicator 6

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

#### Internal Performance Indicator 7

A comprehensive technology strategic plan will be operational (written, approved, implemented, and funded) by Fall 2011. (This indicator previously stated: A comprehensive technology strategic plan will be operational (written, approved, implemented, and funded) by Fall 2010).

#### Internal Performance Indicator 8

In order to assist in improving the personal health and fitness of the citizens in this area of the State, at least one community-wide wellness program will be offered annually.

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

#### Commitment Statement:

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

#### Internal Performance Indicator 1

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

#### Internal Performance Indicator 2

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

#### Internal Performance Indicator 3

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

#### Internal Performance Indicator 4

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

#### Internal Performance Indicator 5

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

#### Internal Performance Indicator 6

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

#### Internal Performance Indicator 7

The College will sponsor a minimum of 12 special events (including, but not limited to Fine Arts, Humanities, and Wellness) annually, which will provide quality educational activities and information to those living in our district.

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

#### Commitment Statement:

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

#### Internal Performance Indicator 1

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

#### Internal Performance Indicator 2

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

#### Internal Performance Indicator 3

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

#### Internal Performance Indicator 4

Summer school enrollment will increase by 5% each summer. (This indicator previously 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.)

#### Internal Performance Indicator 5

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

#### Internal Performance Indicator 6

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

#### Internal Performance Indicator 7

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

#### Internal Performance Indicator 8

At least 60% of full-time first semester general education students enrolled after six weeks in any fall semester will enroll in the next fall semester. (This indicator previously stated: At least 80% of those students who have earned less than sixteen semester hours of credit and are enrolled in at least twelve hours of academic course work after six weeks of any fall semester will be enrolled at the end of registration for the next fall semester.)

#### Internal Performance Indicator 9

At least 50% of full-time first semester general education students enrolled after six weeks in any fall semester will receive a degree within 3 years.

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 Department of Workforce Education 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. (This indicator previously stated: 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

The number of training projects developed and delivered to businesses, industries, educational and public service entities will increase at least five percent (5%) per year and the data made available through and measured by the Mississippi State University's National Strategic Planning and Analysis Research Center (nSparc) will be made public. (*This indicator previously read:* The number of training projects developed and delivered to businesses, industries, educational and public service entities will increase at least five percent (5%) per year and will include high impact projects that will be measured by the Mississippi State University's National Strategic Planning and Analysis Research Center (nSparc).)

#### Internal Performance Indicator 2

Pearl River Community College's district will be served by at least one Adult Education Center located in each county throughout the district in order to assist students in developing the skills needed to pass the General Equivalency Diploma (GED) test. (This indicator previously read: Each of Pearl River Community College's six counties will be served by at least one Adult Education Center.)

#### Internal Performance Indicator 3

The PRCC Department of Workforce Education will continue to apply for at least one grant per quarter from private, state, federal and/or other sources of funding to obtain resources needed to operate training programs. (This indicator previously read: At least 8000 persons will be trained in the Workforce Development Center's training projects with businesses, industries, educational and public service customers annually.)

Institutional
Effectiveness
Planning &
Evaluation Calendar

Annual Planning & Evaluation Cycle

#### INSTITUTIONAL EFFECTIVENESS PLANNING AND EVALUATION CALENDAR

#### <u> 2011 - 2012</u>

<u>MONTH</u>	ACTIVITY	PERSONNEL INVOLVED	COORDINATOR
July	2010-2011 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
September	Completion of 2010-2011 Assessment Charts	Division/Department Chairs	Ms. Wells
September	Completion of 2011-2012 Fall Semester Assessment Charts	Division/Department Chairs	Ms. Wells
September	Review of 2010-2011 Strategic Plan and IPI Assessment Results	Planning and Effectiveness Committee	Dr. Seai/Ms. Wells
Jeptember	Submission of SACS Fifth-Year Interim Report (Deadline 9/15/11)	Leadership Team QEP Committee	Dr. Askew Dr. Seal
October	Review of Mission Statement and Strategic Goals Policy/Procedure Recommendations	Policy and Procedure Committee Committees	Dr. Burt
October	Review of 2011-2012 Fall Semester Assessment Charts	Planning and Effectiveness Committee	Dr. Seal/Ms. Wells
	Semester Assessment Charts	Administrative Council	Dr. Askew
October	Review of 2010-2011 Strategic Plan and IPI Assessment Results	Administrative Council	Dr. Askew
October	Completion of Pearl River Community College 2010-2011 Strategic Plan and IPI Document	Planning and Research	Dr. Askew/Ms. Wells
October	Completion of 2010-2011 Institutional Planning and Effectiveness Document	Planning and Research	Dr. Askew/Ms. Wells
October	Student Evaluations of Faculty	Ms. Ladner Faculty and Students	Dr. Askew

#### 2011-2012 IEPAEC Continued

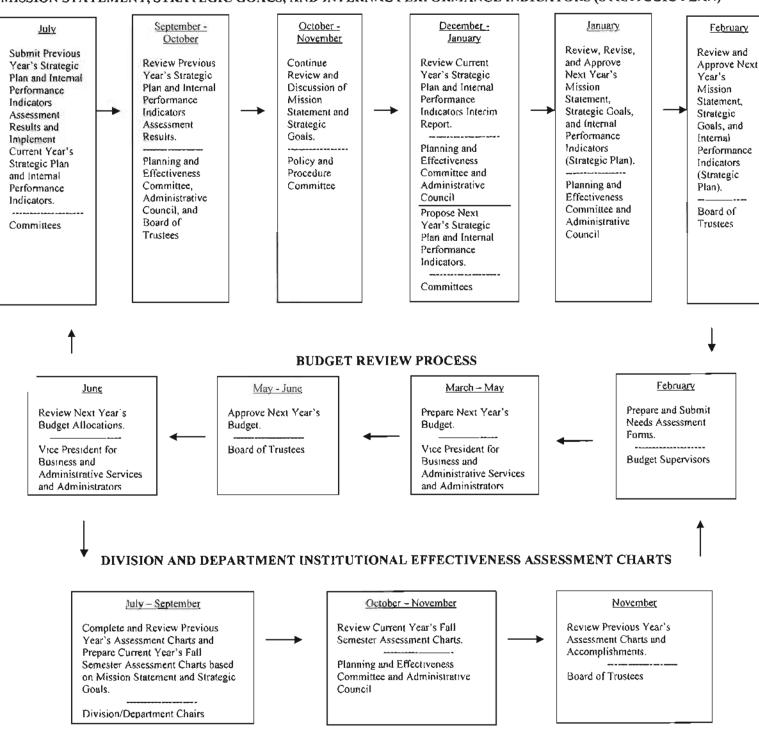
<b>MONTH</b>	ACTIVITY	PERSONNEL INVOLVED	COORDINATOR
October/ November	Campus Survey	Students	Dr. Breerwood/ Ms. Wells
November	Review of 2010-2011 Strategic Plan and IPI Assessment Results and Review of 2010-2011 Institution Planning and Effectiveness Docume		Dr. Askew
November	Publication of 2010-2011 Strategic Plan and IPI Assessment Results Document and 2010-2011 Institution Planning and Effectiveness Docume	nal	Dr. Askew/Ms. Wells
November	Completion of Fall Semester 2011-2012 Assessment Charts and Institutional Planning and and Effectiveness Document	Planning and Research	Dr. Askew/Ms. Wells
November	2011-2012 IPI Interim Report Submission for Review	Committee Chairs	Ms. Wells
Jovember	Evaluations of President	Board of Trustees	Chair, Board of Trustees
December	SACS Annual Conference	Leadership Team	Dr. Lewis
December	Development of Proposed 2012-2013 Strategic Plan and IPIs	Committees	Committee Chairs
December	Publication of Fact Book	Institutional Research	Ms. Wells
January	Review of 2011-2012 Strategic Plan and IPI Interim Report and	Planning and Effectiveness Committee	Dr. Seal/Ms. Wells
	Review, Revision, and Approval of Proposed 2012-2013 Mission Statement, Strategic Goals, and IPIs (Strategic Plan)	Administrative Council	Dr. Askew
January	Evaluations of Supervisors	Ms. Ladner Faculty and Staff	Dr. Askew/Ms. Wells
January	Evaluations of Personnel	Supervisors	Dr. Askew
January	Women's Health Symposium	Committee	Dr. Askew

#### 2011-2012 IEPAEC Continued

<u>MONTH</u>	<u>ACTIVITY</u>	PERSONNEL INVOLVED	COORDINATOR
rebruary	Review and Approval of Proposed 2012-2013 Mission Statement, Strategic Goals, and IPIs (Strategic Plan)	Board of Trustees	Dr. Askew
February	Completion of Revised 2012-2015 Strategic Plan and IPI Document	Planning and Research	Dr. Askew/Ms. Wells
February	Budget Requests/Needs Assessment Forms	All	Mr. Knight
March	Evaluations of Office of Planning and Institutional Research	Planning and Effectiveness Committee	Dr. Seal
March	Support Staff Professional Development Sessions	Support Staff	Ms. Wells
April	Committee Updates	Ms. Ladner	Dr. Askew/Dr. Lewis
May	Graduate Survey	Bookstore Personnel and Students	Ms. Wells
.ay	Completion of 2011-2012 Assessment Charts	Division/Department Chairs	Ms. Wells
May	Completion of 2012-2013 Fall Semester Assessment Charts	Division/Department Chairs	Ms. Wells
June	Post-Graduate (2011) Survey	N/A	Ms. Wells
June	Completion of Developmental Education Program Review	Faculty and Staff	Ms. Benton/Dr. Smith
June	Review of Budget Allocations	Administrators	Mr. Knight
June	Submission of 2011-2012 Strategic Plan and Internal Performance Indicators Assessment Results (December to June) to IR Office	Committees	Committee Chairs

### PEARL RIVER COMMUNITY COLLEGE ANNUAL PLANNING AND EVALUATION CYCLE

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



Schedule
Of
Personnel
Evaluations
and
Surveys

# OFFICE OF PLANNING AND RESEARCH SCHEDULE FOR EVALUATIONS

2011 - 2012

#### STUDENT EVALUATIONS OF INSTRUCTION

October 3 – Student Evaluations of Instruction begin

October 3 - November 11, 2011 – Student Evaluations of Instruction

January 10 – Student Evaluations of Instruction results distributed to administrators/supervisors

#### PERFORMANCE REVIEWS OF SUPERVISORS

January 19 – Performance Reviews of Supervisors emailed to employees

January 19 - 27, 2012 - Performance Reviews of Supervisors

February 24 – Performance Reviews of Supervisors results distributed to administrators/supervisors

#### PERSONNEL EVALUATIONS

February 28 – Personnel Evaluations emailed to administrators/supervisors

March 5 – Schedules for Personnel Evaluations sent to Office of Planning and Research

March 1 - 30, 2012 - Personnel Evaluations

#### SCHEDULE OF EVALUATIONS AND SURVEYS

#### 2011 - 2012

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

#### Pearl River Community College

#### Major Committees' Objectives and Accomplishments

#### 2011-2012

Administrative Council / Management Committee
Planning and Effectiveness Committee
Policy and Procedure Committee
Fiscal Management Committee
Instructional Council Committee
Professional Development Committee
Student Services Committee
Workforce Education Committee

#### ADMINISTRATIVE COUNCIL 2011--2012 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 2010-2011:

- Continued refinement of the admissions, registration and orientation 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 all College locations.
- Evaluate any changes needed in the formatting of the instructional schedule.
- Provide for the continued development and growth of the Hancock Center.
- Help plan for the marketing of the College to the service area.
- Plan for the expanded use of technology as an instructional and management tool.
- Plan for the continuous improvement of the instructional program and for course redesign in appropriate program/content areas.
- Plan for the reorganization of the college administrative responsibilities.
- Discuss changes to college policies and procedures.

# ADMINISTRATIVE COUNCIL ACCOMPLISHMENTS 2011-2012

The Administrative Council provides a venue for the discussion of issues important to the successful operation of the College. During the 2011-2012 school year, the Council successfully provided a forum for the discussion of these issues and the development of strategies for college-wide improvement.

Among the major issues addressed by the Council were the following:

- 1. The on-going recovery from the damages caused by Hurricane Katrina.
- 2. The development of a Master Plan for the Forrest County Center campus.
- 3. The continuing development of the Title III Program and the focus on student retention and advisement.
- 4. Discussed the preparation of the SACS Fifth-Year Report and the submission date of September 15, 2011.
- 5. Reported on the various construction and renovation/repair projects that are on-going.
- 6. New Policies were presented for recommendation to the Board of Trustees as were policy & procedure revisions.
- 7. Discussed the new plans for the recruitment and orientation of new students.
- 8. The development of on-line hybrid courses to be offered as part of the Virtual Community College course offerings.
- The implementation of a pilot project for the college's new student attendance software, Grades First.
- 10. Discussed the impact of decreased enrollment of the college's budget.
- 11. Discussed the possibility of short-term on-line courses being developed.
- 12. Received an update on the Institutional Effectiveness Assessment Charts and the Strategic Plan and Internal Performance Indicators.
- 13. Announced the initial PRCC Alumni Lifetime Achievement Hall of Fame program and the first inductees.
- 14. Reported on the new Point of Sales software being implemented by the College bookstore.
- 15. Provided a forum for the review of important calendar dates for various student activities and events sponsored by college departments and support agencies.
- 16. Discussed and voted on various institutional policy changes and recommendations.
- 17. Discussed the recent annual College Transfer Week and the opportunities presented to PRCC students for transitioning to universities.
- 18. Discussed the construction of a new College website and introduced the new webmaster.
- Recommended approval of a procedure change to the Grading Policy.
- 20. Reviewed the calendar of year-end events for faculty and staff.
- 21. Discussed the on-going work on a new branding concept and logos for the College.
- 22. Reviewed major legislation that was passed by the State Legislature during the 2012 session.

#### Pearl River Community College Planning and Effectiveness Committee Objectives and Action Plans 2011-2012

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, 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.

#### 2011-2012 Planning and Effectiveness Committee:

Jennifer Seal, Faculty, Chair; Becky Askew, Chief Planning Officer; Lourie Barnett, Instructor of Electronics Technology, Raymunda Barnes, Director of Hancock Center, Mike Bass, Assistant Director of Bands and Instructor of Music, Adam Breerwood, Vice President for Poplarville Campus and Hancock Center, Valerie Horne, Director of Financial Aid, Steve Howard, Chief Technology Officer, Anita Morrow, Instructor of Mathematics, Dannell Roberts, Instructor of Psychology, Evelyn Wallace, Chair of Department of Medical Laboratory Technology and Instructor of Medical Laboratory Technology, Brenda Wells, Institutional Research Specialist, Judy Wells, Special Populations Coordinator (Poplarville), Barbara Whiddon, Lead Instructor of Practical Nursing, Justin Williamson, Instructor of English

#### Objectives and Action Plans 2011-2012

### Objective 1: Continue the publication of the Planning and Effectiveness Newsletter. Action Plan:

- The PE Committee will continue to provide information and suggestions to the Office of Planning and Research to be included in the Planning and Effectiveness newsletter which 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 administrators, faculty, and staff via email.

### Objective 2: Continue assessment of documentation, etc., concerning the SACS "Principles of Accreditation: Foundations for Quality Enhancement".

#### Action Plan:

The PE Committee will continue to meet regularly in order to discuss and make recommendations concerning the accreditation process and the execution of the functions required.

### Objective 3: Assist with the Strategic Planning Process as Needed. Action Plan:

The PE Committee will continue to assist in the Strategic Planning Process, which includes assessing the progress of the Internal Performance Indicators.

### Objective 4: 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 administrators 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 2011-2012 Internal Performance Indicators outlined for our institution.

### Objective 5: Assist in the Development of a Staff Development Program. Action Plan:

The PE Committee will assist the Faculty and Staff Professional Development Committee with providing faculty and staff enhancement opportunities.

#### PEARL RIVER COMMUNITY COLLEGE PLANNING AND EFFECTIVENESS COMMITTEE 2011-2012 Accomplishments

The Planning and Effectiveness Committee is chaired by a faculty member appointed by the President. Its members are the Vice President for Planning and Institutional Research, Vice President for Poplarville Campus and Hancock Center, Director of Institutional Research, 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:

- Approved the Strategic Planning Calendar for 2011-2012 which included the month, activity, personnel involved and the coordinator responsible for each area.
- Reviewed and approved plans for evaluations of all Pearl River Community College faculty, staff, and administrators.
- Continued distribution of the Planning and Effectiveness Newsletter to all administrators, faculty, and staff.
- Monitored progress and revisions concerning administrative, program, and instructional assessment charts and procedures.
- Monitored, reviewed and revised Internal Performance Indicators and facilitated the assessment and documentation needed for all areas.
- Reviewed the findings derived from various evaluation instruments, including the Student Satisfaction Inventory, Institutional Priorities Survey, and the Campus Climate Survey and Technology Use Survey.
- Discussed professional development ideas proposed by the Professional Development Committee to implement during the annual faculty and staff professional development program.

#### POLICY AND PROCEDURE COMMITTEE OBJECTIVES

#### 2011-2012

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 2011-2012 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:
  - o proposed new policies.
  - o 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

#### 2011-2012 Accomplishments

The Policy and Procedure Committee met on December 6, 2011. Accomplishments for 2011-2012 are listed below:

- Approved Mission Statement
- Changed an admission procedure
- Approved substance abuse policy
- Formed subcommittee to study Work Load Policy
- Reviewed sample substantive change policy
- Discussed development of policy on social media

### Fiscal Management Committee FY 2011-2012

### 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 balanced budget.
- 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 2006.

### Fiscal Management Committee

FY 2012 Accomplishments

### Budget Process for FY 2012

- 1. Requested and assembled all areas of budget information
- 2. Met with Vice Presidents and administrative personnel to discuss and define budget issues and requests as related to Pearl River Community College's mission statement, goals and objectives.
- 3. Compiled budget requests
- 4. Defined projected expenditures and revenue
- 5. Reviewed initial budget with President, Vice Presidents, and other administrative personnel
- 6. Finalized budget
- 7. Presented final budget to Board of Trustees for review and approval.

### PEARL RIVER COMMUNITY COLLEGE Instructional Council Objectives for 2011 - 2012

The Instructional Programs Committee is chaired by the Vice President for General Education and Technology Services. Its members are the Vice President for Forrest County Operations; Director of Career and Technical Education Programs (Poplarville); Vice President for Enrollment Management; Director of College Libraries; Director of Counseling, Advisement, and Placement Center; Director of Nursing Education; faculty representatives; and others as appointed by the President.

The purpose of the Instructional Programs Committee is to provide guidance for the instructional programs of the College and to evaluate and to approve changes in the curriculum.

The objectives of the Committee are to consider:

- · addition of new programs.
- addition of new courses to existing programs.
- significant changes in existing programs and courses.
- changes in graduation requirements.
- other matters related to instructional programs that may be presented.

### Pearl River Community College

### Instructional Council

### 2011-2012 Accomplishments

The Instructional Council met during fall 2011 and spring 2012 and made the following recommendations:

- I. Career/Technical
  - A. Automotive Currently requiring many more electives than state requires. Will reduce number of electives for Certificate.
    - i. Motion Susan Anderson
    - ii. Second Ken Adams
    - Iii. Clarification This is a 2-yr certificate program.
  - B. BOT Change BOT Office Systems Technology to a Certificate (request only for Poplarville);
     discontinue BOT Accounting Technology
    - i. BOT Accounting Technology
      - 1. Motion Susan Anderson
      - 2. Ann Moore
    - ii. BOT Office Systems Technology
      - 1. Motion Susan Anderson
      - 2. Second Cecil Burt
      - 3. Clarification This program is now a 1-yr in Poplarville but still a 2-yr in Hattiesburg.
  - C. ELT Change class to an elective (ELT 1223)
    - i. Motion Cecil Burt
    - ii. Second Kenny Adams
  - D. MMT Add MMT 2613, 2333; change MMT 2914 to 291-6
    - i. Motion Susan Anderson
    - II. Second Ann Moore
  - E. Utility Lineman Changed from a grant program to a degree program. Classes are now in 8anner.
    - i. Motion Lonnie Burchell
    - ii. Second Arlene Jones
    - iii. Clarification This is no longer a grant funded program. The program and course descriptions are provided by the state.
  - F. WDT 2263 Add course due to state revision of curriculum
    - i. Motion Ann Moore
    - ii. Second Ken Adams
- II. Academic
  - A. 8IO 1111/1113 Add Principles of Biology

- i. Motion Lonnie Burchell
- ii. Second Cecil Burt
- B. CRJ 2623, 2723, 2733 Add three courses needed for the CRJ program
  - i. Motion Ryan Ruckel
  - ii. Second Martha Willoughby
- C. ENG 2923 Add Professional Writing
  - i. Motion Ryan Ruckel
  - ii. Second Cecil Burt
- D. HIS 2813 Add Special Problems in History/Social Studies
  - i. Motion Stephen Black
  - ii. Second Martha Willoughby
- E. HUM 1113 Add Introduction to Humanities
  - i. Motion Cecil Burt
  - ii. Second Martha Willoughby
- F. PSY 2553 Add Psychology of Personal Adjustment
  - i. Motion Ryan Ruckel
  - ii. Second Arlene Jones
- III. Career/Technical
  - A. ATT 293(1-6) (Special Problems II in Automotive Technology) (2-8 hours) New class added to the curriculum & will be used as an elective & 291(1-3) to 291(1-6) (Special Problems I in Automotive Technology) (2-8 hours)
    - i. Motion Cecil Burt (293(1-6))
    - ii. Second Archie Rawls
    - iii. Motion Cecil Burt (291(1-6))
    - iv. Second Kenny Adams
  - B. BOT 1443, 2423, 2463 Remove these classes from the catalog since the BOT accounting option has been discontinued.
    - i. Motion Arlene Jones
    - ii. Second Martha Willoughby
  - C. CPT 1214 changing to IST 1314 (Visual Basic Programming Language) (2 lecture; 4 lab) –Was an old curriculum change (when the state when to IST). Is a programming elective for networking and want to have the option to teach it if industry dictated the need
    - i. Motion Raymunda Barnes
    - ii. Second Kenny Adams
    - iii. Susan Anderson clarified that this is a framework change.

- D. DDT 2233 (Structural Drafting) changing to DDT 2213 (Structural Drafting I) (1 lecture; 4 lab)
   Curriculum changes. The drafting program added a Structural Drafting II with the DDT
  - 2233 course number.
    - Motion Arlene Jones
    - ii. Second Jeanne Dyar
- E. CTE 1001 (CPAS Prep) (1 lecture) and CTE 200(1-3) (CPAS Prep) (1-3 lecture) Will be for all CTE courses and all teachers will be able to teach it (not towards graduation). CTE 1001 to be used to prep for the CPAS exam for all programs that have a 1 year exit point. CTE 200(1-3) to be used for all programs with a 2 year exit point. Will likely only be offered as a 1 hour class.
  - i. Motion Cecil Burt
  - ii. Second Martha Willoughby
  - iii. It was pointed out that these are electives and will be offered by the program instructors as needed.
- F. WLV 2812 changing to WLV 2813 (Welding Metallurgy) (2 lecture; 2 lab) Curriculum change that needs to be updated.
  - i. Motion Martha Willoughby
  - ii. Second Jeanne Dyar
- G. CTE 1113 (Occupational Math) (2 lecture; 2 lab) Designed primarily for students who are seeking a certificate, and will be customized toward majors
  - i. Motion Kenny Adams
  - ii. Second Stephen Black
  - iii. This course will serve as an elective.
- ELT 1434 (Solid State Devices and Circuits for Electrical Technology) (2 lecture; 4 lab) –
   Requesting to add course
  - i. Motion Archie Rawls
  - ii. Second Kenny Adams
  - iii. The change is due to curriculum revisions.
- BBV 1723 Name change (from Steps, Arches, & Brick Floors to Arch Construction) (1 lecture; 4 lab) based on state curriculum change; BBV 1823 (Steps, Patios, and Brick Floors) (1 lecture; 4 lab) Requesting to add course
  - i. Motion Raymunda Barnes (BBV 1723)
  - ii. Second Arlene Jones
  - iii. Motion Kenny Adams (BBV 1823)
  - iv. Second Martha Willoughby

- J. Radiology To inform the committee of a change per the Joint Review Committee on Education in Radiologic Technology
  - i. This item did not need a vote. It was included to inform the Instructional Council of the change.
- K. NUR Dosage & Solutions Rather than listed as NUR 1110 should probably be NUR 1111
   (Nursing I) (9 lecture; 8 lab)
  - i. Motion Cecil Burt
  - ii. Second Raymunda Barnes
  - iii. The course will need to be listed as NUR 1111 in order to reflect the fact that the course will be an eleven hour course.
- L. NUR Quality in Healthcare Recommend that it be numbered NUR 1002
  - i. Motion Cecil Burt
  - ii. Second Archie Rawls
  - iii. There was discussion regarding the appropriate numbering of this course because there is no state course numbering guide for nursing. Dr. Jones was instructed to consult with her state contact regarding the appropriate numbering. Janette McCrory of IHL directed Dr. Jones to coordinate the course numbering with the PRCC registrar. The result is that the course will be NUR \_\_\_\_\_.
- M. OTA 1233 (Pathology of Developmental Conditions) (4 lecture hours) Requesting to change from a 3 hour to a 4 hour course.
  - i. Motion Arlene Jones
  - ii. Second Kenny Adams
  - iii. This course should be OTA 1234 rather than the above OTA 1233.
- N. SUT 1703 (Certification and Role Transition) (3 lecture hours) Requesting to add new course
  - i. Motion Arlene Jones
  - ii. Second Susan Anderson
- O. CON 262(3-6) Name Change (From Internship in Construction Management Technology to Internship in Construction Engineering Technology II)
  - i. Voted and approved via email "meeting"
- P. CON 261(3-6) Name Change (From Internship in Construction Management Technology to Internship in Construction Engineering Technology 1)
  - i. Voted and approved via email "meeting"
- Q. MST 291(-3) Name Change (From Special Problem, in Machine Shop Technology to Special Problem in Precision Manufacturing and Machining Technology)
  - i. Voted and approved via email "meeting"

- R. MST 292(1-6) Name and Hour Change (From Supervised Work Experience in Machine Shop Technology to MST 291(1-3) Supervised Work Experience in Precision Manufacturing and Machine Technology)
  - Voted and approved via email "meeting"
- Electroneurodiagnostic Technology (END) New program being introduced at the Forrest County Center.
  - i. Voted and approved via email "meeting" (Note: While this item passed in the vote, there was discussion generated. Concern regarding cost was noted as well as the need to efficiently provide this information to the correct government entities to ensure financial aid funding.)

### IV. Academic

- A. BIO 1121/1123/1124 (Principles of Biology II) (3 lecture; 1 lab) course already exist in the UCNG – course designed for students not majoring in Biology, Pre-Professional, Pre-Medical, or Nursing
  - i. Motion Raymunda Barnes
  - ii. Second Gwen Smith
- B. HPR 2412 (Individual and Team Sports Officiating) (2 lecture hours) course already exist in the UCNG – requesting to add this course to the PRCC catalog and to increase it by one hour (HPR 2413)
  - i. Motion Cecil Burt
  - ii. Second Martha Willoughby
  - iii. This course cannot be increased by one hour. It will remain HPR 2412. The request was then made to research the number of hours that this course is allowed at universities versus the number it is allowed at the community colleges. If there is a consensus that the course is a three hour course at universities, then the course will be presented to the state Academic Dean's Association for a review of increased hours.
- C. HPR \_\_\_\_ Introduction to Sport Coaching is HPR 204 at USM requesting that course be presented to the state Dean's group to be added to the state Articulation Agreement
  - i. Item was discussed in an effort to keep open communication with the Instructional Council regarding the request for additional classes.
- D. SPT 0113 Basic Speaking (3 lecture hours) course already exist in the UCNG course is developmental by nature of the numbering.
  - i. Motion Gwen Smith
  - ii. Second Martha Willoughby

- III. Some clarifications about admittance to this course:
  - 1. ENG ACT of 14-15, OR have a C or better in ENG 0113 AND
  - 2. REA ACT of 16, <u>OR</u> be enrolled in REA 0123, <u>OR</u> have a C or better in REA 0123.
- E. Change in Graduation Credit Hours Reduce (from 64 hours to 62 hours) the required number of credit hours to graduate with an AA degree from PRCC. The change is based on the university requirements for graduation from many programs.
  - i. Voted and approved via email "meeting"

### Professional Development Committee Objectives and Action Plan for 2011-2012

The Professional 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 appointed by the President.

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

### Objectives:

- Coordinate professional development programs for faculty and professional staff.
- Plan faculty and staff development activities for Fall Orientation.
- Plan special activities for new faculty members for Fall Orientation.
- Disseminate an annual summary report form for the purpose of documenting professional improvement that faculty and staff obtain through workshops, formal training sessions, etc.
- Implement plans for a professional development workshop in fall 2011 and spring 2011 and for the support 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.

### **Professional Development Committee**

### 2011-2012 Accomplishments

The Professional Development Committee is chaired by a faculty/staff representative appointed by the President. Its members are the Institutional Research Specialist, Chief Planning Officer, Director of Hancock Center, five faculty representatives, five staff members, and others as appointed by the President.

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

### Accomplishments for 2011-2012:

- Provided professional development session for departments on August 9, 2011, to provide updates concerning student advisement and student support.
- Provided professional development session with Keynote Speaker and concurrent sessions on August 10, 2011, for faculty and professional staff.
- Provided special programs on August 10, 2011, for new faculty members and professional staff which included a general overview of the College by Administrators.
- Reviewed the completed survey forms regarding faculty and staff development.
- Developed recommendations for session topics related to the professional development of both faculty and staff during Fall 2011 Orientation.
- Coordinated and provided professional development sessions for support staff with a keynote speaker who addressed the topic of the important role that support staff plays in student retention.

### STUDENT SERVICES COMMITTEE 2011-2012 Objectives

This committee is chaired by the Vice President for Poplarville Campus and Hancock Center. Its members are the Director of Recruitment and Orientation, Director of Student Life, Director of Financial Aid, Vice President for Enrollment Management, faculty representative(s), 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 2011-2012 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

2011-2012 Accomplishments

- Crisis prevention training was conducted for all residence life personnel
- An Athletic Study hall was established in Moody Hall to better utilize space.
- All athletic student programs and intramural programs were moved to the Wellness Center in order to better serve students.
- Plans finalized on new intramural field and construction underway.
- A year-long activities calendar created to aid in student retention.
- A new men's residence hall opened for the fall 2011 semester. The two-story, 108-bed hall features suite-style rooms, the residence director's apartment and two common areas
- To increase faculty and student relationships, faculty and staff were afforded the opportunity to join the Wellness Center free of charge.
- Implementation of changes in personnel for resident and student life was initiated.
- First PRCC Night at Hancock High School hosted by the Hancock Center in November to give high school students and their parents a preview of the educational opportunities available at Pearl River.

### 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 Committee

### 2011-2012 Accomplishments

The Workforce Education Committee is chaired by the Vice President for Economic and Community Development and consists of members from the Workforce Education staff. The purpose of the Workforce Education Committee is to plan and deliver workforce training to businesses, industry, educational and public service entities in the Pearl River Community College six-county district.

- Established Lineman Alumni board, composed of graduated students now working in the industry.
- Submitted 52 training and education projects, of which 45 were approved.
- As of June 2010, 5111 unduplicated students and 8394 duplicated students received training in these workforce projects.
- The National Science Foundation Grant that began on October 1, 2008, is reaching the end of year two. There have been 130 students enrolled in this program.
- The two South Mississippi Planning and Development District grants are again funded for this fiscal
  year. In the computer training program funded in this effort, 153 students have completed 759
  courses. The dislocated worker grant effort has offered counseling to 866 individuals that are
  unemployed seeking educational guidance and assistance.
- The National Emergency Grant, which was an extension of the Pathways to Reconstructing the Gulf Coast effort, was funded for this fiscal year at approximately \$500,000. Students affected by Hurricane Katrina received training in Construction Equipment Operations (65), Commercial Drivers Licensure (71), Geographic Information Systems (4), Welding (23), and Culinary (29).

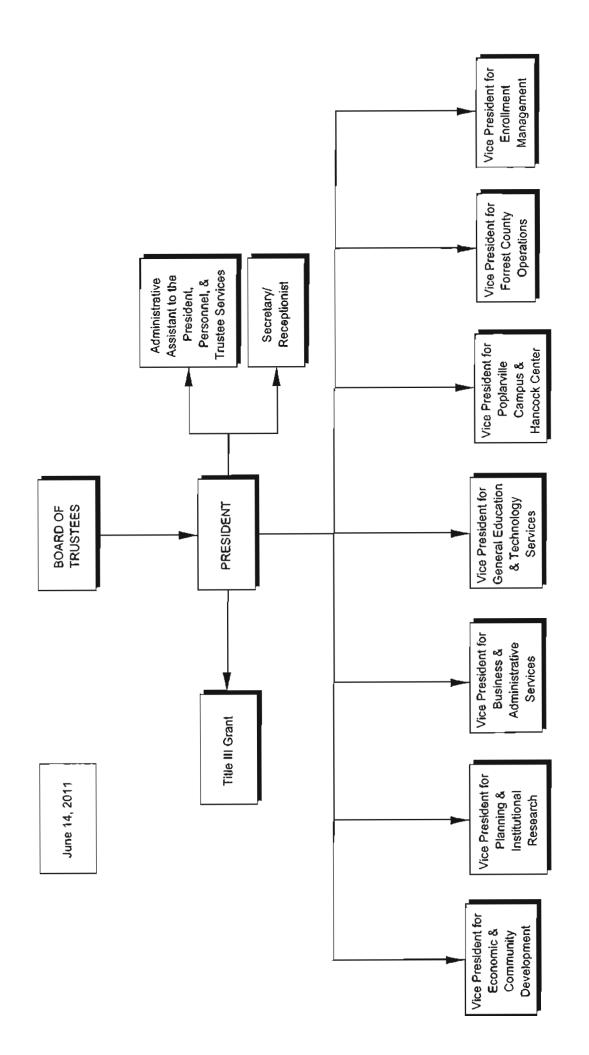
### Organizational Charts

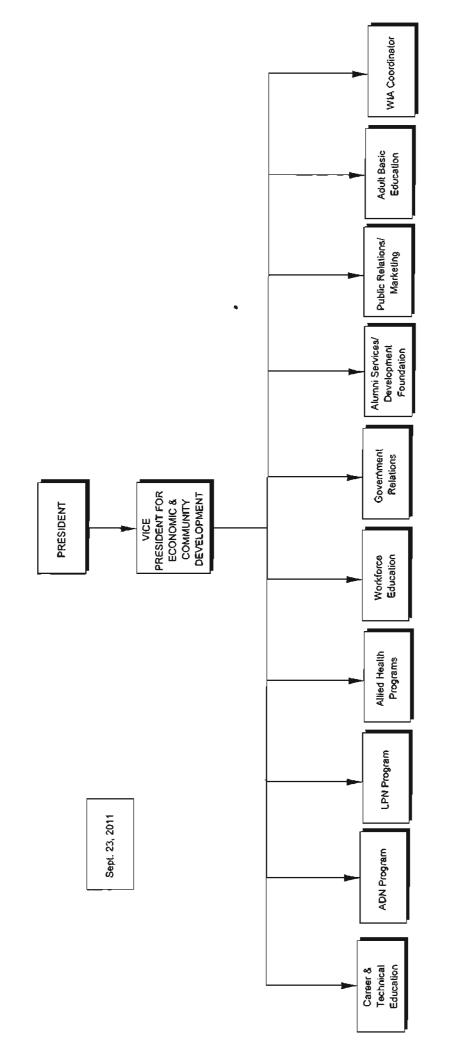
### Pearl River Community College

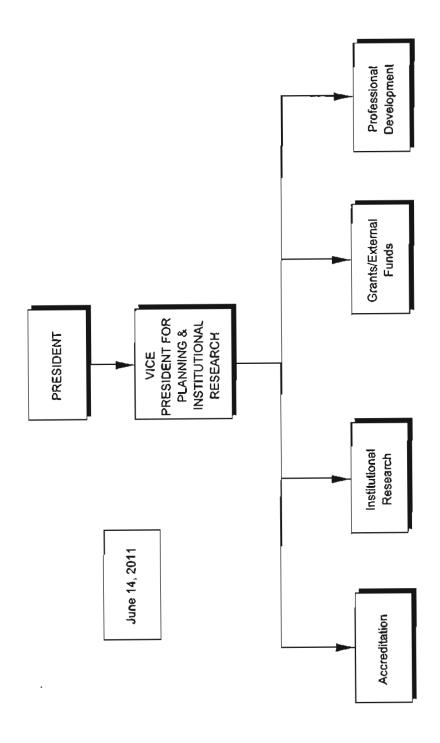
### Organizational Charts

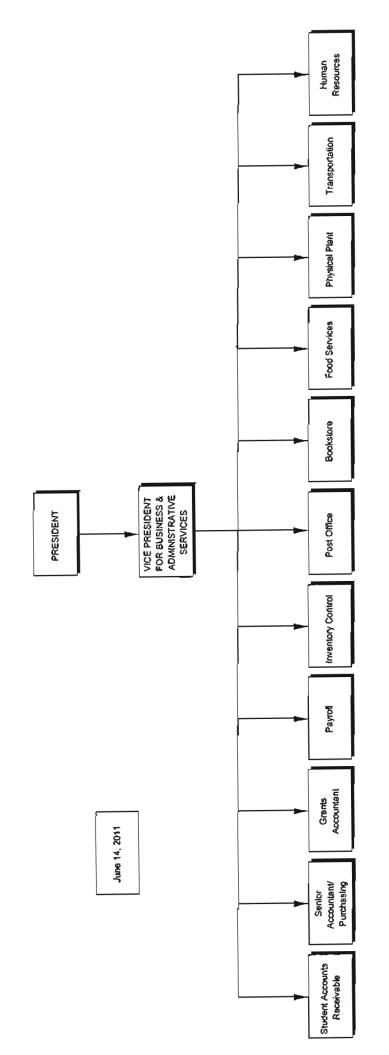
### President

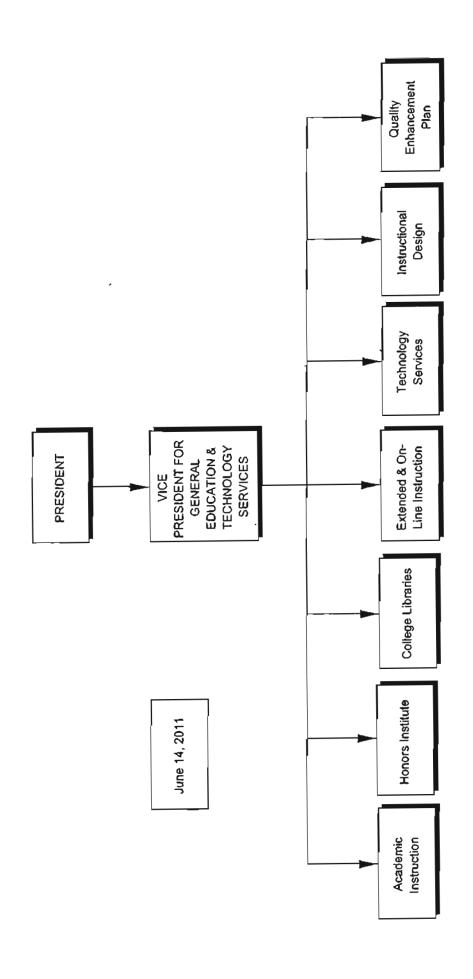
- o Vice-President for Economic and Community Development
- o Vice President for Planning and Institutional Research
- Vice President for Business and Administrative Services
- o Vice President for General Education and Technology Services
- Vice President for Poplarville Campus and Hancock Center
- Vice President for Forrest County Operations
- o Vice President for Enrollment Management

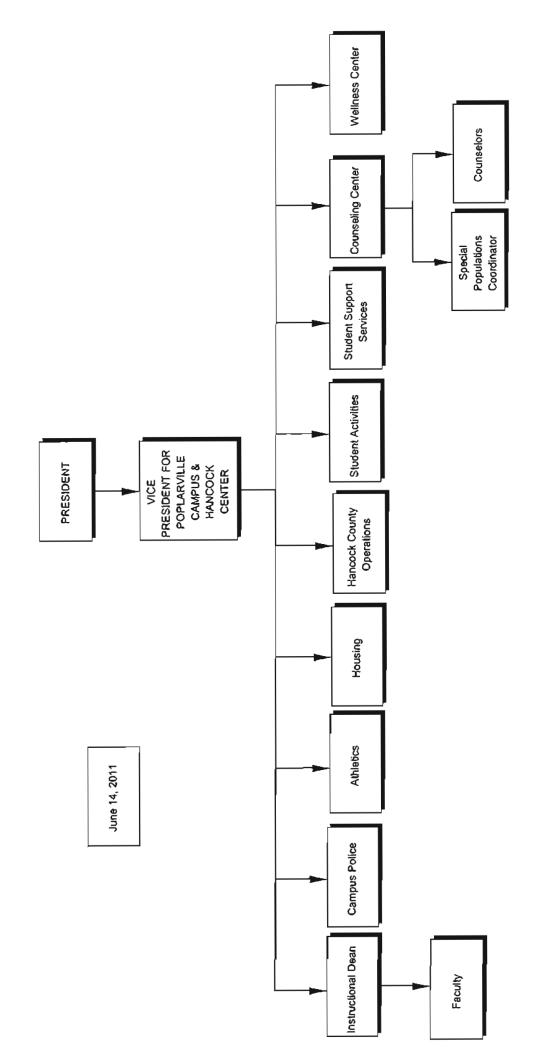


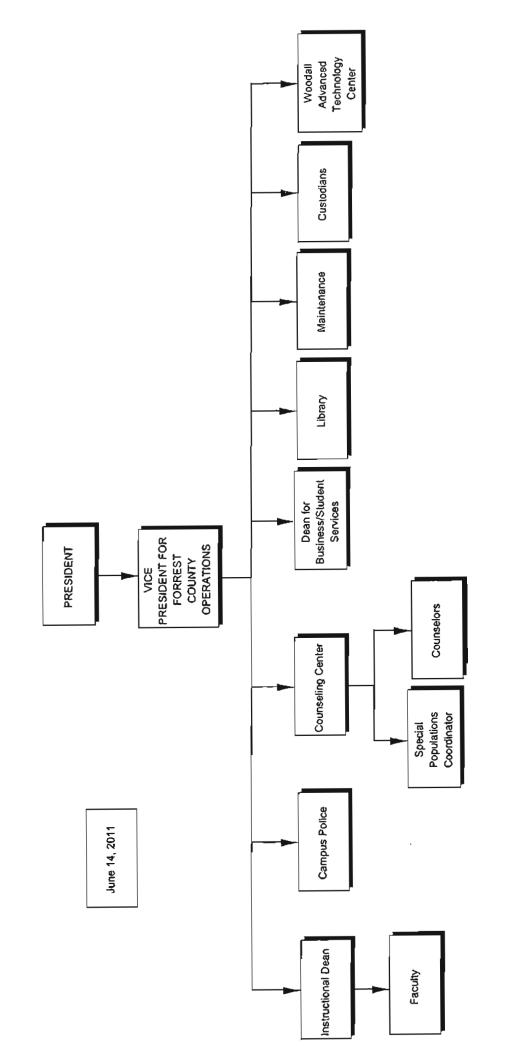


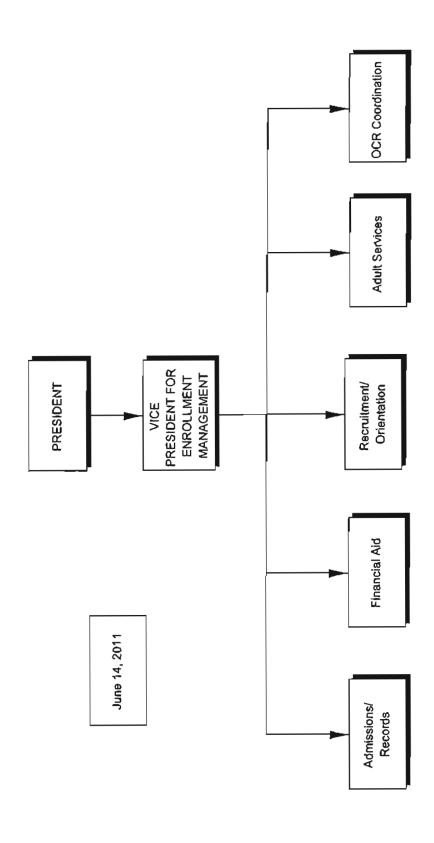












### Assessment Charts

### 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

ADA/Civil Rights Coordinator and Admissions Specialist

Bookstore Manager

Chief Technology Officer

Counselor

Director of Athletics

Director of Career and Technical Education Programs (Poplarville)

Director of College Libraries

Director of Counseling, Advisement, and Placement Center

Director of Development Foundation and Alumni Association

Director of eLearning

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 Retention and Adult Services

Director of Student Life

Director of Student Support Services

Institutional Research Specialist

President

Special Populations Coordinator

Title III Director

Vice President for Business and Administrative Services

Vice President for Economic and Community Development

Vice President for Enrollment Management

Vice President for Forrest County Operations

Vice President for General Education and Technology Services

Vice President for Planning and Institutional Research

Vice President for Poplarville Campus and Hancock Center

### PRESIDENT'S REPORT AND ADMINISTRATIVE GOALS WILLIAM LEWIS, PRESIDENT 2011-2012

Community colleges across America have received a challenging message from the U.S. Congress and from state legislatures. That message requires all institutions of higher education to focus on and to increase the number of graduates and program completions. With this embellished focus on graduation and completion, many states have begun to link state funding to how well students are progressing towards this goal. Pearl River Community College has embraced this concept and has taken numerous steps to increase its productivity in terms of graduates and program completers.

The latest data comparing colleges and their graduation rates indicates that PRCC has earned the number one ranking among Mississippi community colleges. Despite this most significant ranking, it is imperative that our institution continues its efforts to improve our productivity relative to the percentage of students who earn a degree. The college was fortunate that three years ago we were awarded a federal Strengthening Institutions grant to focus on student retention and advisement. Significant progress is being made in assisting students with the completion of their programs of study because of the availability of this grant.

The College also created a new recognition program for Pearl River graduates who have excelled during their careers. The Lifetime Achievement Hall of Fame was introduced this school year and the first inductees were honored with a special recognition ceremony. These inductees all achieved ultimate success in their chosen professions and are now being asked to be role models for our students. The Lifetime Achievement inductees have been interviewed by PRCC students who are participating in the College's Honors Institute. Permanent memorial plaques, individual career biographies and videos of the interviews of the inductees will be on permanent file in the new home for the Honors Institute.

Finally, for the second year in a row, the College has been recognized as a national first-round finalist for the prestigious Aspen Prize for Community College Excellence. Only 120 colleges in America received the recognition being named first-round finalists. Pearl River is most pleased to have been recognized for the productivity and employment placement of its students.

From an on-going evaluation and revamping of the College's Developmental Education Program, to the initiation of the Honors Institute that challenges the most academically talented students, Pearl River Community College continues its priority institutional focus on the teaching/learning process. These efforts are helping PRCC students to be prepared to be successful in their future pursuits. Whether it be to enter the workplace immediately upon graduation or to continue to pursue additional higher education, our students will be among the most prepared in the country.

# PEARL RIVER COMMUNITY COLLEGE ASSESSMENT

### 2011 - 2012

<u>"</u>	Position: ADA /Civil Rights Coordinator and Admissions Specialist	s Specialist		Supports PRCC Strategic Goal(s): 5, 6	П
2	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	je is a public institution committed to g	providing quality educational and servic	se opportunities for all who seek them.	
Ω +. ¢	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 sentions.	n their studies at baccalaureate institu	utions and/or to be successful in career	s for which they have been prepared.	
164 to	• • •	s using various instructional methods, hem well, and provide opportunities fo n order to improve student learning, e	instructional methods, including distance education. provide opportunities for their professional development. ove student learning, enhance faculty and staff performance,	augment community services, And make	
9.7.8	To im To pe	nel and community members regardin ation. equirements of business, industry, ed	nity members regarding the College goals, objectives, and activities. business, industry, educational, and public service agencies for basic skills, specific job skills, and	divities. for basic skills, specific job skills, and	
4	PURPOSE OF UNIT:				
Ľ	RELATIONSHIP OF UNIT TO PRCC MISSION:				
<u> </u>	OBJECTIVES - Broad description of intended impact	ASSESSMENT CRITERIA –	ASSESSMENT RESULTS –	USE OF RESULTS - Actionable Knowledge	
٠	on students (Frogram goals)	Criterion for Evaluation (Variables related to success of intended outcome)	Outcomes Assessment (States how well intended results were achieved)	(now knowledge gained will be used to improve program performance)	
-	_	Disability Procedure Manuel	The Disability Procedure Manuel	Disability Procedure Manuel was distributed to	
	Manuel.	updated	was updated and distributed to the designated personnel and is	designated personnel and made avaitable online in order to provide the appropriate	
			available online.	procedures for Disability Services for students, faculty, and staff.	
7	To review documentation to determine reasonable	Disability documentation reviewed	The disability documentation	Based on documentation, requests for	
	accommodations in accordance with Americans		submitted by students was	reasonable accommodations are approved or	
	with Disability Act and Section 504.		reviewed to determine in reasonable accommodations were	defined. If approved, accommodation retress distributed to instructors. If denied, student is	
	-		appropriate.	notified in writing.	П
m	To track student's performance records.	Midterm and Final grades are monitored	Midterm and Final grades of students in Disability Services is	Individual meetings held with students in Disability Program to discuss class	
			obtained by ADA/Civil Rights Coordinator.	performance.	
4	To comply with federal laws pertaining to disability and discrimination.	Attendance at meetings related to discrimination as defined in	Attended conferences on disability related issues.	Information regarding Disability Law and changes in ADA was provided.	
		Americans with Disability Act, Civil Rights Act, and Title IX			

## DMINISTRATIVE ASSESSMENT PEARL RIVER COMMUNITY COLLE

2011-2012

gic Goal(s): 2	o seek them.
orts PRCC Strategic Go	r all wh
Support	ce opportuniti
	ational and service opportunities fo
	uality educ
	nmitted to providing o
	c institution committed to pr
	a public institu
	nity College is
nager	earl River Commur
Bookstore Mai	ON STATEMENT: Pe
Position:	MISSIONS

### 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. 4 2 8 4 5
  - 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 well, and provide opportunities for their professional development.
- To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, to enhance College services made available via the Internet.
- To improve upon the exchange of ideas between campus personnel and community members regarding the College goals, objectives, and activities.
- To recruit and retain students from a diverse population. 8 7 6
- To provide workforce training programs to meet the requirements of business, industry, educational, and public service agencies with the basic skills specific job skills Technical training.

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

RELATIONSHIP OF UNIT TO PRO	CC MISSION: To provide materials necessary to el	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide materials necessary to encourage the instructional programs of the College.	
OBJECTIVES - Broad	ASSESSMENT CRITERIA –	ASSESSMENT RESULTS - Outcomes Assessment USE OF RESULTS - Actionable Knowledge	USE OF RESULTS – Actionable Knowledge
description of intended	Criterion for Evaluation	(States how well intended results were	(How knowledge gained will be used to
impact on students (Program	(Variables related to success of intended	achieved)	improve program performance)
goals}	outcome)		
1 Provide services to assist	1- Using the results from Campus Climate		
students and college	Survey administered (by the Dean of	1-The Fall 2011 Campus Climate Survey	1-The Bookstores will continue to pursue

als)	outcome)	
Provide services to assist	1- Using the results from Campus Climate	
students and college	Survey administered (by the Dean of	1-The
personnel in obtaining	Students) prior to the completion of Spring	indica indica
required textbooks and	2011 term the students and other college	95%
supplies on a timely and	personnel will signify a 75% or greater level	2 3
convenient schedule	of satisfaction with the work performed by	R
	Bookstore staff. The Campus Climate Survey	Weie
	will indicate a level of satisfaction with	or the
	Bookstore staff members employed at each	stude
	of the three campuses which will include,	Signif
	Poplarville, Forrest County (Hattiesburg)	were
	and *Hancock County Center (Waveland).	Books
	*The Hancock County Center Bookstore was	the tr
	included for the first year on the Campus	
	Climate Survey administered in the Spring	
	2011.	

ne Fall 2011 Campus Climate Survey	1-The Bookstores will continue to pursue
cated that of those students surveyed: on the Poplarville Campus	ways to expand on/or improve the services offered to all students, faculty, staff,
on the Forrest County Campus	administrators, alumni, as well as others
on the Hancock County Campus*	who shop in our campus stores. The
e satisfied with the services received at each	Bookstore will continue to add diversity in
ne three campus Bookstore locations. The	the areas of technology as well as the most
ents as well as other college personnel	up-to-date electronic merchandise for
ified by these totals that an overall 94%	resale such as laptop computers, tablets,
e satisfied with the work performed by	ear buds, headphones, computer software,
kstore staff members employed at each of	and various other items to benefit our
three campuses included in this survey.	students in being productive in the
	classroom(s). We will continually bring in
	the latest styles and trends in our collegiate
	apparel, caps, school supplies, as well as
	other reference materials/study aids
	relevant to our students in their college
	studies so that they may achieve their goals
	and become more productive in achieving

# PEARL RIVER COMMUNITY COLLE DIMINISTRATIVE ASSESSMENT 2011–2012

L				thair oosle
N	Bookstores will explore the most economical means for students to obtain/purchase the required textbook(s) and other course materials.	2- Arm college students with vital information needed that will allow them to choose the most cost efficient means to obtain textbooks and course materials that are required.	2-The Bookstore continually searches for options that will best suit the needs of our students with their main focus on the most cost effective/economical for the students specific textbook needs. The Bookstore will offer a select group of textbook titles for rental in the upcoming Fall 2012 semester and continue to add additional titles each semester. The students may purchase their textbooks rather than rent if they choose to. The rental option in most cases could save the students as much as 50% off (+/-) what it cost to purchase the same textbooks. The Bookstore will continue to encourage faculty to adopt "Custom Editions" of the same titles they are currently using. When selecting "custom editions," it will result in reducing the cost of textbook by 25% (or more on most titles). In addition, the bookstore will continue to increase the number of textbook titles eligible for our Book Buy Back Program.	2-The Bookstore is continuing to work to assist the students in Renting textbooks. Rental textbooks will now be in stock at the campus bookstores. This allows the students to pick up textbooks they choose to rent at the same time that they purchase additional textbooks not eligible for rental. Students will now return their rental textbooks to the Bookstores at the end of the term. We will continue to explore the possibility of offering a "Textbook Reservation" service to our students in the near future.
w 4	Bookstore operations will be financially self-supporting.  Bookstores will maintain inventory records by completion of an annual physical inventory for auditing purposes.	3-Based on a review of the 2010-2011 financial statements, the revenue will exceed expenses. 4-A satisfactory state audit will show the completion of an annual physical inventory for audit purpose with no findings.	3-The Bookstore operations will continue to be financially self-supporting as revealed in the past FY 2009-2010 financial statements released last October.  4-The annual physical inventory will continue to be successfully complete at all three (3) of the PRCC Campus Bookstore locations. A review of the Physical Inventory (count) when conducted by the Auditors at all three of the campus Bookstores will be with no findings noted at any of the three locations. The Auditors will conduct a full review of each of the inventories. Upon completion of their review, the Auditors will submit their report to the Vice President of Finances with a copy to the Director of College Stores.	that they are financially self-supporting. Although the final figures for the FY 2010-2011 are not currently available they will be in early fall 2012.  4- N/A

# PEARL RIVER COMMUNITY COLLE( DMINISTRATIVE ASSESSMENT 2011–2012

5-The Bookstores will review all procedures that are currently in place concerning their roll in assisting those students enrolled in our MSVCC courses. While doing so the Bookstore will seek out ways to improve upon their current services provided to those students who are participating in Online Courses through the PRCC/MSVCC.
5-The Spring 2011 Campus Climate Survey indicated that of those students surveyed a cumulative satisfaction level of 67% (percent), were satisfied with the services provided at the (3) three campus bookstores. This indicates a slight decrease of approximately four (4) percentage points from the 2010 survey and eight (8) percentage points less than the 75% (percent ) satisfaction level set by the Director of College Stores.
5-A recommendation to include the following on the Spring 2010 Campus Climate Survey on the students taking part in Virtual Classes to indicate their level of satisfaction to the Virtual Bookstore services. Of those students responding 75% (percent) of them will give a 4 or above satisfaction rating in regards to those services (with 5 being the highest).  S-The Spring 2010 Campus Climate Survey indicated that of those students surveyed a cumulative satisfied with the services provided at services provided at slight decrease of approximately four (4) percentage points from the 2010 survey an eight (8) percentage points less than the 75 (percent ) satisfaction level set by the Direct College Stores.
Bookstores will assist those students participating in the MSVCC with obtaining required textbooks and supplies in a convenient and timely schedule.

# PEARL RIVER COMMUNITY COLLEGE ASSESSMENT

### 2011-2012

Supports PRCC Strategic Goal(s):	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:	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 qualified courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	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 skills training.	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.	ITERIA – ASSESSMENT RESULTS – USE OF RESULTS – Actionable on Outcomes Assessment	(States how well intended results were achieved)	Worked with Title III personnel to	s to objectives 1-9) implement the Grades First attendance retention.	hardware( applies to work is progressing on a complete overhaul of the current public website.  The new site will be unveiled in two primary phases. The first phase will transition the current website onto the Drupal content management system platform.	Software & hardware upgrades (applies   Internet circuits were upgraded from to objectives 1-8)  to objectives 1-8)  up to 1Gb depending upon available bandwidth management and bandwidth on the state network and Internet traffic.	Evaluation of training sessions (applies implement a new point-of-sale (POS) and system.  Evaluation of training sessions (applies implement a new point-of-sale (POS) and scholarships.	Information Technology personnel  This kiosk will provide students with the have assisted with the installation and convenience of adding funds to their print account without requiring the assistance
=	ly College is a public institi	cessiul in their studies at to programs using various instended them well, and proor at staff in order to improve	personnel and community e population. I meet requirements of bu	nd fully utilize current com	. To provide support to en	ASSESSMENT CRITERIA Criteria for Evaluation	(Variables related to success of intended outcome)		ge. Department (applies to objectives 1-9)	New software & objectives 1-8)			av.
POSITION: Chief Technology Officer	MISSION STATEMENT: Pearl River Community STRATEGIC GOALS:	To provide qualify student services.     To provide qualify student services.     To provide access to college courses and programs using various qualified faculty and staff, compensate them well, and provide facilities, technology, and support staff in order to improve	College services available via the internet.  6. To improve communication among campus personnel at 7. To recruit and retain students from a diverse population.  8. To provide workforce training programs that meet require technical skills training.	JRPOSE OF UNIT: To provide, coordinate an	ELATIONSHIP OF UNIT TO PRCC MISSION:	OBJECTIVES - Broad description of intended impact on students (Program goals)		To provide up-to-date technology to meet the	administrative computing needs of the college.	To provide up-to-date technology to meet the growing telephone needs of the college.	To provide up-to-date technology to meet the need for college wide internet access.	To provide up-to-date technology to meet the email requirements for the college.	To provide up-to-date technology to meet the requirements for additional ID card readers.

# PEARL RIVER COMMUNITY COLLEGE ASSESSMENT 2011-2012

POSITION: Counselor 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.
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. T 21 8 4 4 5
  - 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 well, and provide opportunities for their 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.
  - 60 14 60
- 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.

APUSE UP UNIT: To provide a vari	ef c	PURPOSE OF UNIT: To provide a variety of guidance and other helping services to assist students in achieving their educational, occupational, and personal goals.	dents in achieving their educational, occupa	itional, and personal goals.
MISSIC	ION: 10 serv	e as a vital component in carrying out	our mission of student services.	
OBJECTIVES - Broad description of ASSESSMENT CRITE intended impact on students (Program Criteria for Evaluation	ASSESSME Criteria for B	ASSESSMENT CRITERIA – Crienia for Evaluation	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
	(Variables rel	(Variables related to success of intended	(States how well intended results were	(How knowledge gained will be used to
	outcome)		achieved)	improve program performance)
ademic	Academic adv	Academic advisement services include	Counseling, advisement, and placement services were offered throughout the	Conducting advisement and registration on a one-to-one basis provides the
advisement services to PRUC students in carrying out the mission students in a	Iranschpt eva   students in ag	franscript evaluations, assisting in placing students in appropriate classes according to	2011-2012. During summer 2011 more	opportunity for students to clarify goals
	their function	their functional level, career and educational planning, skills in transferring to a four-year	pre-registered. Group guídance was conducted in career and technical	Reach those goals.
iin io afialios	college of unit	college of university. Advising is based on antrance examination scores, student interest	programs as well as in the Associate	Speakers were provided during group
and student e	and student e	and student educational and career goals.	Degree Nursing Program. Over 100	guidance sessions for employability.
Advisement on	Advisement on	Advisement on an individual basis is ongoing.	students participated in the Employability and Job Placement Workshoo. College	Students nignly rated the programs.  College fairs and transfer weeks proved
Group guidance is by arran	Group guidance	Group guidance is by arrangement. Group pulidance is a collaborative effort in cooperation	fairs were conducted at the Forrest	to be a success and will continue in the
with career and t	with career and t	with career and technical counselors.	County Center and on the Poplaryille	future.
Academic counse	Academic counse	Academic counselors conduct college fair and plan and conduct fransfer week. Assistance is	Campus. Italistic week was new on the Poplarville campus as well as at the Forrest County Center.	
provided in registration an Poplarville campus and at	provided in registr Poplarville campu	provided in registration and advisement at Poplarville campus and at Hancock Center.		
To assist the director in advisement	Assist in the dire	Assist in the director conducting training	Faculty members were trained in the	Faculty members continue to be trained
training for faculty advisors. sessions for fac	sessions for fac	sessions for faculty in use of Banner (INB), To	Counseling, Advisement, & Placement	in using INB Banner for better skills in
assist advisors i	assist advisors i	assist advisors in utilizing advising resources	Center on INS banner. Faculty and stridents were introduced to and trained	advising. Faculty members have been trained every year from 2007 through
such as the Adv	such as the Adv	such as the Advisor's Guide developed in the	on the use of the College Fish Program,	2012. The Advisor's Guide was revised
Counselling, Ad	Counseling, Add	Counseling, Advisement, & Placement Center for the purpose of training faculty		and distributed to faculty at all locations.
	acadind ain ioi	or dailing laceity.		The Guide was also published portal
				called River Guide for accessibility.

m	To provide career exploration/development services and testing services.	Career development services are provided through information provided to students through exploration in Choices and SIGI, and instruments such as Myers Briggs Personality Inventory.	The computer lab is open for students to explore educational and career plans through Choices, SIGI, and College Fish. Additionally, students use the lab to apply for financial aid, to register themselves, to do homework, etc.	The results of providing assessment and exploration of career development is that students feel free to use the lab, and they gain self knowledge in career and educational decisions. Eight new computers were added to the center in 2011-2012.
4	To provide personal counseling services.	Provide personal and social counseling to students who are faculty and/or self-referred for assistance with personal issues. Counselors refer seriously troubled students to community resources.	Personal counseling is provided through self referrals as well as referrals made by faculty. Follow through is conducted to make certain that students have received the needed assistance.	PRCC counselors have maintained Excellent relationships with Pine Grove Out Reach and other community resources which provide free services. Those relationships will continue.
3	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.	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.	Individual, small, and large group sessions are conducted which assists students with employability skilts, job search, or transferability to a four year college. PRCC has a very high graduation rate as a result of the efforts of advisors and counselors.	Plans are to continue to provide services that result in retention and student success.
φ	To assist with student assessment.	Assist with administering Occupational Specific examinations to fall, spring, and summer graduates. Utilize ACT, CPAT, COMPASS, and TABE scores in class placement.	Occupational specific exit examinations are conducted for fall, spring, and summer graduates. Most of the programs meet the state requirement for passing. ACT, COMPASS, GED, and TABE are still administered. CPAT is no longer administered; nor is ATB.	Assessment is a continuous service.
_	To assist in integration of academic and career-technical skilts.	Blend academic and technical courses while developing class schedules for students	Career and Technical Programs require Academic courses for graduation. Counselors assist students in blending those courses with other program requirements.	Test scores are used for appropriate placement in blending academics with career technical courses. This process will continue in the best interest of students to promote student success.
ထ	To assist in student recruitment including special population students.	Serve on Recruitment Committee. Conduct recruitment visits to schools, technical centers, and assist with their visits to our campus.	Students with special needs are assisted by counselors and the A.D.A. coordinator. Accommodations are provided.	A.D.A. and counselor services will continue with special needs students.
თ	To assist special needs learners in obtaining skills for success in	Schedule learners with special needs in related studies and developmental courses which lead to success. Accommodations for special needs	Accommodations are provided: Additionally, Student Services Support and Title III provide assistance.	SSS and Title III are grants that provide tutoring, peer mentoring, and additional services to those provided by

counselors.	Information services are to be continued because they are required as part of the counseling program. Informed students are far more likely to be successful than those who are uninformed.	Professional growth is essential for program success.	Results are used to modify and improve programs.
	SIGI, Choices, College Fish, and other sources of career, occupational, personal, educational, and social information is available to all students. Student Success Centers are located at two campuses.	All counselors are members of MCA and CCCA. One is president elect of CCCA.	Climate survey , State evaluation of programs are conducted.
students are sought and often approved in the GED testing program.	Utilize occupational, educational, personal, and social information to assist students in making educated choices.	Participate as a member in state and district professional organizations	State performance evaluations Student/staff evaluations.
career-technical programs.	To provide occupational, educational, personal, and social information for decision-making and problem solving.	11 To participate in professional growth opportunities.	To participate in annual program performance evaluations for improvement.
	10	7	12

т.	POSITION: Director of Athletics		Su	Supports PRCC Strategic Goal(s): 2, 4, 5	
2	MISSION STATEMENT: Pearl River Community C	Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ing quality educational and service oppo	ortunities for all who seek them.	
	$\Xi$	ATEGIC 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 well, and provide opportunities for their 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.	at baccalaureate institutions and/or to be suocessful in careers for which they have been prepared, instructional methods, including distance education. provide opportunities for their professional development. ove student learning, enhance faculty and staff performance, augment community services, and manals and manals and manals and manals and manals are student to the states.	hich they have been prepared.	
6, 4, 8,		nd commu ements of	inity members regarding the College goals, objectives, and activities. business, industry, educational, and public service agencies for basic skills, specific job skills, and	ic skills, specific job skills, and	-
	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.	e campus and to foster support for the College	through the development of highly comp	petitive athletic programs.	-
Œ	ä	To provide activities which enrich the educational, recreational, and cultural opportunities provided by the College.	il, recreational, and cultural opportunities	s provided by the College.	
·=	OBJECTIVES - Broad description of intended impact on students (Program goats)	ASSESSMENT CRITERIA – Criteria for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	USE OF RESULTS Actionable Knowledge (How knowledge gained will be used to improve program performance)	
_	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.	College employees and alumni with a demonstrated allegiance to the College will assist in screening and nominating head coaches when vacancies occur.	Following screening and nominations, four new coaches were hired in fiscal year 2012	Live feed was made available via the web for all supporters.	
7	To increase attendance at all athletic events through improved media exposure.	Radio, television, and newspaper exposure is noticeable and consistent.	Use of social media was implemented through Facebook and Twitter.	If has been decided to continue the live feed and social media updates.	
ო	Improve emphasis on student achievement with our athletes.	Academic performance and progress towards graduation to be monitored on a regular basis.	A Student Athletic Advisement Center was created.	Students were advised and on track for graduation.	
4	Improvement of athletic facilities.	Athletic facilities will become an asset in the recruitment process.	\$50,000 was set aside for baseball to upgrade their facilities.	Money was utilized for renovation project and fencing.	
S	Improve external fund raising.	External funds will be used to support athletic programs and scholarships.	A new chapter of the Wildcat Club was organized and held four fundraisers.	It has been decided that additional fundraisers for athletes be implemented.	

Evaluation results revealed the need It has been determined to move forward for a full time Athletic Director who is with the hiring of a new Athletic Director	for 2013.	
Evaluation results revealed the need for a full time Athletic Director who is	currently not associated with a	specific athletic program on campus.
Strengthen leadership for various sports programs.		
Develop evaluation plan for athletic program		
9		

	Position: Director of Career and Technical Education Programs	- Poplarville Campus	oddns	Supports PRCC Strategic Goal(s): 1, 3, 4, 5, 7	
	MISSION STATEMENT: Pearl River Community College is a pu	blic institution committed to pro	Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ortunities 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.	idies at baccalaureate institutio	ons and/or to be successful in careers for w	hich they have been prepared.	1
		vious instructional methods, in and provide opportunities for improve student learning, enh	instructional methods, including distance education. provide opportunities for their professional development. ove student learning, enhance faculty and staff performance, augme	nt 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 basitechnical skills training.	ommunity members regarding this of business, industry, educa	mity members regarding the College goals, objectives, and activities. business, industry, educational, and public service agencies for basic skills, specific job skills, and	ic skills, specific job skills, and	
	PURPOSE OF UNIT: To prepare and upgrade students for careers to meet the needs of business and industry in the college district.	ers to meet the needs of busine	ess and industry in the college district.		
	RELATIONSHIP OF UNIT TO PRCC MISSION: The unit provides stat	s state of the art occupational	le of the art occupational training programs for the students within the college district.	e college district.	
	OBJECTIVES: Provide career and technical education to students ensuring they have the 21st century skills needed to get jobs, retain jobs, advance in those jobs, and have an improved quality of life.	ASSESSMENT CRITERIA  - Criteria for Evaluation (Variables related to success of intended	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)	
		outcome)			
	Increase enrollment in Career and Technical Programs.	Increase in enrollment will be determined by data comparison of FY2011 and FY2012	• TBD	• TBD	
1	Increase the number and percent of Career and Technical students who:	Increase will be determined by data comparison of FY 2011 and FY2012:			
	Complete a 2-year degree or 1-year certification program	<ul> <li>Graduation Data</li> </ul>	<ul> <li>FY2011 graduates (July 1, 2010 – June 30, 2011):</li> </ul>	<ul> <li>Data reveals that Certificate Graduates increased by 31 and</li> </ul>	
	Ale placed in a letated fleto of employment, ministry     or institution of higher learning not later than 12     months after oradination		AA - 298	Associates Degree Graduates decreased by 18; thus a net loss	
_	Complete an industry-recognized certification or licensure		AAS - 411	of 13 completers. This may be more due to the fact that overall	
			FY2012 graduates (July 1, 2011 – June 13, 2012) -	enrollment is down. Plans are underway to increase recruitment activity by instructors in the high schools. Also, plans are in place	

Placement Data     Placemen	to implement a comprehensive retention plan for CTE students.	• TBD	The testing fee schedule has been put in place for FY2012. Full implementation of student testing will begin in FY 2012-13. Results will be reported.	Instructors changed their course schedules to reflect the new changes in Fall 2012.	Equipment and software have been installed and will be utilized and incorporated in instruction for FY 2012.	Plans are underway to develop a Program Improvement plan that will assist Instructors with performance or personnel issues and create a process for documentation.
Each pro reviewed according curricultur An annus instructio conducte CTE Dire respectiv committe for review	1			Curriculum of 22 CTE programs (Poplarville Campus) were reviewed and evaluated according to the statewide curriculum. Program names, technical and elective courses were updated. All CTE programs are in compliance with state curriculum.	Instructional aids, equipment and software were identified and purchased for 14 CTE programs and the Counseling Center. Approximately \$236,000 was spent to purchase equipment and approximately \$29,000 for upgraded software.	According to policy, all CTE instructors were evaluated in FY 2011. As a result of the evaluations, personnel and performance issues were resolved and or addressed. Two instructors agreed to implement suggestions to improve instruction. Two instructors agreed to resolve a personal conflict. A
Insure that each Career and Technical Program is following statewide standardized curricultum in order to properly prepare our students to enter the workforce or transfer to a university.  Keep all Career and Technical Programs current on training aides, technology, software and equipment as per industrial standards.  To improve instructor's performance, instructors in all forcedit instructional programs will be evaluated according to the PRCC Evaluation Policy and Procedure.			Certification Data	Each program will be reviewed and evaluated according to the statewide curriculum.	An annual assessment of instructional aids will be conducted by instructors, CTE Director and respective program craft committees and submitted for review and action.	Instructor evaluation results will be used to improve instruction.
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POSITION: Director of College Libraries			Supports PRCC Strategic Goal(s): 3, 7	$\neg$
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	College is a public institution committed to	providing quality educational and servi	ce opportunities for all who seek them.	
STRATEGIC GOALS:				
1. To prepare students to transfer and be su	iccessful in their studies at baccalaureate i	institutions and/or to be successful in c	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.	
<ol> <li>To provide quality student services.</li> </ol>				
3. To provide access to college courses and		hods, 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		ing, enhance faculty and staff performa	improve student learning, enhance faculty and staff performance, augment community services, and make	
College services available via the Internet.				
6. To improve communication among campu	To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.	garding the College goals, objectives, a	nd activities.	
7. To recruit and retain students from a diverse population.	rse population.			
8. To provide workforce training programs th	nat meet requirements of business, industr	ry, educational, and public service ager	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.				т
PURPOSE OF UNIT: To support the College in its educational and cul	and cu	oviding primary and secondary materia	Itural 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.	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;	To provide materials, both print and non-p	print, to support the academic, technica	l, and vocational programs; workforce training;	
and remedial education.				
OBJECTIVES - Broad description of intended impact	act   ASSESSMENT CRITERIA -	ASSESSMENT RESULTS -	USE OF RESULTS - Actionable Knowledge	
on students (Program goals)	Criteria for Evaluation	Outcomes Assessment	(How knowledge gained will be used to improve	
	(Variables related to success of	(States how well intended results	program performance)	
	intended outcome)	were achieved)		

1. Planned to continue purchasing materials for faculty and student use.		
1. Items cataloged for 2011-2012 are  GHJ ITEMS Adds Total Books 901 71,231 B. Periodicals 0 7,629 Microform 0 7,042 Cassettes 0 459 CD-ROMS's 9 410 Computer 0 126 DVD's 329 1,040 Kits 0 365 Side Sets 0 6 Sound Disks 5 73 Transparencies 0 0 Videocassettes 9 3,010 Videocassettes 9 3,010	FCC ITEMS         Adds         Total           Books         365         6,869           B. Periodicals         0         107           CD-ROM's         1         135           Computer         0         0           Disks         0         4           DVD's         147         315           Kits         0         4           Manuals         8         44           Slide Sets         0         3           Sound Disk         1         16           Videocassettes         0         423           Videocassettes         0         423           TOTAL         522         7,916	HAN ITEMS         Adds         Total           Books         318         4,282           B. Periodicals         0         0           CD-ROM's         1         33           DVD's         62         271           Kits         0         2           Manuals         0         3           Maps         1         4           Slide Sets         0         0           Sound Disk         1         1           Videocassettes         8         26           Videocassettes         8         26           TOTAL         391         4,622
Number of print and non-print materials added to the collection each year.		
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.		

PRCC   Adds   Total	
Adds 1,584 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Adds 1,584 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Adds 1,584 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Adds 1,584 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Adds 1,584 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	

Number of pieces of equipment	library's web site.	3. Requested additional funding for equipment and furniture for 2012-2013
	Libranes 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 online. Door court for Johnston Library and Learning Lab was 91,844; for Forrest County Center library and Lab, the door court was 68,543; and the door court for Hancock Library was 4,035 for a total of 164,422.  The Johnston Library staff provided 88 orientation sessions to students, and the learning lab staff provided 68 in lab orientation sessions and no in class orientation sessions and no in class orientation sessions and 5 lab sessions, for a total of 262 orientation sessions on all campuses. Orientation sessions on all campuses. Orientation sessions were provided to students for English, College Skills, History, etc. upon teacher request. The Johnston Learning Lab staff proctored 5,121 online tests; the FCC Lab staff proctored 4,157 tests; and the Hancock staff proctored 5,121 online and traditional students. Information about the College Libraries was also updated on the web site to be used by both online and traditional students. Information about the College Libraries was also updated on the web site to be used by both online and traditional students. Information about the contents.	New technology/equipment and furniture added to all Libraries and Labs are listed below:
y with orientation is provided so that ore effectively and in the effective or that orientation is provided so that orientatio	provided to students and faculty.	Number of pieces of equipment and fumiture added to Libraries
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.  To provide audio visual, copier, microform, and	of the Libraries and the services provided so that such resources will be used more effectively and efficiently.	To provide audio visual, copier, microform, and computer equipment and adequate furniture on

	4. Requested additional funding for online full-text periodicals of 2012-2013 school year since online products have the capability of serving more students than print in-house periodicals can serve.	5. Requested additional funding for 2012-2013 school year.	6. Requested additional funding in the 2012-2013 budget for additional online databases.	7. Requested that the frozen Library clerical position be fully reinstated for the 2012-2013 school session at the Forrest County Center Campus.
Johnston Library 2 barcode scanners 1 printing kiosk Johnston Learning Lab 23 student computers 1 memory card reader 1 receipt printer 1 flatbed color scanner Johnston Media Services 1 computer with 2 monitors 1 flatbed color scanner 1 digital camera Forrest County Center Library 1 circulation computer 1 scanner 1 barcode scanner 1 barcode scanner 2 computer tables 6 chairs Forrest County Learning Lab 6 computers for online testing 2 computers ab staff Hancock Center Library 1 10 reader for orinting	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.	5. Found that the Library needed to add 2.43% to the existing budget.	6. No new electronic databases were added this year.	7. Director of College Libraries has a master's degree plus 30 hours. Both librarians at the Johnston Library have master's degrees. The GHJ Learning Lab Coordinator has a master's degree plus 15 additional hours. The Mathematics Lab instructor has a master's
and Labs.	ACRL standards.	ACRL standards	ACRL standards	Number of staff employed with degrees or training appropriate for positions held.
which to place them to support instruction.	To increase periodical collection.	To increase the Libraries budget to 6% of the school budget.	To increase the electronic database collection.	To provide a staff which is qualified and concerned with meeting the needs of the institution, students, and faculty.
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	8. Planned to provide professional development activities for 2012-2013.
degree plus 30 additional hours and the English/Reading instructor has a master's degree plus 30 additional hours. The Media Specialist has a bachelor's degree. All GHJ support staff members are qualified by education and experience for their positions. The librarian at the FCC Campus holds a master's degree while the support staff member has a bachelor's degree. Additionally, there are three hourly staff members, each with a master's degree at the FCC Library. In the FCC Lab, the coordinator has a master's degree and the lab instructor has an educational specialist degree. There is also a support staff member in the FCC lab with 3.5 years of college education. The Hancock Library Technical Assistant has a master's degree in education with an emphasis in English and 27 additional hours in Psychology.	8. All professional staff members attended two workshops at the beginning of the year—The Wild World of Wireless by Amy Whitten and Keeping the Dream Alive by Dr. Maggie Culp. All support staff members attended a workshop entitled Di-Namic Presentations/Customer Service by Diana O'Toole. The College Libraries Director and the GHJ Public Services Librarian attended online webinars on EBSCO, ProQuest, OneClick Digital, and Credo. The GHJ Technical Processing Librarian attended webinars on Ebooks/Eaudiobooks Administration, Ebscoadmin Report, Recorded Books, and OneClick Digital. The GHJ Media Services Specialist viewed online Services Specialist viewed online Services Elements futorials on
	Number of faculty and staff participating in professional development activities.
	To provide opportunities for faculty and staff to take part in professional development activities.

	<ol> <li>Planned to purchase additional Nursing and Allied Health materials in 2012-2013 to replace discarded items.</li> </ol>	10. Planned to continue cooperative agreements for 2012-2013.
Using a Gradient Map, Layers Mask, Quick Fix for Ed Eye, Adding a Watermark, Importing Photos into the Organizer, Text on a Path, using Guided Edit Mode-The Orton Effect, creating a Calendar, Using Guided Edit Mode-Reflection; Out of Bounds Effect; and Creating a perfect Portrait, Using the Recompose Tool, and Gradient Type. The GHJ Lab Coordinator, both GHJ Lab Instructors, and the FCC English/Reading Lab Instructor attended webinars on Creative Online Instructor and Teaching Effectively Online. The GHJ Lab Coordinator and the FCC English/Reading Lab Instructor attended the Creating Futures Through Technology Conference. The FCC Librarian attended the Mississippi Library Association Conference. The FCC English/Reading Lab Instructor attended Instructure Canvas (LMS) by Estelita Young.	9. Discarded 3 books from the Johnston nursing collection, and purchased 38 books for the nursing collection. Forrest County Library discarded 7 books from the Nursing and Allied Health Collection and added 51 books to that collection.	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 participation in the Mississippi virtual Community College Program; and participates in SIRSI's Mississippi virtual Community
	Usage count and copyright date of materials.	Cooperative agreements with other libraries.
	To continually weed the GHJ Nursing collection and the FCC Allied Health Collection.	To cooperate with other institutions, libraries, and agencies to meet the information needs of the college.

consortium. The library has	formalized lending agreements with	the University of Southern	Mississippi and the public libraries	within its six county districts.

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.	ATEGIC 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 provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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 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, and technical skills training.	PURPOSE OF UNIT: To provide individual and group services to prepare students for academic transfer and or careers which meet the needs of business and industry.	perience and	RESULTS – ssment Intended results	well adjusted	A Placement worked in cooperation with Director of Recruitment & advisement and face to face orientation.  Orientation to plan and implement early advisement and registration for returning students in November 2011 in Anni 2012 for new as well students.	as returning students throughout the summer of 2012. Three additional advisors were hired to assist with the summer volume of students needing advisement and registration. The director also provided advisor training & supplies to faculty, department chairs, and Title III personnel at the Poplarville and Forrest County locations. Hancock County personnel participated as well. Additionally the College Fish Program was introduced to all students and faculty on the
& Placement Center	nity College is a public institution committed to prov	ATEGIC GOALS:  To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in careers for wh To provide quality student services.  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 well, and provide opportunities for their professional development.  To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment 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 basi technical skills training.	nd group services to prepare students for academic	To provide counseling services which assist in e	ASSESSMENT CRITERIA — Criterion for Evaluation (Variables related to success of intended	(allimino	activities each year, To annually revise, print, and publish the ADVISOR'S GUIDE. To supervise the information that is published on the PRCC Website regarding the Counseling, Advisement, & Placement Center. To meet	with the advisory council for the center twice annually to provide training for using resources in advising students.
Position: Director of Counseling, Advisement, & Placement Center	MISSION STATEMENT: Pearl River Commur	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in their studies 2. To provide quality student services. 3. To provide access to college courses and programs using various 4. To employ qualified faculty and staff, compensate them well, and 5. To provide facilities, technology, and support staff in order to improce services available via the Internet. 6. To improve communication among campus personnel and commons 7. To recruit and retain students from a diverse population. 8. To provide workforce training programs that meet requirements of technical skifts training.	PURPOSE OF UNIT: To provide individual ar	RELATIONSHIP OF UNIT TO PRCC MISSION	OBJECTIVES - Broad description of intended impact on students (Program goals)	4	program.	

from students. Career fair exhibitors rated students and the fair very highly on evaluations.	The results of these activities are found in participation of students and employers when students are employed.	Conducting admission examinations helps advisors to properly place students in classes where they are likely to succeed.	Counselors are expected to perform at a higher level after exposure to professional development.	Participation on College committees leadership opportunities for counselors to advance the mission of the College.
locations. Compass training was conducted at all three locations. Director conducted advisory council meetings where department chairs enjoyed the luncheon and distribution of advising supplies was provided.  The annual job placement workshop and Career Fair was held in Spring 2012 on the Poplarville campus and in November of 2011 at the Forrest County Center. College fairs were held at both locations, and transfer week was held on the Poplarville campus.	Individual and small group guidance and advisement is conducted throughout the year. A large session is scheduled annually for employability skills and job placement skills.	ACT National and Residual exams are conducted throughout the year. ACT Compass is conducted by appointment year round, and it is conducted on a walk in basis during open registration sessions. TABE is administered t career certificate seeking students. GED training and MS-CPAS training were attended by those who administer the examinations.	All counseling personnel and staff members participate in professional organizations, attend training sessions, and research Internet sources in best practices. All participate in SIGI and other webinars. Counselors are hosting the Community Counselors Assoc. Conference in 2013.	The collaboration during participation on committees proves to be valuable in giving recognition to the center
	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.	Conduct assessment s using ACT, GED, TABE, and ACT COMPASS. Follow up/placement surveys are conducted annually.	Encourage participation in staff development and communication with industry, businesses, and other colleges. Counselors and advisors participated in ACT COMPASS training and SIGI 3 training in addition to other training provided through professional development.	Participation on the Instructional Council, Calendar Committee, President's Task Force, PAT for Title III, (appropriate College
	2 To provide individual and group guidance services to assist students in the development and use of cognitive and affective skills.	3 To coordinate and supervise student assessment, employability skills training, retention, placement, and follow-up activities in cooperation with instructors.	4 To provide opportunities for personnel to improve guidance services.	To encourage personnel to participate on College committees in support of the mission statement of the College.

		committees), and advisory boards of community schools and businesses.	and the services counselors offer.	
φ	To encourage personnel to participate in professional development to improve guidance services.	Encourage participation in state and national organizations for improvement in guidance services such as counseling, advisement, placement, orientation, etc. In addition	Opportunities for personnel to improve guidance services through professional development have made counselors of the societal changes, cultural diversification, and rapid changes in technology.	Changes in technology have made our performances more efficient. Recognition of cultural diversity in our student population is essential for program success.
2	To utilize community resources	Maintain contact with "helping" agencies within the district.	Community resources have assisted counselors in referring students with emotional and physical problems. Pine Grove Out Reach has provided free assessment to troubled PRCC students. PGOR attends advisory meetings and informs faculty and counselors of improved services.	Pine Grove has and will continue to assist PRCC counselors in helping troubled students. Those students have a better chance of completing degrees and becoming productive citizens. Services of other agencies are also requested.
∞	To conduct evaluations.	To complete evaluations as prescribed by the College and State pertaining to program and personnel evaluations.	Evaluations are conducted on various activities and on the performance of staff members.	Program improvements are made based on evaluations.

2011-2012

# Supports PRCC Strategic Goal(s): POSITION: Director of Development Foundation and Alumni Association

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

- **₹** 6. 6. 4. 6.
- 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 well, and provide opportunities for their professional development.

  To provide facilities, technology, and support staff in order to improve student tearning, 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. 8 7 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.

# 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.

5	and intaindal support in the coilege unough the chirce of the Development Foundation and Alonghin Association.	ו נוופ ספעפוטלטוופוול ו טמוומפנטטו פווס אינייווייי	Association.	
Ó	OBJECTIVES - Broad description of intended impact	ASSESSMENT CRITERIA –	ASSESSMENT RESULTS -	USE OF RESULTS – Actionable
ō	on students (Program goals)	Criteria for Evaluation	Outcomes Assessment	Knowledge
		(Variables related to success of	(States how well intended results	(How knowledge gained will be used to
		intended outcome)	were achieved)	improve program performance)
_	To generate individual and corporate donations to	1.1. Minutes of the College Board of	Funding to the foundation was	The dinner concept was considered
	support the programs and services of the College.	Trustees.	provided over the year through	successful as well as individual donor
			individual, business, and corporate	solicitation.
		1.2. Minutes of the PRCC Development	giving.	
		Foundation.		Funds were generated to support various
			beld to attract donors and increase	programs, projects, scholarships, and building and avera that ware identified
		1.3. Annual Audit of Pearl River	financial support.	needs of the college.
		Collinia ity College.		
_		1.4. Annual Audit of the PRCC		
		Development Foundation.		
7	To provide opportunities for alumni to continue	2.1. Minutes of the College Board of	Activities were sponsored by the	Activities and events were critiqued to
	their involvement in the programs of the College.	Trustees.	College Alumni Association to	determine the success of each event and if
			generate participation by alumni	continued how it would be improved.
		2.2. Minutes of the PRCC Development	and secure memberships for the	
		Foundation	year.	Results determined that more emphasis be
				placed on corporate sponsorship for
		2.3 Minutes of the DDCC Alumai	Steak Dinners, Fish Fries, and	events.
		According to the FACO Admini	Golf Tournaments were conducted	
		Association.	by four Alumni Chapters to	Committee development for events is an
			increase dollars for scholarship	area of focus.
		2.4. Quarterly editions of the	support.	

### 2011 - 2012

Position: Director of e-Learning PRCC St	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	or 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.
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- To provide access to college courses and programs using various instructional methods, including distance education.

  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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.
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- 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.

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 educa	tional opportunities offered by PRCC. Through Dista	ance Education and Instructional Technology, the Office
of eLearning provides avenues of learning suited to a variety of learning-styles and lifestyles.		

0	of eLearning provides avenues of learning suited to a variety of learning-styles and lifestyles.	o a variety of learning-styles and lifestyles.		
≥. ت	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criterion for Evaluation (Variables related to success of intended	ASSESSMENT RESULTS - Outcomes Assessment (States how well intended results were achieved)	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)
-	Average retention in PRCC online classes will increase each semester.	MSVCC ET "Overall Success Rate Report" will show that retention in online classes will be 75% or better.	Overall Success Rate was 70%.	The stated objective was not met. Improvements will need to be made to provide students with orientations and information that will provide them with a better understanding of the online courses from the beginning of the semester. Instructors will need to improve the interaction between them and the students and build a sense of community within the online courses.
5	Distance education courses will include a course specific orientation.	An evaluation of each course will determine that at least 80% of online courses will have a course specific orientation.	80% of the courses have a Course Specific Orientation.	While the evaluations show that we have met our stated objective, there is great room for improvement. Only about 10% of our instructors have created a useful course orientation. The remainder of the instructors needs guidance and training on how to create an effective course orientation. The Office of eLearning will be providing support to those instructors.
m	Training opportunities (Blackboard and other instructional tools provided by the State) will be provided to PRCC personnel each semester.	A minimum of two training sessions will be provided each semester and can be measured based on the training calendar that is used each semester.	Approximately 27 training opportunities were provided during the fall and spring semesters. Additional training opportunities were provided during the summer semester and from the "Academy" which is facilitated by the Mississippi Community College Board-MSVCC Office.	Although we have met our stated objective, there are additional training needs in regards to instructional technology. The Office of eLearning has plans to incorporate additional training opportunities through webinars, and in an online environment to help accommodate all instructors at PRCC.
4	Advisement specific to online students	An online advisement pilot will be developed. The results of the pilot	This objective was not met. There are no designated advisors available to help with	During the 2012-2013 year, an effort will be placed on identifying and training advisors to

will be used to measure this piloting this type of advisement model.  An online orientation will be offered to online students each semester to help increase retention in online classes.  An online orientation will be offered to online students each semester to help increase retention in online classes.  An online orientation will be offered to online students who complete the orientation will indicate an overall higher retention for students who actually completed the orientation. (2010/2011 overall retention was 71%.)		help with advising online students through online technology programs. In addition, a procedure for students and advisors to follow will be devised.  Additional personnel are needed to meet this objective. During the 2012-2013 year, an effort will be placed on providing some brief orientation sessions until additional personnel is hired.	
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POSITION: Director of Financial Aid

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

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

### 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 provide access to college courses and programs using various instructional methods, including distance education.
- To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.
- To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, And 1. To prepare students to transfer and be succe
  2. To provide quality student services.
  3. To provide access to college courses and pu
  4. To employ qualified faculty and staff, com
  5. To provide facilities, technology, and supp
  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 skills training, 9.7.8

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).

		<b>(</b> 4.1	
ational, and occupational goals of students.	USE OF RESULTS	Proceed with drawing down ISIRs as quickly as possible each award year to ensure that students with complete files are sent award letters beginning with the institution's priority date. Work with the Office of Admissions and the Office of Recruitment and Orientation to secure rosters of recently admitted students to contact regarding their applications for financial assistance via email. Open lines of communication with the recruiter from the Office of Recruitment and Orientation regarding contact with local high schools and high schools	The fast paced changes in our industry require that all personnel (100%) be involved in some type of professional development training.
RELATIONSHIP OF UNIT TO PRCC MISSION: To provide financial assistance to enable the achievement of personal, educational, and occupational goals of students.	ASSESSMENT RESULTS	It has become even more vital that our office continue to consistently review 100% of all applications for federal, state, and institutional aid that are forwarded to our office. We are finding through the registration process that approximately 50% of our students are failing to apply for financial assistance by the institution's published priority date or even what could be considered "in a timely manner".	75% of office personnel attended functions related to these issues.
MISSION: To provide financial assistance	ASSESSMENT CRITERIA	<ol> <li>Determine student eligibility for the type of aid requested and award aid based on the availability of the funds.</li> </ol>	2. Keep abreast of federal, state and institutional updates on policy and procedural changes related to programs through mail, electronic postings and webinars, as well by attending vital
RELATIONSHIP OF UNIT TO PRCC	OBJECTIVES	1. To award financial aid to the student population at PRCC based on federally, state, and institutionally determined eligibility and program fund availability to assist them in meeting the costs of their education.	2. To maintain a critical review of all institutional, state, and federal guidelines with regard to preserving compliance with the financial aid programs in these respective areas.

RELATIONSHIP OF UNIT TO PRCC MISSION: To provide OBJECTIVES ASSESSMENT	MISSION: To provide financial assistance ASSESSMENT CRITERIA	financial assistance to enable the achievement of personal, educational, and occupational goals of students.  CRITERIA ASSESSMENT RESULTS  USE OF RESULTS	tional, and occupational goals of students. USE OF RESULTS
3. To continue to utilize the U.S. Department of Education's Central Processing System's Return of Title IV functionality to implement the processing of all required R2T4 calculations which began during the 2008-2009 award year. Problems continue to occur within the Banner operating system that will require resolution to determine fully those students withdrawing from the institution.	policy conferences.  3. Develop a comprehensive point of contact/communication plan between the Office of Financial Aid, Business Services, and the Admissions Office and with Information Technology personnel with regard to Withdrawal Notifications for the purpose of determining Return of Title IV calculations.	(100%) A single query report designed by the Information Technology Department and generated by the Office of Financial Aid on a weekly basis captures individual students following the institution's published withdrawal procedures. The Office of Business Services provides students' account information to complete the R2T4 process. (100%) Following the semester, a final query also designed by the IT Department captures all students who failed to successfully complete the a specified enrollment period for Unofficial Withdrawal review purposes.	Office of Financial Aid in conjunction with Office of Admissions initiating plans to work with Faculty Senate to plan workshops for purposes of training faculty of importance for reporting absences and cutouts in a timely manner.
4. To reformulate an up-to-date written policies and procedures manual to comply with U.S. Department of Education requirements for the administration of federal assistance programs. It is also suggested that the manual be created as a Web-based resource, allowing for easier, more regular updates to the manual.	4. Recommended following consultation with USA Fund University Consultant with regard to possible Federal compliance implications. In addition, a comprehensive policies and procedures manual will serve as an effective training tool for future staff members in the Office of Financial Aid.	Template for policies and procedures manual for Pearl River Community College in place. Mission statement for Office of Financial Aid developed and Code of Ethics in place with regard to treatment of Federal Title IV student aid funds and the awarding and disbursing of federal student aid. New changes within the industry have called for additional changes to the policies and procedures manual. Due to these new changes, we have approximately 75% of the manual	Process for policies and procedures manual will continue indefinitely as industry continues to evolve. (For example, the Family Education Loan Program no longer exists as a Federal student aid program. That program has been replaced by the Direct Lending Program which is strictly operated under the auspices of the U.S. Department of Education.) In addition, dramatic changes have occurred with the Pell Grant program with the FY2012 budget proposed by President Obama, passed by the Democratic Congress, and then signed into law by President Obama.

۵	POSITION Director of General Education (Forrest County Center)	Indiv Center)		Supports PRCC Strategic Goal(s): 1 2 4 5 6
2	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ge is a public institution committed to provid	ling quality educational and servic	e 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.  2. To provide quality student services.  3. To provide access to college courses and programs using various instructional methods, including distance adjurcation.		and/or to be successful in career	at baccalaureate institutions and/or to be successful in careers for which they have been prepared.
4 ry		s using various instructional metrologs, including distance concerns. hem well, and provide opportunities for their professional development. In order to improve student learning, enhance faculty and staff performance.	ir professional development.	augment community services, and make
6, 7, 8,		nd comm ements o	College goals, objectives, and aconal, and public service agencies	unity members regarding the College goals, objectives, and activities. fousiness, industry, educational, and public service agencies for basic skills, specific job skills, and
<u>Ф</u>	PURPOSE OF UNIT: To Coordinate and supervise academic course	ademic course offerings on the Hattiesburg Campus.	Campus.	
œ_	RELATIONSHIP OF UNIT TO PRCC MISSION: To serve as the representative of the Vice President for Instruction's Office on the Hattiesburg Campus.	ve as the representative of the Vice Presid	ent for Instruction's Office on the	Hattiesburg Campus.
0 0	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criteria for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)
_	To continue to assist in developing new academic course offerings at the Forrest County Center.	To meet with administrative personnel to add academic courses other than those required for technical programs.	Added Honors sections in several academic areas	Offers opportunities for in-depth study for honors students
7	To continue to offer more counseling opportunities for students.	To assist in providing academic counselors from the Poplarville campus on the Hattiesburg Campus.	No changes were made	No changes were made
m	To assist in reorganizing the regular registration process and late registration process	To meet with administrative personnel to assist in securing computers for registration at the Forrest County Center.	SGA and PHI THETA KAPPA students are helping with registration	Students move in a more orderly fashion and are given very specific instructions
4	To continue to seek new classrooms and teaching materials at the Forrest County Center.	To meet with administrative personnel to achieve this goal.	One new mobile classroom has been brought on campus and houses the reading classes.	Relieved some of the crowded in the Allied Health Building.
ν.	To continue to add more full-time faculty at the Forrest County Center.	Consult with Vice President for Instruction to achieve this goal.	No new faculty were added	No new faculty were added

POSITION: Director of Financial Aid

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

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

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 the student population at PRCC based on federally, state, and institutionally determined eligibility and program fund availability to assist them in meeting the costs of their education.	<ol> <li>Determine student eligibility for the type of aid requested and award aid based on the availability of the funds.</li> </ol>	It has become even more vital that our office continue to consistently review 100% of all applications for federal, state, and institutional aid that are forwarded to our office. We are finding through the registration process that approximately 50% of our students are failing to apply for financial assistance by the institution's published priority date or even what could be considered "in a timely manner".	Proceed with drawing down ISIRs as quickly as possible each award year to ensure that students with complete files are sent award letters beginning with the institution's priority date. Work with the Office of Admissions and the Office of Recruitment and Orientation to secure rosters of recently admitted students to contact regarding their applications for financial assistance via email. Open lines of communication with the recruiter from the Office of Recruitment and Orientation regarding contact with local high schools and high school counselors.
2. To maintain a critical review of all institutional, state, and federal guidelines with regard to preserving compliance with the financial aid programs in these respective areas.	2. Keep abreast of federal, state and institutional updates on policy and procedural changes related to programs through mail, electronic postings and webinars, as well by attending vital policy conferences.	75% of office personnel attended functions related to these issues.	The fast paced changes in our industry require that all personnel (100%) be involved in some type of professional development training.
3. To continue to utilize the U.S. Department of Education's Central Processing System's Return of Title IV functionality to implement the processing of all required R2T4 calculations which began during the	3. Develop a comprehensive point of contact/communication plan between the Office of Financial Aid, Business Services, and the Admissions Office and with Information Technology personnel with regard to Withdrawal Notifications	(100%) A single query report designed by the Information Technology Department and generated by the Office of Financial Aid on a weekly basis captures individual students following the institution's published withdrawal procedures. The Office of Business Services provides	Office of Financial Aid in conjunction with Office of Admissions initiating plans to work with Faculty Senate to plan workshops for purposes of training faculty of importance for reporting absences and cutouts in a timely manner.

POSITION: Director of Financial Aid			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
2008-2009 award year. Problems continue to occur within the Banner operating system that will require resolution to determine fully those students withdrawing from the institution.	for the purpose of determining Return of Title IV calculations.	students' account information to complete the R2T4 process. (100%) Following the semester, a final query also designed by the IT Department captures all students who failed to successfully complete the a specified enrollment period for Unofficial Withdrawal review purposes.	
4. To reformulate an up-to-date written policies and procedures manual to comply with U.S. Department of Education requirements for the administration of federal assistance programs. It is also suggested that the manual be created as a Web-based resource, allowing for easier, more regular updates to the manual.	4. Recommended following consultation with USA Fund University Consultant with regard to possible Federal compliance implications. In addition, a comprehensive policies and procedures manual will serve as an effective training tool for future staff members in the Office of Financial Aid.	Template for policies and procedures manual for Pearl River Community College in place. Mission statement for Office of Financial Aid developed and Code of Ethics in place with regard to treatment of Federal Title IV student aid funds and the awarding and disbursing of federal student aid. New changes within the industry have called for additional changes to the policies and procedures manual. Due to these new changes, we have approximately 75% of the manual completed.	Process for policies and procedures manual will continue indefinitely as industry continues to evolve. (For example, the Family Education Loan Program no longer exists as a Federal student aid program. That program has been replaced by the Direct Lending Program which is strictly operated under the auspices of the U.S. Department of Education.) In addition, dramatic changes have occurred with the Pell Grant program with the FY2012 budget proposed by President Obama, passed by the Democratic Congress, and then signed into law by President Obama.

Supports PRCC Strategic Goal(s): 1, 2	institution committed to providing quality educational and service opportunities for all who seek them.	ers for which they have been prepared.  e, augment community services, and make activities.  s for basic skills, specific job skills, and	* County and Stennis Space Center.	communities within Hancock County and Stennis ourg campuses to support the College mission.	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)	To improve our recruiting efforts this upcoming academic year.	To improve our visibility throughout Hancock County, so that the citizens of Hancock County know of academic and technical opportunities available at the Hancock Center.		Same as 2 <sup>rd</sup> part of number 3, Grow our student population by 15% from last fall.
	ling quality educational and ser	and/or to be successful in care ding distance education. if professional development. ce faculty and staff performance. College goals, objectives, and onal, and public service agencie	aining to students within Hancoo	ensive services to students and son the Poplarville and Hattiest	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	Worked closely with Recruitment and Orientation to recruit at Hancock High, Bay High, Our Lady Academy, and St. Stanislaus.	Initiated two new recruiting events, Pearl River Night & Spring Fling. Visited Bay High and Hancock several times throughout the academic year.	Continue to have faculty meetings to address areas of concern, as well as areas of success at the Hancock Center. Continue with an open-door policy for all students.	Same as 2 <sup>nd</sup> part of number 3.
	ly College is a public institution committed to provid	ATEGIC 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 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 well, and provide opportunities for their 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 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.	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.	ASSESSMENT CRITERIA – Criteria for Evaluation (Variables related to success of intended outcome)	Assessment criteria as described in Orientation and Recruitment department's assessment chart targeting students, counselors and guests.	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.	Student and staff survey forms and direct observation by Hancock Center Director and others responsible for institutional effectiveness.	Collect and analyze student enrollment data for all sites in Hancock County and Stennis Space Center.
POSITION: Director of Hancock Center	MISSION STATEMENT: Pearl River Community College is a public	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in the 2. To provide quality student services. 3. To provide access to college courses and programs usin 4. To employ qualified faculty and staff, compensate them 5. To provide facilities, technology, and support staff in ord College services available via the Internet. 6. To improve communication among campus personnel a 7. To recruit and retain students from a diverse population 8. To provide workforce training programs that meet require technical skills training.	URPOSE OF UNIT: To provide quality post-se	RELATIONSHIP OF UNIT TO PRCC MISSION: pace Center. These integrated services included.	OBJECTIVES - Broad description of intended impact on students (Program goals)	Provide an informative and meaningful new student orientation program that meets the transitional needs of new students.	Provide prospective students information on the admission process, academic programs, and campus life that will aid in prospective students' recruitment and future enrollment.	Provide strategic data driven decision-making grounded in reliable data analysis to support enrollment goals and initiatives.	in courses at sites in Hancock County and

	To continue to upgrade course offerings at the Hancock Center and Stennis Space Center. Will continue to renew PRCCs commitment to quality education in Hancock County and work with local businesses and community organizations to provide services needed in the community.
	Continue to work with the following:  1) The Education Committee of the Hancock County Chamber of Commerce to show PRCCs commitment to provide a quality education to the students of Hancock County.  2) The WIN Job Center to determine programs where WIA special allocation funds are available to our students.  3) PRCC GED Department to help students continue to achieve their educational goals and then transition to PRCC students.  4) PRCC Workforce Department to offer space and classes for local business to extend educational opportunities for employees.
	Expand initiatives in partnership with local business and the College Workforce Development Division.
Stennis Space Center,	Increase College's visibility throughout the business community within Hancock County and Stennis Space Center.
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La	DOCITION: Director of Daysical Plant			-
-  -	AISSION STATEMENT: Pearl River Communi	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	viding quality educational and service opportu	Supports Fruct Strategic Godi(s): 4, 3, 4, 5 nities for all who seek them.
N + 44 44 67 8	STRATEGIC GOALS:  To prepare students to transfer and be successful in their studies at bacc to provide quality student services.  To provide access to college courses and programs using various instruct.  To provide access to college courses and programs using various instruct.  To provide facilities, technology, and support staff in order to improve stuchless the internet.  To improve communication among campus personnel and community medical in the community medical students from a diverse population.  To recruit and retain students from a diverse population.  To provide workforce training programs that meet requirements of busine technical skills training.	ATEGIC 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 students services.  To provide quality students services.  To provide quality students services and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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 relain 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.	alaureate institutions and/or to be successful in careers for which they tional methods, including distance education. Opportunities for their professional development. dent learning, enhance faculty and staff performance, augment commembers regarding the College goals, objectives, and activities. ss, industry, educational, and public service agencies for basic skills,	have been prepared.  Unity services, and make specific job skills, and
م	URPOSE OF UNIT: To provide physical re	PURPOSE OF UNIT: To provide physical resources and facilities in order to support the educational programs, support services, and activities of the College	educational programs, support services, a	and activities of the College.
E 0	RELATIONSHIP OF UNIT TO PRCC MISSION: To increase the access t system that meets the travel needs of students, faculty, and staff at	To increase the access to and the quality an lents, faculty, and staff at PRCC.	nd efficiency of campus physical resource	to and the quality and efficiency of campus physical resources and to develop and maintain a transportation PRCC.
٤. ت	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criteria for Evaluation	ASSESSMENT RESULTS – Outcomes Assessment	USE OF RESULTS ~ Actionable Knowledge (How knowledge gained will be used to improve
		(variables related to success of intended outcome)	(states now well intended results were achieved)	program perrormance)
~	To maintain the accessibility and cleanliness of all buildings.	<ol> <li>Inspection and evaluation by janitorial supervisor weekly.</li> </ol>	Weekly inspection and evaluation process so buildings will be clean.	Prioritize results to improve successful outcomes.
73	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.
m	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 all utilities will be kept in proper working order and operating as efficiently as possible.	Prioritized needs and responded accordingly.
<u></u>	To plan and identify immediate needs for all facilities.	5. Constant inspections leading to request for improvements.	5. Request submitted for budget approval.	5. Implemented need requests upon approval of necessary funding.
9	To plan and identify long range needs.	6. Inspection and evaluation by appropriate personnel (contractor, engineers, staff).	Plan of action ready for activation upon availability of funds.	6. Daily staff meetings. Attend education seminars as identified.

To provide a safe and quality travel.  To provide a safe and quality travel.  To employ efficient and effective mechanic personnel.  To provide updated fleet of vehicles was fromed and courteous manner.  To provide a safe and quality travel for students, faculty, are made approved travel for students, faculty, and made reviewed budget monthly, and made reports related to mileage to Business Office.  8. Daily supervision of mechanics as well as formal evaluation indicated mechanics.  To provide updated fleet of vehicles and courteous manner.  9. Review budget related to number of needed vehicles and courteous manner.		<u></u>	
To provide a safe and quality transportation system as it relates to approved travel for students, faculty, and staff.  To employ efficient and effective mechanic personnel.  To provide updated fleet of vehicles whenever needed in a professional and courteous manner.	7. U exp exp dete	<ol> <li>Expanded criteria of mechanical personne to include driving buses as needed for school activities.</li> </ol>	
To provide a safe and quality transportation system as it relates to approved travel for students, faculty, and staff.  To employ efficient and effective mechanic personnel.  To provide updated fleet of vehicles whenever needed in a professional and courteous manner.	7. Published weekly travel requests, reviewed budget monthly, and made reports related to mileage to Business Office.	8. Daily supervision of mechanics as well as formal evaluation indicated excellent performance of employed mechanics.	<ol> <li>Review budget related to number of needed vehicles</li> </ol>
	7. Schedule use of vehicles for approved travel.	<ol> <li>Evatuation of mechanics in charge of transportation done formally and informally. Also, daily supervision of mechanics.</li> </ol>	9. Purchase of new vehicles on regular basis as budget permits.
2 8 6	afe and quality ystem as it relates to for students, faculty,	ent and effective inel.	ated fleet of vehicles ed in a professional nanner.

Supports PRCC Strategic Goal(s): 2, 4, 7	ortunities for all who se	hich they have been prepa	ic skilts, specific job skilts, and	stituents, which in turn helps the	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)	Logs are kept to determine what publications utilize PRCC materials. Records are kept of all users. Items that are not used by publications are localized and resent to media types. Calls are also made to media outlets to request they be utilized.	The college's website is currently undergoing changes for the next school year, making it easier for students to apply for admission, request schedule information and contact information. A new webmaster is in place and the new site should be operational late 2012.	Our website now includes the college's television commercials for those students who may not live in the viewing area or do not watch TV. Videos of school functions also available on the website.
S	iding quality educational and service oppo	at baccalaureate institutions and/or to be successful in careers for which they have been prepared. instructional methods, including distance education. provide opportunities for their professional development. ove student leaming, enhance faculty and staff performance, augment community services, and manners regarding the College goals, objectives, and activities.	tional, and public service agencies for basi	d programs of Pearl River Community College. philosophy and mission of Pearl River Community College to its constituents, which in turn helps the college in	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	Nearly 200 news and sports items were sent to media outlets. Some 95 percent were used in some form. TV advisories resulted in average of one visit to one of our campuses each month.	From July 2010 to July 2011, the number of hits on the college's website was 455,000. From July 2010 to July 1, 2011, the number of hits was 1,358,534. Page views were more than 4 million. That has remained consistent as more and more of our information is going online.	Increased visibility to potential students, as well as enhanced the public image of the college in south Mississippi.
	ge is a public institution committed to prov	in their studies at baccalaureate institution is using various instructional methods, inc them well, and provide opportunities for the in order to improve student learning, enhainel and community members regarding the	ation. equirements of business, industry, educa		ASSESSMENT CRITERIA – Criteria for Evaluation (Variables related to success of intended outcome)	The print media are sent 20-25 news items per month for publication. TV media sent minimum of three coverage advisories per month. School calendar items sent weekly to media for their online calendars.	Increase the number of hits on the school's official website. Increase the number of students registering for classes online.	Increase interest in the college through video of events that are then posted on the school's website.
POSITION: Director of Public Relations	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them	<ol> <li>STRATEGIC GOALS:</li> <li>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.</li> <li>To provide quality student services.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.</li> <li>To provide facilities, technology, and support staff in order to improve student leaming, enhance faculty and staff performance, augment community services, and make College services available via the Internet.</li> <li>To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.</li> </ol>	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 skilts, specific job skilts, and technical skills training.	PURPOSE OF UNIT: Disseminate information about the activities an RELATIONSHIP OF UNIT TO PRCC MISSION: To communicate the the areas of recruitment and retention.	OBJECTIVES - Broad description of intended impact on students (Program goals)	To enhance the image or public perception of the college by sending news releases to all media: print, TV, and radio on all college activities, while encouraging them to use the items on their websites.	To enhance the school's website by updating and adding additional information about programs so that students and perspective students, as well as parents and the general public, can learn information about the school.	To enhance the image and student perception of the college through avenues that feature faculty, staff and students and the many activities that take place on campuses.

4	4 To enhance the image and student perception of	Update, print and distribute literature	Printed information distributed via local	Evaluated effectiveness of distributing	
	the college through the use of informative	to increase interest in the college.	shopping mall carts, PRCC racks in	print information and determined that it	
	brochures news letters and magazines	•	local retail outlets and libraries, and	is a viable tool for getting information	
			mail outs to increase visibility with	out about the college. One way we are	
			potential students. Material is also	doing this is through Facebook, and	
			available at career and trade shows.	placing school magazines on our	
				website.	
رى	5 To improve and expand advertising efforts to	Balance advertising efforts on TV, in	Increased interest with potential	Evaluated effectiveness of advertising	
	enhance the image and student perception of the	newspapers and magazines, on radio	students, resulting in an increase of	efforts through informal discussions	
	college	and in high-traffic areas throughout	applications for admission, and student	with current students and faculty, as	
		the district, as well as increase the use	enrollment.	well as college recruiters.	
		of online ads via media outlets.			
<u> </u>	6 To enhance the school's distance education	Increase interest in the college's	Flat Spring 2011 enrollment hit 1,827;	Evaluated effectiveness of brochures	
	enrollment through the publication of timely	distance education offerings by	spring 2012 enrollment at 1,670 total.	with distance learning coordinator.	
	sound inde sessels awar bee series and	updating brochures each semester.		Determined that it would be effective to	
				increase distribution of materials	
	onemigs and registration procedures.			promoting distance learning, making	
				sure it is mentioned in school	
				advertisement in general.	

	POSITION: Director of Recruitment and Orientation – Orientation MISSION STATEMENT: Pearl River Community College is a public	<u>  일</u>	iding quality educational and servic	Supports PRCC Strategic Goal(s): 2,4,7 institution committed to providing quality educational and service opportunities for all who seek them.
STRATE 1. Tol. 22. Tol. 44. Tol. 5. Tol. 6. Tol. 6. Tol. 6. Tol.	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in the 2. To provide quality student services. 3. To provide access to college courses and programs usi 3. To provide access to college courses and programs usi 4. To employ qualified faculty and staff, compensate them 5. To provide facilities, technology, and support staff in ord College services available via the Internet. 6. To improve communication among campus personnel a 7. To recruit and retain students from a diverse population 4. To provide workforce training programs that meet requirectionical skills training.	ATECIC 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 well, and provide opportunities for their professional development.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.  To provide facilities, technology, and 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 improve communication adviverse population.  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.	is and/or to be successful in career inding distance education. eir professional development. Ince faculty and staff performance, in College goals, objectives, and actional, and public service agencies	s for which they have been prepared.  augment community services, and make ctivities.  for basic skills, specific job skills, and
JRP(	vide activities to ease	the transition from high school and work to the academic arena.  To coordinate efforts of the College in order to provide orientation activities for DRCC students.	academic arena.	C etudente
3JEC pact		ASSESSMENT CRITERIA – Criteria for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)
act act	To plan, coordinate, and direct orientation activities for new PRCC students.	Review the number of students and parents/guardians attending.	For the 2011-2012 school year, the Office of Orientation continued to utilize the online orientation view book as the only means of orienting new college students. Out of 1,202 first-time college students, 924 completed the online orientation during the fall semester. Out of 501 first-time college students, 224 completed the online orientation during the spring semester.	Student completion rates of the orientation view book were lower than desired. Also, due to the use of the online orientation view book, parents were excluded from the orientation process. Based on information gathered from various conversations with parents, students, and faculty members, the orientation staff felt that solely depending on the online orientation view book was not adequately orienting first-time college students. The staff researched and developed a new concept for a face-to-face orientation that is being executed this summer for all first-time college students enrolling for Fall 2012. Also, the staff updated the online orientation view book and is now using it as a follow up tool for students attending a face-to-face orientation and as the means of orienting transfer students.
To	To encourage all prospective students to attend an orientation session.	2. Prepare and mail orientation literature to prospective students.	While using the online orientation view book, all first-time college students were enrolled in an orientation class through which they received email announcements detailing	The orientation staff concluded that the online orientation view book was not adequately promoted to new PRCC college students, based on the number of phone calls from students who did not understand why they were enrolled in the orientation class or how to

ω <b>4</b>	To encourage parents/guardians of prospective students to attend summer orientation.  To provide students with a fundamental understanding about college life transitions at PRCC through Administrators, department directors, and currently enrolled students.	3. Prepare and mail orientation literature to parents/guardians of prospective students.  4. Review the evaluations provided by the guest speakers upon the completion of their presentation.	how to complete the online orientation. Flyers were distributed in the Counseling Center and placed in every dorm room on campus. A hyperlink was also added to the PRCC home website.  Parents were excluded from the orientation process while using the online orientation class.  While using the online orientation view book and orientation class.  While using the online evaluations or survey data was collected from participating students.	complete the orientation. With the new face-to-face orientation plan in place, postcards were mailed to the home address of all first-time college students who applied for admission to PRCC.  With the new face-to-face orientation plan in place, postcards were mailed to the home address of all first-time college students who applied for admission to PRCC. Also, there is a parents only session provided at each face-to-face orientation staff understands the need to collect feedback from orientation participants. Through the execution of the new face-to-face orientation session this summer, the staff has been able to interact with parents who had students complete the online orientation view	, m
				book and who now have younger students attending the face-to-face session. The parents continually expressed that the face-to-face	v
				orientation sessions are more informative, consideration sessions are more informative, beneficial, and enjoyable than the previous use of the online orientation view book. The	
				orientation staff is collecting feedback from participants and their parents concerning their orientation experience this summer.	

_1	POSITION: Director of Recruitment and Orientation - Recruitment	- Recruitment		Supports PRCC Strategic Goal(s): 2, 4, 7
	MISSION STATEMENT: Pearl River Community Col	Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ing quality educational and servic	e 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.	ul in their studies at baccalaureate institutions arms using various instructional methods, incluc	and/or to be successful in career ding distance education.	s for which they have been prepared.
• -/		e them well, and provide opportunities for their If in order to improve student learning, enhanc	ir professional development. Se faculty and staff performance,	augment community services, and make
<u> </u>	<ol> <li>To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.</li> <li>To recruit and retain students from a diverse population.</li> <li>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.</li> </ol>	onnel and community members regarding the ulation. It requirements of business, industry, education	College goals, objectives, and aconal, and public service agencies	zivities. for basic skills, specific job skills, and
	PURPOSE OF UNIT: To provide information to students to enable them to tearn about the College and ease the transition from high school or work to the academic arena.	ents to enable them to learn about the College	e and ease the transition from hig	h school or work to the academic arena.
_	RELATIONSHIP OF UNIT TO PRCC MISSION: To d	To coordinate efforts of the College to increase en	nrollment and allow students to e	s of the College to increase enrollment and allow students to experience the mission of the College.
	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criterion for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)
	To increase enrollment by 5%.	Review number of students enrolled.	For the Fall 2011 semester, the enrollment headcount dropped/increased by 2.5%. For Spring 2012, it decreased by 5.4%. For Summer 2012, it decreased by 25%.	The decrease in the fall and spring semesters could be accredited to the restructuring of the Office of Recruitment during the 2010-2011 school year. Going back to an office dedicated to recruitment as was done during the 2011-2012 school year will hopefully positively impact the enrollment numbers for the upcoming year.
<u>  · ·                                   </u>	To improve and expand the recruiting efforts so that more students will be enrolled from the district.	Parlicipate in various recruitment activities.	The Office of Recruitment organized PRCC's involvement/representation in 33 events/college fairs at district high schools and career/technical centers throughout Fall 2011 and Spring 2012. The staff also hosted/supported 13 oncampus events focused on bringing district high school students to one of PRCC's campuses.	Participating in events at district high schools and career/technical centers is essential to making contact and positive impressions on a large number of prospective students. Also, hosting them for on-campus events is a vital way of showcasing what PRCC has to offer. With the addition of a new office staff member, the Office of Recruitment will be able to conduct more site visits throughout PRCC's district and directly increase the number of impressions being made on prospective students.
		Prepare and mail information to prospective students.	The office staff also executed one large mail out in the Fall 2011 semester to 2,813 district high school seniors.	Through the scholarship season, the staff discovered that there was a need for an additional mail out concerning scholarship eligibility. Since financial assistance is a

deciding factor for most students when selecting a college, students need to be notified of what institutional scholarships they qualify for earlier in the spring semester of their senior year. The plan for the upcoming year is to purchase ACT scores in order to communicate with eligible students much earlier in the year. Also, the staff plans to conduct additional email campaigns next year.	The office staff will continue to provide campus tours on a daily basis in the upcoming year. They will analyze the data collected from campus tour surveys in order to improve the tour process.	The Office of Recruitment plans to increase its focus on recruiting non-traditional students in the upcoming year. With the addition of a new staff member, the office will be better able to visit locations throughout the community where they can interact with non-traditional prospective students.	The office staff will continue to provide information as it is requested.	The office staff will continue to provide campus tours on a daily basis in the upcoming year. They will analyze the data collected from campus tour surveys in order to improve the tour process.
This mail out included a letter from the PRCC president and a flyer announcing the fall preview day, Wildcat Fest. The staff also sent out one email campaign to 1,695 students who requested additional information while attending local college fairs/events. Of these email recipients, 565 students opened the email and 53 of them clicked on the link to submit an admissions	The office staff and the student recruitment team, the River Navigators, provided Poplarville campus tours to 217 prospective students throughout the 2011-2012 school year. Of the prospective students receiving campus tours, 147 of them were students from district high schools.	Throughout Fall 2011 and Spring 2012, the Office of Recruitment supported seven events focused on recruiting non-traditional students.	The office staff responded to 56 requests for information packets to be mailed.	The office staff and the student recruitment team, the River Navigators, provided Poplarville campus tours to 217 prospective students throughout the 2011-2012 school year. Of the prospective students
	Provide campus tours.	Provide information for various activities for non-traditional students.	Provide PRCC information upon request.	Provide campus tours.
		3 To improve recruiting efforts of non-traditional students.		

Update, print, and distribute recruitment literature.  Collect and review view books and other college/university publications to get new ideas for next year.  Take PRCC literature/supplies to all district high schools.  Plan and organize special activities to give PRCC information to off-campus personnel.					
Update, print, and distribute recruitment literature.  Collect and review view books and other college/university publications to get new ideas for next year.  Take PRCC literature/supplies to all district high schools.  Plan and organize special activities to give PRCC information to off-campus personnel.		The Office of Recruitment is finalizing plans to print a new general brochure to promote PRCC during Fall 2012 recruitment events.	The publications collected have been reviewed and several new ideas will be utilized as a result of this process. For example, the use of QR codes on printed publication is a great way to direct prospective students to the online admissions application.	Visiting the district high school counselors is a great way to build relationships with them. Again, with the addition of a new staff member to the Office of Recruitment, the staff will be able to visit the high schools and career/technical centers more often and further cultivate these relationships.	The Office of Recruitment took a new approach to the organization of Counselor's Day 2012 by incorporating the use of a panel of PRCC administrators who answered the counselor's questions during an open Q & A session. Based on feedback collected through surveys, this was a huge success. The office staff plans to continue with this format for future events. However, the campus tour was poorly attended, so the staff hopes to find a way to increase participation during this session.
	receiving campus tours, 70 of them were non-traditional students. Three of these campus tours were for students who had earned their GED.	Several new flyers were created to better communicate PRCC information at recruitment events.	Numerous publications were collected from other colleges/universities.	During the Fall 2011 and Spring 2012 semesters, the Office of Recruitment made site visits to 23 of the 25 in district high schools to deliver PRCC literature/supplies. The staff also visited all six of the career/technical centers in the district.	On February 3, 2012, the Office of Recruitment hosted the annual Counselor's Day – a time set aside to recognize all district high school and career/technical center counselors and to update them with current PRCC information. Attending this event were seven counselors from district career/technical centers and 24 district high
e and update recruiting literature to dents.  ith high school counselors and other to provide awareness of the quality at opportunities available at PRCC.		Update, print, and distribute recruitment literature.	Collect and review view books and other college/university publications to get new ideas for next year.	Take PRCC literature/supplies to all district high schools.	Plan and organize special activities to give PRCC information to off-campus personnel.
To improvatiract stude personnel educational		To improve and update recruiting literature to attract students.		To meet with high school counselors and other personnel to provide awareness of the quality educational opportunities available at PRCC.	

Ш	POSITION: Director of Retention and Adult Services			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.	ge is a public institution committed to	providing quality educational and servic	ce opportunities for all who seek them.
	꼰	in their studies at baccalaureate institus is using various instructional methods,	at baccalaureate institutions and/or to be successful in careers for which they have been prepared. instructional methods, including distance education.	rs for which they have been prepared.
		them well, and provide opportunities for in order to improve student learning, e	or their professional development. snhance faculty and staff performance,	augment community services, and make
•	<ol> <li>To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.</li> <li>To recruit and retain students from a diverse population.</li> <li>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.</li> </ol>	nnel and community members regardir lation. requirements of business, industry, ed	ng the College goals, objectives, and ad fucational, and public service agencies	ctivities. for basic skills, specific job skilts, and
	PURPOSE OF UNIT: To provide services for PRCC's non-traditional student population and promote student retention.	non-traditional student population and	promote student retention.	
	RELATIONSHIP OF UNIT TO PRCC MISSION: To pn	To provide academic support for non-traditional student populations.	ional student populations.	
	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criteria for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)
	Increase usage of the Adult Student Center to serve the needs of PRCC's growing non-traditional student population.	Market program to non- traditional students.     Increase facility usage.	Program was marketed to programs with high non-traditional student populations. Ex. nursing	
	2 Continue the Adult Student Association.	Hold monthly informational meeting.     Acquire scholarship for qualified members.	Monthly meetings discontinued because of low attendance. Increased the number of nontraditional scholarships with endowment.	
	3 Promote Student Retention.	Change Early Alert System     e-mail system for students with     attendance problems over to     Grades 1st. software.     Continue e-mails to notify     students on the EAS of important     dates. (mid-terms, registration,     finals.etc)     Automate all EAS e-mails to     students.	Early Alert System was discontinued in the banner system and moved to the pilot program with Grades 1st. The new program will be campus wide in Grades 1st this fall with all of the components listed in assessment criteria.	

	COLLICIA: Director of Stadelit Circ			Supports PRCC Strategic Goal(s):
2	MISSION STATEMENT: Pead River Commun	Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	oviding quality educational and service o	pportunities for all who seek them.
[S + 2	$\simeq$	ATEGIC 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.	ons and/or to be successful in careers fo	or which they have been prepared.
യ. 4, സ		To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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.	icluding distance education. their professional development. iance faculty and staff performance, aug	gment community services, and make
60, 12, 89	, ,	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 basitechnical skills training.	nity members regarding the College goals, objectives, and activities. business, industry, educational, and public service agencies for basic skills, specific job skills, and	lies. basic skills, specific job skills, and
Δ.	PURPOSE OF UNIT: To help serve the students of our campus with a	nts of our campus with a quality activity program.	Э.	
œ	ELATIONSHIP OF UNIT TO PRCC MISSION	RELATIONSHIP OF UNIT TO PRCC MISSION: To assist in providing quality student services through special activities.	through special activities.	
0.5 6	OBJECTIVES - Broad description of intended impact on students (Program poals)	ASSESSMENT CRITERIA – Criteria for Evaluation Manables related to success of intended	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to innove program performance)
ח		outcome)	were achieved)	
-	To provide adequate resident halfs and a feaming environment conductive in	Ratio of housing assignment to housing	Met on weekly basis	The decision was made to utilize technology for submission of work orders and details
	meeting the educational needs of	* Maintenance plan and physical needs for	Conducted daily checks with head	clearly defined process for submission of
	students.	dorms.  * In-Service training related to supervision.  * Daily check with Head Residents.  * Input from Head Residents on weekly.	residents Met weekly with Head Residents	maintenance needs for dorms.
		basis. * Resident Hall meetings with students to review concerns and allow their input.		
~	To develop a long range master plan related to housing needs.	Use of enrollment data and college master plan to determine housing needs. Also, check on each dorm at end of semester and	Need new male dormitory	Decision made to finalize building plans and prepare for bidding process.
ო	To employ housing supervision that are efficient and student orientated.	year to determine needs of dorms.  Maintain current job descriptions, formal and informal evaluations of Head Residents.	All Head Residents were evaluated.	Determined that several changes in areas of responsibility need to be implemented.
4	To maintain a safe and secure housing environment.	Daily safety and security checks to all college housing facilities.	Daily safety checks were made.	A decision was made to meet with Fire Chief and police chief tot Poplarville to

)	regulations that will provide for proper student conduct on campus.	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.	Country Guide Handbook.  In-service training provided for all Head Residents and Campus Police	receive a copy of the student handbook via email in order to ensure that no student would be bypassed.
σ	To provide supervision to maintain proper behavior on campus.	The use of campus security, faculty, and other personnel to supervise activities and events on campus as needed.	All activities were supervised.	It was decided that additional responsibility would be assigned to coaches for all campus events to increase number of personnel at campus events.
_	To develop and maintain a comprehensive safety and security plan to enhance proper behavior on campus.	The number of violations related to the code of student conduct.	Reduction in number of cases handled by Office of Student Services.	The decision was made to assign more responsibilities to additional personnel in order to oversee that appropriate student behavior maintained.
ω	To develop a comprehensive program of student activities that meets the needs of students.	Student Activity Programs and Participant Numbers Back to School Barbeque (Poplarville) Meet the Wildcats Night (Poplarville) Fall Fest (Poplarville, Hattiesburg) Homecoming Display Contest Homecoming Pep-rally & Bonfire Miss PRCC Wildcat Scholarship Pageant (Poplarville and Hattiesburg) Talent Show (Poplarville) Homecoming concert Dorm Challenge Movie Night (Poplarville) School Wide Pep-rallies (Poplarville) School Wide Pep-rallies (Poplarville) Fach sport (3 for football, 2 for soccer, 1 for baseball and tennis)	All activities conducted	It was decided to have more events at the Hancock Center and plans are underway to increase student activities at the Hancock Center.

Party at the Park (Poplarville)	Spring Fling (Poplarville, Hattiesburg)	Womanless Pageant

POSTITION: Director of Student Support Services	Supports PRCC Strategic Goal(s): 1 & 2
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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:

- 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. **40'6' 4'6'**
- - 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 well, and provide opportunities for their 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. 8,7,6
- 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.

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.	ovide academic support for disadvant	aged students in the areas of	remedial education and student services.
0 6	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criteria for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)
-	To assure that 60% of all participants served by the Student Support Services project will persist from one academic year to the beginning of the next academic year, or graduate and/or transfer from a two year to a four year institution during the academic year.	Retention rates of those students who persisted in their education.	This information is unavailable until the Fall 2011 semester. We will submit this information when data is available from IT.	
	78% of all enrolled participants served by the Student Support Services project will meet the performance level required to stay in good academic standing at the grantee institution.	Mid-term and final grade reports from instructors at PRCC.	Approximately 124 out of 160 (78%) of our students achieved performance level required to stay in good academic standing at the grantee institution.	Our ambitious goal of 78% was achieved.
က	a) 36% of new participants served each year will graduate with an Associate's degree or certificate within four (4) years.	Tracking the number of students who enter the program and graduate, from data maintained by PRCC Information Technology Department and the SSS	This information is unavailable until the Fall 2011 semester. We will submit this data when available from IT and National Clearing House.	

	The results were used to conclude that all records were maintained accurately and submitted to the US Department of Education.	The results were used to determine that we succeeded in not only achieving our service goals, but exceeding them from 66% to 79%.	The results were used to conclude that all students received individualized educational plans and to ensure systematic educational advisement on their plan.
This information is unavailable until the Fall 2011 semester (October). We will submit the data when available from IT and National Clearing House.	The Annual Performance Report (APR) was submitted in February 2011, as required, and all other required reports.	Two thirds (79%) of the participants were individuals with disabilities and/or low income individuals who are first generation. Less than one third (21%) of the participants were low income, first generation and/or disabled.	All students served in SSS completed an individualized education plan (college success plan).
Student Access software program and the National Clearing House	Documentation of SSS records and an annual self evaluation of records requested by federal regulations, sent to the Department of Education.	SSS enrollment figures and number of active students served (Student Access Performance Report Generator 2010-2011).	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.
b) 40% of new participants served each year will transfer to institutions of higher education that offer Baccalaureate degrees with an Associate's degree or certificate within four (4) year.	The PRCC SSS project will meet 100% of the administration's requirements including record keeping, reporting and financial accountability.	During the 2010-2011 project year and succeeding years of the project cycle through 2015, 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. 66% or 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. All the participants will have demonstrated need for academic assistance as determined by the PRCC SSS Program in order to be successful in post-secondary education.	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 plan will summarize short and longterm 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

to foster an institutional climate supportive of the	At least 50% (including the Director) of the SSS  Documentation of staff's participation in project staff'team will serve on at least one PRCC's committees and/or committees taff'team will serve on at least one PRCC's committees and/or committees taff'team will serve on at least one PRCC's committees and/or committees and/or committees (outside of the college).  Information Management, Retention, Financial Aid, etc.) and one committee outside the college  To rempus:  Our objective was achieved ensuring PRCC and/or community community disadvantaged PRCC college students off and disadvantaged PRCC college students off and and administrative functions (Disability Advisory, life college.)  At least 50% (including the Director) of the SSS provides professional input representing committees (outside of the college).  The college.  At least 50% (including the Director) of the SSS staff serves  Our objective was achieved ensuring PRCC college students off and disadvantaged PRCC college students off and disadvantaged PRCC college students off and administrative functions (Disability Advisory, life college.)
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4	POSITION: Institutional Research Specialist			Supports PRCC Strategic Goal(s): 5, 6
	MISSION STATEMENT: Pearl River Community Colleg	ge is a public institution committed to p	Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ce opportunities for all who seek them.
0 (4.0. 4.0) @ 1-00	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 quality student services.  To provide quality student services.  To provide qualities, technology, and staff, compensate them well, and provide opportunities for their professional development.  To provide facilities, technology, and 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 rectuit 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, and technical skills training.	sful in their studies at baccalaureate in grams using various instructional methate them well, and provide opportunititaff in order to improve student learnin rsonnel and community members regropulation.	idies at baccalaureate institutions and/or to be successful in carious instructional methods, including distance education.  and provide opportunities for their professional development.  improve student learning, enhance faculty and staff performar  ommunity members regarding the College goals, objectives, ar  nts of business, industry, educational, and public service agen	areers for which they have been prepared.  nce, augment community services, and make  nd activities.  cies for basic skills, specific job skills, and
	PURPOSE OF UNIT: To support informed decision-making at Pearl River Community College by providing data collection and statistical analyses.	king at Pearl River Community Colleg	je by providing data collection and stati	istical analyses.
	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide data that	ovide data that will enhance quality decision-making.	cision-making.	
<u> </u>	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criteria for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)
-   <sub>0</sub>	going assessment of College operations and services and to share with campus personnel regarding assessment, data collection, and statistical analysis.  To continue review and improvement of the planning and evaluation processes of the institution and to determine, with campus input, Internal Performance Indicators for the PRCC Strategic Plan.  To develop and coordinate professional development sessions for faculty and staff.	minimum of two (2) newsletters. Annual publication of Fact book. Publication of two Institutional Effectiveness Assessment reports (Fall Document and Year-end). Publication of two Strategic Plan reports —Interim and Year-end Performance Indicators. Implementation of at least one professional development session for faculty and professional staff and one session for support staff per year.	August 2011 and in March 2012. Select results from the Fact Book were uploaded to web site and will continue to be uploaded as documents are completed. The IE 2011 Fall Document was completed and published. The Year-End IE report is being compiled for publication. Both Strategic Plan documents were published and can be found online at http://pr10.proc.edu/opr/ OPR/strategic_planning.html  The annual August professional development session was implemented (91% participation) and sessions were offered at the Poplarville campus for Poplarville and Hancock Center support staff and a session was offered at the Forrest County Center. (71%	information across campus about professional development sessions, schedules for evaluations, and campus climate survey results. Fact Book information was used to complete external and internal requests. IE documents were reviewed by the Planning and Effectiveness Committee and Administrative Council for use for strategic planning purposes. Strategic Planning and Effectiveness Committee, who suggested revisions for some indicators and deletion of six indicators. Changes were approved by Administrative Council.  Evaluations from the August meeting indicated that 87% of faculty considered the sessions above average. Faculty suggestions were considered by the Professional Development Committee when plans were made for the upcoming year.
			participation).	

4   To assist with evaluations of personnel and	Publication of Campus Climate	The Campus Climate Survey was	Results of Campus Climate Survey were
campus surveys, and publish analysis of survey	Survey Report, Graduate Report,	administered in Fall 2011,	delivered to be reviewed by Focus Group for
results.	and Post-graduate Report, etc.	Graduate Survey was administered	recommendations for areas that received less
		in Spring 2012, and the Post-	than 70% satisfaction. The Graduate Report
		Graduate Survey was administered	and Post-Graduate Reports have been shared
		in fall 2011 and spring 2012.	with select vice-presidents and directors. Due
			to the low response rate for graduate reports,
			several strategies have been devised to try to
			increase response rates, such as plans to enlist
			the assistance of head residents, select faculty,
			and coaches to encourage participation, and
			notices to be posted throughout campuses.

POS	POSITION: President		Supports	Supports PRCC Strategic Goal(s): 1, 2, 3, 4, 5, 6, 7, 8
MIS	SION STATEMENT: Pearl River Community Colle	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ity educational and service opportunities f	or all who seek them.
S	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in the 2. To provide quality student services. 3. To provide access to college courses and programs usin 4. To employ qualified faculty and staff, compensate them 5. To provide facilities, technology, and support staff in ord College services available via the Internet. 6. To improve communication among campus personnel a 7. To recruit and retain students from a diverse population 8. To provide workforce training programs that meet requirection stalls training.	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 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 well, and provide opportunities for their 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 goats, 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 skills training.	e successful in careers for which they have the education.  al development.  al staff performance, augment community seast, objectives, and activities.  blic service agencies for basic skills, specifications.	been prepared. ervices, and make
PUR	RPOSE OF UNIT: To provide visionary leaders	PURPOSE OF UNIT: To provide visionary leadership and managerial guidance to insure the accomplishment of the published institutional goals.	nplishment of the published institution	nal goals.
REL	ATIONSHIP OF UNIT TO PRCC MISSION: TO di	RELATIONSHIP OF UNIT TO PRCC MISSION: To direct the fulfillment of the institutional mission.		
OBU	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criteria for Evaluation	ASSESSMENT RESULTS – Outcomes Assessment	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to
		(Variables related to success of intended outcome)	(States how well intended results were achieved)	improve program performance)
~	Continue to improve enrollment on Poplarville, Waveland and Hattiesburg campuses.	Enrollment awareness promoted with Board and the College's recruitment and retention committee.	Enroliment was down slightly this year. The recession era students that spiked enrollment are now gone.	The era of rapidly growing enrollments may be subsiding. A new normal in terms of growth may exist. Use data from demographic study to determine future projections.
7	Identify good practices for retention and advisement.	Use Title III program to facilitate increased awareness and direction.	New advisement program being formulated.	To enhance retention and program completions.
ო	Increase College's visibility throughout the district.	Work with public relations director to develop public information strategy with limited resources.	Television ad developed using "I'm a Wildcat" theme.	Public awareness enhanced and recognition of successful alums accented.
4	Increase funding for Workforce Education through grants and external funding.	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.	Major National Science Foundation grant submitted, but was not funded.	Grant was not funded. Will continue to pursue future funding opportunities.
ഹ	Evaluate classroom utilization on each campus.	Determine the extent to which available classroom space is being full utilized.	No progress.	No progress.
ထ	Settlement of on-going FEMA claims from Hurricane Katrina damages.	Work through the legal process to determine	All major construction projects have received FEMA approval.	Construction has begun on the replacement coliseum and plans have

		and finalize payment for damages.		been drawn for the new men's dormitory.
7	Seek employee input into college-wide improvements.	Develop employee survey to determine focus areas for improvement.	No progress.	No progress.
œ	Develop new long-range plans for campus improvements.	Identify professional services and costs with developing studies.	New Master Plan for the Forrest County Center has been developed.	Planning process for buildings, roads, parking areas are underway for the Forrest County Center.
6	Evaluate current college organizational structure.	Review current organizational structure for efficiency and effectiveness.	College-wide reorganization for administration and departmental reporting completed.	More focused responsibility for the management of the college.
10	Improve alumni support from all supporting counties.	Use technology to improve communications with alums and friends of the college.	Alumni Association has developed an electronic newsletter.	Better communications with alums and friends of the college.
11	Develop feasibility study for long-range development of the Hancock Center.	Identify professional services and associated costs.	No progress.	No progress.
12	Develop master plan for the improvement of athletic complex (softball, baseball, soccer).	Identify professional services and associated costs.	No progress.	No progress.
13	Strengthen support services for off- campus sites.	Evaluate needs for various support services at off-campus sites.	Discussions held with campus VP's to determine weaknesses in support areas.	Understanding of critical needs established for support areas.
41	Implement additional programs for the Hancock Center.	Evaluate area needs and develop plan for adding new programs.	Full-time faculty added in speech. Added non-credit class in pipe- fitting to meet industry needs.	Student and industry needs being met.
15	Improve the use of technology as a teaching/learning/management tool.	Identify needs and associated costs as well as potential internal and external funding possibilities.	Information Technology Committee meets regularly to discuss needs and recommend purchases.	Improved technology services for students, faculty and management.

Supports PRCC Strategic Goal(s): 1, 2, 7	itional and service opportunities for all who seek them.	ATEGIC GOALS:  To provide quality student services.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualifies faculty and staff, compensate them well, and provide opportunities for their 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 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.	hnical education program.	ams at PRCC.	S – Outcomes USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve results were program performance)	admission and 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.  Interest in PRCC was evidenced by large increase in numbers of special populations
	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ATEGIC 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 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 well, and provide opportunities for their professional development.  To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and me 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 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.	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.	ASSESSMENT CRITERIA – ASSESSMENT RESULTS – Outcomes Criteria for Evaluation (Variables related to success of achieved)	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 request to all parents, prospective special populations students who visit PRCC's campus will be provided information request to all parents. Information concerning services provided for special populations students.  Information was made available upon request to all parents, prospective special populations about programs and services.  Serve as advisory members on PRCC's general venues of the college for maximum accessibility.  Secondary education to postsecondary education.  Special populations students.  Information was made available upon request to all parents, prospective special populations students.  Information was made available upon request to all parents, prospective special populations students.  Information was made available upon request to all parents, prospective special populations students.  Information concerning services provided for special populations students.  Information concerning services provided for special populations students.  Information concerning services provided for special populations students.  Serve as advisory members and transitions students was made available in all general venues of the college for maximum accessibility.  Special populations students.  Serve as advisory members and transitions students was made available in all general venues of the college for maximum accessibility.  Special populations students.
linator	ommunity College is	d be successful in the i.e. and programs usinff, compensate them of support staff in ord Internet. I campus personnel a campus personnel a a diverse population rams that meet requirement.	al population's studer	IISSION: To serve as	ASSESSMENT CRITE Criteria for Evaluation (Variables related to st intended outcome)	ω _
POSITION: Special Populations Coordinator	MISSION STATEMENT: Pearl River C.	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in their studies 2. To provide quality student services. 3. To provide access to college courses and programs using various 4. To employ qualified faculty and staff, compensate them well, and 5. To provide facilities, technology, and support staff in order to improce services available via the Internet. 6. To improve communication among campus personnel and commons 7. To recruit and retain students from a diverse population. 8. To provide workforce training programs that meet requirements of technical skills training.	PURPOSE OF UNIT: To enable specie	RELATIONSHIP OF UNIT TO PRCC M	OBJECTIVES - Broad description of intended impact on students (Program goals)	To ensure that special populations are provided equal access to recruitment and enrollment in vocational/technical programs.

ACT results; TABE results; Special Populations Survey/Initial Needs forms; Student Intake forms; Pell Grant lists; Instructor referral.
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.
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.

Special populations' personnel plan to attend and participate in future workshops.	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.
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.  Attended state and regional Veterans Affairs Conferences in an effort to ensure and provide VA education benefits for military personnel.	5. The special populations' personnel maintained this support in their offices, as well as the Learning Lab and Title III Student Success Center.
	CHOICES and ABILITY PROFILER computer software, as well as numerous exploration opportunities via internet access are maintained in the Title III Student Success Center and Learning Lab. Additional occupational and educational information is placed in special populations personnel offices, the counseling center and related studies lab.
	To provide guidance, counseling, and career development services to special populations students.
	S

POSITION: Title III Director		Supports PRCC Strategic Goal(s): 1, 2, 3, 4, 5, 6, 7	2, 3, 4, 5, 6, 7
MISSION STATEMENT: Pearl River Community Co	ollege is a public institution committed to provid	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ho 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 to provide quality student services.  2. To provide qualified secures and programs using various instructional methods, including distance education.  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, augmenticalities 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 basitechnical skills training.	in their studies at baccalaureate institutions and/ susing various instructional methods, including e them well, and provide opportunities for their pf in order to improve student learning, enhance, annel and community members regarding the Co- ulation.	ATEGIC GOALS:  To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in carcers for which they have been prepared. To provide quality student services.  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 well, and provide opportunities for their 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 skills training.	spared. es, and make skills, and
PURPOSE OF UNIT: The Pearl River Community College Title III initiative is services and advisement tools, integrating student services, and incorporating Sugerices and advisement tools, integrating student services, and incorporating Sugerical Action Services.	ollege Title III initiative is committed to creating ices, and incorporating Supplemental Instruction	PURPOSE OF UNIT: The Pearl River Community College Title III initiative is committed to creating a new <i>Integrated Learner Support System</i> for students by developing and piloting online services and advisement tools, integrating student services, and incorporating Supplemental Instruction in select courses with the overall goal of increasing student success.  PER ATIONISHIP OF INITIO PROCEMISSION: To accord that will assist in the integrated find and incommentation and accident and accident and accident.	developing and piloting online ant success.
OBJECTIVES - Broad description of intended impact on students (Program goals)		assist in the improvement of instructional programs, tearning, and services of the College.  IA – ASSESSMENT RESULTS – Outcomes Assessment USE OF RESULT. (States how well intended results were achieved) (How knowledge used to improve performance)	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program
Project Year One Objectives (Oct 1, 2009-September 30, 2010) activities are:  (1) to renovate/equip a Success Center at Poplarville  (2) to design Learner Support System  (3) provide training to faculty and staff advisors	Objective:  By August 2010, the number of CAS Advisement benchmarks "well met" increases from 0 to 5 as a result of new learner support system	On September 30, 2010, 5 of the 18 CAS Advising Benchmarks were rated as "well met" as evaluated by the Project Advisory Team. The CAS Advising Benchmarks "well met" were 1) Appropriate student information can be accessed via the web by each group; faculty, student support services staff, and students; 2) The service is designed to meet the needs of all student populations; 3) Facilities are adequate for the effective delivery of services; 4) Equipment is adequate for the effective delivery of services; and 5) Students have web-based access to their records and are able to self-monitor progress.	Title III will continue to pilot during year two that will increase the number of CAS Advising Benchmarks from 5 to 10. These pilots will include: 1) At-risk advising model; 2) GradesFirst—an early alert/advising system; 3) E-portfolios that will aid students in career exploration and university transfer; 4) Essential Skills—course redesign; and 5) Supplemental Instruction. These pilots should specifically enhance the following CAS standards:  The service is intentional, coherent, and based both on current theories of teaching, learning and human development

	1
<ul> <li>The service is information based (i.e., accesses and updates the institution's Student Information data base).</li> <li>The service utilizes current technology in its delivery that meets the needs of both students and service providers.</li> <li>Service providers are trained not only in applicable institutional policies and procedures but also in current best practices, use of information systems, technology literacy, and techniques for addressing the needs of diverse and/or at-risk students.</li> <li>The service includes at least annual meetings between each student and the appropriate service provider.</li> </ul>	1.a., 1.b.  Title III staff will continue to train faculty and staff advisor groups through various pilots and through professional development sessions to increase knowledge of best advisement practices. The Title III staff will also work with upper administration to incorporate best practices into institutional policy and procedures.
	Best advisement practices were incorporated into four faculty training sessions. These sessions included:  1) Best Advisement Practices – Theory and Research; 2) Intrusive Advisement; 3) Legal Issues in Advisement; and 4) PRCC Policies, Procedures, and Technology. Of the 20 participating faculty, 65% indicated an increase in knowledge, and an overall satisfaction rate of 93% with the training.  Best advisement practices were incorporated into four staff training sessions. These sessions were conducted from July to September 2010 and included: 1) Best Advisement Practices – Theory
	Performance Indicators:  1a. By June 2010, 80% of surveyed faculty advisors trained in advising best practices indicate increased knowledge following training.  1b. By June 2010, 80% of surveyed staff advisors trained in advising best practices indicate increased knowledge following training.

The new Student Success Center is now fully operational. We will continue to serve all students, but particularly students who are at-risk. Services provided through the SSC include career exploration, success strategies, quiet zone, peer mentoring, and use of various online tools such as e-portfolios, learning style inventory, and personality types. Various student and faculty/staff advisor workshops will also be conducted in the SSC.	The 1st Year cohort will be tracked through the upcoming school year and will become the "2sta Year Cohort" beginning fall 2012.  This group will be tracked for participation in the e-portfolio pilot, utilization of online advising tools, and graduation/transfer rates.  The goal is to see an increase in percent (24.2) of students within this cohort that graduate and/or transfer to senior colleges as compared to a baseline percent of 18.2 (2007).  Next year, a 1st year cohort will be established at the Forrest County Center.
and Research; 2) Intrusive Advisement; 3) Legal Issues in Advisement; and 4) PRCC Policies, Procedures, and Technology. Of the 6 participating professional staff, 100% indicated an increase in knowledge, and an overall satisfaction rate of 100% with the training.  Renovations for the new Student Success Center (SSC) were completed on April 29, 2010 (100%). Space increased from 655 s.f. to 3710 s.f. (location of Student Success Center changed from original grant proposal). Program Officer approval was granted for this change on October 8, 2009. The center provides space for advising and academic services to include a computer resource area, conferencing/training room, classroom/testing area, and a quiet zone room for independent study. All supplies and equipment for the SSC have been put in place.	The First Year Cohort was defined as students enrolled in the piloted success course for the fall 2011 semester who met one of the following conditions: 1st semester students or Pre-Core students (ACT <16) with less than 12 hours. (n=30). The decision was made to re-pilot the success course in the spring 2011, (cohort: n=14) semester to better utilize peer mentors, to control for course entry requirements, and to better support the faculty advisement component. Retention will be measured for the fall 2010 cohort and the spring 2011 cohort independently. (See chart below.)*  Fall 2010 to Spring Spring 2011 to Fall 2011: Retention = 77% Retention = 71% Spring 2011 to Spring 2011: Spring 2011 to Spring 2011: Spring 2012: Retention = 57% Retention =
and Research; 2) Intrusive Advisement Issues in Advisement; and 4) PRCC Procedures, and Technology. Of the 6 participating professional staff, 100% increase in knowledge, and an overall rate of 100% with the training.  Renovations for the new Student Success C were completed on April 29, 2010 (10 increased from 655 s.f. to 3710 s.f. (lo Student Success Center changed from grant proposal). Program Officer appring rant proposal). Program Officer appring rant provides space for advising and services to include a computer resourc conferencing/training room, classroon area, and a quiet zone room for indeped All supplies and equipment for the SS put in place.	The First Year Cohort was defined as students enrolled in the piloted success course for the fall 28 semester who met one of the following conditions: semester students or Pre-Core students (ACT <16) with less than 12 hours. (n=30). The decision was made to re-pilot the success course in the spring 26 (cohort: n=14) semester to better utilize peer ment to control for course entry requirements, and to bet support the faculty advisement component. Retent will be measured for the fall 2010 cohort and the spring 2011 cohort independently. (See chart below Fall 2010 to Spring Spring 2011 to Fall 2011:  Retention = 77% Retention = 71% Spring 2011 to Fall 2011:  Retention = 57% Retention =
1c. By August 2010, advising and academic support services space increases at Poplarville from 655 s.f. to 1,230 s.f.	Objective 1:  By August 2011, at least 53.6% of the Fall 2010 First Year Cohort (advising pilot group) at Poplarville will reenroll in the 2011 Fall term compared to 47.6% for F2006 to F2007 first time entering student retention rate (baseline data).
	Project Year Two Objectives (Oct 1, 2010-September 30, 2011) activities are:  (1) to pilot new advisement services for a First Year Cohort at Poplarville, (peer mentoring, online services, and developing an individual education and career plan e-portfolio)  (2) to provide training in Supplemental Instruction and to design Sf for developmental English and English Composition 1 & 11 [pilot begins Fall 2011]

Peer mentoring is now well established on the Poplarville campus. PRCC has begun assuming the cost of peer mentor salaries, thus institutionalizing this Title III project. Peer mentors now work	with students in various developmental courses and the	Essential Skills class. They are also	available on a walk-in pasis to students visiting the Student Success Center.	Next year, peer mentoring will be	piloted at the Forrest County Center.	_		Now that the CAS advising benchmarks have been met, future advising at PRCC through both the counseling center and with faculty will strive to follow these standards. Training has been established and will be offered as needed.		Each of the online tools is now	faculty to compliment advisement	services. PRCC is working toward	a new advisement model.				
c F2010 ive quit beforc entors were r and all seven ter.	th Students	Spring 2011	of Outside			the re-piloting		of CAS advising from 5 to 9. instrument:				tisfied)	4.27	4.50	4.58	4.50	4.53
were hired for th ber, Two of the fi ed. Seven peer m ng 2011 semester the entire semes	Peer Mentor Interactions with Students		Outside Inside of of Class	73 243*		sonent as part of		11, the number own of the entire own of the entire met" met"		ıs	Spring 2011	(1= not satisfied; 5= very satisfied)	tion - CAPP	Transfer Evaluation Software	Exploration	- Personality	es Inventory
Five peer mentors were hired for the F2010 semester in October. Two of the five quit before the semester ended. Seven peer mentors were hired for the spring 2011 semester and all seven were retained for the entire semester.	Peer Mento	Fall 2010	Inside of O	N/A		*Added this component as part of the re-piloting of the course	of the compe,	By September 30, 2011, the number of CAS advising benchmarks "well met" increased from 5 to 9. Following is a breakdown of the entire instrument: 2 of 18 – "fully met" 9 of 18 – "well met" 7 of 18 – "somewhat met" 1 of 18 – "minimally met" 0 of 18 – "not met" This objective was evaluated by the Project Advisory	Team (n=6).	Online Advising Tools		(1= not s	Degree Evaluation - CAPP	Transfer Evalu	SIG1 - Career Exploration	Myers Briggs - Personality	Learning Styles Inventory
Performance Indicators:  1a. By Oct. 2010, the number of mentors available to the First Year Cohort (pilot) at Poplarville increases from 0 to 5 (baseline F2007).								1b. By May 2011, the number of CAS advising benchmarks "well met" increases from 5 to 10 (baseline August 2010).			Cohort at Poplarville reports satisfaction	will flow 3cl vices.					

The Success Course was piloted	both in the fall 2010 and spring 2011 semesters. The course has now been returned to the Department of Humanities and Social Sciences. The new text books and course	syllabí/activities were shared with regular instructors for continuation.			We will continue to market our services through the Student Success Center. Any PRCC student now has	access to the computer lab and we encourage the use of the online advising tools. We also work with students to run a degree evaluation	each semester to keep on track for graduation.		We will continue to train PRCC faculty on the intrusive advising	strategies for at-risk students. We will also track students in the 1st Year Cohort through their 2st vear	and the number of times they meet with their advisor. The goal for Pre-	Core advisors is to meet a minimum of three times each semester. For	regularly admitted students, twice each semester. PRCC is still	working on their overall advising model.	
Success Course	Fall Cohort (n=26) Spring Cohort  1 <sup>st</sup> Semester Students Students Students	%	completed course students with a grade of C or completed better course with a	grade of C or better	Number of Students Served in Computer Lab of Student Success Center	(This table represents any PRCC student that used the lab.)	J10 Spri	86 153	Session # Number of Percentage	<b>DO</b>	1 23 77%	2 15 50%	3 19 63%	4 5 17%	Average Sessions Attended = 2.07
									1d. By Oct. 2011, the number of students in First Year Cohort pilot	meeting with an assigned faculty or staff advisor increases from an average two times a semester to at	least four times (baseline 2008).				

During the fall 2011 semester, students were assigned to attend 4 advising sessions: a get acquainted session, a mid-term check-in session, a registration session, and a finals check-in session. The table below shows the number of first-year students who attended cach session.	It is important to note that the 2 <sup>nd</sup> advising session was close in time to the 3 <sup>rd</sup> advising session. Also, the 4 <sup>th</sup> advising session happened at the end of the semester, and only the faculty who turned in reports were counted. Anecdotal evidence from students and faculty indicated that informal contact was made; however, because faculty did not comply with reporting it is impossible to get an accurate count of actual	During the spring 2011 semester, students were assigned to attend 3 advising sessions: a get acquainted session, a combined mid-term and registration session, and a finals check-in session. The table below shows the number of first-year students who attended each session.	50 SE 00					
iter, sludents is: a get acqi n, a registrati The table beld its who atten	the 2 <sup>nd</sup> advisi ising session. at the end of umed in repo nce from stud tact was mad tact was mad mply with rep	nester, studer ng sessions: vined mid-ter finals check-i	Percentage of Students Attending	%001	79%	43%	cd = 2.21	
During the fall 2011 semester, students were assite attend 4 advising sessions: a get acquainted stand-term check-in session, a registration session a finals check-in session. The table below shownumber of first-year students who attended cach session.	It is important to note that the 2 <sup>nd</sup> advising session velose in time to the 3 <sup>nd</sup> advising session. Also, the 4 advising session happened at the end of the semeste and only the faculty who turned in reports were counted. Anecdotal evidence from students and factindicated that informal contact was made; however, because faculty did not comply with reporting it is impossible to get an accurate count of actual attendance.	During the spring 2011 semester, students were assigned to attend 3 advising sessions: a get acquainted session, a combined mid-term and registration session, and a finals check-in session. Table below shows the number of first-year students who attended each session.	Number of Students Attending (n=14)	14	=	9	Average Sessions Attended = 2.21	
During the 1a to attend 4 ac a mid-term cl a finals check number of fir session.	It is importar close in time advising sess and only the counted. An indicated tha because facu impossible to attendance.	During the stassigned to a acquainted so registration stable below stable below attended	Session #	_	2	3	Average Se	

*Anecdotal  In the Fall 2010 success course an additional 15 students (not first semester students) were enrolled. When examining their retention pattern, it was found that two had holds on their accounts and were unable to register, three graduated and transferred to a university, two transferred but did not graduate from PRCC, one graduated but did not transfer, one registered for Fall 2011, and three dropped the course before the end of the Fall 2010 semester. Seven of these 12 students are considered successful.  For the Spring 2011 cohort, an additional 13 students (not first semester students) were enrolled. When examining their retention pattern, it was found that one had a hold on his account and was unable to register, one transferred, four registered for the Fall 2011 semester, four graduated, and one dropped the course before the end of the Spring 2011 semester. The remaining two students were placed on academic suspension at the end of the Spring 2011 semester. Nine of these 13 students are considered successful.	
	Objective 1:  1. By June 2012, the percentage of students in pilot SI developmental English receiving a grade of C or higher will be at least 10 percentage points higher than a like control group.  Performance Indicators:  1a. By December 2011, 65% of students in Supplemental Instruction (SI) developmental English succeed (grade of C or higher) and enroll in the next college level sequence (baseline 55%).  1b. By January 2012, the percent of students,
	September 30, 2012) activities are:  (1) to pilot new advisement services for a Second Year Cohort at Poplarville, (peer mentoring, online services, and developing an education and career plan (e-portfolio) with a graduation/transfer emphasis  (2) to pilot Supplemental Instruction(SI) for developmental English and English Composition I & II at Poplarville.

enrolled in SI developmental English, on probation will decrease by 10 percentage points (baseline Spring 2010) 1c. By December 2011 and June 2012, at least 75% of surveyed students in SI developmental English indicate SI	sessions helped them succeed.  Objective 2:  By June 2012, the percentage of students in pilot SI Composition I & II receiving a grade of C or higher will be at least 10 percentage points higher than a like control group.	Performance Indicators:  2a. By December 2011, at least 65% of students in Supplemental Instruction (SI) Composition I succeed (grade of C or higher) baseline 55%.  2b. By June 2012, at least 69% of students in Supplemental Instruction (SI) Composition II succeed (grade of C or higher) baseline 59%.  2c. By December 2011 and June 2012, at least 75% of surveyed students in SI Composition I & II indicate SI sessions helped them succeed.  Objective 3  By August 2012, at least 24.2% of the Fall 2010 Cohort (pilot) at Forrest County will graduate or transfer into a four year program compared to 2007	graduation/transfer rate of 18.2%  Performance Indicators:  3a. By January 2012, at least 80% of the 2010 Second Year Cohort students at Poplarville create an electronic education and career planning e-

۵	POSITION: Vice President for Business and Administrative Services	ative Services		Supports PRCC Strategic Goal(s): 2, 4
Ž	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	le is a public institution committed to provid	ling quality educational and servic	e opportunities for all who seek them.
σ,	STRATEGIC GOALS:			
- ~ .		stul in their studies at baccataureate institut	lions and/or to be successful in ca	ireers for which they have been prepared.
ω 4. α	To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.  To provide facilities technology and structered in profestionards student learning subsect facilities technology.	rams using various instructional methods, is ate them well, and provide opportunities for befind order to improve student learning, on	rious instructional methods, including distance education. and provide opportunities for their professional development. improve student learning, enhance faculty and staff performan	and summer community services and make
<b>S</b>	Colle		יימויס ומכמול מווס פומו לפווסוויום	ice, augment community services, and make
69 7. 69	<ul> <li>To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.</li> <li>To recruit and retain students from a diverse population.</li> <li>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.</li> </ul>	rsonnel and community members regarding opulation. set requirements of business, industry, edu	g the College goals, objectives, ar icational, and public service agen	nd activities. cies for basic skills, specific job skills, and
<u> </u>	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.	support the educational mission of the collered in accordance with national and state st	ege for operations and capital implandards.	provements. To coordinate the development of
~	RELATIONSHIP OF UNIT TO PRCC MISSION: To support, through adequate funding levels, the mission of the college.	port, through adequate funding levels, the	mission of the college.	
0	OBJECTIVES - Broad description of intended impact	ASSESSMENT CRITERIA -	ASSESSMENT RESULTS -	USE OF RESULTS - Actionable Knowledge
õ	on students (Program goals)	Criteria for Evaluation	Outcomes Assessment	(How knowledge gained will be used to improve
		(Variables related to success of intended outcome)	(States now well intended results were achieved)	program performance)
-	To assure prudent use of college funds through monitoring, auditing, and reporting.	Produce balanced budget	Balanced budget produced.	Sufficient fund management for various Departments accomplished. Strengths &
		Annual audit	Annual audit completed,	Weaknesses addressed.
		Produce Financial Statements	Financial statements Completed.	Financial position of college analyzed.
~	To assure financial stability of college by seeking ways to expand revenue sources.	Compare current year revenues to prior years and analyze results.	Revenue sources consistent	Institution financially sound
က	To evaluate capital improvement needs of the college and provide necessary funds to meet those needs.	Use of long range capital needs plan developed by the architects.	Long range capital plans Identified w/ master plan for All campus locations.	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.	Financial Statements and Audit Reports.	Financial statements & annual Audit process completed.	Adequate fund balances maintained by Institution for operations

_	POSITION: Vice President for Economic and Community Development	ity Development		Supports PRCC Strategic Goal(s): 5, 6
	MISSION STATEMENT: Pearl River Community Colleg	je is a public institution committed to	Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ce opportunities for all who seek them.
5, 141, 44, 61×6	<ol> <li>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.</li> <li>To provide quality student services.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To provide faculty and staff, compensate them well, and provide opportunities for their professional development.</li> <li>To provide facilities, technology the first of the interesting of the interesting and staff performance, augment community services, and make college services available via the Interest oppulation.</li> <li>To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.</li> <li>To recruit and retain students from a diverse population.</li> <li>To recruit and retain students from a diverse population.</li> <li>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.</li> </ol>	n their studies at baccalaureate institus using various instructional methods, hem well, and provide opportunities for norder to improve student learning, enel and community members regardination.	at baccalaureate institutions and/or to be successful in careers for which they have been prepared, instructional methods, including distance education. provide opportunities for their professional development. ove student learning, enhance faculty and staff performance, augment community services, and manity members regarding the College goals, objectives, and activities. business, industry, educational, and public service agencies for basic skills, specific job skills, and	rs for which they have been prepared.  augment community services, and make ctivities.  for basic skills, specific job skills, and
	PURPOSE OF UNIT:			
	RELATIONSHIP OF UNIT TO PRCC MISSION:			
	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criteria for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)
	1 Foster effective relationships with local elected officials to maintain positive governmental relations for the Pearl River Community College	A. Make minimum of an annual visit to the federal elected legislator's offices in Washington DC.	A. Due to budget constraints, no travel for legislative visits was scheduled. However, local meetings were held with federal legislative offices on May 4, Jan 24, and Aug 11.	A. The primary effort was collaborative work to pursue a Federal Transportation, Community and System Preservation Grant.
		B. Attend Mississippi Legislative Budget Hearings as well as any policy related hearings that affect Mississippi Community Colleges.	B. Attended MS Legislative Budget and Policy meetings on Mar 13 -15, Dec 16, June 3 - 6.	B. Graduation rate policy agenda is under consideration with MS Legislature which has been a popular topic. This legislation will drive the mission of all MS CC's. MACJC coordinates joint meetings that are attended regularly.
		C. Work with local elected county supervisors to establish effective policy for the citizenry of the college's 6 county district.	C. Forrest County Board of Supervisors July 21. Pearl River County Board, multiple meetings.	C. Forrest County is assisting with construction activities on the Forrest County Center Campus. The long term goal is to develop a guaranteed tuition assistance program for student that are not eligible for other sources of financial aid, supplemented by counties. Pearl River County is interested in piloting this, however, economic conditions have not been favorable.
	2 To provide an effective and efficient system for planning and delivering workforce training to	A. Staff development activities	A. The Mississippi Community College Board hosts quarterly	A. These workshops and meetings provide sharing of best practices and successful

			1	
<ul><li>B. Of these participants, 72% were employed full time, 14% unemployed, and 14% temporarily employed.</li></ul>	C. PRCC has committed resources to provide employees professional development opportunities in line with business and industry. Utilizing the existing leadership program maximizes existing resources.	D. The GIS industry cluster in and around Stennis Space Center in Hancock County is recognized nationally as probably the largest such cluster in the nation. It is important that PRCC continues to cultivate this workforce.	A. These meetings provide an opportunity for PRCC to maintain current with WIA legislation and local policy. PRCC has 3 full time employees funded through WIA grants to provide training and employment services.	B. Stion also utilized PRCC's business incubator at the Woodall ATC as their primary business office suite during their plant startup. These services provided by PRCC build and authenticate significant relationships for new companies in the area.
B. In FY 2011 6,369 duplicated students attended non-credit workforce classes. The non-duplicated count was 4,691.	C. The Leadership Program had 264 students, of which approximately 30 PRCC employees attended a special program developed for PRCC.	<ul> <li>D. PRCC continues to be an national leader in training in the spatial technologies. 128 students enrolled in GIS/GPS classes, primarily at Stennis Space Center.</li> </ul>	A. As a member of the Twin Districts Workforce Investment Board, PRCC serves as key component of the WIN system. Attended quarterly board meetings on Oct 27-28 and Dec 8 and June 20.	B. The newest industry partner, Stion, a solar cell manufacturer in Hattiesburg, will hire several hundred workers. PRCC is conducting employee pre application testing and new hire training; 990 participants were
B. Effective delivery of workforce training.	<ul><li>C. Leadership training program for business and industries.</li></ul>	<ul><li>D. Spatial Technologies training program.</li></ul>	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 programmatic needs focusing on their training demands.  C. Provide WIA funding opportunities to the students of
			To create short term demand driven training opportunities for individual experiencing career changes or for industries that have high demands for skilled workers.	
	B. In FY 2011 6,369 duplicated students attended non-credit workforce classes. The non- duplicated count was 4,691.	B. In FY 2011 6,369 duplicated students attended non-credit workforce classes. The non-duplicated count was 4,691.  C. The Leadership Program had 264 students, of which approximately 30 PRCC employees attended a special program developed for PRCC.	B. In FY 2011 6,369 duplicated students attended non-credit workforce classes. The non-duplicated count was 4,691.  Ership training program  C. The Leadership Program had 264 students, of which approximately 30 PRCC employees attended a special program developed for PRCC.  D. PRCC continues to be an national leader in training in the spatial technologies. 128 students enrolled in GIS/GPS classes, primarily at Stennis Space Center.	B. In FY 2011 6,369 duplicated training.  C. Leadership training program for business and industries.  D. Spatial Technologies training program  D. Spatial Technologies training program.  D. PRCC continues to be an national leader in training in the spatial technologies. 128 students enrolled in GIS/GPS classes, primarily at Stennis Space Center.  A. Partner with the WIN A. As a member of the Twin Mississippi Job system to stay current with high demand employment.  B. In FY 2011 6,369 duplicated students workforce classes. The non-duplicated non-credit workforce classes. The non-duplicated count was 4,691.  C. The Leadership Program had 264 students, of which approximately 30 PRCC employment of the WIN system.  C. The Leadership Program had 264 students, of which approximately 30 PRCC employment.  D. PRCC continues to be an national leader in training in the spatial technologies. 128 students enrolled in GIS/GPS classes, primarily at Stennis Space Center.  A. Partner with the WIN Board meetings on Oct 27-28 and Dec 8 and June 20.

PRCC.  To provide an Adult Education Program that serves the needs of persons attempting to acquire provided for the Adult Education of workforce and page that educations attended basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the basic skills necessary to become employable.  Staff in the fall and spring the fall and spring the fall and spring of 2011-2012, 684.  Defined to asset in new tower provided.  Staff in the become of the common conditions the fall and spring of 2011-2012, 684.  E. Classes to prepare individuals with the academic skills necessary to the fall and spring of 2011-2012, 684.  E. Classes to prepare individuals with the staff in the fall and spring of 2011-2012, 684.  E. Classes to prepare individuals with the staff in the fall and spring of 2011-2012, 684.  E. Classes to prepare individuals with the staff in the fall and spring the fall						
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.  B. Basic Skills training for preemployment testing provided. 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. The MCCB provides a statewide training and networking conference for ABE instructors.	<ul> <li>Business and industry utilizes the pre screening assessment offered to assist in seeking qualified employees.</li> </ul>	C. This data was utilized to construct 3 Department of Labor and one National Science Foundation grant to develop workforce programs. Two grants were rejected, two are still under review.	D. No classes offered during the period.	E. During the fall and spring of 2011-2012, 684 students entered PRCC with a GED.
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.	tested	A. Most ABE staff attended a professional development conference in Vicksburg, MS.	B. As mentioned above 990 pre employment tests were provided. 331 students aftended basic skills and computer applications training.	C. In partnership with the Mississippi Gulf South Consortium, PRCC funded a workforce analysis of the 6 county district to determine skills and credentials of the workforce.	D. Due to economic conditions the need for ESL classes has diminished.	E. PRCC enrolled 1,812 students with 382 receiving a diploma.
	PRCC.	A. Staff development programs provided for the Adult Education staff.	<ul><li>Basic Skills training for pre- employment testing provided.</li></ul>	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.
		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.			

ď	POSITION: Vice President for Enrollment Management	1		Supports PRCC Strategic Goal(s): 1, 2
Σ	MISSION STATEMENT: Pearl River Community Colleg	Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and servic	ce opportunities for all who seek them.
<u>\</u> \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in their studies 2. To provide quality student services.		s and/or to be successful in career	at baccalaureate institutions and/or to be successful in careers for which they have been prepared.
യ <u>4</u> സ		is using various instructional methods, incluitem well, and provide opportunities for the process tudent learning, enhand	uding distance education.  Pir professional development.  Ce faculty and staff performance.	augment community services, and make
ဖြ		nel and community members regarding the	College goals, objectives, and a	clivities.
<b>6</b>	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.	ation. equirements of business, industry, education	onal, and public service agencies	for basic skills, specific job skills, and
ā	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	dents
œ %	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.	Office of Admissions and Records serves as e.	s the primary access point betwee	an the College and the student related to the
o 5	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criteria for Evaluation	ASSESSMENT RESULTS – Outcomes Assessment	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve
		(Variables related to success of intended outcome)	(States how well intended results were achieved)	program performance)
_	To assist applicants in the process of formal admission to the college.	Applicant to Enrollment Ratio.	Were unable to achieve accurate results	Not used
7	To initiate and complete the scheduling of classes in a timely and efficient manner, including distance learning classes.	Student surveys information, On, anecdotal line surveys.	Schedules time adjusted	Results used to readjust schedules
m	To provide continual and immediate access to permanent academic records for students.	Feedback from Students, Universities, and Employers seeking Official Records of Formal Education.	Results indicated more electronic documents were needed	Began process of setting up electronic access to many documents
4	To complete accurate and timely enrollment audits as required by state and federal authorities.	Annual enrollment audit performed by the State Board of Junior and Community Colleges.	Improved processes	Improved processes let to fewer errors

	POSITION: Vice President for Forrest County Operations	ations		Supports PRCC Strategic Goal(s): 1, 3, 7, 8
	MISSION STATEMENT: Pearl River Community Colleg	Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and servic	e opportunities for all who seek them.
Ω +. c	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in their studies?  2. To amylide guality student services.		s and/or to be successful in career	at baccalaureate institutions and/or to be successful in careers for which they have been prepared.
( () <b>(</b> ( () ()		s using various instructional methods, inclu them well, and provide opportunities for the in order to improve student leaming, enhan	iding distance education. ir professional development. ice faculty and staff performance, i	s instructional methods, including distance education. provide opportunities for their professional development. ove student leaming, enhance faculty and staff performance, augment community services, and make
01/0	Outege 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.	nel and community members regarding the ation. equirements of business, industry, educati	college goals, objectives, and aconal, and public service agencies	divities. for basic skills, specific job skills, and Technical
щ.	PURPOSE OF UNIT: To administer operation of the College's activities in Forrest County.	ollege's activíties in Forrest County.		
<b>—</b> 0	RELATIONSHIP OF UNIT 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.	nit provides state of the art occupational trai	ining as well as college transfer pr	ograms for the students within the college
	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criteria for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)
	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.	Faculty will be evaluated annually by the Supervisor and students. Assessment criteria in each departments chart will be reviewed.	Faculty evaluations were completed as scheduled	Supervisory reviews of evaluation results were considered and recommendations were made for contract renewals.
~	To encourage and assist all departments in the process of budget planning and utilization	Review and approve all budgets and requisitions for purchases submitted by faculty.	All budgets were approved and purchases were approved in accordance	Supplies and equipment were purchased for instructional uses and facility improvements
<u></u>	To encourage departments in all areas of planning.	All instructional program changes will be submitted for review annually. If approved, those changes will be recommended to the Instructional Programs Committee.	Three new courses were sent to instructional council for approval.	ENG 2923, HIS 2813 and HUM 1113 were approved and will be offered at FCC
4	To encourage all departments to stay abreast of up-to-date instructional methodologies and equipment	Program training aides and equipment will be reviewed by respective program craft committees and/or department coordinators.	Cutting edge technologies were recommended by faculty in some areas	Purchases were made for most programs using Carl Perkins funds. Science lab improvements were made with local funds.

A Financial Aide Specialist position was added. Computer Science was upgraded from 3/5 to full time. An additional ½ position in advisement was created	Approval of staff activities now come through the VP of FC Operations office and regular visits are now made to the center.
Review of needs indicated understaffing in this eree.	Reorganization of the Colleges Administrative structure required some reporting changes
Review and approve services provided for student admissions and assistance. Monitor and approve all expenditures for administration and instructors.	All staff at the Woodall Annex will keep the Vice President informed of activities in the Annex.
To supervise the activities of the office of student services which includes Admissions, Financial Aid and Business Office at the Forrest County Center	To supervise daily operations of the Woodall Center Annex
cy.	φ

#### 2011-2012

POSITION: V	POSITION: Vice President for General Education and Technology Services Solution (S): (Supports PRCC Strategic Goal(s): (S)	1, 3, 5
MISSION STA	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	em.
STRATEGIC GOALS:	C 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. 4,46,46
  - To provide access to college courses and programs using various instructional methods, including distance education.
  - To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.
- To provide facilities, technology, and support staff in order to improve student leaming, 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.
  - 6,7,8
- 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.

PURPOSE OF UNIT: To administer the General Education instructional programs of the College and oversee the academic instruction, College Libraries, extended and online instruction, technology services, and Quality Enhancement Plan.

RELATIONSHIP OF UNIT TO PRCC MISSION: The Office of Vice President for General Education and Technology Services directly supports the College Mission of providing partial provided and service propriaties.

٦	quality education and service opportunities.				
J	OBJECTIVES - Broad description of intended	ASSESSMENT CRITERIA –	ASSESSMENT RESULTS -	USE OF RESULTS – Actionable Knowledge	_
	Impact on students (Program goats)	Unteria for Evaluation (Variables related to success of intended outcome)	Outcomes Assessment (States how well intended results were achieved)	(How knowledge gained will be used to improve program performance)	
	Encourage and provide professional	At least three webinar professional	During FY12, several webinars were	Finances continue to be an issue; therefore,	_
	development opportunities for general	development opportunities will be	offered to faculty. Some include	the effort will be made to continue offering	
	education instructors.	provided to instructors during FY 2012.	"Active Learning That Works: What	webinars. Unfortunately, until the College	
			Student Think," and the two part	creates a required professional development	
			"Retaining First-Generation	policy, attendance at the webinars will likely	
			Students: Strategies for the	remain low.	
			Classroom and Beyond." In		
			addition, webinars by companies		
			such as Turnitin were made		
			available to instructors.		
	2 Encourage application and use of	An anonymous survey will be	This survey is still being developed.	This objective will still be utilized at present.	_
	instructional technology in all instructional	administered to all instructional personnel.		There is a decisive difference between	
	areas.	This survey will serve to create a baseline		instructors in regard to those who are open	
		for the use of various instructional		to technology as a tool and those who are	
		technology tools so that this Objective can		fearful of the technology. Efforts will be	
		be effectively measured in the future.		made to bridge this gap.	
16,	3 Support the expansion of non-traditional	Weekend classes will increase by 5% in	The number of weekend classes did	Additional short term classes are being	_
	mant hada backgon (dain soilas) sanada	EV 2012: the College will introduce that	Joseph of only a This is also to the	placand for EV13 Offering a wider variety	
_	Gasses (Olimie, Inglin, Weekellu, Shon-teilli,	LI COIC, ME CONEGE WIN INMODUCE SMOIL	TIOU INCLEASE. THIS IS ONE TO THE INCL.	platitied for Fig. Officially a wider variety	_

	etc.)	term classes in the online format.	of instructors willing to teach in this format. Online short term classes were introduced in Spring 2012. These courses have been slowly embraced by faculty and students.	of these courses and providing advisement on the advantage of taking these courses, especially in the developmental arena, is being planned.
4	Create year-long class schedules covering fall, spring, and summer semesters (an entire fiscal year).	In summer 2012, departments will be instructed to begin the process of planning for Spring 2013 and Summer 2013. At this point, the schedules for Fall 2012 will already be complete.	A year-long schedule was created ahead of schedule. The schedule was complete by the beginning of May 2012. After formatting, the schedule was placed online for viewing during Summer 2012.	The process of creating a year-long schedule was difficult because of the newness and because of the inability to predict a year in advance. In an attempt to make the process smoother and have less overlap, during Fall 2012, the Fall 2013 schedule will be planned. When that is complete, planning will begin for the Spring 2014 followed by Summer 2014. The goal is to have the schedule as complete as possible by the end of February 2014.

#### 2011-2012

۵	Position: Vice President for Planning and Institutional Research	inal Research	Suppo	Supports PRCC Strategic Goal(s): 1, 2, 3, 4, 5, 6, 7, 8
2	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	College is a public institution committed to p	providing quality educational and service	e opportunities for all who seek them.
	STRATECIC 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 well, and provide opportunities for their professional development.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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.  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 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, and technical skills training.	ssful in their studies at baccalaureate institugrams using various instructional methods, safe them well, and provide opportunities for staff in order to improve student learning, erresonnel and community members regarding topulation.	tions and/or to be successful in careers including distance education. In their professional development. Inhance faculty and staff performance, and act the College goals, objectives, and act ucational, and public service agencies facults.	s for which they have been prepared.  augment community services, And make tivities.  for basic skills, specific job skills, and
20.5	PURPOSE OF UNIT: To provide the College with information, practices, Colleges and other accrediting agencies which will lead to improvements initiatives.	information, practices, and procedures to n lead to improvements in all areas of the ins	neef requirements of the Southern Assositution and to obtain additional funding	and procedures to meet requirements of the Southern Association of Colleges and Schools Commission on in all areas of the institution and to obtain additional funding to support various College programs and
ш.	RELATIONSHIP OF UNIT TO PRCC MISSION: 1	To provide support that will assist in the impr	rovement of instructional programs, tea	will assist in the improvement of instructional programs, teaching, learning, and services of the College.
	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criterion for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)
	To provide documentation regarding the College's planning and evaluation processes.	Publish the Strategic Plan and Internal Performance Indicators and the Institutional Planning and Effectiveness documents.	The Strategic Plan and Internal Performance Indicators documents (2011-2014, Fall Interim Report 2010-2011, and Final Report 2011) and the Institutional Planning and Effectiveness Documents (Fall 2011-2012, Fall 2010-2011, and Final 2010-2011) were finalized and published.	No new Internal Performance Indicators were recommended for the 2012 – 2013 school year; however, six were deleted, and several were revised. Additional Institutional Effectiveness Assessment Charts were included in the 2011 – 2012 documents, and more have been approved to be added during the 2012 – 2013 school year. The new charts are primarily for the review of student learning outcomes associated with specific courses.
α	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.	Plan and implement at least two meetings regarding proposal development. Gather information and implement plans for at least two Institutional Review Board meetings.	Several meetings were held to discuss various grant opportunities and proposal development. Grant proposals were submitted to numerous foundations and agencies during the year.  The Institutional Review Board met three times in order to discuss grant awards, survey petitions, etc.	Discussions regarding grant proposals were found to be helpful and will continue on an individual and/or a small group basis as needed next year.  During the 2011 – 2012 school year, approximately \$2,650,000 in grant funds were received and will be used for improvements in the areas of wellness, workforce education, student services, Honors Institute, etc. Sources of funding included the Blue Cross and Blue Shield of Mississippi Foundation, Lower Pearl River Valley Foundation, United States

To serve as the SACS accreditation liaison. Complete and submit 100% of documents are submit to the same and submit 100% of documents are submit to the same and submit 100% of documents and submit submit to the same and submit submit to the same and submit submit submit to the same and submit su																		_				_		_
Attend at least one SACS conference/ meeting.  August professional development program for faculty and professional staff, for at least one professional development program for faculty and professional staff, for at least one professional advelopment program for faculty and professional staff, for at least one professional development session for administrators and supervisors, and for at least one professional development session for administrator evaluations of faculty and all faculty/staff/administrator evaluations according to policy and procedure.  Prepare, distribute, and process all sculty/staff/administrator evaluations according to policy and procedure.  Print and distribute the annual Policy and Procedure Manual.  Implement plans for the annual Women's Health Symposium.	Department of Education, and State Board for Community and Junior Colleges.	Final responses for the Fifth-Year Report are being prepared for submission in September 2012.	Information from the annual SACS meeting was, and continues to be, used for improvements in various areas of the College.	For example, meetings to discuss student learning outcomes have provided updates from SACS regarding methods for documenting improvements in various instructional	techniques. In addition, approval has been requested and received to allow two PRCC personnel to attend the SACS summer meeting regarding student learning outcomes.	It was decided to follow the same general	development sessions. Because of the interest	expressed in success rates and in	developmental education, a nationally known leader in community college education has	been invited to give the keynote address.	With the success of the first Leadership Class, a	new class has been implemented at the	from the Forrest County Center can participate in the program.	It was decided that the random reviews of	evaluations will be extended to include additional files. These reviews will begin within	the next month.		A control of the Cohicast the control of the cohicast of the c	late summer in order to finalize changes to the	Policy and Procedure Manual.		It was decided that the new format was	successful and will be continued next year.	
Assist with coordinat implementing plans favelopment sessional program for faculty a staff, for at least one development session and supervisors, and support staff.  Prepare, distribute, a student evaluations of faculty/staff/administ according to policy a according to policy a procedure Manual.  Print and distribute the procedure Manual.  Prepare, distribute the student evaluations of faculty/staff/administ according to policy a support staff.		All SACS reports were completed and submitted as required.	The annual SAUS meeting in December was attended by two PRCC administrators.			At least 91% of the faculty and	professional stall participated in ore annual August professional	developments sessions, and at	least 71% of the support staff participated in professional	development activities.	Three new Leadership Classes	were begun for 39 faculty and staff.		Schedules for the evaluations of all	faculty and staff were submitted to the Office of Planning and	Institutional Research. Random	scheduled to ensure that personnel	files were up-to-date.	Updates were made to the online version of the Policy and	Procedure Manual as needed;	however, the printed version of the Manuel is etill being undeted	The sixth Women's Health	Symposium was implemented with	approximately 360 people participating
To serve as the SACS accreditation liaison.  To assist with the coordination and implementation of professional development sessions for faculty, staff, and administrators.  To coordinate the personnel evaluation process in order to assess achievement of educational goals.  To coordinate publication of College policies and procedures.  To coordinate the annual Women's Health Symposium.		Compile and submit 100% of documents related to SACS accreditation requirements.	Attend at least one SACS conference/meeting.					program for faculty and professional	staff, for at least one professional development session for administrators	and supervisors, and for at least one professional development session for	support staff.			Prepare, distribute, and process all	student evaluations of faculty and all faculty/staff/administrator evaluations	according to policy and procedure.			_				Health Symposium.	
φ 4 φ γ		To serve as the SACS accreditation liaison.				To assist with the coordination and	implementation of professional development sessions for faculty, staff,	and administrators.						To coordinate the personnel evaluation	process in order to assess achievement of				To coordinate publication of College policies and procedures.			To coordinate the annual Women's Health	Symposium.	

2011-2012

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larville Campus and Hand	
Vice President of Pop	
SITION:	

POSITION: Vice President of Poplarville Campus and Hancock Center	Supports PRCC Strategic Goal(s):
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	opportunities for all who seek them.
STRATEGIC GOALS:	
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- 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 quality student services and programs using various instructional methods, including distance education.

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

  To employ qualified, faculty and staff, compensate them well, and provide 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.
  - 8.7.8
- 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.

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

	OBJECTIVES - Broad description of intended	ASSESSMENT CRITERIA –	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable
	impact on students (Program goals)	Criteria for Evaluation	Assessment	Knowledge
		(Variables related to success of intended	(States how well intended results were	(How knowledge gained will be used to
		outcome)	achieved)	improve program performance)
	1 To supervise the instructional faculty of the	Annual classroom instruction evaluations	Evaluations of all faculty were administered.	Recommendations were made during
	Poplarville Campus and encourage high	will be administered and outcomes will be		the month of April for renewal and non-
	quality in all classes and programs.	reviewed for recommendations.		renewal of instructional faculty.
	2 To supervise the Director of the Counseling	The annual Campus Climates survey	The Counseling Center received 83.3%	In a continued effort to improve, the
	Center and the administration of the	should indicate a satisfaction rate of 70%	satisfactory based upon the Campus	Counseling Center is focusing on
	counseling programs for the College.	by our students.	Climate Survey.	dealing with students in crisis.
1				
	3 To supervise the Director of the Wellness	Annual surveys should indicate a	95.5% of students were satisfied with the	In an attempt to encourage physical
	Center and the administration of all work	satisfaction rate of 70% of all Weliness	services provided at the Wellness Center.	activity, Inframural Sports were moved
	related to the wellness center.	Center participants.		to the Wellness Center.
	4 To supervise the Director of Student Life in	Annual surveys should indicate a	84% of students were satisfied with the	Additional personnel have been hired
	the coordination and administration of a	satisfaction rate of 70% of all student	activities offered.	for fiscal year 2013 to continue to
_	well rounded activity and intramural	activity and intramural programs.		Improve in this area.
	program for all students.			

Additional equipment and motor vehicles were purchased for easier access and mobility around campus.	For easier accessibility the Student Handbook was placed on line and emailed to each student at the beginning of the fall term.	It has been decided to provide study halls and tutors for student athletes.	Continued evaluation of the Campus Climate Survey to determine appropriate questions to gain valuable feedback.
93% of students were satisfied with the Campus Police department.  86% of students have indicated satisfaction with the safety of the campus.	The College Student Handbook has been updated.	Weekly reports were submitted to all coaches regarding student athletes.	94% of students indicated satisfaction with the college.
The annual Campus Climates survey should indicate a satisfaction rate in regards to safety on campus of 70% by our students.	The College Student Handbook is updated each year in the month of July.	Weekly attendance reports are submitted each week to all coaches to maintain academic progress of our student athletes.	The annual Campus Climates survey should indicate an overall satisfaction rate of 70% by our students.
5 To supervise the Campus Police Department and provide focus to the safety and security of our students.	6 Coordinate the development of the College Student Handbook including all new policies and procedures.	7 Provide supervision of the College's Athletic Director to maintain outstanding athletic programs.	Maintain an overall positive campus climate for our faculty, staff and students and provide leadership to accomplish the mission of the college.
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### Section II

### Student Services Assessment Charts

### Section II

### Student Services Report

### **Student Services Charts**

Campus Police

**Enrollment Management** 

Financial Aid

Health Services

Housing

Orientation

Recruitment

Note: In future assessment documents, the word "position" will be changed to "service" in the Student Services assessment charts.

### STUDENT SERVICES REPORT

Dr. Adam J. Breerwood, Vice President for Poplarville Campus and Hancock Center (2011-2012 End of Year)

This office is committed to meeting the various needs of PRCC students on a daily basis, and this task is undertaken through a well defined set of established goals and objectives. In accordance with its mission statement and purpose, this office embraces the concept of total development (intellectual, cultural, social, moral, and physical). Establishing 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, assists in meeting the needs of the PRCC family.

The consistency of the messages provided in this program along with the expected student participation will formulate better understanding and communication with our students and ultimately lead to their retention and success.

The Honors Institute started its first year in White Hall were renovation work continues on the second floor. Part of a \$120,000 Lower Pearl River Valley Foundation grant will help furnish the library for the institute.

The Fine Arts and Communication Department relocated to beautifully-renovated Moody Hall with spacious classrooms and offices with full technological capabilities, art gallery, renovated choral rehearsal hall, visual art instructional area and a music/art lab with 15 iMac computer stations; a welcome move after six years in portable classroom units after Hurricane Katrina.

A new men's residence hall opened for the fall 2011 semester. The two-story, 108-bed hall features suite-style rooms, the residence director's apartment and two common areas. In an effort to improve the health of our campus, faculty and staff were afforded the opportunity to join the Wellness Center free of charge.

About 30 employers took part in the annual Career Fair in March, giving students the opportunity to find out about careers and to apply for jobs. The Mississippi Organization of Associate Degree Nurses selected Rachel Aultman of Sumrall as the Outstanding AND Student for 2011-12. The new chapter of Fellowship of Christian Athletes met weekly at Malone Chapel. Forrest Dungan of Columbia was elected as president.

The Hancock Center hosted the first PRCC Night at Hancock High School in November to give high school students and their parents a preview of the educational opportunities available at Pearl River.

The RiverRoad showchoir hosted the 23<sup>rd</sup> Mississippi Showchoir Contest at William Carey University in February with over 30 junior and senior high school choirs in competition. Business marketing students Raqi Beech of carrier and Health Duckett of Picayune attended the Collegiate DECA's International Career Development Conference in Salt Lake City, Utah.

With enrollment reaching record numbers we have many challenges that lie ahead in the near future. The expansion of student services to the Hancock center, the expansion of the scholarship programs especially to recruit and retain a diverse student population and the continuation of a strong student activity and intramural program are vital in enhancing the quality of student life at PRCC.

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 out top priority and their education and intellectual development in our primary concern.

# PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT

ဟ	SERVICE: Campus Police		Supports PRCC Strategic Goal(s):	egic 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.	ege is a public institution committed to provid	ling quality educational and servic	se opportunities for all who seek them.	
№ ±. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4.	RATE	ssful in their studies at baccalaureate institut grams using various instructional methods, isate them well, and provide opportunities for staff in order to improve student learning, erersonnel and community members regarding population.	dies at baccalaureate institutions and/or to be successful in carious instructional methods, including distance education.  and provide opportunities for their professional development.  improve student learning, enhance faculty and staff performar  immunity members regarding the College goals, objectives, ar	To proper 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 qualities and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.  To provide facilities, technology, and support staff in order to improve student leaming, 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 skills fraining.	
<u>ц</u> Э	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).	ces in the Division of Student Services that w	ill promote and enhance the Acor	mprehensive student development concept.@	
عد	RELATIONSHIP OF UNIT TO PRCC MISSION; To pi	rovide a comprehensive law enforcement pr	ogram and services which meets	To provide a comprehensive law enforcement program and services which meets the needs of students and all PRCC personnel.	
0 0	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criterion for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)	
~	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.	In-service fraining for security, as well as Law Enforcement Training for non-qualified officers.  * Evaluate and continue to refine police job description.	In service training for Report Writing, Response to campus emergencies and revision of duties as assigned.	Officers training províded a better response and knowledge base related to campus emergencies. A more detailed duty fist províded better officer coverage on campus making response time and visibility much better.	
2	To provide for safe campus environment and crisis management system.	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.	The Emergency Action Plan (EAP) and the Public Safety Manual (PSM) updated to be in compliance with Clery Act.	The EAP and PSM placed online and made accessible to students and faculty. Hard copies are made availabte in the Police Department.	,
ო		Report statistical data on campus crime as required by law.	Compiled statistics in accordance with state and federal guidelines	Provided and made public statistics in accordance with state and federal; guidelines.	
4	To make improvements in campus police when deemed necessary.	Review daily log, discipline problem reports, incident reports, and all other forms related to law enforcement work.	Daily briefings covering any issues that may have come to the attention of administration. Update report forms to make more efficient.	Provided a better equipped and more efficient department. Officers are more actively patrolling areas in need of attention due to complaints of activities of question.	_

do be successful in their studies at baccalaureate institutions and/or to be successful in careers are and programs using various instructional methods, including distance education.  aff, compensate them well, and provide opportunities for their professional development, and support staff in order to improve student learning, enhance faculty and staff performance, and activations personnel and community members regarding the College goals, objectives, and activates population.  a diverse population.  A SSESSMENT RESULTS –  Criteria for Evaluation  (Variables related to success of intended outcome)  A SSESSMENT RESULTS –  Criteria for Evaluation  (Variables related to success of intended outcome)  A SSESSMENT RESULTS –  Criteria for Evaluation.  A SSESSME	S	SERVICES: Enrollment Management		Supports	Supports PRCC Strategic Goal(s): 1.2
Treatesic Goals:  To propage students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in careers. To provide access to college courses and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods staff compensate them well, and provide opportunities for their professional development.  To provide access to college courses and programs that meet requirements of business, industry, educational, and staff performance, a college services available via the infament and retain students from a diverse population.  To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for technical skills training.  DRPOSE OF UNIT TO PRCC MISSION: The Office of Admissions and Records serves as the primary access point between students to Pearl River Community College.  BADECTIVES - Broad description of intended impact ASSESMENT CRITERIA — ASSESSMENT RESULTS — ASSESSMENT RESULTS — ASSESSMENT RESULTS — Chiefled outcomes service admission to the college.  To assist applicants in the process of formal Applicant to Enrollment Ratio.  To provide confinual and immediate access to and Employers seeking Official manner, including and Embloyers seeking Official manner, including and Embloyers seeking Official manner, including and Embloyers seeking Official manner, and timely enrollment and timely enrollment access to and Employers seeking Official manner, and timely enrollment access to and Employers seeking Official manner, and timely enrollment access to and Employers seeking Official manner, and timely enrollment access to and Employers seeking Official manner, and timely enrollment access to and Employers eseking Official manner, and timely enrollment access to and Employers eseking Official manner	Σ	ISSION STATEMENT: Pearl River Community Colleg	le is a public institution committed to provid	ling quality educational and servic	e opportunities for all who seek them.
PRECINE OF UNIT: To assist in the fulfillment of the mission of the College as it is related to admission and record keeping of students in the process of formal admission to the college.  To initiate and complete accurate and timely enrollment.	<b>ω − σω 4 π φ γ φ</b>	K	n their studies at baccalaureate institutions susing various instructional methods, incluhem well, and provide opportunities for their order to improve student learning, enhant nel and community members regarding the studion.	and/or to be successful in career ding distance education. ir professional development. ce faculty and staff performance, College goals, objectives, and aconal, and public service agencies	s for which they have been prepared. augment community services, and make tivities. for basic skilts, specific job skills, and
ELATIONSHIP OF UNIT TO PRCC MISSION: The Office of Admissions and Records serves as the primary access point betweer familiarists on of students to Pearl River Community College.  BJECTIVES - Broad description of intended impact criteria for Evaluation students (Program goals)  To assist applicants in the process of formal admission to the college.  To initiate and complete the scheduling of classes  To provide continual and immediate access to permanent academic records for students.  To complete accurate and timely enrollment  To complete accurate and timely enrollment  The students in the process of formal and immediate access to an ecdotal line surveys.  To complete accurate and timely enrollment  To complete accurate and timely enrollment  To complete accurate and timely enrollment  To complete accurate and timely enrollment audit performed by Improved processes	م	JRPOSE OF UNIT: To assist in the fulfillment of the		mission and record keeping of stu	rdents
Rompete accurate and timely enrollment  Students (Program goals)  To assist applicants in the process of formal actimated continual and immediate access to permanent academic records for students.  To complete accurate and timely enrollment actimates a student actimates and timely and efficient actimates and timely and efficient actimates and timely and efficient actimates and timely enrollment actimates and timely enrollment actimates accurate and timely enrollment actimates accurate and timely enrollment actimates accurate and timely enrollment and immediate accurate acc	æ æ	ELATIONSHIP OF UNIT TO PRCC MISSION: The Camission of students to Pearl River Community College	iffice of Admissions and Records serves as e.	s the primary access point betwee	in the College and the student related to the
To assist applicants in the process of formal admission to the college.  To initiate and complete the scheduling of classes in a timely and efficient manner, including distance learning classes.  To provide continual and immediate access to permanent academic records for students.  To complete accurate and timely enrollment and timely enrollment and timely enrollment academic records for students.	0 9	BJECTIVES - Broad description of intended impact students (Program goals)	ASSESSMENT CRITERIA – Criteria for Evaluation (Variables related to success of intended outcome)		USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)
To initiate and complete the scheduling of classes in a timely and efficient manner, including anecdotal line surveys.  To provide continual and immediate access to permanent academic records for students.  To complete accurate and timely enrollment.  To complete accurate and timely enrollment.	_	To assist applicants in the process of formal admission to the college.		Were unable to achieve accurate results	Not used
To complete accurate and timely enrollment	7		Student surveys information, On, anecdotal line surveys.	Schedules time adjusted	Results used to readjust schedules
To complete accurate and timely enrollment Annual enrollment audit performed by Improved processes	m		Feedback from Students, Universities, and Employers seeking Official Records of Formal Education.	Results indicated more electronic documents were needed	
$\overline{}$	4		Annual enrollment audit performed by the State Board of Junior and Community Colleges.	Improved processes	Improved processes let to fewer errors

### PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT 2011-2012

SERVICE: Financial Aid

Supports PRCC Strategic Goal(s): 2, 4, and 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.

SERVICE: Financial Aid AsSESSAHENT CRITERIA ASSESSMENT RESULTS USE ORBECTIVES ASSESSAHENT CRITERIA ASSESSMENT CRITERIA CONTINUE STATE AND CONTINUE ASSET THE CONTINUE OF TAXABLE CRITERIA CRITERIA CRITERIA ASSESSMENT CRITERIA CR	-					7
ASSESSMENT CRITERIA  1. Determine student eligibility for the type of aid requested and award aid based on the availability of the funds.  n  2. Keep abreast of federal, state and institutional updates on policy and procedural changes related to programs through mail, electronic postings and webinars, as well by attending vital policy conferences.  3. Develop a comprehensive point of contact/communication plan between the contact/communication plan between the contact/communication plan between the contact/communication plan between the stie contact/communication plan between the contact/communication plan between plan plan between plan plan plan plan plan plan plan pla			USE OF RESULTS	Proceed with drawing down ISIRs as quickly as possible each award year to ensure that students with complete files are sent award letters beginning with the institution's priority date. Work with the Office of Admissions and the Office of Recruitment and Orientation to secure rosters of recently admitted students to contact regarding their applications for financial assistance via email. Open lines of communication with the recruiter from the Office of Recruitment and Orientation regarding contact with local high schools and high school counselors.	The fast paced changes in our industry require that all personnel (100%) be involved in some type of professional development training.	Office of Financial Aid in conjunction with Office of Admissions initiating plans to work with Faculty Senate to plan workshops for purposes of training faculty of importance for reporting absences and cutouts in a timely manner.
ASSESSMENT  1. Determine student et type of aid requested are based on the availability on.  2. Keep abreast of fede institutional updates on procedural changes relativough mail, electronic webinars, as well by attention policy conferences.  3. Develop a comprehe contact/communication office of Financial Aid Services, and the Admi with Information Technical and policy contact/communication office of Financial Aid Services, and the Admi			ASSESSMENT RESULTS	It has become even more vital that our office continue to consistently review 100% of all applications for federal, state, and institutional aid that are forwarded to our office. We are finding through the registration process that approximately 50% of our students are failing to apply for financial assistance by the institution's published priority date or even what could be considered "in a timely manner".	75% of office personnel attended functions related to these issues.	(100%) A single query report designed by the Information Technology Department and generated by the Office of Financial Aid on a weekly basis captures individual students following the institution's published withdrawal procedures. The
SERVICE: Financial Aid  OBJECTIVES  1. To award financial aid to the student population at PRCC based on federally, state, and institutionally determined eligibility and program fund availability to assist them in meeting the costs of their education.  2. To maintain a critical review of all institutional, state, and federal guidelines with regard to preserving compliance with the financial aid programs in these respective areas.  3. To continue to utilize the U.S. Department of Education's Central Processing System's Return of Title IV functionality to implement the processing of all required R2T4				<ol> <li>Determine student eligibility for the type of aid requested and award aid based on the availability of the funds.</li> </ol>	2. Keep abreast of federal, state and institutional updates on policy and procedural changes related to programs through mail, electronic postings and webinars, as well by attending vital policy conferences.	3. Develop a comprehensive point of contact/communication plan between the Office of Financial Aid, Business Services, and the Admissions Office and with Information Technology personnel
		SERVICE: Financial Aid	OBJECTIVES	1. To award financial aid to the student population at PRCC based on federally, state, and institutionally determined eligibility and program fund availability to assist them in meeting the costs of their education.	2. To maintain a critical review of all institutional, state, and federal guidelines with regard to preserving compliance with the financial aid programs in these respective areas.	3. To continue to utilize the U.S. Department of Education's Central Processing System's Return of Title IV functionality to implement the processing of all required R2T4

# PEARL RIVER COMMUNITY COLLEGE ADMINISTRATIVE ASSESSMENT 2011-2012

SERVICE: Financial Aid			
OBJECTIVES	ASSESSMENT CRITERIA	ASSESSMENT RESULTS	USE OF RESULTS
calculations which began during the 2008-2009 award year. Problems continue to occur within the Barner operating system that will require resolution to determine fully those students withdrawing from the institution.	with regard to Withdrawal Notifications for the purpose of determining Return of Title IV calculations.	Office of Business Services provides students' account information to complete the R2T4 process. (100%) Following the semester, a final query also designed by the IT Department captures all students who failed to successfully complete the a specified enrollment period for Unofficial Withdrawal review purposes.	
4. To reformulate an up-to-date written policies and procedures manual to comply with U.S. Department of Education requirements for the administration of federal assistance programs. It is also suggested that the manual be created as a Web-based resource, allowing for easier, more regular updates to the manual.	4. Recommended following consultation with USA Fund University Consultant with regard to possible Federal compliance implications. In addition, a comprehensive policies and procedures manual will serve as an effective training tool for future staff members in the Office of Financial Aid.	Template for policies and procedures manual for Pearl River Community College in place. Mission statement for Office of Financial Aid developed and Code of Ethics in place with regard to treatment of Federal Title IV student aid funds and the awarding and disbursing of federal student aid. New changes within the industry have called for additional changes to the policies and procedures manual. Due to these new changes, we have approximately 75% of the manual completed.	Process for policies and procedures manual will continue indefinitely as industry continues to evolve. (For example, the Family Education Loan Program no longer exists as a Federal student aid program. That program has been replaced by the Direct Lending Program which is strictly operated under the auspices of the U.S. Department of Education.) In addition, dramatic changes have occurred with the Pell Grant program with the FY2012 budget proposed by President Obama, passed by the Democratic Congress, and then signed into law by President Obama.

SERVICE: Health Services	Supports PRCC Strategic Goal(s): 2
MISSION STATEMENT: Pearl River Community College is a public institution committed	ublic 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. F. 51 € 4 €
  - 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 well, and provide opportunities for their 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.
- 6.7.8
- 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 skills training.

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).

<u> </u>	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.	provide health services which are adequate in	meeting the health care needs o	f students, faculty, and staff at PRCC.
ਹ .⊆	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criterion for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)
7-	To provide professional clinical nursing services for emergent and acute illness and injury to all PRCC students/employees.	Student injuries (excluding athletic injuries) will not exceed 93 per year.     Employee injuries will not exceed 102 per year.	There were 9 student injuries. All were minor. Employee injuries were 8. Two employees had 2 or more separate indicents.	H.S. will continue to monitor student and employee accidents during the school year. Pertinent information/recommendations will be forwarded to the Safety Committee as frends or hazards are identified.
0	To promote health and wellness by providing information and services that will assist the student/employee to make informed choices regarding their health care.	Health Services will provide a minimum     of 2 yearly Educational/Services     offenings for faculty/students/staff.	Health Services provided 2 free STD testing sessions, 2 Flu Vaccine sessions, BLS (CPR Class) for the PRCC Lineman's Class, Coordinated Steri-Cycle Annual training for the Hburg campus, and provided Handwashing Inservice for Child Development Lab personnel/students. Provided written material as requested. Submitted Health Articles for the Dixie Drawl.	Will continue to provide offerings according to request and annual events as available and on an as-needed basis.
m	To ensure knowledge and skills sufficient to the role of the College Health Nurse.	Maintains current RN licensure by 2- year renewal through MS State Board of Nursing to practice as RN in the state of Mississippi. Current American Heart Association	Health Services RN has current RN licensure through the states of MS and LA and is current with AHA BLS	Will renew RN license every 2 years per MS State Board of Nursing. Will renew LA license yearly per LA State Board of Nursing. Will renew BLS provider, instructor, and

		Basic Life Support Healthcare Provider Cardio-Pulmonary Resuscitation (AHA-BLS-HCP-CPR).  3. Minimum of 5 nursing continuing education hours per year.	provider, instructor, and instructor-trainer status through the AHA CTC NO LA HS RN obtained 16 continuing ed hours during the fall/spring semester.	instructor trainer every 2 years according to the American Heart Association guidelines. Will participate in continuing education offerings to maintain hours.
4	To assist with compliance of PRCC policy regarding drug testing of college athletes and ADN/LPN and vocational program students.	Provide mandatory drug testing for     100% of PRCC athletic programs.     Provide random drug testing for 20% of total student enrollment for Barbering/Cosmetology and RN/LPN programs.	Drug testing was performed on 100% of Football, Basketball (men and women), Baseball, Softball, Cheerleaders, and Soccer (men and women) team members.  RN students, 20+% of Cosmetology, Barbering, and LPN students. Random testing was also performed on football, soccer, and basketball at individual coaches request.	Mandatory testing will continue to be administered according to PRCC P&P prior to the start of each sports season. RN/LPN testing is performed at the beginning of each semester. Cosmetology/Barbering are performed at random times during the school year.

Susie Hall, RN

Revised: 11/14/2011

<u></u>	SERVICE: Housing			Supports PRCC Strategic Goal(s): 2
<	MISSION STATEMENT: Pearl River Community College is	a public	ling quality educational and servic	institution committed to providing quality educational and service opportunities for all who seek them.
<u>ი</u> - 9 ც 4 ზ	₽	studies at baccalaureate institutions and/or to be various instructional methods, including distance!, and provide opportunities for their profession rto improve student learning, enhance faculty an	e successful in careers for which they be education. nal development. nd staff performance, augment commi	have been prepared. unity services, And make
6, 4, 6,	<ul> <li>To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.</li> <li>To recruit and retain students from a diverse population.</li> <li>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.</li> </ul>	s community members regarding the College gos ments of business, industry, educational, and put	als, objectives, and activities. blic service agencies for basic skills, s	specific job skills, and
<u>г</u>	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).	s in the Division of Student Services that w	ill promote and enhance the Acor	nprehensive student development concept
щ	RELATIONSHIP OF UNIT TO PRCC MISSION: To develop and maintain a residence hall environment which enhances and compliments the educational mission of the institution.	relop and maintain a residence hall environ	ment which enhances and compl	iments the educational mission of the institution.
<u> </u>	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criterion for Evaluation	ASSESSMENT RESULTS – Outcomes Assessment	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve
		(Variables related to success of intended outcome)	(States how well intended results were achieved)	program performance)
1	To provide adequate resident halks and a learning environment conductive in meeting the educational	Ratio of housing assignment to housing requests.	Maintenance needs for dorms	Re-assignments of head residents.
	needs of students.	<ul> <li>Maintenance plan and physical needs for dorms.</li> </ul>	met on a weekly basis.	Study hours put in place.
		* In-Service training related to supervision.	In-Service training conducted twice a semester.	Increased safety training.
		Lany check with head residents by Director of Student Life. * Input from Head Residents on weekly	Checks were conducted with Head Residents as needed.	
		basis. * Resident Hall meetings with students to review concerns and allow their	Meetings were conducted as stated.	
74	To develop a long range master plan related to housing needs.	Use of enrollment data and college master plan to determine housing needs. Also, check on each dorm at the end of semester and year to	Used enrollment data and college master plan to defermine housing needs. Checked on each dorm at the	New dormitory plans were formulated to increase male housing needs on campus.
		determine needs of dorms.	end of the semester and year and determined needs of dorms.	

To emptoy housing supervision that are efficient and student orientated.  To maintain a safe and secure housing environment.  To emptoy housing supervision that are efficient formal and informal evaluations of updated.  Head Residents.  Daily safety and security checks to all check were conducted in all housing facilities.	It was decided to place employees with other job responsibilities in Head Resident positions.	Plans were finalized to increase security in all residence halls and parking lots. Plans to install access control cards in all domitories.
efficient Maintain current job descriptions, formal and informal evaluations of Head Residents.  Daily safety and security checks to all college housing facilities.	Job descriptions were updated.	Daily safety and security check were conducted in all housing facilities.
To employ housing supervision that are efficient and student orientated.  To maintain a safe and secure housing environment.	Maintain current job descriptions, formal and informal evaluations of Head Residents.	checks to all
	pervision that are efficient	a safe and secure housing

SEBVICE: Originatelian	Silv	Supports DDCC Stratogic Goal(s): 3.4.7	
		olis Proc Sualegic Goal(s). Z,4,7	
MISSION STATEMENT: Pearl River Community College is a public		iding quality educational and service	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.	sful in their studies at baccalaureate institutior	is and/or to be successful in career	rs for which they have been prepared.
	rams using various instructional methods, including distance education, ate them well, and provide opportunities for their professional developm taff in order to improve student learning, enhance faculty and staff perfo	Inding distance education. leir professional development. Ince faculty and staff performance.	augment community services, and make
	rsonnel and community members regarding the opulation.	ne College goals, objectives, and a	clivilies.
technical skills training.  PURPOSE OF UNIT: To provide activities to ease the transition from	the transition from high school and work to the academic arena.	itorial, and public service agencies.	of business, industry, coordinate, and public service agencies for basic ships, specific for ships, and
RELATIONSHIP OF LINIT TO PROC MISSION: TO	To coordinate efforts of the College in order to provide orientation activities for DRCC students	Monda orientation activities for DR	C chidants
	ASSESSMENT CRITERIA – Criteria for Evaluation (Variables related to success of intended	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)
To plan, coordinate, and direct orientation activities for new PRCC students.	outcome)  1. Review the number of students and parents/guardians attending.	For the 2011-2012 school year, the Office of Orientation continued to utilize the online orientation view book as the only means of orienting new college students. Out of 1,202 first-time college students, 924 completed the online orientation during the fall semester. Out of 501 first-time college students, 224 completed the online orientation during the spring semester.	Student completion rates of the orientation view book were lower than desired. Also, due to the use of the online orientation view book, parents were excluded from the orientation process. Based on information gathered from various conversations with parents, students, and faculty members, the orientation staff felt that solely depending on the online orientation view book was not adequately orienting first-time college students. The staff researched and developed a new concept for a face-to-face orientation that is being executed this summer for all first-time college students enrolling for Fall 2012. Also, the staff updated the online orientation view book and is now using it as a follow up tool for students attending a face-to-face orientation and as the means of orienting transfer students.
2 To encourage all prospective students to attend an orientation session.	Prepare and mail orientation literature to prospective students.	While using the online orientation view book, all first-time college students were enrolled in an orientation class through which they received email announcements detailing	The orientation staff concluded that the online orientation view book was not adequately promoted to new PRCC college students, based on the number of phone calls from students who did not understand why they were enrolled in the orientation class or how to

	1	
complete the orientation. With the new face-to-face orientation plan in place, postcards were mailed to the home address of all first-time college students who applied for admission to PRCC.	With the new face-to-face orientation plan in place, postcards were mailed to the home address of all first-time college students who applied for admission to PRCC. Also, there is a parents only session provided at each face-to-face orientation event.	The orientation staff understands the need to collect feedback from orientation participants. Through the execution of the new face-to-face orientation session this summer, the staff has been able to interact with parents who had students complete the online orientation view book and who now have younger students attending the face-to-face session. The parents continually expressed that the face-to-face orientation sessions are more informative, beneficial, and enjoyable than the previous use of the online orientation view book. The orientation staff is collecting feedback from participants and their parents concerning their orientation experience this summer.
how to complete the online orientation. Flyers were distributed in the Counseling Center and placed in every dorm room on campus. A hyperlink was also added to the PRCC home website.	Parents were excluded from the orientation process while using the online orientation view book and orientation class.	While using the online orientation view book, no evaluations or survey data was collected from participating students.
	3. Prepare and mail orientation literature to parents/guardians of prospective students.	4. Review the evaluations provided by the guest speakers upon the completion of their presentation.
	3 To encourage parents/guardians of prospective students to attend summer orientation.	To provide students with a fundamental understanding about college life transitions at PRCC through Administrators, department directors, and currently enrolled students.

2, 4, 7	institution committed to providing quality educational and service opportunities for all who seek them.	rs for which they have been prepared.  augment community services, and make clivities. for basic skills, specific job skills, and	gh school or work to the academic arena.	experience the mission of the College.  USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)	The decrease in the fall and spring semesters could be accredited to the restructuring of the Office of Recruitment during the 2010-2011 school year. Going back to an office dedicated to recruitment as was done during the 2011-2012 school year will hopefully positively impact the enrollment numbers for the upcoming year.	Participating in events at district high schools and career/technical centers is essential to making contact and positive impressions on a large number of prospective students. Also, hosting them for on-campus events is a vital way of showcasing what PRCC has to offer. With the addition of a new office staff member, the Office of Recruitment will be able to conduct more site visits throughout PRCC's district and directly increase the number of impressions being made on prospective students.	Through the scholarship season, the staff discovered that there was a need for an additional mail out concerning scholarship eligibility. Since financial assistance is a
Supports PRCC Strategic Goal(s): 2, 4, 7	iding quality educational and servi	ns and/or to be successful in caree luding distance education. Leir professional development. Los faculty and staff performance, ne College goals, objectives, and a tional, and public service agencies	ege and ease the transition from hi	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	For the Fall 2011 semester, the enrollment headcount dropped/increased by 2.5%. For Spring 2012, it decreased by 5.4%. For Summer 2012, it decreased by 25%.	The Office of Recruitment organized PRCC's involvement/representation in 33 events/college fairs at district high schools and career/lechnical centers throughout Fall 2011 and Spring 2012. The staff also hosted/supported 13 oncampus events focused on bringing district high school students to one of PRCC's campuses.	The office staff also executed one large mail out in the Fall 2011 semester to 2,813 district high school seniors.
ns		ful in their studies at baccalaureate institutions and/or to be successful ams using various instructional methods, including distance education, the them well, and provide opportunities for their professional developmaff in order to improve student learning, enhance faculty and staff perfosonnel and community members regarding the College goals, objective putation.	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.	coordinate efforts of the College to increase ASSESSMENT CRITERIA – Criterion for Evaluation (Variables related to success of intended outcome)	Review number of students enrolled.	Participate in various recruitment activities.	Prepare and mail information to prospective students.
SERVICE: Recruitment	MISSION STATEMENT: Pearl River Community College is a public	<ol> <li>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.</li> <li>To provide quality student services.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To provide faculty and staff, compensate them well, and provide opportunities for their professional development.</li> <li>To provide faculty and staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make college services available via the Internet.</li> <li>To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.</li> <li>To recruit and retain students from a diverse population.</li> <li>To recruit and retain students from a diverse population.</li> <li>To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, and technical skills training.</li> </ol>	PURPOSE OF UNIT: To provide information to stu-	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 - Broad description of intended description of inte	To increase enrollment by 5%.	2 To improve and expand the recruiting efforts so that more students will be enrolled from the district.	

deciding factor for most students when selecting a college, students need to be notified of what institutional scholarships they qualify for earlier in the spring semester of their senior year. The plan for the upcoming year is to purchase ACT scores in order to communicate with eligible students much earlier in the year. Also, the staff plans to conduct additional email campaigns next year.	The office staff will continue to provide campus tours on a daily basis in the upcoming year. They will analyze the data collected from campus tour surveys in order to improve the tour process.	The Office of Recruitment plans to increase its focus on recruiting non-traditional students in the upcoming year. With the addition of a new staff member, the office will be better able to visit locations throughout the community where they can interact with non-traditional prospective students.	The office staff will continue to provide information as it is requested.	The office staff will continue to provide campus tours on a daily basis in the upcoming year. They will analyze the data collected from campus tour surveys in order to improve the tour process.
This mail out included a letter from the PRCC president and a flyer announcing the fall preview day, Wildcat Fest. The staff also sent out one email campaign to 1,695 students who requested additional information while attending local college fairs/events. Of these email recipients, 565 students opened the email and 53 of them clicked on the link to submit an admissions	The office staff and the student recruitment team, the River Navigators, provided Poplarville campus tours to 217 prospective students throughout the 2011-2012 school year. Of the prospective students receiving campus tours, 147 of them were students from district high schools.	Throughout Fall 2011 and Spring 2012, the Office of Recruitment supported seven events focused on recruiting non-traditional students.	The office staff responded to 56 requests for information packets to be mailed.	The office staff and the student recruitment team, the River Navigators, provided Poplarville campus tours to 217 prospective students throughout the 2011-2012 school year. Of the prospective students
	Provide campus tours.	Provide information for various activities for non-traditional students.	Provide PRCC information upon request.	Provide campus tours.
		3 To improve recruiting efforts of non-traditional students.		

The Office of Recruitment is finalizing plans to print a new general brochure to promote PRCC during Fall 2012 recruitment events.	The publications collected have been reviewed and several new ideas will be utilized as a result of this process. For example, the use of QR codes on printed publication is a great way to direct prospective students to the online admissions application.	Visiting the district high school counselors is a great way to build relationships with them. Again, with the addition of a new staff member to the Office of Recruitment, the staff will be able to visit the high schools and career/technical centers more often and further cultivate these relationships.	The Office of Recruitment took a new approach to the organization of Counselor's Day 2012 by incorporating the use of a panel of PRCC administrators who answered the counselor's questions during an open Q & A session. Based on feedback collected through surveys, this was a huge success. The office staff plans to continue with this format for future events. However, the campus tour was poorly attended, so the staff hopes to find a way to increase participation during this session.
Several new flyers were created to better communicate PRCC information at recruitment events.	Numerous publications were collected from other colleges/universities.	During the Fall 2011 and Spring 2012 semesters, the Office of Recruitment made site visits to 23 of the 25 in district high schools to deliver PRCC literature/supplies. The staff also visited all six of the career/technical centers in the district.	On February 3, 2012, the Office of Recruitment hosted the annual Counselor's Day – a time set aside to recognize all district high school and career/technical center counselors and to update them with current PRCC information. Attending this event were seven counselors from district career/technical centers and 24 district high school counselors.
Update, print, and distribute recruitment literature.	Collect and review view books and other college/university publications to get new ideas for next year.	Take PRCC literature/supplies to all district high schools.	Plan and organize special activities to give PRCC information to off-campus personnel.
To improve and update recruiting literature to attract students.		To meet with high school counselors and other personnel to provide awareness of the quality educational opportunities available at PRCC.	
	update recruiting literature to Update, print, and distribute recruitment Several new flyers were created to better communicate PRCC information at recruitment events.	To improve and update recruiting literature to literature.  attract students.  attract students.  Collect and review view books and other collected from other ideas for next year.	update recruiting literature to Update, print, and distribute recruitment created to better communicate PRCC information at recruitment events.  Collect and review view books and other college/university publications to get new ideas for next year.  Several new flyers were created to better communicate PRCC information at recruitment events.  Collect and review view books and other collected from other ideas for next year.  The school counselors and other Take PRCC literature/supplies to all district by schools.  During the Fall 2011 and Spring 2012 semesters, the Office of Recruitment made site visits to 23 of the 25 in district high schools to deliver PRCC literature/supplies.  The staff also visited all six of the district.

### Section III

Instructional Programs
Assessment
Charts

### Section III

### Instructional Programs Report

### Programs of Study and Programs Charts

### **Business and Commerce Technology**

### **Computer Networking Technology**

Network Components (IST 1223)

Network Administration Using Windows Server (IST 1244)

### Business Marketing/Management Technology

Advertising (MMT 1323)

Entrepreneurship (MMT 2513)

Marketing Management (MMT 1123)

Merchandising Math (MMT 1413)

Personal Selling (MMT 1313)

Principles of Management (MMT 2213)

Principles of Marketing (MMT 1113)

Retail Management (MMT 2423)

### Health Care Data Technology

CPT Coding (BOT 2643/BCT 2123)

ICD Coding (BOT 2653)

Medical Information Management (BOT 2753)

### Office Systems Technology

Applied Business Math (BOT 1313)

**Business Accounting (BOT 1433)** 

Business Communications (BOT 2813)

Computerized Accounting (BOT 2413)

Database Management (BOT 2323)

Desktop Publishing (BOT 2133)

Document Formatting and Production (BOT 1113)

Integrated Computer Applications (BOT 2833)

Introduction to Keyboarding (BOT 1013)

Keyboard Skillbuilding (BOT 1123)

Microcomputer Applications (BOT 1133)

Records Management (BOT 1413)

Word Processing (BOT 1143)

### Web Development Technology

Concepts of Database Design (IST 1163)

Programming Development Concepts (CPT 1143)

Survey of Microcomputers (CPT 1323)

Web Design Applications I (WDT 1414)

Web Programming I (WDT 1314)

Web Programming II (WDT 2214)

Web Programming III (WDT 2224)

Web Project Management (WDT 2614)

### Construction and Transportation

### Commercial Truck Driving

Commercial Truck Driving I (DTV 1114)

Commercial Truck Driving II (DTV 1124)

### Construction Equipment Operation

Equipment Operation (CEV 1416)

Safety I (CEV 1212)

Service and Preventative Maintenance (CEV 1313)

### **Utility Lineman Technology**

Advanced Utility Equipment Operation (ULT 2333)

Basic Utility Equipment Operations (ULT 1333)

Electric Power (ELT 1213)

Fundamentals of Electricity (ULT 1192)

Line Worker Safety (ULT 1133)

Overhead Construction (ULT 2133)

National Electric Safety Code (ULT 1523)

Pole Climbing (ULT 1413)

Transformer Banking (ULT 1223)

Truck Driving for Line Workers (ULT 1324)

Underground Construction (ULT 2143)

### **Dental Assisting Technology**

Chairside Assisting I (DAT 1415)

Chairside Assisting II (DAT 1423)

Dental Health Education (DAT 1612)

Dental Materials (DAT 1214)

Dental Science II (DAT 1323)

### **Dental Hygiene Technology**

Dental Materials (DHT 2612)

Periodontics (DHT 1513)

### Family and Consumer Sciences

### Barbering

Basic Practice in Barbering (BAV 1118)

Fundamental Practice in Barbering I (BAV 1218)

### Cosmetology

Cosmetology Orientation (COV 1122)

Cosmetology Sciences (COV 1245)

Hair Care I (COV 1426)

### Early Childhood Education Technology

Child Development I (CDT 1214)

Child Health and Safety (CDT 1343)

Creative Arts for Young Children (CDT 1314)

Student Teaching II (CDT 2925)

Related Studies

### Fine Arts and Communication (Academic Transfer)

Music Appreciation (MUS 1113)

Music Theory IV (MUS 2223)

Public Speaking (SPT 1113)

Theatre Appreciation (SPT 2233)

### General Education/University Parallel (Academic Transfer)

### Health, Physical Education, and Recreation (Academic Transfer)

First Aid and CPR (HPR 2213)

General Physical Education Activities I, II, III, & IV (HPR 1111 & 1121) and (HPR 2111 & 2121)

Nutrition and Wellness I and II (HPR 1751 & 1761)

Personal and Community Health (HPT 1213)

### Humanities and Social Sciences (Academic Transfer)

English

English Comp I (ENG 1113)

History, Political Science, Psychology, Sociology

Child Psychology (EPY 2513)

General Psychology (PSY 1513)

World Civilization I (HIS 1163)

Literature

World Literature I (ENG 2423)

Spanish

Spanish (MFL 1213)

### Industrial Technology

Drafting and Design Technology

Cost Estimating (DDT 2243)

Elementary Surveying (DDT 1413)

Intermediate CAD (DDT 1323)

Machine Design I (DDT 1133)

Machine Design II (DDT 2163)

Pipe Draft (DDT 2523)

Electronics Technology

AC Circuits (EET 1123)

DC Circuits (EET 1113)

Digital Devices (EET 1213)

Drafting for Electronics Technology (EET 1713)

Solid State Devices and Circuits (EET 1333)

Instrumentation Technology

Calibration and Measurement (INT 2214)

Control Systems (INT 2114)

Control Systems II (INT 2124)

Introduction to Automation and Controls (MFT 1113)

Motor Control Systems (ELT 1413)

Programmable Logic Controllers (ELT 2613)

### Medical Laboratory Technology

Hematology I (MLT 1314)

Immunology (MLT 1413)

### Medical Radiologic Technology

Digital Imaging (RGT 1423)
Imaging Principles (RGT 1413)

### **Nursing Education**

### **Associate Degree Nursing**

Fundamentals (NUR 1110)

Medical Surgical (NUR 1210)

Nursing Care of Children (NUR 2115)

Nursing Dosages and Solutions (NUR 1101)

Surgical Nursing II (NUR 2209)

Women's Health and Newborn Nursing (NUR 2104)

### **Practical Nursing**

Adult Health (PNV 1634)

Body Structure and Function (PNV 1213)

Fundamentals of Nursing (PNV 1426)

Fundamentals of Nursing Lab (PNV 1436)

Maternal Child Nursing (PNV 1715)

Medical Surgical Nursing (PNV 1614)

Mental Health Nursing (PNV 1813)

Transitions (PNV 1914)

Nursing Assistant

### Occupational Therapy Assistant Technology

Kinesiology (OTA 1315)

Occupational Therapy Skills II (OTA 1433)

Occupational Therapy Skills III (OTA 2443)

### Occupational Training Technology

Automotive Mechanics Technology

Basic Electrical (ATT 1124)

Engine Performance (ATT 1424)

Engine Repair (ATT 1715)

Introduction Safety and Employability (ATT 1811)

Steering and Suspension (ATT 2335)

Brick, Block, and Stonemasonry

Blueprint Reading and Estimating (BBV 1223)

Brick and Block Laying (BBV 1115)

Masonry Construction (BBV 1215)

Construction Management Technology

Construction Materials (CON 1213)

Construction Safety Standards (CON 2413)

Construction Systems II (CON 2233)

Plans and Documents (CON 1222)

Survey of Modern Construction (CON 1113)

Electrical Technology

Electric Power (ELT 1213)

Programmable Logic Controllers (ELT 2613)

Heating, Air Conditioning, and Refrigeration Technology

Heating Systems (ACT 2513)

Professional Service Procedures (ACT 1813)

Precision Manufacturing and Machining Technology

Blue Print Reading (MST 1413)

Computer Numerical I (MST 2714)

Machine Tool Mathematics (MST 1313)

Metallurgy (MST 2813)

Power Machinery I (MST 1115)

Power Machinery III (MST 2135)

Welding and Cutting Technology

Advanced Pipe Welding (WLV 1252)

Flux-Cored Arc Welding (WLV 1143)

Gas Metal Arc Welding (WLV 1124)

Pipe Welding (WLV 1155)

Shielded Metal Arc Welding (WLV 1116)

Shielded Metal Arc Welding II (WLV 1226)

### Physical Therapist Assistant Technology

Fundamental Skills (PTA 1213)

Kinesiology (PTA 1315)

### Quality Enhancement Plan

### Respiratory Care Technology

Pulmonary Function Testing (RCT 1322)

Respiratory Care Technology III (RCT 2434)

### Science, Mathematics, and Business (Academic Transfer)

General Biology (BIO 1133 & 1131)

General Biology II (BIO 1143 & 1141)

Microbiology Lecture and Lab (BIO 2923 & 2921)

Physical Science Survey II (PHY 2253 & 2251)

Legal Environment of Business (BAD 2413)

Principles of Accounting I (ACC 1213)

Principles of Macroeconomics (ECO 2113)

General Chemistry I and II (CHE 1213 & 1211 and CHE 1223 & 1221)

Organic Chemistry I and II (CHE 2421, 2423, 2433 & 2432)

Computer Concepts (CSC 1113 & BAD 2533)

Beginning Algebra (MAT 0123)

College Algebra (MAT 1313)

Fundamentals of Mathematics (MAT 0113)

Intermediate Algebra (MAT 1233)

Pre-Calculus (MAT 1343)

Trigonometry (MAT 1323)

### Surgical Technology

Advanced Surgical Procedures (SUT 1538)

Specialized Surgical Procedures (SUT 1528)

Surgical Anatomy (SUT 1314)

Surgical Microbiology (SUT 1413)

### INSTRUCTIONAL PROGRAMS REPORT

Dr. Scott Alsobrooks, Vice President for Economic and Community Development; Dr. Adam Breerwood, Vice President for Poplarville Campus and Hancock Center; Dr. Jennifer Seal, Director of Institutional Effectiveness; Dr. Martha Lou Smith, Vice President for General Education and Technology Educatio; and Dr. Amy Townsend, Director of Title III

The general education instructional programs throughout the College continue to face enrollment challenges since each Pearl River Community College (PRCC) location serves a unique audience. Although reliance on adjunct faculty continues to be necessary, especially at the Forrest County Center in Hattiesburg, and, to a lesser degree, at the Hancock Center in Waveland, plans are in place and are being implemented to hire additional full time instructors at both of these locations. Additionally, full time instructors are allowed to teach at more than one location as part of their instructional course loads. These plans are designed to utilize current instructional staff more efficiently while decreasing the need to rely on adjunct faculty. There is also an increased interest in alternative instructional formats such as weekend classes and online classes. The increased demand for online classes will also provide an opportunity for full time instructors to teach part of their instructional load online.

Enrollment and completion outcomes in instructional programs designed primarily to lead to a career path at the College remain strong, although career programs face fiscal challenges related to equipment purchases. As denoted in the College's Aspen Institute's selection application as one of the top community colleges in the nation, PRCC had a record setting number of graduates in 2011-2012. Pearl River Community College awarded 329 Associate in Arts (AA) degrees, 398 Associate in Applied Science (AAS) degrees, and 134 Certificates of Proficiency between July 1, 2011, and May 22, 2012. The AAS degrees and certificates awarded to career-technical and allied health students represented 62 percent of all awards. The total of 861 marks the highest in the College's 103-year history.

Career-Technical programs use a variety of means to ensure student success such as the new Alumni Advisory Board for the Utility Lineman Technology program, peer instructors in the Student Success Center, and the Grades First program which follows students' attendance. Faculty, staff, and administrators in these programs have begun to utilize creative and innovative approaches to program scheduling in order to better serve the student who is employed and/or involved in internships, and reliance on adjunct faculty is minimal. PRCC continues to offer courses via the Mississippi Virtual Community College, and the Marketing and Management Technology Program now offers the entire curriculum online. These courses are alternated each semester whereas students can participate in the online courses or take the entire program in person.

PRCC carefully monitors the success of programs requiring state licensure or certification. Graduates of Dental Assisting, Dental Hygiene, Medical Laboratory Technology, Physical Therapist Assistant Technology, and Surgical Technology recorded 100 percent pass rates in 2010-11. Through the Mississippi Assessment Center at Mississippi State University, PRCC participates in the Career Planning and Assessment System (CPAS) testing program. Students in 17 career-technical programs were tested in fall 2011 or spring 2012, giving instructors another

measure of their students' success. Of the 17 career-technical programs tested in fall 2011 and/or spring 2012, eight ranked first and five ranked within the top three in Mississippi. Again, comparison of test results and assessment charts allow instructors to determine where improvement is needed. Programs not performing satisfactorily enter into a program improvement plan.

The new Career Education Center is under construction at the Forrest County Center and will provide a significant upgrade to laboratories and classroom space for students enrolled there. The College continues to analyze the job market and economic development prospects for all campuses and centers to determine program growth and development.

The Fine Arts and Communication Department relocated to beautifully-renovated Moody Hall with spacious classrooms and offices with full technological capabilities, art gallery, renovated choral rehearsal hall, visual art instructional area and a music/art lab with 15 iMac computer stations; a welcome move after six years in portable classroom units after Hurricane Katrina. Construction is underway for the Ethel Holden Brownstone Center for the Performing Arts which will enable a much greater diversity of programs for students and the community. The M. R. White Coliseum is also under construction. A new men's college dormitory has been approved by the Board of Trustees and the bidding process will soon begin. A new men's residence hall opened for the Fall 2011 Semester. The two-story, 108-bed hall features suite-style rooms, the residence director's apartment and two common areas. The Wellness Center received a grant of \$286,269 from Blue Cross and Blue Shield of Mississippi Foundation which included all new equipment, new flooring, and an outdoor walking track.

The Quality Enhancement Plan successfully completed the Southern Association of Colleges and Schools Commission on Colleges Fifth Year Report. The report included information regarding course redesign implementation in College Algebra, Intermediate Algebra, Beginning Algebra, and Fundamentals of Mathematics at the Poplarville Campus, and Intermediate Algebra, Beginning Algebra, and Fundamentals of Mathematics at the Forrest County Center. To meet the needs of Course Redesign, major changes were made at the Forrest County Center. A testing lab with 34 computers (Room 111, Building 1) was added adjacent to the current lab. Three classrooms at the Forrest County Center were equipped with laptop computers to facilitate the change to Course Redesign. The redesign actively engages the students in their learning and makes the students more responsible for their learning. Immediate feedback and awareness of their progress are important improvements in the quality of the course from the students' perspective. The modular design of the courses forces students to attain mastery of each topic before progressing. This allows students to focus their time and effort on their weakest topics to gain mastery. The software used for the redesign helps the faculty maintain consistency across sections. All the courses use the same software, which helps the students to progress through the course sequence.

The Student Success Center on the Poplarville Campus continues to provide the following services for all PRCC students: peer mentoring, supplemental instruction sessions for select English and mathematics courses, pre-core advising, online advising tools, and e-portfolios. A Student Success Center was also established at the Forrest County Center in the fall semester and offers the same services to students on that campus.

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Supports PRCC Strategic Goal(s): 1, 3, 7	es for all who seek them.	we been prepared.  by services, and make cific job skills, and technical skills training.	in business or industry and/or additional	ithin the PRCC district.	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance).	The instructors decided to participate in curriculum revisions which are completed on a five year rotation schedule with the Research and Curriculum Unit at Mississippi State University.	The Career-Technical Chairs decided to create a plan of improvement for any instructor who has below a 50% on any items in the evaluation. If a plan of improvement is needed, a follow-up meeting will be held.	The instructors decided to continue to stress importance of each student learning outcomes as outlined below. The successful completion of the SLO will help the students become a better and more valuable employee.
15	ding quality educational and service opportunitie	nd/or to be successful in careers for which they having distance education.  Indicational development.  faculty and staff performance, augment community ollege goals, objectives, and activities.  It, and public service agencies for basic skills, spec	jualify students for entry-level employment	s and Commerce Technology to students wil	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved).	Each Career-Technical program is evaluated at the end of every school by completing our Final Enrollment and Follow-up reports to the state.	Department chairs meet with all instructors who are evaluated to discuss the results of their students and supervisor evaluations.	88% of the students enrolled in the following programs successfully completed the desired student learning outcomes.
erce Technology	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ATEGIC 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 quality student services.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide access to college courses and staff, compensate them well, and provide opportunities for their professional development.  To provide facilities, enclosing, and 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 improve communication and siverse population.  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	PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	ASSESSMENT CRITERIA—Criteria for Evaluation (Variables related to success of intended outcome)	Each program will be evaluated by the state using predefined standards and evaluations tools.	According to the college's policies and procedures, each instructor who has been employed at Pearl River Community College for 6 years or less will be evaluated by their supervisor annually. Instructors who have been employed more than 6 years will be evaluated every 3 years.	80% of the students enrolled in the program of study will successfully complete the desired student learning outcomes. It should be noted that 2010-2011 student learning outcomes will continue to be assessed. The following student learning outcomes will be among those included for assessment during the 2011-2012 school
PROGRAM OF STUDY: Business and Commerce Technology	ISSION STATEMENT: Pearl River Community	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in their to provide quality student services. 3. To provide access to college courses and programs usin so employ qualified faculty and staff, compensate them to reprovide facilities. technology, and support staff in ord college services available via the internet. 6. To improve communication among campus personnel are to improve communication among campus personnel are to recruit and retain students from a diverse population. 8. To provide workforce training programs that meet require	PURPOSE OF UNIT: To offer a technical progreducational opportunities.	LATIONSHIP OF UNIT TO PRCC MISSION: T	OJECTIVES - Broad description of goals	Insure that each program is following our statewide standardized curriculum in order to properly prepare our students to enter the workforce or transfer to a university.	To improve instructor's performance by supervisor and student evaluations.	To train students to be successfully and gainfully employed in the field trained.
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The student will design a Web page using HTML code correctly.	83% of the students enrolled in the freshman level course successfully designed a Web page using HTML code correctly.	The instructors decided to enhance their teaching strategies to help the students understand this concept better. More hands on activities will be created.
The student will demonstrate ability to explain and code hyperlinks.	100% of the students enrolled in the freshman level course demonstrated the correct way to code a hyperlink and were able to explain the process.	It was decided that the instructors will continue to stay abreast of the changes in web standards with HTML5.
The student will evaluate HTML image techniques.	100% of the students enrolled in the freshman level course evaluated the HTML image techniques.	Determination made that the instructors will strive to keep up-to-date on the new standards for images on Web pages as they
Marketing/Management Technology		orange.
Students will analyze and identify the target market for a promotion.	88% of the students enrolled in the freshman level course will successfully analyze and identify the target market for a promotion.	Decision made that the instructors will use of the internet to add more ads and different types of ads will be introduced to the students to enhance their ability to identify
Students will develop strategies for campaigns and individual advertising messages.	92% of the students enrolled in the freshman level course will correctly develop strategies for campaigns and individual advertising messages.	The assignments will be revised in order to have the student create different types of
 Student will construct an advertising budget.	90% of the students enrolled in the freshman level course will construct an advertising budget.	dovernising messages based on unteremindustries.  The instructors decided to modify this
Students will created and present an advertising campaign.	100% of the students enrolled in the freshman level course will create and present an advertising campaign.	assignment in order to challenge the students and make it more rigorous.  Course information was restructured to gain
Computer Networking Technology		the 100%. Integration of more hands on activities should increase the understanding of advertising campaions
 Student will analyze the communications network.	100% of the students enrolled in the freshman level course will correctly analyze the communications network.	The outcomes were successful so the instructor will continue to use the teaching techniques used to teach this learning
Students will describe and analyze the network hardware and media.	100% of the students enrolled in the freshman level course will be able to	outcome.
	describe and analyze the network hardware and media.	The instructor decided to continue to stay abreast of any changes to the CISCO curriculum and industry standards and make

	76% of the students enrolled in the freshman level course will correctly	any necessary changes.
	examine the ISO/OSI model.	The instructor decided to modify their teaching strategies in order the help the
Students will investigate physical topologies.	88% of the students successfully investigated the physical topologies.	students understand the ISO/OSI model.
Business and Office Related Technology:		ceinforce this concept.
Office Systems Technology		
Student will demonstrate skills using word processing software.	88% of the students successfully demonstrated skills using word processing software.	The instructors have decided to continue to
Student will use features of spreadsheet application software.	79% of the students successfully used the features of spreadsheet application software.	The instructors decided to modify their
Student will create a database using the database application software.	80% of the students successfully created a database using database application software.	students understand the concepts better.  It was decided that the instructors will add
Student will use the features of presentation software to create business presentations.	83% of the students successfully used the features of presentation software to create business presentations.	raise our student learning outcomes.  Determination was made that the instructors will create more discording assignments to
Health Care Data Technology		enhance the students learning process.
Student will use the Current Procedural Terminology (CPT) coding manual.	84% of the students successfully used the CPT Coding manual.	Decision was made to introduce the coding manual earlier in the semester so the
Students will apply the conventions, format,	t, 83% of the students successfully applied	students will have more time to learn the correct use of the manual.
CPT manuals.		It has been determined that the instructor will create additional assignments/exercise to halo rainforce the children learning
Students will apply the CPT coding guidelines.	95% of the students successfully applied the CPT coding guidelines.	outcomes.
Students will assign procedure codes using Healthcare Common Procedure Coding	g   83% of the students successfully assigned procedure codes using Location Common Deposition Coding	The instructor decided to modify the assignments to make them more challenging to the students.
System (nor co).	System.	The instructors have decided to update her

teaching methods to help the students retain more information. Additional hands-on activities will be created.  If has been decided that the instructor will continue to keep up-to-date with the industry standards are the coding standards change and ICD-10-CM becomes more widely used.	Several instructors will be implementing a National Certification exam to their programs. This will give our graduations a nationally recognized credential upon graduation from their program of study.
90% of the students successfully assigned diagnosis/health status/injury/procedure codes using the ICD-9-CM coding book.	93% of the students will successfully pass the MS-CPAS (Mississippi Career Planning & Assessment System) exam.
Students will assign diagnosis(es)/health status/njury/procedure codes using the International Classification of Diseases 9th Revision Clinical Modification (ICD-9-CM) coding book.	60% of students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce as determined by MS-CPAS exam.
	To instruct students through curricula which have been created by the Mississippi State University Research and Curriculum Unit instructors from all programs in the state.

PROGRAM OF STUDY: Business and Commerce Technology	Technology		Supports PRCC Strategic Goal(s): 1, 3, 7
PROGRAM: Computer Networking Technology	٨		
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	llege is a public institution committed to providing	g quality educational and service opportu	nities for all who seek them.
STRATEGIC GOALS:			
To prepare students to transfer and be successful in their studies at     To provide public student services.		baccalaureate institutions and/or to be successful in careers for which they have been prepared.	they have been prepared.
o ecolor	To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.  To employ qualifies, the professional community services, and make faculty and staff performance, augment community services, and make professional descriptions.	ing distance education. professional development. s facutty and staff performance, augment c	ommunity services, and make
To improve communication among campus personnel are To improve communication among campus personnel are To recruit and retain students from a diverse population.  8. To provide workforce training programs that meet require technical skills training.	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 skills training.	College goals, objectives, and activities. nal, and public service agencies for basic sl	kills, specific job skills, and
PURPOSE OF UNIT: 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.	n which, upon successful completion will qua	lify students for entry-level employm	ent in business or industry and/or additional
RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Computer Networking Technology to students within the PRCC district.	provide industry based training in Computer N	Vetworking Technology to students w	vithin the PRCC district.
PROGRAM OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS –	USE OF RESULTS – Actionable Knowledge
indicators (More specific description of impact on student) WHAT should a student brown think or	Evaluation (Variables related to success of intended outcome) HOW will attainment of	Outcomes Assessment (States how well intended results were achieved)	(How knowledge gained will be used to improve program performance). Make a CHANGE or
be able to do upon completion of program/course?	the outcome be measured?	WHAT was level of attainment of outcome?	IMPROVE.
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 framework curriculum.  2 The students will receive training in telecommunications, network administration and client/server systems	The Computer Networking Technology program will be will be evaluated based on the following data collected from enrollment and student post graduation surveys: enrollment 70%, retention 70%, completion 70%, graduation 70% and job placement 70%. The Computer Networking Technology program will be evaluated based on MS-CPAS test scores (70% passing).	The Computer Networking Technology program had the following data collected from enrollment and student post graduation surveys: enrollment 87%, retention 82%, completion 85%, graduation 85%, and job placement 80%.  CPAS test scores were 50% passing.	Enrollment, retention, completion, graduation and job placement data was analyzed and decision was made to continue with student encouragement and follow-up as needed.  It was decided more time will be spent in classes preparing students for items that will be on CPAS test.

It was determined that evaluations be reviewed with instructors and any improvements needed was discussed.	
Required evaluations completed.	
According to the college's policies and procedures, each instructor who has been employed at PRCC for 6 years or less will	be evaluated by their supervisor annually. Instructors who have been employed more than 6 years will be evaluated every 3 years. Instructors will also be evaluated by the students.
	lo improve instructor's performance by supervisor, student evaluations, and continuing education.

PRO	PROGRAM OF STUDY: Business and Commerce Technology	rce Technology		Supports PRCC Strategic Goal(s): 1, 3, 7
PRO(	PROGRAM: Computer Networking Technology	gy Sy		
OS	COURSE LEVEL: Network Components (IST 1223)	223)		
MISS	ION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	ss for all who seek them.
STRA	STRATEGIC GOALS:			
	1. To prepare students to transfer and be s	To prepare students to transfer and be successful in their studies at baccataureate institutions and/or to be successful in careers for which they have been prepared. To provide auxily, chidant carriers	ns and/or to be successful in careers for which the	ly have been prepared.
		To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	cluding distance education. heir professional development.	
		pport staff in order to improve student learning, enha et.	student learning, enhance faculty and staff performance, augment community services, and make	nunity services, and make
	<ol> <li>To improve communication among campus personnel ar</li> <li>To recruit and retain students from a diverse population.</li> <li>To provide workforce training programs that meet require technical skills training.</li> </ol>	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 skills training.	he College goals, objectives, and activities. ational, and public service agencies for basic skills,	, specific job skills, and
PURF	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	in business or industry and/or additional
RELA	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based	o provide industry based training in Computi	training in Computer Networking Technology to students within the PRCC district.	in the PRCC district.
LEAF	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS — Actionable Knowledge
indica	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
on stu think	on student) WHAI should a student know, think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.
progr	program/course;  The childent will demonstrate the ability	75% of etudente who complete this course	100% of etudente who completed this	Accessment was channed to include more
	to perform basic router configuration.	will demonstrate the ability to correctly perform basic router configuration on a lab assessment.	course were able to demonstrate the ability to correctly perform basic router configuration on a lab assessment.	advanced router configuration.
2	The student will demonstrate the ability	75% of students who complete this course	85% of students who completed this	Assessment was changed to test students'
2 0	to configure distance vector routing	will demonstrate the ability to correctly configure distance vector muting profoculs	course were able to demonstrate the ability to configure distance vector	ability to configure distance vector routing protocols in greater depth.
<b>)</b>		on a lab assessment.	routing protocols on a lab assessment.	
ზ	The student will demonstrate the ability	75% of students who complete this course	85% of students who completed this	Assessment was changed to test students' ability to configure link-state routing
	protocols.	configure link-state routing protocols on a lab assessment.	ability to correctly configure link-state routing protocols on a lab assessment.	protocols in greater depth.
4 ⊢	The student will demonstrate the ability	75% of students who complete this course	72% percent of students who completed	Changes were made to the course to include
20	to address a network using VLSM and perform route summarization	will demonstrate the ability to correctly address a network using VLSM and	this course were able to demonstrate the ability to correctly address a network	more time mastering variable length subnet mask and route summarization.

	Assessment was changed to cable a larger more complex network.
using variable length subnet mask and perform route summarization.	100% of students who completed the course were able to demonstrate the ability to correctly cable a network on a lab assessment.
perform route summarization calculations on a written exam.	5 The student will demonstrate the ability 75% of students who complete this course to correctly cable a network.  to correctly cable a network on a lab assessment.  The student will demonstrate the ability to correctly cable a network on a lab assessment.  In the student who completed the course were able to demonstrate the ability to correctly cable a network on a lab assessment.
calculations.	5 The student will demonstrate the ability to correctly cable a network.

2011-2012

1, 3, Supports PRCC Strategic Goal(s): COURSE LEVEL: Network Administration Using Windows Server (IST 1244) PROGRAM OF STUDY: Business and Commerce Technology PROGRAM: Computer Networking Technology

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

- To prepare studeπts 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 studeπt services.

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

  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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 9.7.8
- 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

PURPOSE OF UNIT: 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.

_				
_~	ELATIONSHIP OF UNIT TO PRCC MISSION: 1	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Computer Networking Technology to students within the PRCC district.	er Networking Technology to students withi	n the PRCC district.
<u> </u>	LEARNING OUTCOMES – measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS — Actionable Knowledge
. <u>=</u>	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
0	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
=	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.
٩	program/course?			
_	The student will demonstrate the ability	100% of students who complete this course	100 % of students who completed this	Instructors decided that rubric for lab
	to install Windows Server Operating	will be able to correctly install Windows	course were able to demonstrate the	assessment will be revised to include new
	System.	Server Operating System on a lab	ability to correctly install Windows Server	items related to installing Windows Server
		assessment.	Operating System on a lab assessment.	Operating System.
~	The student will demonstrate the ability	75% of students who complete this course	100% of students who completed this	It was decided that rubric for lab assessment
	to install and configure Active Directory	will be able to correctly install and configure	courser were able to demonstrate the	will be revised to include more complex
	Services.	Active Directory Services on a lab	ability to install and configure Active	Active Directory configuration task to be
		assessment.	Directory Services on a lab assessment.	completed on lab assessment.
က	The student will demonstrate the ability	75% of students who complete this course	100% of students who completed this	Instructors determined the lab assessment
	to create and implement a group	will be able to correctly create and	course were able to demonstrate the	will be revised to better test the student's
	policy.	implement a group policy on a lab	ability to correctly create and implement	knowledge of implementing group policy.
		assessment.	group policy on a lab assessment.	
4	The student will demonstrate the ability	75% of students who complete this course	100% of students who complete this	Instructor decided that the lab assessment
	to install and configure network file and	will be able to correctly install and configure	course were able to demonstrate the	will be revised to include task that will test
	printer services.	network file and printer services on a lab	ability to correctly install and configure	the student's knowledge of configuring
		assessment,	network file and printer services on a lab	network file and printer services in greater
			assessment.	depth.

PROGRAM OF STUDY: Business and Commerce Technology	iupports PRCC Strategic Goal(s): 1, 3, 7
PROGRAM: Business Marketing/Management Technology	

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:

- 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 well, and provide opportunities for their 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
- 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 To prepare students to transfer and be significant and selections.
   To provide quality student services.
   To provide access to college courses and to employ qualified faculty and staff, considered services available via the Internet.
   To improve communication among camp 7. To recruit and retain students from a diversity of provide workforce training programs 1. technical skills training.

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

9	educational opportunities.				_
%	LATIONSHIP OF UNIT TO PRCC MISSION: T	o provide industry based training in Business	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business Marketing/Management Technology to students within the PRCC district.	ents within the PRCC district.	
<u> </u>	PROGRAM OUTCOMES – Measurable indicators (More specific description of impact on student)WHAT should a student know, think, or be able to do upon completion of program/course?  Students will be prepared to continue their education at a higher institution or enter the workforce by following the specialized curriculum.	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?  100% of students that complete the program and receive an A.A.S degree are eligible to pursue and transfer coursework into the Bachelor's of Applied Technology degree program at USM, the Business degree program at MUW via the V3 college, or into the workforce	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?  100% of the students who completed the program and received an A.A.S degree transferred and are currently pursuing a Bachelor's degree at a senior college or university or are active in the workforce.	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE</u> .  Instructors decided to continue to provide information on pathways for career and advanced degree seeking alternatives. Students have been encouraged to visit and research degree options at senior colleges and universities. Students encouraged to explore career opportunities through job shadowing activities, class projects, and internships.	

The students will acquire specialized training in marketing related training in marketing related through the use of class projects, businesses having direct contact with people, such as retail and wholesale organizations.
The students will acquire specialized training in marketing related businesses having direct contact with people, such as retail and wholesale organizations.
The students will acquire specialized training in marketing related businesses having direct contact with people, such as retail and wholesale organizations.
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Supports PRCC Strategic Goal(s): 1, 3, 7	ities for all who seek them.	they have been prepared. mmunity services, and make llls, specific job skills, and	ent in business or industry and/or additional	students within the PRCC district.	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to Improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE</u> .	Course information was restructured to gain the 100%. Integration of more hands on activities should increase the understanding of advertising campaigns	The use of examples and online links increased understanding this year. Graphic creativity will be enhanced through videos and web tutorials	It was determined that through the use of the internet, more ads and different types of ads will be introduced to the students to enhance their ability to identify ads and the markets they target
	ding quality educational and service opportun	baccalaureate institutions and/or to be successful in cereers for which they have been prepared. structional methods, including distance education. wide opportunities for their professional development. e student learning, enhance faculty and staff performance, augment community services, and mity members regarding the College goals, objectives, and activities. undustry, educational, and public service agencies for basic skills, specific job skills, and	qualify students for entry-level employm	s Marketing/Management Technology to	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	100% of the students completing this course composed and presented a detailed advertising campaign and presented them to judges	92% of the students completed this course created a useable brochure for the general public	87% of the students who completed this course were able to correctly identify the types of ads and the markets they were targeting
erce Technology ent Technology	COURSE LEVEL: Advertising (MMT 1323) MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	To provide quality 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 quality student services.  To provide quality student services.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods, including distance education.  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 skills training.	PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Business Marketing/Management Technology to students within the PRCC district.	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	80% of students who complete this course will be able compose and present a detailed advertising campaign consisting of pricing and strategy	70% of students who complete this course will be able to create a brochure useable by the general public	75% of students who complete this course will be able to correctly identify types of ads and the markets they are targeting
PROGRAM OF STUDY: Business and Commerce Technology PROGRAM: Business Marketing/Management Technology	COURSE LEVEL: Advertising (MMT 1323) MISSION STATEMENT: Pearl River Community	STRATEGIC GOALS:  To prepare students to transfer and be successful in their studies at 1.  To provide quality student services. To provide access to college courses and programs using various in 7.  To employ qualified faculty and staff, compensate them well, and provide facilities, technology, and support staff in order to improve College services available via the Internet. To improve communication among campus personnel and community. To recruit and retain students from a diverse population. To provide workforce training programs that meet requirements of but technical skills training.	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	RELATIONSHIP OF UNIT TO PRCC MISSION:	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think or he able to do upon completion of	program/course?  1 The student will compile a complete advertising campaign.	The student will be able to demonstrate understanding of advertising concepts and processes by creating brochures	3 The student will be able to identity different types of ads and their target markets

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PROGRAM OF STUDY: Business and Commerce Technology
PROGRAM: Business Marketing/Management Technology
COURSE LEVEL: Entrepreneurship (MMT 2513)
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.

- To provide quality student services.
   To provide access to college courses and programs using various instructional methods, including distance education.
   To provide access to college courses and programs using various instructional methods, including a college courses are staff, compensate them well, and provide opportunities for their performance, augment community services, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and activities.
   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
- 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 skills training.

PURPOSE OF UNIT: 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

-	educational opportunities.			
_	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business Marketing/Management Technology students within the PRCC district.	s Marketing/Management Technology stud	ents within the PRCC district.
1	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
	impact on student)WHAT should a student	Intended outcome)HOW will attainment of the	results were achieved) <u>WHAT</u> was level of	program performance). Make a CHANGE or
	know, think, or be able to do upon	outcome be measured?	attainment of outcome?	IMPROVE.
_	completion of program/course?			
<u> </u>	1 The student will demonstrate the	80% of students who complete this course	70% (7 of 10) of the students who	A decision was made that the instructor will
	ability to develop and write a	will properly develop and write a	completed the course properly wrote and	introduce the business plan material earlier
	comprehensive business plan. This is	comorehensive business olan during the	developed a comprehensive business	in the semester and will require students to
	to include an executive summary,	second 8 weeks of the course	plan during the second 8 weeks of the	periodically submit sections of the plan for
	promotional plans, location analysis,		course.	review.
	financing options, and ownership			
	structure.			
ــــــــــــــــــــــــــــــــــــــ	2 The student will demonstrate	70% of students who complete this course	90% (9 of 10) of the students who	Instructor decided to continue using similar
	knowledge of the major forms of	will correctly determine and explain the	completed the course correctly	instructional methods for this learning
	business ownership.	major forms of business ownership when	determined and could explain the major	objective. These instructional methods
		questioned on the final exam.	forms of business ownership when	including PowerPoint lectures, required
			questioned on the final exam.	readings, and case study examples.
_	3 The student will demonstrate the	70% of students who complete this course	80% (8 of 10) of the students who	Instructor decided to continue using similar
	ability to create and calculate	will correctly create and calculate projected	completed the course correctly created	instructional methods for this learning
	projected financial statements.	financial statements when tested during	and calculated projected financial	objective, which include class examples,
		the semester.	statements when tested during the	worksheets, and instructor lecture.
			semester	

4	4 The student will identify the major	80% of students who complete this course	90% (9 of 10) of the students who	Instructor will continue using similar
	advantages and disadvantages of a	will accurately respond to discussions and	completed the course accurately	instructional methods for this learning
	career in the entrepreneurial field and	questions regarding the advantages and	responded to discussions and questions	objective. These instructional methods
	the characteristics of successful	disadvantages of a career in the	regarding the advantages and	including PowerPoint lectures, required
	entrepreneurs.	entrepreneurial field when questioned on a	disadvantages of a career in the	readings, and case study examples.
		hour test.	entrepreneurial field when questioned on	
-			the hour test.	

S S	Instructor will continue using similar instructional methods for this learning objective. These instructional methods including PowerPoint lectures, required
	readings, and case study examples.
	readings, and case study examples.

PROGRAM OF STUDY: Business and Commerce Technology	Supports PRCC Strategic Goal(s): 1, 3, 7
PROGRAM: Business Marketing/Management Technology	
COURSE LEVEL: Marketing Management (MMT 1123)	
MISSION STATEMENT: Pearl River Community College is a public institution con	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 baccal	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.	instructional methods, including distance education.
4. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	provide opportunities for their professional development.
5. To provide facilities, technology, and support staff in order to improve stude	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 adivities.	nity 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	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.	
PURPOSE OF UNIT: To offer a technical program which upon successful co.	PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional

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educational opport	RELATIONSHIP OF LINIT TO PRCC MISSION To provide indi

4	PROGRAM OF STUDY: Business and Commerce Technology	rce Technology		
•	PROGRAM: Business Marketing/Management Technology	nt Technology		Supports PRCC Strategic Goal(s): 1, 3, 7
ادا	COURSE LEVEL: Merchandising Math (MMT 1413)	1413)		
2	IISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	sing quality educational and service opportunitie	is for all who seek them.
ίS	STRATEGIC GOALS:			
		uccessful in their studies at baccalaureate institution	baccalaureate institutions and/or to be successful in careers for which they have been prepared.	y have <b>bee</b> n prepared.
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., 4.	•	To provide access to conege courses and programs using various instructional memors, including distance concaron. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	noung distance concernor.  Neir professional development.	
ις		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 avaitable via the Internet.	ince faculty and staff performance, augment comn	nunily services, and make
9 2		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.	ne College goals, objectives, and activities.	
<b>6</b> 0		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.	ilional, and public service agencies for basic skills,	specific job skills, and
م م	PURPOSE OF UNIT: To offer a technical progreducational opportunities.	PURPOSE OF UNIT: 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.	qualify students for entry-level employmen	t in business or industry and/or additional
~	ELATIONSHIP OF UNIT TO PRCC MISSION: 1	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business Marketing/Management Technology to students within the PRCC district.	: Marketing/Management Technology to stu	udents within the PRCC district.
_ <b>_</b>	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Critería for	ASSESSMENT RESULTS Outcomes	USE OF RESULTS — Actionable Knowledge
<u>.=</u>	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to Improve
Ō	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
₽ ā	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome?	IMPROVE.
_	The student will calculate pricing using	85% of students who complete this course	100% of the students completing this	It was determined that with the use of
	the retail/markup/cost formulas	will be able to correctly complete the retail/markup/cost formula on an hour test.	course were able to correctly complete the retail/markup/cost formula on their chapter 5 hour test	technology, students will be able to listen to lectures and see the problems worked on their comouner screens on their own time
(	$\rightarrow$		2000 - 20	A Land Action to the Action to
	The student will be able to demonstrate how to determine an initial cod maintained marking	70% of students who complete this course will be able to correctly demonstrate	100% of the students completing this course were able to correctly demonstrate calculation initial and	A decision was made that throughout the semester tutorial sessions will be provided to enhance student understanding of any
		on products or services on an hour test.	maintained markup on products or	needed math competency
9	+	وهوروم واطا وإمامهم وطرن فقمول بلم أم أو أمام	OSE of the chidooft completion this	american architect that architectual
<b>n</b>	I ne student will oetermine sales per square foot.	will be able to correctly determine the sales	course were able to correctly determine	covering square footage will be
		per square foot for a business. Students will be assessed on an hour test.	the sales per square foot for a business.	incorporated into the course to provide a better understanding

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PROGRAM OF STUDY: Business and Commerce Technology	
PROGRAM: Business Marketing/Management Technology	Supports PRCC Strategic Goal(s): 1, 3, 7
COURSE LEVEL: Personal Selling (MMT 1313)	

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:

- 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 access to college courses and programs using various instructional methods, including distance education.

  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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
- 1. To prepare students to transfer and be st.
  2. To provide quality student services.
  3. To provide access to college courses and 4. To employ qualified faculty and staff, cont 5. To provide facilities, technology, and sup College services available via the Internet.
  6. To improve communication among camp 7. To recruit and retain students from a dive 8. To provide workforce training programs to
- To improve communication among campus personnel and community members regarding the College goats, 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 skills training

PURPOSE OF UNIT: 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.

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	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide Industry based training in Business Marketing/Management Technology students within the PRCC district.	s Marketing/Management Technology stude	ents within the PRCC district.	
	LEARNING OUTCOMES — Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge	
	Indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
	on student) WHAT should a student know,	intended outcome) HOW will attainment of the	results were achieved)WHAT was level of	program performance). Make a <u>CHANGE</u> or	
	think, or be able to do upon completion of	outcome be measured?	attainment of outcome?	IMPROVE.	
_	program/course?				
	1 The student will prepare and execute	80% of the students who complete this	75% of the students enrolled in the	The instructor decided to improve student	
	an effective sales presentation.	course will properly prepare and implement	course properly prepared and	success rate for (nis learning objective, the	_
		an effective sales presentation during the	successfully implemented an effective	instructor will introduce the sales project	
		second 8 weeks of this course.	sales presentation.	earlier in the semester and adjust guidelines	
				מוום כוופוומ	
	2 The student will demonstrate	70% of students who complete this course	80% of the students who complete this	A decision was made to further improve	_
	knowledge of identifying personality	will accurately determine the personality	course were are able to determine the	student success rate for this learning	
	traits and qualifications needed by	traits and qualifications needed by	personality traits and qualifications	objective; guest lectures and speakers from	_
	successful salespeople.	successful salespeopte when questioned	needed by successful salespeople	the sales field will be invited to speak to the	
		on the final exam.		class about what skills, traits, and	
				qualifications are needed to be successful in	
				the sales field	
	3 The student will demonstrate	70% of students who complete this course	60% of the students correctly respond to	The instructor decided to improve student	
	knowledge of business ethics and its	will correctly respond to questions	questions regarding business ethics and	success rate for this learning objective; the	
	impact on personal selling.	regarding business ethics and its impact on	its impact on personal selling.	instructor will use more case study	
		personal selling when questioned on a hour		examples and create a class ethics	
		test.		assignment	

4	The student will demonstrate the ability	70% of students who complete this course	who complete this course 75% of the students who completed this A decision was made to further improve	A decision was made to further improv
	to respond to buyer objections and	will correctly respond to questions and	course correctly responded to questions	student success rate for this fearning
	knowledge of buyer behavior.	express the ability to handle buyer	and showed the ability to handle buyer	objective; the instructor will introduce the
		objections and buyer behavior when	objections and respond to buyer	sales project earlier in the semester an
		presenting sales presentations in class.	behaviors.	provide students will possible buyer
				objections list

is	A decision was made to further improve
22	student success rate for this fearning
_	objective; the instructor will introduce the
	sales project earlier in the semester and will
	provide students will possible buyer
	objections list

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PROGRAM OF STUDY: Business and Commerce Technology
PROGRAM: Business Marketing/Management Technology 1, 3, 7
COURSE LEVEL: Principles of Management (MMT 2213)
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.
<ol> <li>Io provide quality student services.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> </ol>
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.
<ol> <li>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.</li> </ol>
PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional
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educational opportunities.

LEARNING OUTCOMES – Measurable   ASSESSMENT CRITERIA — Criteria for indicators (More specific description of impact construction of impact on student) WHAT should a student know, the description of impact controme by the course of management planning, or be able to correctly identify the funding on the final exam.   The student will be able to correctly identifies on and Threatly and on the final exam of company and on the final exam of company and on the final exam of company or company on the final exam of company on the final e	_	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business Marketing/Management Technology to students within the PRCC district.	s Marketing/Management Technology to stu	udents within the PRCC district.	
Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?  the outcome?  The final exam  The final exam  Tow of students who complete this course were able to correctly identifier the final exam.  Tow of students who complete this course were able to correctly identifiered this course were able to correctly examine the different uses of an organization with a company on the final exam.		LEARNING OUTCOMES – measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge	
intended outcome be measured?  the outcome?  The students who completed this course were able to correctly dentify the different uses of an organization with a company on the final exam.	· <u>-</u>	indicators (More specific description of Impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
the outcome be measured?  Ins 85% of students who complete this course functions of management on the final exam.  Tow of students who complete this course will be able to correctly identify the different upes of planning on the final exam.  Tow of students who complete this course will be able to correctly conduct a SWOT (strengths, Weaknesses, Opportunities and Threats) analysis on themselves and a company by complete this course will be able to correctly examine the different uses of an organization with a company on the final exam a company on the final exam a company on the final exam a company on the final exam.		on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or	
swill identify the functions 65% of students who complete this course ent: planning, organizing, will be able to correctly identify the different will be able to correctly identify the different will be able to correctly identify the different to a company and on complete this course course will examine the different will be able to correctly conduct a SWOT (Strengths, Weaknesses, Opportunities and through an assigned projects will be able to correctly examine the different uses of an organization with a company on the final exam.		think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPRQVE.	
The students will identify the functions of management: planning, organizing, will be able to correctly identify the four functions of management on the final exam.  The student will ldentify the different types of planning on the student will conduct a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis on a company and on The student will examine the different type sof an organization within a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The students will identify the different uses of an organization with a company on the final exam.  The students will identify the different types of planning on the final exam.  The student will examine the different uses of an organization with a company on the final exam.	_	program/course?				
functions of management on the final exam  The student will identify the different will be able to correctly identify the final exam.  The student will examine the different source of management on the final exam.  The student will examine the different uses of an organization within a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the final exam.  The student will exam to the final exam.  The student will exam to the final exam.  The student will exam to the final exam.  The students were able to correctly examine the different uses of an organization with a acompany on the final exam.	Г <u>.                                    </u>	1 The students will identify the functions	85% of students who complete this course	77% if the students who completed this	An activity to increase understanding was	_
the student will tonduct a SWOT will be able to correctly or company and on the different will examine the different will be able to correctly examine the different company on the different uses of an organization within a company or the final exam.  The student will conduct a SWOT will be able to correctly identify the different uses of an organization with a company on the final exam.  The student will dentify the different on the final exam.  The student will dentify the different on the final exam.  The student will dentify the different on the final exam.  The student will dentify the different on the final exam.  The student will dentify the different on the final exam.  The student will dentify the different on the final exam.  The student will dentify the different on the final exam.  The student will dentify the different on the final exam.  The student will dentify the different on the final exam.  The student will dentify the different on the final exam.  The student will dentify the different on the final exam.  The student will dentify the different on the final exam.  The student will conduct a SWOT (strengths, weaknesses, opportunities and through an assigned on themselves and a company by complete this course were able to correctly examine the different uses of an organization with a a company on the final exam.		of management: planning, organizing,	will be able to correctly identify the four	course correctly identified the four	incorporated into the course. It will be made	_
The student will identify the different types of planning on the final exam.  The student will examine the different as of planning on the student will examine the different uses of an organization within a company or planning as types of planning on the final exam.  The student will examine the different uses of an organization with a company or planning as types of planning on the final exam.  The student will dentify the different types of planning on the final exam.  The student will examine the different uses of an organization with a company on the final exam.		leading, controlling	functions of management on the final exam	functions of management on the final exam.	more ngorous to increase understanding.	
types of planning will be able to correctly identify the different types of planning on the final exam.  The student will conduct a SWOT (strengths, Weaknesses, Opportunities and Threats) analysis on a company and on themselves  The student will examine the different will be able to correctly conduct a SWOT (strengths, Weaknesses, Opportunities and Threats) analysis on themselves and a company by completing assigned projects  The student will examine the different will be able to correctly examine the company by complete this course were able to correctly examine the different uses of an organization with a company on the final exam.			70% of students who complete this course	88% of the students were able to	It was decided that a planning exercise will	
The student will examine the different will be able to correctly company or a company and on the student will examine the different uses of an organization within a company or the student will be able to correctly examine the company or the student will examine the company or the student with a company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.  The student will examine the final exam.  The student will examine the different uses of an organization with a company on the final exam.		types of planning	will be able to correctly identify the different	correctly identify the different types of	be integrated when teaching this concept to	
The student will conduct a SWOT will be able to correctly conduct a SWOT (strengths, whill be able to correctly conduct a SWOT (strengths, weaknesses, Opportunities and Threats) analysis on themselves and a company by completing assigned projects.  The student will examine the different uses of an organization with a company on the final exam.			types of planning on the final exam	planning on the final exam.	continue and enhance understanding.	
analysis on a company and on will be able to correctly conduct a SWOT (strengths, themselves themselves and a company and on themselves and a company and on themselves and a company on the final exam.	<u>' '</u>		75% of students who complete this course	100% of the students were able to	It was decided that allowing the students to	
themselves and Threats) analysis on themselves and a company by completing assigned projects  The student will examine the different uses of an organization within a company on the final exam.	_	analysis on a company and on	will be able to correctly conduct a SWOT	conduct a SWOT (strengths,	participate in a project increased	
and Threats) analysis on themselves and a company by completing assigned projects.  The student will examine the different will be able to correctly examine to company on the final exam.  The student will examine the different uses of an organization with a company on the final exam.	_	themselves	(Strengths, Weaknesses, Opportunities	weaknesses, opportunities and threats)	understanding of the concept. An individual	
The student will examine the different uses of an organization within a company on the final exam.			and Threats) analysis on themselves and a	on themselves and through an assigned	project is being designed to broaden the	
The student will examine the different uses of an organization with a company company on the final exam			company by completing assigned projects	project.	understanding of the SWOT (strengths,	
The student will examine the different will be able to correctly examine the company  The student will examine the different uses of an organization with a company on the final exam.					weaknesses, opportunities and threats)	
uses of an organization within a different uses of an organization with a company on the final exam	1,	+	70% of students who complete this course	88% of the students who completed this	It was decided a video showing examples of	Т
different uses of an organization with a the different uses of an organization with a company on the final exam.		uses of an organization within a	will be able to correctly examine the	course were able to correctly examine	different organizational components and	
company on the final exam		сошрапу	different uses of an organization with a	the different uses of an organization with	uses will be used to enhance understanding.	
			company on the final exam	a company on the final exam.		$\neg$

	PROGRAM OF STUDY: Business and Commerce Technology	erce Technology		
	PROGRAM: Business Marketing/Management Technology	ant Technology	Suppo	Supports PRCC Strategic Goal(s): 1, 3, 7
	COURSE LEVEL: Principles of Marketing (MMT 1113)	AT 1113)		
	MISSION STATEMENT: Pearl River Community	. College is a public institution committed to provic	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	I who seek them.
	STRATEGIC GOALS:			
- "	To prepare students to transfer and be s     To provide quality student services.	successful in their studies at baccalaureate institution	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.	been prepared.
4		To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	including distance education. including distance education. ide opontunities for their professional development.	
	<ol> <li>To provide facilities, technology, and support staff in order to improve College services available via the Internet.</li> </ol>	pport staff in order to improve student learning, enha-	student learning, enhance faculty and staff performance, augment community services, and make	ervices, and make
	To improve communication among campus personnel and community     To recruit and retain students from a diverse population.     To provide workforce training programs that meet requirements of bus technical skills training.	pus personnel and community members regarding the rese population. That meet requirements of business, industry, educa	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 skills training.	c job skills, and
	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	gram, which upon successful completion, will	PURPOSE OF UNIT: 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.	siness or industry and/or additional
	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based		training in Business Marketing/Management Technology to students within the PRCC district.	within the PRCC district.
ــــــــــــــــــــــــــــــــــــــ	LEARNING OUTCOMES Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable
	indicators (More specific description of impact	Evaluation (Variables related to success of integral outcome) HOM will attainment of	Assessment (States how well intended results were	Knowledge (How knowledge gained will be used to improve program performance)
•	on student, WHAI should a student know, think, or be able to do upon completion of	the outcome be measured?	outcome?	Make a CHANGE or IMPROVE.
	of the marketing mix: price, product,	85% of students who complete this course will be able to correctly identify the four segments of the marketing mix on the final exam	100% of the students who completed this course were correctly able to identify the four segments of the marketing mix on the final exam.	It was decided to continue the understanding of the marketing mix, the instructor will integrate amples of the marketing mix
				Components throughout the case.
<u> </u>	The student will be able to demonstrate choosing the appropriate target market, segmentation strategy and positioning of products	70% of students who complete this course will be able to correctly demonstrate knowledge by choosing the correct target market, segmentation strategy and positioning of a product by completing the new product project.	81% of students who completed this course were able to correctly demonstrate marketing knowledge by correctly choosing the target market, segmentation strategy and positioning by completing the new product project.	Instructor decided the use of physical products brought into the classroom, along with video clips, students will be reinforced information covering target markets, segmentation strategies and positioning.
I	The student will determine appropriate criteria and stages needed in the development of new products	70% of students who complete this course will be able to correctly determine the appropriate criteria and stages needed to develop new products on the final exam.	80% of students who completed this course were able to correctly determine the appropriate criteria and stages needed to develop new products on the final exam.	If was determined that YouTube videos will be infused for reinforcement of the concept. The instructor is creating a hands-on activity for students to complete to increase understanding.
1 -	4 The student will classify the stages of the product life cycle	80% of students who complete this course will be able to correctly classify the stages of the product life cycle in a classroom project.	77% of students who completed this course were able to correctly classify the stages of the product life cycle in a classroom project.	The instructor decided that the product life cycle will be enhanced with the use of YouTube videos and a new hands-on project/game.
	5 The student will Identify and explain the BCG matrix and it's components	75% of students who complete this course will be able to identify and explain the BCG (Boston	83% of students who completed this course were able to identify and explain the BCG (Boston Consulting	The instructor created power points and online examples will be implemented to

2011-2012

Consulting Group) matrix and it's components through class projects and on the final exam

Group) matrix and its components in a class project and on the final exam.

maintain and increase understanding of the BCG (Boston Consulting Group).

2011-2012

Supports PRCC Strategic Goal(s): 1, 3, 7		
PROGRAM OF STUDY: Business and Commerce Technology	PROGRAM: Business Marketing/Management Technology	COLIDEE LEVEL: October 1440-portrom and (MANAT 2422)

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

- To prepare students to transfer and be successful in their studies at baccataureate institutions and/or to be successful in careers for which they have been prepared. - 01 E 4 G

  - 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 well, and provide opportunities for their 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.
  - 8.7.6
- 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.

PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business Marketing/Management Technology to students within the PRCC district.	s Marketing/Management Technology to stu	udents within the PRCC district.	
LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable Knowledge	
indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	_
on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or	_
think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.	
program/course?				
 1 The student will examine and analyze	70% of students will correctly identify and	70% of students enrolled in the course	Instructor decided to introduce pricing	
retail pricing strategies	label the various retail pricing strategies	correctly identified and labeled the	strategies earlier in the semester and plans	
 	accessed on an hour test.	various retail pircing strategies accessed	to add a prioring assignment to remote	
		on the nour test.	pirding concepts.	_
2 The student will demonstrate	80% of students will correctly label the four	90% of students enrolled in the course	It was determined to continue to address the	_
 knowledge of the four major retail	major inventory turnover and profit margin	were able to correctly label the four	four major inventory turnover and profit	
inventory tumover and profit margin	systems accessed on an hour test.	major inventory tumover and profit	margin systems throughout the semester	
systems	•	margin systems accessed on the hour	and also provide examples of each.	_
		test.		_
 3 The student will investigate the	80% of students who complete this course	75% of students who completed the	It was decided to create and implement a	_
 process of retail site analysis and	will correctly respond to questions	course were able to correctly respond to	site analysis assignment into the classroom	
location	concerning retail site analysis and location	questions concerning retail site analysis	curriculum.	_
	when accessed on an hour test.	and location when accessed on an hour		
		test.		
4 The student will explore and learn the	90% of students will accurately respond to	95% of students were able to accurately	Instructors agreed to provide visual	_
various forms of retail store layouts	questions regarding store layout designs	respond to questions regarding store	examples of store layout designs as well as	
and their design strategies	when accessed on an hour test.	layout designs when access on an hour	outside assignments that reinforce this	
		test	competency.	

Ľ	DDOCDAM OF CTUDY, Burlance and Communication	to Tocksolem.		Summer DDC Chantonic Ganlel. 1 2 7
	PROGRAM: Health Care Data Technology	re recinology		Supports Free Strategic Goals): 1, 3, 7
	MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ling quality educational and service opportunitie	s for all who seek them.
2) (- (4 ()) (T u) (C	≱	TEGIC 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 well, and provide opportunities for their 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 avaitable via the Internet.	d/or to be successful in careers for which they hav gaistance education.  ofessional development.  aculty and staff performance, augment community.	e been prepared. services, and make
w <i>=</i>	To recruit and retain students from a diverse page.     To provide workforce training programs that methods a propriet training.	To improve communication among campos personner and commonly memoris regarding the correge goals, colocules, 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 licel skills training.	inge goals, colocules, and activities. , and public service agencies for basic skills, spec	ific job skills, and
_ "	PURPOSE OF UNIT: To offer a technical progreducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	n business or industry and/or additional
	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Health Care Data Technology to students within the PRCC district.	are Data Technology to students within the	PRCC district.
<u> </u>	PROGRAM OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA —criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or IMPROVE.
1 .	Students will demonstrate practical knowledge and skills required to transcribe medical reports, code diagnoses from International Classification of Disease 9th Revision Classification of Disease 9th Revision Clinical Modification (ICD-9-CM)/Health Care Common Procedure Coding System(HCPCS) code book, code services and procedures from Current Procedural Terminology (CPT) code book and complete claim forms for medical reimbursement which are necessary for employment in entry level positions in the workforce as per state framework curriculum.	70% of students who complete the program will pass the Mississippi Career Planning and Assessment System (MSCPAS) exam given prior to graduation.	94% of the students who were eligible to take the MSCPAS exam passed.	Results of the MSCPAS test indicated that students acquired necessary skills and practical knowledge in the area of coding and reimbursement. The results also indicated that these students are ready for employment in the field of coding and reimbursement. Additional reinforcement in practical knowledge and skills necessary for improvement for that 6% who did not pass the MSCPAS test.
`*	2 To provide an individual the ability to find employment in a related workforce.	50% of completers will find employment in related workforce as determined by job placement follow up.	50% of the completers found employment in a related field as determined by placement.	The results of completers entering the workforce in the field of medical billing and coding indicated that students completing this program will be able to find gainful employment.

PRO	PROGRAM OF STUDY: Business and Commerce Technology
PRO	PROGRAM: Health Care Data Technology Supports PRCC Strategic Goal(s): 1, 3, 7
CON	COURSE LEVEL: CPT Coding (BOT 2643/BCT 2123)
MISS	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.
STRA	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.
۸i	To provide quality student services.
က်	To provide access to college courses and programs using various instructional methods, including distance education.
₹	To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.
Ω	To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make
u	To include services and little internet.  To include services and another control and community months and control and control and and indianal and
ó٨	To improve communication arriving campus personnel and community members regarding me conege goars, objectives, and activities. To recuit and retain students from a diverse normalism
co	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.
PUR	PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional
eque	educational opportunities.

و ح. د ا عه ا	RELATIONSHIP OF UNIT TO PRCC MISSION: 1 LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know,	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Health Care Data Technology to students within the PRCC district.  LEARNING OUTCOMES – Measurable indicators (More specific description of impact related to success of intended outcome be measured?  ASSESSMENT RESULTS – USE OF RESULT (How knowled program performance) attainment of the outcome be measured?	echnology to students within the ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were	PRCC district. USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or	
<b>₽</b> Q	think, or be able to do upon completion of program/course?		achieved what was level of attainment of outcome?	IMPROVE.	
2	The students will explore the purpose and use of the Current Procedural     Terminology (CPT) coding manual.  The students will apply CPT coding	70% of students will be able to recognize and apply the conventions, format, index considerations, and guidelines as well as distinguish among patient statuses, places of service, and types of through chapter test.  70% of students will be able Assign specialty codes using	83% of students met this assessment. 92% of the students met this	Instructors decided to challenge students with additional Case Problems to enhance their recognition of conventions, format, index considerations, and guidelines as well as distinguish among patient statuses, places of service, and types of through chapter test.  Instructors decided to challenge students even	1
	guidelines.	the CPT system, assign appropriate modifiers and assign procedure codes using Healthcare Common Procedure Coding System (HCPCS) through chapter test.	assessment.	further by coding from the cms.gov website which provides updates to the CPT and HCPCS coding system.	

PROGRAM OF STUDY: Business and Commerce Technology	merce Technology		
PROGRAM: Health Care Data Technology			Supports PRCC Strategic Goal(s): 1, 3, 7
COURSE LEVEL: ICD Coding (BOT 2653)			
MISSION STATEMENT: Pearl River Commus	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ling quality educational and service opportunitie	s 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.	is and/or to be successful in careers for which they	y have been prepared.
To provide quality student services.     To provide access to college courses and programs using various instruction of compley qualified faculty and staff, compensate them well, and provide to the provide facilities technology and support 12ff in order to improve the provider to the provider to improve the provider to improve the provider to the prov	To provide quality student services. To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified foculty and staff, comparate them well, and provide opportunities for their professional development. To employ qualified foculty and staff incomparate them well, and provide opportunities for their professional development.	uctional methods, including distance education. le opportunities for their professional development. Indext learning, enhance faculty and staff performance, purment comm	unity savices and make
	College services as variable 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.	ne College goals, objectives, and activities.	
	To provide workforce training programs that meet requirements of business, industry, educational, and public service agencles for basic skills, specific job skills, and technical skills training.	tional, and public service agencies for basic skills,	specific job skills, and
PURPOSE OF UNIT: To offer a technical program which upon successful educational opportunities.		completion will qualify students for entry-level employment in business or industry and/or additional	n business or industry and/or additional
RELATIONSHIP OF UNIT TO PRCC MISSIOI	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Health Care Data Technology to students within the PRCC district.	are Data Technology to students within the	PRCC district.
LEARNING OUTCOMES — Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS – Actionable Knowledge
indicators (More specific description of impact	t   Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
on student) WHAT should a student know, think or he able to do umo completion of	intended outcome) HOW will attainment of the outcome be measured?	results were achieved) WHAT was level of attainment of outcome?	program performance). Make a <u>CHANGE</u> or IMPR <u>OVE.</u>
program/course?			
1. Students will explore the purpose	70% of the students who complete this	72% of the students met this assessment	Instructors decided to give quizzes
and use of the International Classification of Diseases 9th Revision	course will be able to apply and identify	with a passing grade of 70% of nigher.	inoughout the semester on applying and identifying coding conventions, symbols,
Clinical Modification (ICD-9-CM)			index considerations, guidelines and
manual by recognizing and applying the conventions, format, index	coding and sequencing rules of the ICD-9-		of case problems which the students must
considerations, and guidelines and identify coding and segmenting rules	CM coding book on a Unapter test.		code diagnosis(es) correctly. To code the case problems correctly, the students must
			be able to identify and apply symbols, conventions audelines and electron the
			ICD-9-CM coding book guidelines section.
2 a Apply International Classification of Diseases (ICD coding) guidelines by coding diagnosticles to the highest	80% of the students who complete this course will be able to code diagnosis(es) to the highest level of specificity using all	87% of the students met this assessment with a passing grade of 70% or higher.	Instructors decided to give challenging coding problems as extra credit assignments to enhance their understanding of using
level of specificity using the ICD-9-CM coding system.			fourth and fifth digits from Volumes I-III in the ICD-9-CM coding book.

with a passing grade of 70% or higher.
<b>Б</b> ≯
ouse will be able to demonstrate how to course will be able to demonstrate how to code an inpatient surgical procedure using Volume III of the ICD-9-CM coding book on a chapter test.
CD system

PROGRAM OF STUDY: Business and Commerce Technology	erce Technology		Supports PRCC Strategic Goal(s): 1, 3, 7
PROGRAM: Health Care Data Technology			
COURSE LEVEL: Medical Information Management (BOT 2753)	gement (BOT 2753)		
MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitle	s for all who seek them.
RATEG	IC 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	ns and/or to be successful in careers for which the	v have been orepared.
2. To provide quality students envices. 3. To provide access to college courses and p. 4. To employ qualified faculty and staff, compe. 5. To provide facilities, technology, and support of the provide facilities, technology, and support of the provide socioles and support of the provide socioles.	To proper statement and the succession in the statement of the statement o	Auding distance education.  Teir professional development.  Ince faculty and staff performance, augment commerce.	nunity services, and make
6. To improve communication among campus personnel and community 7. To recruit and retain students from a diverse population. 8. To provide workforce training programs that meet requirements of busitechnical skills training.	To improve communication are mong 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 skills training.	members regarding the College goals, objectives, and activities. inclustry, educational, and public service agencies for basic skills,	specific job skills, and
PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	in business or industry and/or additional
RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based		training in Health Care Data Technology to students within the PRCC district.	PRCC district.
LEARNING OUTCOMES — Measurable indicators (More specific description of impact on student) <u>WHAT</u> should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
Students will use patient management software to perform patient account tasks.	70% of students will correctly (a.) Input patient information (b.) Enter patient transactions (c.) Create insurance claims (d.) Produce patient statements (e.) Enter payments and adjustments (f.) Produce reports (g.) Create collections letters and (h.) Explore the various types of health insurance coverage by using a patient management software simulation quiz.	90.47% (19/21) of students scored a grade of 70 or higher.	It was decided to create a more defined grading scale so students can manually create new practice utilizing skills such as (a.) Input patient information (b.) Enter patient transactions (c.) Create insurance claims (d.) Produce patient statements (e.) Enter payments and adjustments (f.) Produce reports (g.) Create collections letters and (h.) Explore the various types of health insurance coverage in relation to a real-life health facility setting using a patient management program.
2 Students will discuss the importance of timeliness, completeness, accuracy, and appropriateness of data and data sources in regard to patient care, management, billing reports, and/or databases.	70% of students will be evaluated based on case studies related to timeliness, completeness, accuracy, and appropriateness of data and data sources in regard to patient care, management, billing reports, and/or databases through a chapter quiz.	95.23% (20/21) of students scored a grade of 70 or higher.	Instructors decided to invite outside health facility representatives present material to students that relate to case studies related to timeliness, completeness, accuracy, and appropriateness of data and data sources in regard to patient care, management, billing reports, and/or databases.

_	PROGRAM OF STUDY: Business and Commerce Technology	rce Technology		Supports PRCC Strategic Goal(s): 1, 3, 7
	PROGRAM: Office Systems Technology			
	AISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
S ← (	2	ATEGIC GOALS:  To prepare students to transfer and be successful in their studies at baccataureate institutions and/or to be successful in careers for which they have been prepared.	d/or to be successful in careers for which they hav	e been prepared.
/iw,4.ru		To provide quality subsett services. To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student teaming, enhance faculty and staff performance, augment community services, and make	g distance education. rofessional development. faculty and staff performance, augment community	services, and make
9 / 8	College services available via the Internet.  6. To improve communication among campus p. 7. To recruit and retain students from a diverse.  8. To provide workforce training programs that n. technical skills training.	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 skills training.	ollege goals, objectives, and activitles. I, and public service agencies for basic skills, spec	ific job skills, and
മെ	PURPOSE OF UNIT: To offer a technical progeducational opportunities?	PURPOSE OF UNIT: 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?	qualify students for entry-level employment	in business or industry and/or additional
<u> </u>	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based		training in Office Systems Technology to students within the PRCC district.	RCC district.
T := 0 = 0	PROGRAM OUTCOMES — Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE</u>
.  -	Upon completion of this program, students will be able to create business correspondence including letters, memos, and e-mails.	75% of students will be able to correctly key business correspondence with using an instructor created check list.	100% of students who completed this program were able to correctly key business correspondence using an instructor created check list.	Instructors decided to continue to spend time reviewing various types of business letters and provide students with the opportunity to practice writing more letters.
0	Upon completion of this program, students will demonstrate knowledge and skills in word processing software.	75% of students will correctly demonstrate word processing software skills using an instructor created check list.	100% of students who completed this program were able to correctly demonstrate word processing software skills using an instructor created check list.	Instructors determined to continue to use updated versions of word processing software to enhance students' word processing skilts.
m	S Upon completion of the course, students will prepare for employment by constructing a resume	75% of students will correctly construct a resume using an instructor created rubric.	100% of students who completed this program were able to construct a resume using an instructor created rubric.	Instructors decided to use examples of different types of resumes to enhance students' ability to construct an acceptable resume.
4	There will be 85% retention of the full-time students in the one-year program.	85% of full-time, one-year students will complete the program. (Total complete/total enrolled)	89% of full-time students enrolled in the one-year certificate program were retained. (24/27)	Instructors decided to continue to encourage students to complete the required courses for their certificate within the suggested two semesters. Instructors planned to spend more time advising students and more time working with students to prevent course

PROGRAM OF STUDY: Business and Commerce Technology	arce Technology		
PROGRAM: Office Systems Technology			Supports PRCC Strategic Goal(s): 1, 3, 7
COURSE LEVEL: Applied Business Math (BOT 1313)	T 1313)		
MISSION STATEMENT: Pearl River Community	y College Is a public institution committed to prov	MISSION STATEMENT: Pearl River Community College Is a public institution committed to providing quality educational and service opportunities for all who seek them.	or all who seek them.
STRATEGIC GOALS:			
To prepare students to transfer and be successful in their studies at     To provide quality student services.		baccalaureate institutions and/or to be successful in careers for which they have been prepared.	nave been prepared.
To provide access to college courses and programs using various in	nd programs using various instructional methods, in	istructional methods, including distance education.	
4. To employ qualified faculty and staff, co	To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	their professional development.	
College services available via the Internet.	pport stati in order to improve student realinity, eminet.	to provide laciniciosy, and support statutioned to improve student realining, emignice lacinity and statutes, and make College services available via the Internet.	ing services, and make
6. To improve communication among cam	To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.	the College goals, objectives, and activities.	
I o recruit and retain students from a diverse population.      Do provide workforce training programs that meet require technical skills training.	ferse population. that meet requirements of business, industry, educ	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.	vecific job skills, and
PURPOSE OF UNIT: To offer a technical prog	gram which, upon successful completion will	PURPOSE OF UNIT: To offer a technical program which, upon successful completion will qualify students for entry-level employment in business or industry and/or additional	business or industry and/or additional
educational opportunities			
RELATIONSHIP OF UNIT TO PRCC MISSION:	To provide industry based training in Office S	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Office Systems Technology to students within the PRCC district.	C district.
I FARMING OUTCOMES - Measurable	ASSESSMENT CRITERIA -Criteria for	ASSESSMENT RESULTS - Outcomes	USE DE RESULTS - Actionable Knowledge

A	TIONSHIP OF UNIT TO PRCC MISSION: 1	o provide industry based training in Office Sy	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Office Systems Technology to students within the PRCC district.	2C district.	
LEAR	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS — Actionable Knowledge	
indice	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to	
impa	impact on student) WHAT should a	intended outcome) HOW will attainment of	were achieved) WHAT was level of attainment	improve program performance). Make a	
stud	student know, think, or be able to do upon	the outcome be measured?	of outcome?	CHANGE or IMPROVE.	
The	The student will compute payroll taxes.	70% of students who complete this course will correctly compute payroll taxes through a chapter quiz.	87.5% of students in Business Math demonstrated achievement of 70% or higher.	Instructor decided to use technology and software upgrades to provide more basic business math practice, which will help with payroll.	
The	The student will compute commission, markup, and selling price.	70% of students who complete this course will correctly compute commission, markup, and selling price through a chapter quiz.	40.7% of students in Business Math demonstrated achievement of 70% or higher.	Instructor determined to create remedial assignments for students. Examples of these assignments would be using the textbook software to work on the basics in business math. This will help students compute math and selling of selli	
The	The student will reconcile a bank statement.	70% of students who complete this course will correctly reconcile a bank statement through a chapter out?	96.3% of students in Business Math demonstrated achievement of 70% or higher	Instructor decided to provide extra work on bank statements in the future.	

	PROGRAM OF STUDY: Business and Commerce Technology	rce Technology		Supports PRCC Strategic Goal(s): 1, 3, 7	
م	PROGRAM: Office Systems Technology				_
	COURSE LEVEL: Business Accounting (BOT 1433)	433)			,
2	AISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.	
S	STRATEGIC GOALS:				_
- 2	•	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.	ns and/or to be successful in careers for which the	y have been prepared.	
i w 4. rų		To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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	cluding distance education. neir professional development. ance faculty and staff performance, augment comm	nunity services, and make	
9.7.8		Conege services available via the lineriter.  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 skills training.	members regarding the College goals, objectives, and activities. iness, industry, educational, and public service agencies for basic skills,	specific job skills, and	
<b>a a</b>	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	in business or industry and/or additional	
~	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based		training in Office Systems Technology to students within the PRCC district.	RCC district.	
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS – Actionable Knowledge	
·=	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
0	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or	_
₽ ₫	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome?	IMPROVE.	
_	Students will analyze business transactions in terms of the accounting	70% of students will correctly analyze business transactions in terms of the	64% (23/36) of students correctly analyzed business transactions in terms	Overall, students did not meet the 70% requirement. Instructor will provide remedial	
	equation.	accounting equation on a unit test.	of the accounting equation on a unit test	assignments for students. Examples of	
				assignments would be extra exercises to be worked outside of class. This will help	
				students analyze business transactions.	_
7	Students will determine the effects of	70% of students will correctly determine the	61% (22/36) of students correctly	Overall, students did not meet the 70%	
	using the basic accounting equation.	equity using the basic accounting equation	operations on owner's equity using the	assigned problems to where the instructions	
ľ	_	on a unit test.	Dasic accounting equation on a unit test.	are more crear.	_
7)	reconciliation and ionmalize entries.	70% of students will correctly prepare a bank reconciliation and journalize entries	61% (22/36) correctly prepared a bank reconciliation and journalized entries on	Students aid not meet the 70% requirement in the preparation of bank statements and	
		on a unit test.	a unit test.	journalizing. The instructor will spend a	
				longer time on bank reconciliation and assign more problems for extra practice.	
					7

	PROGRAM OF STUDY: Business and Commerce Technology	rce Technology		
	PROGRAM: Office Systems Technology		nS Su	Supports PRCC Strategic Goal(s): 1, 3, 7
اكا	COURSE LEVEL: Business Communications (BOT 2813)	3OT 2813)		
<u> </u>	MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
	STRATEGIC GOALS:			
- ~	To prepare students to transfer and be successful in their studies at To provide quality student services.	uccessful in their studies at baccalaureate institution	baccalaureate institutions and/or to be successful in careers for which they have been prepared.	у ћаvе been preрвгеd.
· (1) <b>*</b>	To provide access to college courses an     To amplie qualified feather and staff con	To provide access to college courses and programs using various instructional methods, including distance education. To provide access to college courses and programs using various instructions for their professional development.	cluding distance education. Deir professional development	
, un		To provide facilities are 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.	ance faculty and staff performance, augment comm	nunity services, and make
₩ ~ ®	For improve communication among campus personnel a     To improve communication among campus personnel a     To recruit and retain students from a diverse population.     To provide workforce training programs that meet require technical skills training.	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 skills training.	he College goals, objectives, and activities. ational, and public service agencies for basic skills,	specific job skills, and
<u>.</u> в	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	in business or industry and/or additional
	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Office Systems Technology to students within the PRCC district.	ystems Technology to students within the PF	XCC district.
	LEARNING OUTCOMES – measurable	ASSESSMENT CRITERIA -Criteria for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS — Actionable Knowledge
	indicators (More specific description of Impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
ء در ن	on student) WHAT should a student know, think, or be able to do upon completion of program/course?	intended outcome) <u>HOW </u> will attainment of the outcome be measured?	results were achieved} <u>WHAT</u> was level of attainment of outcome?	program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
	1 Students will use the three-phase	70% of students will use the three-phase	100% (11/11) achieved outcome.	Created a more defined rubric so as to
	writing process to create information e- mail messages.	writing process to correctly create an e-mail message with an instructor created rubric.		assess the three phase writing process when creating an email.
1,4	Students will compose effective business letters by writing a letter that makes a direct request for information or action	70% of students will correctly write a letter that makes a direct request for information or action using an instructor created rubric.	100% (11/11) achieved Student Learning Outcome.	Created a more defined rubric so as to assess the three phase writing process when creating a direct request letter for information or action.
(',	3 Students will prepare for employment by constructing a resume.	70% of students will correctly construct a resume using an instructor created rubric.	90.90% (10/11) met outcome.	Requested a few outside industry workers to help evaluate the usefulness of the resume.
<b>_</b>	Students will demonstrate sensitivity in communicating with a diverse workforce and international audiences.	70% of students will correctly conduct research and orally present their findings about the customs of the people with whom they are communicating using an instructor created rubric.	100% (11/11) demonstrated outcome.	Required students to learn how to speak two greetings and farewell phrases in the country chosen.

Supports PRCC Strategic Goal(s): 1, 3, 7	is for all who seek them. y have been prepared.	nunity services, and make specific job skills, and	in business or Industry and/or additional RCC district.	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>	Instructor decided to use updated course textbooks and teaching tutorials to enhance student learning.	It has been decided to continue to use teaching tutorials, student data materials, and software applications to provide students the knowledge to prepare special journal transactions with proficiency.
ddnS	tion committed to providing quality educational and service opportunities at baccalaureate institutions and/or to be successful in careers for which the instructional methods, including distance education.	we student learning, enhance faculty and staff performance, augment community services, and ma nity members regarding the College goals, objectives, and activities.  business, industry, educational, and public service agencies for basic skills, specific job skills, and	ssful completion will qualify students for entry-level employment in business ed training in Office Systems Technology to students within the PRCC district.	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	88% of students met/demonstrated the ability to pass an evaluation using accounting software to apply knowledge/skills to correctly prepare general journal transaction entries using accounting procedures/software meeting 70% or higher accuracy.  8 students enrolled 7 students met criteria	88% of students met/demonstrated the ability to pass an evaluation using accounting software to apply knowledge/skills to correctly prepare special journal transactions using accounting procedures/software meeting
erce Technology BOT 2413)	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:  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 well, and provide opportunities for their 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 ge 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 nical skills training.	PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Office Systems Technology to students within the PRCC district.	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	70% of students will correctly enter transactions in the general journal using accounting software. Outcome will be measured after student completes activity using accounting software.	70% of students will correctly select the special journal for transactions on a written test.
PROGRAM OF STUDY: Business and Commerce Technology PROGRAM: Office Systems Technology COURSE LEVEL: Computerized Accounting (BOT 2413)	MISSION STATEMENT: Pearl River Community College is a public institu  STRATEGIC GOALS:  1. To prepare students to transfer and be successful in their studies 2.  To provide quality student services.  To provide access to college courses and programs using various 3.  To employ qualified faculty and staff, compensate them well, and fig.	5. To provide facilities, technology, and support staff in order to improce services available via the Internet.  6. To improve communication among campus personnel and communication among campus personnel and communication among campus personnel and communication.  7. To recruit and retain students from a diverse population.  8. To provide workforce training programs that meet requirements of technical skills training.	PURPOSE OF UNIT: To offer a technical program which, upon succe educational opportunities.  RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry bas	LEARNING OUTCOMES — Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	The student will enter transactions in the general journal using accounting software.	2 The student will select the correct special journal to enter transactions.

The student will correctly prepare payroll registers using a software.  The student will correctly create and maintain inventory records using accounting software.  The student will create depreciation schedules.	rectly prepare counting software. ds using	80% of students met/demonstrated the ability to pass an evaluation using accounting software to apply knowledge/skills to correctly prepare financial statements using accounting procedures/software meeting 70% or higher accuracy.  8 students enrolled  6 students met criteria  88% of students met/demonstrated the ability to pass an evaluation using accounting software to apply knowledge/skills to correctly prepare payroll registers using accounting procedures/software meeting 70% or higher accuracy.  8 students met criteria  8 students met criteria  88% of students met/demonstrated the ability to pass an evaluation using accounting software to apply knowledge/skills to correctly prepare inventory records using accounting procedures/software meeting 70% or higher accuracy.  8 students met criteria  7 students met criteria  8 students met criteria  8 students met criteria  8 students met criteria  7 students met criteria  8 students met criteria  8 students met criteria  8 students met criteria  9 students met criteria  7 students met criteria  8 students met criteria  8 students met criteria  9 students met criteria  7 students met criteria  8 students met criteria  9 students met criteria	Instructor reviewed results of student learning outcomes and decided to continue, teaching tutorials and software applications to provide students the knowledge to prepare financial statements with proficiency.  After Instructor analysis, it was decided to continue use of student data materials and software applications to provide students the knowledge to prepare payroll registers with proficiency.  It has been determined that the use of instructional methods (tecture, tutorials, and software applications) will be continued.
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e schedules with proficiency.		
using accounting procedures/software meeting 70% or higher accuracy.	8 students enrolled	7 students met criteria

_	PROGRAM OF STUDY: Business and Commerce Technology	erce Technology		
	PROGRAM: Office Systems Technology			Supports PRCC Strategic Goal(s): 1, 3, 7
احا	COURSE LEVEL: Database Management (BOT 2323)	T 2323)		
~	VISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	es for all who seek them.
	STRATEGIC GOALS:			
<del></del> c	1. To prepare students to transfer and be s	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.	ns and/or to be successful in careers for which the	ly have been prepared.
4 (0)		id programs using various instructional methods, inc	instructional methods, including distance education.	
4. ru	To provide facilities, technology, and suppo     To provide facilities, technology, and suppo     College envises excellents in the Internet	To employ qualified racuity and start, compensate them well, and provide opportunities for their professional development. To provide facilities, technical and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make College services available via the professional professional starts.	neir professional development. snce faculty and staff performance, augment comn	nunity services, and make
9 / 8	6. To improve communication among campus personnel and communication among campus personnel and communication among campus personnel and communication and inverse population.  8. To provide workforce training programs that meet requirements of technical skills training.	nd commu ements of	nity members regarding the College goals, objectives, and activities. business, industry, educational, and public service agencies for basic skills, specific job skills, and	, specific job skills, and
<u>a.</u> 0	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment	in business or industry and/or additional
<u> </u>	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Office Systems Technology to students within the PRCC district.	stems Technology to students within the P	RCC district.
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS - Actionable Knowledge
. <u>=</u>	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
-	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or
۵۰ نه	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome?	IMPROVE.
	database file.	70% of students will correctly create a table from scratch consisting of three essential tasks: (1) they will meaningfully name each field in the table, (2) select an appropriate data type for each field, and (3) name the table itself. Attainment of the outcome will be measured by using an online assessment.	20/21 or 95% of students who completed this course correctly created a database table from scratch consisting of three essential tasks.	Results demonstrated by the students' online assessment indicate that teaching methods are producing acceptable, measurable results. The instructor decided to provide extra credit activities for students to insure maintaining or surpassing current results.
(4	Students will link tables together to create and design a relational database.	70% of students will use the primary key field(s) to correctly create a one-to-many relationship between two or more tables in a database. Attainment of the outcome will	20/21 or 95% of students who completed this course correctly used the primary key field(s) to create a one-to-many relationship between two or more tables	The instructor decided to continue using the same instructional methods s and procedures, which include lecture, demonstration, and practice sets for
_		be measured by using an online assessment.	in a database.	students. Extra credit activities will also be provided for students to insure students are skilled in relational databases.
(1)	3 Students will modify database file structure and records to produce	70% of students will correctly create and modify a query using either the Query	20/21 or 95% of students who completed this course correctly created and	The instructor has determined that adding additional online activities, using SAMS
	desired output.	Wizard or the Query design view. Attainment of the outcome will be	modified a query using either the Query Wizard or the Query design view.	software, will be provided for students to reinforce creating and modifying queries to
		measured by using an online assessment.		insure maintaining or surpassing current

results.	The instructor decided to continue using lecture and demonstration, as well as providing additional online activities to reinforce creating and modifying queries.
	13/15 or 80% who completed this course correctly built a summary query in a database file.
	70% of students will correctly build a summary query in a database file. Attainment of the outcome will be measured by using an online assessment.
	4 Students will manipulate database files 10% of students will correctly build a to perform mathematical operations and relate their applications to existing and relate their adatabase.  Attainment of the outcome will be information in a database.

PR	PROGRAM OF STUDY: Business and Commerce Technology	rce Technology		Supports PRCC Strategic Goalfs): 1.3.7
PR	PROGRAM: Office Systems Technology	5		
8	COURSE LEVEL: Desktop Publishing (BOT 2133)	33)		
Σ	SSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitii	es for all who seek them.
STR	STRATEGIC GOALS:			
۲. د	To prepare students to transfer and be s	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.	ns and/or to be successful in careers for which the	y have been prepared.
iĸ	To provide access to college course and To employ an elification and etch control and electrons.	To provide access to college courses and programs using various instructional methods, including distance education. To another energies for their enginesis of standards the management of the condensation of their enginesis of development.	sluding distance education.	
ને મર્ગ —	To employ qualifies, technology, and support of provide facilities, technology, and support of provides earlies.	To employ quantied actify and state, compensate ment wen, and provide opportunities for their professional development. To provide facilities, techniques 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	ren professional development. ance faculty and staff performance, augment comm	nunity services, and make
6) K, 8)	To improve communication among campus personnel are for improve communication among campus personnel are for recruit and retain students from a diverse population. To provide workforce training programs that meet require technical skills training.	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 skills training.	he College goals, objectives, and activities. Itional, and public service agencies for basic skills	specific job skills, and
PU	RPOSE OF UNIT: To offer a technical prog	PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional	ualify students for entry-level employment	in business or industry and/or additional
edr	educational opportunities.			
REL	LATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Office Systems Technology to students within the PRCC district.	stems Technology to students within the P	RCC district.
<b>16</b>	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
indi	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
00	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or
th g	think, or be able to do upon completion of program/course?	the outcome of measured:	attainment of outcome?	IMPROVE.
-	Students will demonstrate knowledge	70% of students will correctly format an		Instructor decided to continue providing
	of publishing concepts, ethics, and	effective publication and multiple-page	75% of students in Word Processing	extra assignments for remediation.
	design used by applying advanced	processing skills shortcuts for speed and	higher.	
(	word processing skills for documents.	accuracy on a Module 1 test.		
7	Students will plan and create a oublication based on purpose.	70% of students will correctly plan and utilize appropriate graphics and formatting	100% of students in Word Processing	If was decided to continue with assignments
	intended audience, cost limitation, and	techniques to create a brochure using a	demonstrated achievement of 70% or	and add a few more on templates for
	time constraints using an effective	template on a Module 2 test.	higher.	enrichment.
	layout using the advance reatures of word processing software.			
ო	Students will generate a newsletter	70% of students will correctly produce an		
	using multi-columns to incorporate a	effective presentation for a multi-column	100% of students in Word Processing	It was determined that students produce
	variety of graphic elements using	newstetter document using style sneets on a Module 3 test	demonstrated achievement of 70% of higher.	more mutit-column newsletters tor enrichment
	advanced features of word processing			
	software.			

PROGRAM OF STUDY: Business and Commerce Technology
PROGRAM: Office Systems Technology Supports PRCC Strategic Goal(s): 1, 3, 7
COURSE LEVEL: Document Formatting and Production (BOT 1113)
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.
PUBDOSE OF UNIT: To offer a technical program which uppe successful completion will qualify students for entry-level employment in business or industry and/or additional

PURPOSE OF UNIT: 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.

<u>~</u>	ELATIONSHIP OF UNIT TO PRCC MISSION: 1	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Office Systems Technology to students within the PRCC district.	nnology to students within the Pf	RCC district.
7 2 2 2 2	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of Intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
-	The students will improve keyboarding skills.	70% of students will be able to key straight-copy material at a minimum of 40 gross words a minute (GWAM) on a 5-minute timed writing with a maximum of one error per minute using a teacher created timed writing scale.	85% of students in Document Formatting and Production demonstrated achievement of 70% or higher.	Results demonstrated by the students' timed writing grades indicate that teaching methods are producing acceptable, measurable results. Instructor will continue using the same instructional methods and procedures. However, instructional methods will be reviewed and adapted to individual learning styles of future students to insure maintaining or surpassing current results. Emphasis on proper typing technique will be implemented.
7	The students will apply word processing skills to produce and format business documents with speed and accuracy.	70% of students will be able to produce mailable letters, memorandums, and envelopes at a satisfactory production rate by completing a chapter quiz.	65.0% of students in Document Formatting and Production demonstrated achievement of 70% or higher.	Overall, students did not meet the 70% requirement. Instructor will provide extra assignments to help with remediation.

PROGRAM: Office Systems Technology Supports PRCC Strategic Goal(s): 1, 3, 7
COURSE LEVEL: Integrated Computer Applications (BOT 2833)
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 are the internet.    So 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.
PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Office Systems Technology to students within the PRCC district.
LEARNING OUTCOMES - Measurable   ASSESSMENT CRITERIA - Criteria for   ASSESSMENT RESULTS - Outcomes   USE OF RESULTS - Actionable Knowledge
indicators (More specific description of impact   Evaluation (Variables related to success of Assessment (States how well intended How knowledge gained will be used to improve
on student) WHAT should a student know, intended outcome) HOW will attainment of results were achieved) WHAT was level of program performance). Make a CHANGE or

L				
_	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Office Systems Technology to students within the PRCC district.	ystems Technology to students within the PF	RCC district.
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable Knowledge
_	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
_	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.
_	program/course?			
Ľ	1 Students will create integrated	70% of students will correctly integrate	60% of students demonstrated	It was decided more lab remediation
	business documents transferring data	business documents transferring data	achievement and were able to integrate	assignments to enable 100% achievement.
	among software applications.	among software applications as	business documents transferring data	
	•	demonstrated by a chapter test.	among software applications.	
٠. ٦	2 Students will utilize advanced	70% of students will correctly utilize	60% of students demonstrated	Instructor determined lab remediation
	functions of software applications.	advanced functions of software	achievement utilizing advanced functions	assignments were assigned to improve
		applications including word, excel, access,	of software applications.	performance on these advanced software
		and PowerPoint as demonstrated by a		functions.
		chapter test.		
	3 Students will develop and deliver	70% of students will correctly develop and	100% of students demonstrated	Instructor edited presentation rubric to be
	individualized multimedia	deliver an individualized multimedia	achievement.	more detailed and challenging to enhance
	presentations.	presentation using PowerPoint software		students' performance.
		and a teacher-created rubric.		

Supports PRCC Strategic Goal(s): 1, 3, 7	es for all who seek them.	ey have been prepared. munity services, and make	t in business or industry and/or additional	PRCC district.	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE</u> .	The instructor has decided to continue using the same instructional methods and procedures which include demonstration and timed writing practices. Instructional methods will be reviewed and adapted to individual fearning styles of future students to insure maintaining or surpassing current results.	The instructor has decided to continue using instructional methods and procedures which have proven effective. This includes demonstration, hands-on practice, and instructor observation.
	ding quality educational and service opportunith	It baccalaureate institutions and/or to be successful in careers for which they have been prepared. Instructional methods, including distance education. rovide opportunities for their professional development. Ve student learning, enhance faculty and staff performance, augment community services, and maity members regarding the College goals, objectives, and activities. business, industry, educational, and public service agencies for basic skills, specific job skills, and	ualify students for entry-level employment	ystems Technology to students within the P	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	100% (18/18) of students completing this course keyed alphanumeric material to demonstrate the ability to key 35 GWAM on a 5-minute timed writing evaluation test.	100% (18/18) of students completing this course correctly named the components of a microcomputer, demonstrated proper keyboarding techniques, and proofread and corrected a document recognizing proofreader marks on an evaluation test.
erce Technology	COURSE LEVEL: Introduction to Keyboarding (BOT 1013) MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	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 well, and provide opportunities for their professional development.  To provide facilities, technology, and 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 skills training.	PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Office Systems Technology to students within the PRCC district.	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	70% of students completing this course will key alphanumeric material and demonstrate the ability to pass a 5-minute timed writing with 35 Gross Words A Minute (GWAM) and a maximum of one error per minute on the Evaluation Test.	70% of students completing this course will correctly name the components of a microcomputer, demonstrate proper keyboarding techniques, and proofread and correct a document recognizing proofreader marks on the Evaluation Test.
PROGRAM OF STUDY: Business and Commerce Technology PROGRAM: Office Systems Technology	COURSE LEVEL: Introduction to Keyboarding (BOT 1013) MISSION STATEMENT: Pearl River Community College is a p	STRATEGIC GOALS:  To prepare students to transfer and be successful in their studies a To provide quality student services. To provide access to college courses and programs using various is To provide facilities, technology, and support staff in order to improve communication among campus personnel and communication students from a diverse population. To recruit and retain students from a diverse population. To provide workforce training programs that meet requirements of technical skills training.	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	RELATIONSHIP OF UNIT TO PRCC MISSION: 1	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	1 The student will demonstrate the ability to key alphanumeric material emphasizing speed and accuracy by keying straight-copy material at a minimum of 35 Gross Words A Minute (GWAM) on a 5-minute timed writing with a maximum of one error per mlnute.	2 The student will demonstrate the knowledge of computer equipment, operating system software, and word processing software to apply proper keyboarding techniques with the ability to evaluate document quality for accuracy.

3 The student will demonstrate the ability 70% of students completing this course will 83% (15/18) of students completing this The instructor decided to continue using the

rd processing instructional practices eate a demonstration, and ha	apitalization, Individual learning sty			
course correctly used word processing application software to create a	document using proper capitalization,	punctuation, spacing, and numerical	rules on an evaluation test.	
correctly utilize Word processing course correctly used word proc applications software to create a document application software to create a	using proper capitalization, punctuation,	spacing and numerical rules on the	Evaluation Test.	
to apply proper formatting procedures to correctly format documents for	nal	tation.		

ō	instructional practices that include lecture,
	demonstration, and hands-on application.
	Individual learning styles of future student
_	will also be observed in order to adapt
	instructional methods as needed.

	PROGRAM OF STUDY: Business and Commerce Technology	arce Technology		Climports DBCC Stratogic Goalfelist 2 7	
<u>                                     </u>	PROGRAM: Office Systems Technology	I Garage		יייין ייייין ייייין מייינאר ביייין אייייין אייייין אייייין איייין אייייין אייייין אייייין אייייין אייייין איייי	Т
U	COURSE LEVEL: Keyboard Skillbuilding (BOT 1123)	1123)			
2	11SSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	ss for all who seek them.	
S	STRATEGIC GOALS:				
- 0		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 anality student services	ns and/or to be successful in careers for which the	y have been prepared.	
1 0, 4		To provide grouns services and programs using various instructional methods, including distance education. Pro provide consistence education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	chding distance education.		
· ν		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.	ance faculty and staff performance, augment comm	nunity services, and make	
Ø √. 8		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 skills training.	he College goals, objectives, and activities. Itional, and public service agencies for basic skills.	specific job skills, and	
تة ت	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment	in business or industry and/or additional	
_~	ELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	s and Commerce Technology to students wil	thin the PRCC district.	T
ت	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS - Actionable Knowledge	
. <u>=</u>	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
0	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or	
<b>₽</b> ₫	think, or be able to do upon completion of program/course?	tie ootoolie be illeasulear	attaininent of outcome?	IMPROVE.	
-	The student will demonstrate the ability	70% of students completing this course will	56% of the students demonstrated	The instructor decided to review the	1
	to key alphanumeric material	key alphanumeric material and	the ability to pass a 5-minute timed	evaluation method on timed writings and	
	emphasizing speed and accuracy by keying straight-congrupted at a	demonstrate the ability to pass a 5-minute	writing with 50 GWAM and a	consider imprementing a siloning scale timed writing chart that will encourage students to	
	minimum of 50 GWAM on a 5-minute	maximum of one error per minute on a	maximum of one error per minute on	build their speed over the course of the	
	timed writing with a maximum of one	teacher assigned timed writing.	a teacher assigned timed writing.	semester instead of watering until the end of	
				goal.	
~	The student will demonstrate the ability to proofread for accuracy.	70% of students completing this course will correctly proofread a document recognizing	93% of the students completing this course correctly proofread a document	It was decided to use updated versions of Micropace Keyboarding Software to	
		proofreader marks on a proofreading test.	recognizing proofreader marks on a proofreading test.	microcomputer proofreading skills.	
m	The student will demonstrate the ability	70% of students completion this course will	78% of students completing this conge	locfrictor decided to use undated versions	
•	to apply correct utilization of capitalization, punctuation, spacing, and numerical information rules in	correctly utilize capitalization, punctuation, spacing and numerical rules on a chapter quiz.	correctly utilized capitalization, punctuation, spacing and numerical rules on a chapter quiz.	of Micropace Keyboarding Software to enhance students' knowledge of document formatting skills.	

keying an alphanumeric document.

		1000	DOCE Charles Carllel, 1.3.1
PROGRAM OF STUDY: Business and Commerce Technology	rce Technology	Loddns	Supports PRUC Strategic Goai(s): 1, 3, /
PROGRAM: Office Systems Technology			
COURSE LEVEL: Microcomputer Applications (BOT 1.133)	ons (BOT 1133)		
MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ducational and service opportunities	s for all who seek them.
STRATEGIC GOALS:			
		baccalaureate institutions and/or to be successtu! in careers for which they have been prepared.	y nave been prepared.
<ol> <li>To provide access to college courses an</li> <li>To employ qualified faculty and staff, cor</li> <li>To provide facilities, technology, and sup</li> </ol>	To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opporturities for their 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	ce education. nal development. nd staff performance, augment comm	nunity services, and make
College services available via the Internet.  6. To improve communication among campus personnel a  7. To recruit and retain students from a diverse population.  8. To provide workforce training programs that meet requir technical skills training.	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 skills training.	hals, objectives, and activities. ublic service agencies for basic skills,	specific job skills, and
PURPOSE OF UNIT: To offer a technical prog educational opportunities.	PURPOSE OF UNIT: 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.	nts for entry-level employment i	in business or industry and/or additional
RELATIONSHIP OF UNIT TO PRCC MISSION: 1	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Office Systems Technology to students within the PRCC district.	nology to students within the PR	۱۵C district.
LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for Evaluation	ASSESSMENT RESULTS —	USE OF RESULTS – Actionable Knowledge
indicators (More specific description of impact	(Variables related to success of intended outcome) HOW	Outcomes Assessment (States	(How knowledge gained will be used to Improve
on student) WHAT should a student know, think, or be able to do upon completion of	will attainment of the outcome be measured?	how well intended results were achieved) WHAT was level of	program periormance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
program/course?			
1 The students will use word processing software.	70% of students will be able to produce documents using basic word processing features to include margins, tabs, line spacing, underlining, boldface, centering, inserting, deleting, spell-checking, saving, retrieving, and printing by using a given rubric through an online assessment project using the online assessment.	77% of students were able to produce documents using basic word processing features by successfully completing an online assessment project.	Results demonstrated by the students' online assessment indicate that teaching methods are producing acceptable, measurable results. Instructors decided that extra online projects will be provided to increase current project results. Instructor would like to see this percent increased.
2 The students will use spreadsheet	70% of students will be able to apply basic	92% of students were able to	Instructor determined that more online
application software.	spreadsheet software features to include alphabetic, numeric, and alphanumeric cell entries, values, formulas, column-widths, column and row headings, deleting, inserting, saving, and printing by using a given rubric through an online assessment project	apply basic spreadsheet software features by successfully completing an online assessment project.	activities would increase the resuits. Students will use MS Excel to perform calculations in a spreadsheet.

		using the online assessment.		
m	The students will use database application software.	70% of students will be able to apply basic database software features to design a file, add records, edit records, generate reports, and select certain records from files by using a given rubric through an online assessment project using the online assessment.	100% of students who completed this course were able to apply basic database software features by completing an online assessment project.	Instructor decided to edit online assessment project to increase the difficulty level to be more challenging for students and to enhance the students' performance on the assessment project. Difficulty level of online-project rubric will be increased to challenge students.
4	The student will use presentation software.	70% of students will be able to apply basic presentation software features to include slide development, transitions, and animation through an online assessment project using the online assessment.	92% of students demonstrated creating a presentation through an online assessment project.	It was determined that students will be given extra presentation projects online to enhance their presentation skills by using MS PowerPoint.

Supports PRCC Strategic Goal(s): 1, 3, 7	es for all who seek them.	ey have been prepared. nunity services, and make , specific job skills, and	in business or industry and/or additional	RCC district.	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE</u> .	Instructor decided to provide additional instructional time to review the procedures for the simulation. Try study-buddy to help with the simulation.	Instructor determined to give students a scenario to purchase appropriate storage supplies and equipment to apply application to real-life.	Instructor decided to utilize additional instructional time to help reinforce the objective and maybe a more visual approach to show records activity.
Support	educational and service opportuniti	be successful in careers for which the roe education. onal development. and staff performance, augment comoals, objectives, and activities. ublic service agencies for basic skills	ents for entry-level employment	hnology to students within the P	ASSESSMENT RESULTS— Outcomes Assessment (States how well intended results were achieved) <u>WHAI</u> was level of attainment of outcome?	37.50% (6/16) of students achleved outcomes.	75% (12/16) of students demonstrated outcomes.	43.75% (7/16) of students achleved outcomes.
erce Technology OT 1413)	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	IC 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 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 well, and provide opportunities for their 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 and 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 skills training.	PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Office Systems Technology to students within the PRCC district.	ASSESSMENT CRITERIA — Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	70% of students will be able to code, sort, file paper documents, and prepare cross references when necessary while applying alphabetic, numeric and subject filing rules for filing and retrieving documents and for storing electronic Information using a simulation packet.	70% of students will be able to determine the appropriate storage systems for these media as well as select appropriate storage equipment in a chapter quiz.	70% of students will be able to distinguish records activity, transfer methods, and procedures, the difference between active and inactive records, and indicate how each is determined by a chapter quiz.
PROGRAM OF STUDY: Business and Commerce Technology PROGRAM: Office Systems Technology COURSE LEVEL: Records Management (807 1413)	MISSION STATEMENT: Pearl River Community	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in the 2. To provide quality student services. 2. To provide access to college courses and programs usin 3. To employ qualified faculty and staff, compensate them 4. To provide facilities, technology, and support staff in ord 3. College services available via the Internet. 6. To improve communication among campus personnel at 7. To recruit and retain students from a diverse population. 8. To provide workforce training programs that meet requin technical skills training.	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	RELATIONSHIP OF UNIT TO PRCC MISSION: 1	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) <u>WHAT</u> should a student know, think, or be able to do upon completion of program/course?	The student will analyze storage and retrieval procedures in alphabetic, numeric, geographic, chronological, and subject filing systems.	2 The student will use a variety of media forms used to manage information.	3 The student will describe records retention, retrieval, and transfer.

PROGRAM OF STUDY: Business and Commerce Technology Supports PRCC Strategic Goal(s): 1, 3, 7	
PROGRAM: Office Systems Technology	
COURSE LEVEL: Word Processing (BOT 1143)	
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.	
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	
(duminal Salis) daming.	T
PURPOSE OF UNIT: 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.	

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RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business Technology to students within the PRCC distinct.  LEARNING OUTCOMES — Measurable   ASSESSMENT CRITERIA — Criteria for student know, on student)   More specific description of Impact on student know, the outcome be measured?   Assessment (States how well intended outcome)   How will ortaline able to do upon completion of program/course?   Students will apply word processing skills to produce and format complex business documents with speed and accuracy or a unit exam.   Assessment (States how well intended outcome)   How will ortaline and intended outcome)   How will ortaline and intended outcome)   How well of outcomes   How well intended outcome)   How will ortalize and format complex business documents will create and modify charts using data from other applications.   Assessment (States how well intended outcome)   How well ortality apply word processing skills to produce and format complex business documents will create and modify charts using data from other applications.   Assessment of 70% of students will correctly track, accept, and reject changes to documents on a unit exam.   Hosting demonstrated achievement of 70% or students will correctly track, accept, and reject changes to documents on a unit exam.   How well achievement of 70% or students will correctly track, accept   How well in which were achieved outcomes and format and reject changes to documents on a unit exam.   How will be achieved outcomes of the program of the produce and format of 70% or reject the produce and format and reject changes to documents or 70% or students will correctl
ATIONSHIP OF UNIT TO ARIONSHIP OF UNIT TO ARIONSES—cators (More specific descratorent) WHAT should a sky or be able to do upon a gram/course? Students will apply word skills to produce and for business documents will accuracy. Students will create and using data from other againing data from other agactanges to documents.

آھ	Program: Web Development Technology			Supports PRCC Strategic Goal(s): 1, 3, 7
	ISSION STATEMENT: Pearl River Community	college is a public institution committed to provid	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	s for all who seek them.
_ <u> </u>	≱	ful in their studies at baccalaureate institutions an	NTEGIC 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.	e been prepared.
(w, 4, eg)		To provide spainty statements of the programs using various instructional methods, including distance education. To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. Opposed facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance services evaluable to the property.	To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.  To employ, and staff, compensate them well, and provide opportunities for their performance, augment community services, and make configure expenses available via the Informatic	services, and make
60, 7, 60		Courage services are interior.  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 basitechnical skills training.	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 skills training.	ific job skills, and
	PURPOSE OF UNIT: To offer a technical program which upon successfeducational opportunities.	ım which upon successful completion will q	iul completion will qualify students for entry-level employment in business or industry and/or additional	n business or industry and/or additional
	ELATIONSHIP OF UNIT TO PRCC MISSION: To	provide industry based training in Web De	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Web Development Technology to students within the PRCC district.	e PRCC district.
	PROGRAM OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable Knowledge
	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
	on student) WHAT should a student know, think, or be able to do upon completion of	intended outcome) <u>HUW</u> will attainment or the outcome be measured?	results were acnieveo) <u>whal</u> was level of attainment of outcome?	program performance). Make a <u>CHANGE</u> of IMPROVE.
	program/course:	7 /000		
	Students will demonstrate practical knowledge and skills pertaining to website design, e-commerce development, Internet programming,	higher on the MSCPAS (MS-Career Planning Assessment Program)	2. 100% > 80% on Final Project	exam needs overhaul, looking at requiring CIW certification as requirement, much better indicator.
	Web server administration, and project management which are necessary for	Exam for vives Development Technology.	<ol> <li>66% gained employment related to Web development</li> </ol>	2. Instructor has decided to increase the
	employment in entry level positions in the workforce per framework	2. 70% of graduates will score 80% or		complexity of the final project process.
	curriculum.	higher on their Web Development Technology Final Project.		<ol> <li>Instructor has decided to increase industry contacts and awareness of the quality of the WDT program</li> </ol>
		<ol> <li>70% of graduates will obtain gainful employment in a field related to Web development.</li> </ol>		
N	Students will be prepared to continue their education at a higher institution should they choose to do so by	4. 80% of graduates that decide to continue their education at a higher institution will be accepted at their	4. 100% accepted at institutions applied	4. Instructors decided to continue to provide information on pathways for advanced degree seeking alternatives. Students will
	following the specialized curriculum.	chosen institution.		be encouraged to visit and research degree options at senior colleges and universities.

PROGRAM OF STUDY: Business and Commerce Technology
PROGRAM: Web Development Technology Supports PRCC Strategic Goal(s): 1, 3, 7
COURSE LEVEL: Concepts of Database Design (IST 1163)
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.
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 8 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.
PURPOSE OF UNIT: 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.

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tudents within the PRCC district.	ASSESSMENT RESULTS – Outcomes USE OF RESULTS – Actionable Knowledge	(How knowledge gained will be used to	improve program performance). Make a	CHANGE or IMPROVE.	
g in Web Development Technology to st	ASSESSMENT RESULTS - Outcomes	Assessment (States how well intended	results were achieved) WHAT was level	of attainment of outcome?	
RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Web Development Technology to students within the PRCC district.	ASSESSMENT CRITERIA -Criteria for	Evaluation (Variables related to success of   Assessment (States how well intended   (How knowledge gained will be used to	intended outcome) HOW will attainment of results were achieved) WHAT was level	the outcome be measured?	
RELATIONSHIP OF UNIT TO PRCC MI	LEARNING OUTCOMES - Measurable	indicators (More specific description of	impact on student) WHAT should a	student know, think, or be able to do upon	completion of program/course?

improve program performance). Make a CHANGE or IMPROVE.	Instructor has determined to adopt new text, course materials and resources.	Instructor has determined to offer updated resources.	Instructor has determined to create new supplemental assignments.
results were achieved) WHAT was level of attainment of outcome?	62% of students who completed this course correctly designed a database, constructed tables and created entities on a chapter test.	69% of students who completed this course correctly modified table structures and appended, modified, and deleted entities on a chapter test.	70% of students who completed this course correctly performed CRUD operations on data from one or more tables on a chapter test.
intended outcome) HOW will attainment of results were achieved) WHAT was leve the outcome be measured?	70% of students who complete this course will correctly design a database, construct tables and create entities on a chapter test.	70% of students who complete this course will correctly modify table structures and append, modify, and delete entities on a chapter test.	70% of students who complete this course will correctly perform CRUD operations on data from one or more tables on a chapter test.
impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	1 The student will demonstrate the ability to create a database using specific criteria.	The student will demonstrate the ability to update table structure and entities.	3 The student will demonstrate the ability to construct queries using SQL.

PRC	PROGRAM OF STUDY: Business and Commerce Technology PROGRAM: Web Development Technology	rce Technology	5	Supports PRCC Strategic Goal(s): 1, 3, 7
100	COURSE LEVEL: Programming Development Concepts (CPT 1143)	Concepts (CPT 1143)		
MIS	SION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	es for all who seek them.
STR	STRATEGIC GOALS:	ATEGIC GOALS: To ocease students to transfer and be successful in their studies at baccataureate institutions and/or to be successful in careers for which they have been prepared.	d/or to be successful in careers for which they hav	ve heen orepared.
. vi w. 4. ı	To provide quality student services.  To provide access to college courses and proof of the provide access to college courses and proof of the provide access to college courses and provide a provi	To provide quality student services.  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 well, and provide opportunities for their professional development.	g distance education.	
\$ 6×8	To provide ractifiles, technology, and support start in ord available via the Internet.  To improve communication among campus personnel ar.  To recruit and retain students from a diverse population.  To provide workforce training programs that meel require	To provide facilities, rechnology, and staff in order to improve student rearning, enhance ractury and staff before, augment continuing services, and make conserved available via the Internet.  To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.  To recruit and return 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.	naculty and staff performance, augment community and staff objectives, and activities.  It and public service agencies for basic skills, spec	y services, and make college services cific job skills, and technical skills training.
PUF	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment	in business or industry and/or additional
REL	ATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Web Development Technology to students within the PRCC district.	velopment Technology to students within th	he PRCC district.
LEA india on s thin	LEARNING OUTCOMES — Measurable indicators (More specific description of Impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA — Criteria for Evaluation (Variables related to success of intended outcome) HQW will attainment of the outcome be measured?	ASSESSMENT RESULTS — Outcomes Assessment (States how well Intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to Improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE</u> .
<del>-</del>	Demonstrate the use of a flowchart to show the logic of a program.	75% of students who complete this course will be able to correctly draw a flowchart to show the logic of a program on a programming logic test.	90% (18 of 20) of students who completed this course were able to correctly draw a flowchart to show the logic of a program.	The instructors have decided to create more rigorous test in order to challenge the students.
νί	Develop a pseudocode to show the logic of a program.	75% of students who complete this course will be able to correctly develop a pseudocode to show the logic of a program on a programming logic test.	90% (18 of 20) of students who completed this course were able to correctly develop pseudocode to show the logic of a program.	The instructors have decided to completely redo the test in order to enhance the learning process.
က်	Design a program, code a program, and test/debug a program.	70% of students who complete this course will be able to correctly design a program, code a program, and test/debug a program on a programming assignment	85% (17 of 20) of students who completed this course were able to correctly design a program, code a program, and test/debug a program on a programming assignment.	The instructors have decided to create new programming assignments.

2011-2012

PROGRAM OF STUDY: Business and Commerce Technology
PROGRAM: Web Development
COURSE LEVEL: Web Design Applications I (WDT 1414)
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:

- 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 well, and provide opportunities for their 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. - 2 B 4 B
  - 6 r. 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.

PURPOSE OF UNIT: 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.

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۳	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIACriteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
<u>.</u> Ē	indicators (More specific description of Impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
ŏ	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or
£	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.
ğ	program/course?			
	The student will create and edit Web	80% of students who complete this course	92% (12 of 13) of the students who	It was decided to review teaching
•	content utilizing WYSIWYG editor	will be able to correctly create and edit	successfully completed this course were	techniques. Also, short videos will be
	applications.	Web content utilizing WYSIWYG editor	able to correctly create and edit Web	created to ensure improvement in student
		applications on a class project.	content utilizing a WYSIWYG editor.	success rates.
	The student will create and edit Web	80% of students who complete this course	85% (11 of 13) of the students who	
(	content utilizing HTML editor	will be able to correctly create and edit	successfully completed this course were	The instructor determined to implement the
	- applications.	Web content utilizing HTML editor	able to correctly create and edit Web	HTML code in all assignments.
		applications on a class project.	content utilizing a HTML editor.	
	The student will develop and edit	80% of students who complete this course	77% (10 of 13) of the students who	The instructor decided to create web content
•	animated/multimedia content specific	will be able to correctly develop and edit	successfully completed this course were	allowing the students to review it on their
<i>w</i>	for Web applications.	animated/multimedia content specific for	able to correctly develop and edit	own time and create new detailed project
		Web applications on a class project.	animated/multimedia content.	sheets,

2011-2012

<u> </u>	PROGRAM OF STUDY: Business and Commerce Technolog	Sommerce Technology	dnS	Supports PRCC Strategic Goal(s): 1, 3, 7
14	PROGRAM: Web Development Technology	Ago		
<u> </u>	COURSE LEVEL: Web Programming I (WDT 1314)	WDT 1314)		
2	AISSION STATEMENT: Pearl River Com	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	d to providing quality educational and service	e opportunities for all who seek them.
(J)	STRATEGIC GOALS:			
- 0		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.	ns and/or to be successful in careers for which they	y have been prepared.
i⇔ 4		To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	luding distance education. neir professional development.	
2		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.	ince faculty and staff performance, augment comm	nunity services, and make
6,7,8			nity members regarding the College goals, objectives, and activities. business, industry, educational, and public service agencies for basic skills, specific job skills, and	specific job skills, and
т и	PURPOSE OF UNIT: To offer a technical pand/or additional educational opportunities.	PURPOSE OF UNIT: 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.	tion will qualify students for entry-level er	mployment in business or industry
L.	RELATIONSHIP OF UNIT TO PRCC MI	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Web Development Technology to students within the PRCC district.	g in Web Development Technology to st	udents within the PRCC district.
<u> </u>	LEARNING OUTCOMES -	ASSESSMENT CRITERIACriteria	ASSESSMENT RESULTS -	USE OF RESULTS - Actionable
2	Measurable indicators (More specific	for Evaluation (Variables related to success	Outcomes Assessment (States how well	Knowledge
0	description of impact on student) WHAT	of intended outcome) HOW will attainment	intended results were achieved) WHAT	(How knowledge gained will be used to
υD	should a student know, think, or be able to do upon completion of program/course?	of the outcome be measured?	was level of attainment of outcome?	improve program performance). Make a CHANGE or IMPROVE.
-	The student will demonstrate the ability	70% of students who complete this course	69% of students who completed this	The instructor decided to select a new
	to explain objects, data types,	will correctly identify objects, data types,	course correctly identified objects, data	textbook.
	reserved words, variables and scope.	reserved words, variables and scope on a	types, reserved words, variables and scope on a written test.	
2	The student will demonstrate the ability	70% of students who complete this course	64% of students who completed this	A need to add new course materials and
	to implement control structures,	will correctly implement control structures,	course correctly implemented control	resources was realized.
	operators, expressions, and	operators, expressions, and statements on	structures, operators, expressions, and	
	+	Willeli lest.	Statements on a William test.	The content of the co
		(U% of students who complete this course	course correctly used functions	The instructor determined a need to create new eucolemental assignments existed
	conservations, memoras, procedures,	will concern use refreshing interious,	methods procedures subroutines and	
	subjournes, and modules.	written test.	modules on a written test.	

	PROGRAM OF STUDY: Business and Commerce Technology	erce Technology		
	PROGRAM: Web Development Technology			Supports PRCC Strategic Goal(s): 1, 3, 7
	COURSE LEVEL: Web Programming II (WDT 2214)	2214)		
	MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
<u> </u>	STRATEGIC GOALS:			
10	1. To prepare students to transfer and be successful in their studies at	successful in their studies at baccalaureate institution	baccalaureate institutions and/or to be successful in careers for which they have been prepared.	у наve been prepared.
		To provide access to college courses and programs using various instructional methods, including distance education.	sluding distance education.	
<b>√ ч</b> )	To provide facilities, technology, and su	To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.  To provide facilities, technology, and support staff in order to improve student teaming, enhance faculty and staff performance, augment community services, and make	neir professional development. ance faculty and staff performance, augment comm	nunity services, and make
<u></u>		College services available via rite internet.  Lo improve communication among campus personnel and community members regarding the College goals, objectives, and activities.	he College goals, objectives, and activities.	
- <b>-</b>	To provide workforce training programs that meet require technical skills training.	To reduit and tetain 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.	itional, and public service agencies for basic skills,	specific job skills, and
	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	n business or industry and/or additional
_	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Web Development Technology to students within the PRCC district.	velopment Technology to students within th	ie PRCC district.
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge
_	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or
	think, or be able to do upon completion of program/course?	tile outcoille de measored?	attaillileit of outcomer	
1,	1 The student will demonstrate client-	70% of students who complete this course	60% of students who completed this	A need for an updated textbook was
	side programming using European Computer Manufacturers Association	will correctly create a client-side program using ECMAScript on a written test.	course correctly created a client-side program using ECMAScript.	determined.
	Script (ECMAScript).			
••	2 The student will demonstrate the ability to implement ECMAScript security	70% of students who complete this course will correctly implement ECMAScript	60% of students who completed this course correctly implemented	It was decided to offer new course materials and resources relating to the ECMAScript
	issues.	security measures on a written test.	ECMAScript security measures.	standard and security issues surrounding its implementation.
1.,	The student will demonstrate effective error handling and debugging techniques.	70% of students who complete this course will correctly identify syntax, logic, and runtime errors on a written test.	60% of students who completed this course correctly identified syntax, logic, and runtime errors on a written test.	Instructors determined to create supplemental assignments related to ECMAScript standard.
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2011-2012

	PROGRAM OF STUDY: Business and Commerce Technology	Sommerce Technology	dns	Supports PRCC Strategic Goal(s): 1, 3, 7
- -	PROGRAM: Web Development Technology	OGY (WIT 2224)		
/ 2	MISSION STATEMENT: Pearl River Community College is a public	e is a public	institution committed to providing quality educational and service opportunities for all who seek them.	e opportunities for all who seek them.
(V)	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.	ns and/or to be successful in careers for which they	y have been prepared.
<b>~i</b> ~		To provide quality student services. To provide acress to college courses and proprams using various instructions) methods, including distance education.	luding distance education.	
4.00		To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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	neir professional development. Ince faculty and staff performance, augment comm	nunity services, and make
9	College services available via the Internet.  To improve communication among campus personnel and community.	ret. ous personnel and community members regarding th	members regarding the College goals, objectives, and activities.	
۲. ه.		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.	itional, and public service agencies for basic skills,	specific job skills, and
πе	PURPOSE OF UNIT: To offer a technical pr and/or additional educational opportunities.	PURPOSE OF UNIT: 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.	tion will qualify students for entry-level er	mployment in business or industry
	RELATIONSHIP OF UNIT TO PRCC MI	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Web Development Technology to students within the PRCC district	g in Web Development Technology to st	udents within the PRCC district.
<b>_</b>	LEARNING OUTCOMES -	ASSESSMENT CRITERIACriteria	ASSESSMENT RESULTS -	USE OF RESULTS - Actionable
_	Measurable indicators (More specific	for Evaluation (Variables related to success	Outcomes Assessment (States how well	Knowledge
0	description of impact on student) WHAT	of intended outcome) HOW will attainment	intended results were achieved) WHAT	(How knowledge gained will be used to
νĐ	should a student know, think, or be able to do upon completion of program/course?	of the outcome be measured?	was level of attainment of outcome?	improve program performance). Make a <u>CHANGE</u> or IMPROVE.
<b>'-</b>	The student will create Web	70% of students who complete this course	100% of students who completed this	The instructor decided to offer a more
	applications using advanced server-	will correctly create Web applications using	course correctly created Web	rigorous assessment.
	side technologies.	advanced server-side technologies as part of a course project.	applications using advanced server-side technologies as part of a course project.	
2	-	70% of students who complete this course	100% of students who completed this	A need for more challenging assignments
	to apply object-onemed and procedural programming techniques.	will collectly definitions used the admity to apply object-oriented and procedural	to apply object-oriented and procedural	Was leasted.
		programming techniques as part of a	programming techniques as part of a	
	$\dashv$	course project.	course project.	i
ტ	The student will demonstrate the ability to maintain state between the client	70% of students who complete this course will correctly demonstrate the ability to maintain state between the client and	100% of students who completed this course correctly demonstrated the ability to maintain state between the client and	The instructor determined to change the grading scale.
		server as part of a course project.	server as part of a course project.	

#### 2011-2012

PROGRAM OF STUDY: Business and Commerce Technology
PROGRAM: Web Development Technology
COURSE LEVEL: Web Project Management (WDT 2614)
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.
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 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.
PURPOSE OF UNIT: 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 UNIT TO PRCC M.	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Web Development Technology to students within the PRCC district.	g in Web Development Technology to st	tudents within the PRCC district.
	LEARNING OUTCOMES -	ASSESSMENT CRITERIACriteria	ASSESSMENT RESULTS -	USE OF RESULTS – Actionable
_	Measurable indicators (More specific	for Evaluation (Variables related to success	Outcomes Assessment (States how well	Knowledge
_	description of impact on student) WHAT	of intended outcome) HOW will attainment	intended results were achieved) WHAT	(How knowledge gained will be used to
	should a student know, think, or be able to	of the outcome be measured?	was level of attainment of outcome?	improve program performance). Make a
_	do upon completion of program/course?			CHANGE or IMPROVE
	1 The student will plan, design, publish,	70% of students who complete this course	100% of students who completed this	The instructor decided to create a more
	and analyze a commercial Web site.	will correctly plan, design, publish, and	course correctly planned, designed,	rigorous assessment related to outcome.
		analyze a commercial Web site as part of a	published, and analyzed a commercial	
		course project.	Web site as part of a course project.	
	2 The student will demonstrate the ability	70% of students who complete this course	100% of students who completed this	It was decided to craft more challenging
	to analyze hardware and software	will correctly demonstrate the ability to	course correctly demonstrated the ability	assignments
	feasibility for large-scale commercial	analyze hardware and software feasibility	to analyze hardware and software	
_	projects.	for large-scale commercial projects as part	feasibility for large-scale commercial	
		of a course project.	projects as part of a course project.	
	3 The student will demonstrate the ability	70% of students who complete this course	100% of students who completed this	A need for a grading scale change was
	to perform testing and quality	will correctly demonstrate the ability to	course correctly demonstrated the ability	realized.
	assurance.	perform testing and quality assurance as	to perform testing and quality assurance	
_		part of a course project.	as part of a course project.	

Supports PRCC Strategic Goal(s): 1, 3, 7,9	es for all who seek them.	ive been prepared. ly services, and make rcific job skills, and _technical skills training.	in business or industry and/or additional	ithin the PRCC district.	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance).	Instructors will continue to develop activities to challenge students and increase the percentage of students successfully completing the students learning outcomes.	Instructors needed additional help with growing report needs have been enrolled in the proper instructional classes.	Due to the economy Instructors have had to think outside the box, to put qualified students to work.
ddnS	ding quality educational and service opportuniti	nd/or to be successful in careers for which they hat glistance education. Arofessional development. Faculty and staff performance, augment communi ollege goals, objectives, and activities.	qualify students for entry-level employment	s and Commerce Technology to students w	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved).	Each program will be evaluated by Final Enrollment Reports a	Each Instructor has been evaluated and the information has been shared with the Instructors.	80% of the students enrolled in the following programs were gainfully employed.
nsportation	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	TEGIC 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 well, and provide opportunities for their professional development.  To provide youalified faculty and 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 improve communication 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	PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome)	Each program will be evaluated by the state using predefined standards and evaluations tools.	According to the college's policies and procedures, each instructor who has been employed at Pearl River Community College for 6 years or less will be evaluated by their supervisor annually. Instructors who have been employed more than 6 years will be evaluated every 3 years.	80% of the students enrolled in the program of student will successfully complete the desired student learning outcomes.  It should be noted that 2010-2011 student learning outcomes will continue to be assessed. The following student learning outcomes will be among those included for assessment during the 2011-2012 school year.
PROGRAM OF STUDY: Construction and Transportation	MISSION STATEMENT: Pearl River Community	Traffic GOALS:  To prepare students to transfer and be successful in the 2. To provide quality student services.  To provide access to college courses and programs using the 3. To provide facilities, technology, and support staff in ord college services available via the Intermet.  To improve communication among campus personnel and 7. To recruit and retain students from a diverse population.  8. To provide workforce training programs that meet require.	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	RELATIONSHIP OF UNIT TO PRCC MISSION: 1	OJECTIVES - Broad description of goals	To insure that each program is 1 following our statewide standardized curriculum.	To improve instructor's performance by supervisor, student evaluations, and continuing education.	To train students to be successfully and gainfully employed in the field trained.

Decision made for instructor to continue to keep up Industry standards for climbing techniques.  An instructor communicates with the Power Company and follows their standards.  Instructors kept up to date material on framing.	Instructors determined to strive to keep up with the demand of the skills required by Industry.	Instructor decided to continue to look for new avenues for teaching fundamental skills.	Decided to continue to add new teaching aids in this phase of the class.	in the classroom environment.  Instructor communicated with the State	testing agents and continually checks on changes for this task.  Instructor planned to add more pre-trip inspection besides the daily that are required for operation of trucks.
100% of the students enrolled made a 90 or higher. 100% of the students in this course made a 95 or higher. 100% of the students made a 95 or higher in this course.	93% of enrolled students completed and passed the National Center Construction Education Research certification exam.	100% of the students enrolled acquired the basic fundamental skills, 100% have successfully demonstrated the daily maintenance of all pieces of enrighent	equipment.  100% of the students that completed this course were able to successfully fill out a log book.	100% of the students that completed this course were able to demonstrate safe backing skills.	100% of the student s that completed this course was able to complete a pre-trip inspection.
Utility Lineman Technology: Students will be able to demonstrate proper climbing techniques. Students will demonstrate pole top and bucket rescue. Students will be able to identify and frame different types of pole framings.	Construction Equipment Operation: Students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce.	Students will acquire fundamental skills associated with construction equipment machinery.  Students will demonstrate proper maintenance of all pieces of equipments.	Commercial Truck Driving: Students will demonstrate how to plan a route with a map and complete a log book to Federal Motor Carrier Safety	Students will acquire fundamental skills associated with safe backing practices as required by Commercial Drivers License and the frucking industry.	Students will be able to perform a pre-trip inspection to Commercial Drivers License standards.

Truck Driving for Line Workers:		Instructor has obtained teaching aids to use
Student will demonstrate how to plan a route with a map and complete a log book to Federal Motor Carrier Safety Regulations laws.	100% of the students that completed this course were able to successfully fill out a log book.	in the classroom environment. Instructor communicated with the State
Students will acquire fundamental skills associated with safe backing practices as required by Commercial Drivers License and the trucking industry.	100% of the students that completed this course were able to demonstrate safe backing skills.	testing agents and continually checks on changes for this task.
Students will be able to perform a pre-trip inspection to Commercial Drivers License standards.	100% of the students that completed this course were able to appropriately perform a pre-trip inspection.	inspection besides the daily that are required for operation of trucks.
Basic Utility Equipment Operation: Students will demonstrate the safe use and operation of an aerial lift truck.	100% of the students that made a 90 or higher on this skill.	Instructor added bucket personal rescue as required by the Industry.
Students will demonstrate the safe use and operation of a digger truck	95% of the students operated the digger truck used good safe practices.	Instructor provided more lab time for students to master operational skills. Instructor maintained all Personal Protective
Students will demonstrate the safe use of a chainsaw.	100% of the students made an 85 or better passing this phase of testing.	Equipment for operations of a safe classroom environment.
Advance Utility Equipment Operation:	10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -	Instructor created an environment of skills
Student will demonstrate the sale use and operation of a fork lift.	100% of the students made an 85 or higher in this fork lift class testing.	testing for the safe operations. Instructor continued to search the Industry
Students will demonstrate the safe use and operation of a trencher/other equipment.	100 % of the students made a 90 or higher.	for new frenching equipment techniques. Instructor determined to keep up to date on
Students will demonstrate the safe use and operation of an All Terrain Vehicle, Recreation Terrain Vehicle, and Utility Terrain Vehicle.	100% of the students made a 95 or higher on this phase of testing.	different vehicles not only in Industry, but also in recreational vehicles.

4 ·	State University Research and Curriculum Instructors from all state	C-Pass Testing and National Center Construction Education Research.	Instructors follows curriculum according to the State, but also blends in National	Instructor s by blending the two standards, have had a chance to make the C-Pass test	
	programs in the State.		Center Construction Education Research.	more like Industry standards. This helps the Instructors follow the competencies set forth.	

#### 2011 - 2012

PROGRAM OF STUDY: Construction and Transportation	
PROGRAM: COMMERICAL TRUCK DRIVING	Supports PRCC Strategic Goal(s): 1, 3, 7, 8
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing q	tion 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. - N 8 4 5

- To provide access to college courses and programs using various instructional methods, including distance education.
  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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.

  - 60,00
  - 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 skills training.

PURPOSE OF UNIT: 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.

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RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in COMMERICAL TRUCK DRIVING to student in the PRCC district	FRICAL TRUCK DRIVING to student in the PRCC	Cdistrict
PROGRAM OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
Indicators (More specific description of Impact   Evaluation (Variables related to success of	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
on student) WHAT should a student know,	intended outcome) HOW will attainment of	were achieved) WHAT was level of	improve program performance). Make a
think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	CHANGE or IMPROVE.
program/course?			
1 To instruct students according to	70% of students will demonstrate practical	100% of students reached Industry entry	It was decided to continue with lecture and
Commercial Drivers License and	knowledge and skills which are necessary	level standards	discussion of industry entry level

standards.

for employment in entry level positions in

industry standards

	It was determined to work to ensure every student get as much driving time as possible during the program	It was decided to change the screening process to be sure the students coming into the program meet the industry standards to get hired as truck drivers.
	100% of students were able to safely operate a commercial motor vehicle	90% of students found employment in the trucking industry process to be sure the students coming into the program meet the industry standards to get hired as truck drivers.
the (rucking industry	70 % of students will acquire fundamental skills associated with safe operation of a commercial motor vehicle	70% of completers will find employment in the trucking industry as determined by job placement follow-up.
	2 To provide training as recommended by the trucking industry	3 To provide to an individual the ability find employment in a the trucking industry
	2	က

2011-2012

PROGRAM OF STUDY: CONSTRUCTION AND TRANSPORTATION
PROGRAM: Commercial Truck Driving Supports PRCC Strategic Goal(s): 1, 3, 7, 8
COURSE LEVEL: Commercial Truck Driving 1 (DTV 1114)
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.
<ol> <li>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.</li> <li>To provide quality student services.</li> <li>To provide quality student services.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To envilop qualified faculty and staff, compensate them well, and provide opportunities for their professional development.</li> <li>To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community members regarding the College goals, objectives, and activities.</li> <li>To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.</li> <li>To recruit and retain students from a diverse population.</li> <li>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.</li> </ol>
PURPOSE DE LINIT: To offer a career and technical program which upon successful completion will qualify students for entry-level employment in business or Industry and/or

PURPOSE OF UNIT: To offer a career and technical program which upon successful completion will quality students for entry-additional educational opportunities.

	ממתוחסוותו במתרתנוסותו כאלים ותווויותם.			
	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in COMMERICAL TRUCK DRIVING 1 to students in the PRCC district	RICAL TRUCK DRIVING 1 to students in the PI	RCC district
	PROGRAM OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
	Indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
	on student) WHAT should a student know,	intended outcome) HOW will attainment of	were achieved) WHAT was level of	improve program performance). Make a
	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	CHANGE or IMPROVE.
	program/course?			
_	1 To instruct students according to	70% of students will demonstrate practical	100% of students that completed this	Instructors have decided to continue
_	framework curriculum.	knowledge and skills which are necessary	course were able to demonstrate safe	instructional methods which include lecture
		for safe efficient operation of a commercial	operations of a commercial vehicle.	and demonstration.
		motor vehicle.		
•	2 To provide training to students so they	70 % of students will acquire fundamental	100% of the students that completed this	It was decided that instructors would
	will be able to demonstrate the ability	skills associated with safe backing	course were able to demonstrate safe	continue with demonstration and practice
	to perform level 1 and 2 backing per	practices as required by the trucking	backing skills.	oriis.
	CDL requirements	industry		
•	3 To provide to an individual the ability	70% of completers be able to plan a trip lay	100 % of the students that completed this	Instructors decided to continue with lecture
	to perform trip planning / map reading	out a route and complete a log book as	course were able to successfully fill out a log book.	and training in requirements of industry regulations.
		Regulations and the industry.		

2011 - 2012

	PROGE	PROGRAM OF STUDY: CONSTRUCTION AND TRANSPORTATION
	PROGR	PROGRAM: Commercial Truck Driving Supports PRCC Strategic Goal(s): 1, 3, 7, 8
	COURS	COURSE LEVEL: Commercial Truck Driving 2 (DTV 1124)
	MISSIC	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.
	STRATE	STRATEGIC GOALS:
	<del>-</del> -	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.
	<sub>ල්</sub>	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.
	Ŋ.	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 Infemet.

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 lechnical skills training.

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PURPOSE OF UNIT: To offer a career and technical program which upon successful completion will qualify students for entry-level employment in business or industry and additional educational opportunities.	loyment in business or industry and/or	
o offer a career and technical program w al opportunities.	will qualify students for entry-level emp	
E OF UNIT: To offer a career and technical progrial educational opportunities.	am which upon successful completion	
40 -	OF UNIT: To offer a career and technical progr	al educational opportunities.

_ ~	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based	To provide industry based training in COMME	training in COMMERICAL TRUCK DRIVING to students within the PRCC district	e PRCC district
<u> </u>	PROGRAM OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a CHANGE or IMPROVE.
~	To instruct students to conduct a pre- trip inspection to Commercial Drivers License standards	70% of students will demonstrate practical knowledge and skills that will allow them to pass the Commercial Driving License pretrip inspection test to state Commercial Driving License requirements.	100% of the students who completed this course were able to demonstrate the knowledge and skills to conduct a pre-trip inspection on a commercial vehicle.	Instructors decided to continue with demonstration of how to properly inspect commercial vehicles, observation of students, and providing feedback to students.
8	2 To provide training as needed to give students the ability to perform level 1-2 and 3 backing as required by Commercial Drivers License standards	70 % of students will acquire the skills required to demonstrate level 1-2and 3 backing to Commercial Drivers License requirements.	100% of the students who completed this course were able to perform level 1-2 and 3 backing requirements.	Instructors have decided to continue to provide opportunities for practice drills.
m	To provide to an individual the ability and skills to become a commercial truck driver to Commercial Drivers License and industry standards.	70% of completers will pass the Commercial Drivers License skills test and find employment in the trucking industry.	100% of the students who completed this course were able to find employment.	It has been decided to continue to develop good relationships with members in the trucking industry.

2011 - 2012

PRCC Strategic Goal(s): 1, 3, 7, 8	ities for all who seek them.	nave been prepared. nity services, and make pecific job skills, and	pon successful completion will qualify students for entry-level employment in construction opportunities?	istrict	USE OF RESULTS — Actionable Knowledge  (How knowledge gained will be used to improve program performance). Make a  CHANGE or IMPROVE.	Instructor has decided to continued to monitor the skills required by Industry.	It has been decided that the instructor will continue to look for new avenues for teaching fundamental skills.	Instructor has decided to add new teaching aids in this phase of the class.
	iding quality educational and service opportuni	nd/or to be successful in careers for which they the distance education.  professional development.  faculty and staff performance, augment communitaculty and staff performance, augment communitaculty and staff services, and activities.	oletion will qualify students for entry-level	iction Equipment to student in the PRCC d	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	100% of student s reached Industry levels through national Center Construction Education Research testing.	100% of students were able to correctly achieve this standard within the program by various testing.	110% of students have successfully demonstrated daily maintenance of various pieces of equipment.
ansportation ation	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	TEGIC 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 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 well, and provide opportunities for their 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 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.	chnical program which upon successful comp	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Construction Equipment to student in the PRCC district	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	93% of enrolled students completed and passed the National Center Construction Education Research certification exam.	100% of the students enrolled acquired the basic fundamental skilfs.	100% have successfully demonstrated the daily maintenance of all pieces of equipment.
PROGRAM OF STUDY: Construction and Transportation PROGRAM: Construction Equipment Operation	MISSION STATEMENT: Pearl River Community	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in their convide quality student services.  2. To provide access to college courses and programs using the provide access to college courses and programs using the provide facilities, technology, and support staff in ording college services available via the Internet.  5. To provide facilities, technology, and support staff in ording college services available via the Internet.  6. To improve communication among campus personnel at 7. To recruit and retain students from a diverse population.  8. To provide workforce training programs that meet require technical skills training.	PURPOSE OF UNIT: To offer a career and technical program which u	RELATIONSHIP OF UNIT TO PRCC MISSION:	PROGRAM OUTCOMES – measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	Students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce.	Students will acquire fundamental skills associated with construction equipment machinery.	Students will demonstrate proper maintenance of all pieces of equipments.

PROGAM OF STUDY: Construction and Transportation
PROGRAM: Construction Equipment Management Supports PRCC Strategic Goal(s): 1, 3, 7
COURSE LEVEL: Equipment Operation I (CEV 1416)
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.
PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Construction Equipment Management to students within the PRCC district.	ction Equipment Management to students v	within the PRCC district.	
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS ~ Outcomes	USE OF RESULTS – Actionable Knowledge	
_	Indicators (More specific description of Impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
_	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved\ WHAT was level of	program performance). Make a CHANGE or	
_	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.	
_	program/course?				
<u> </u>	1 Identify employment opportunities.	70 % of students who complete this course	75 % of the students made a 90 % or	The instructor decided to require more	
		will make 90% on test from National Center	better on the National Center for	industry contacts.	
		for Construction Education and Research.	Construction Education and Research		
			module test.		_
1,,	2 Demonstrate the ability to safely	80% of the students who complete this	100% of the students achieved a	The instructor has chosen to continue	
	operate the backhoe, dozer, front end	course will achieve a satisfactory	satisfactory performance.	implementation of industry standards and	
_	loader and excavator.	observation daily and given a final		training practices.	
		performance test by instructor.			_

PROGAM OF STUDY: Construction and Transportation	
PROGRAM: Construction Equipment Management	-
COUSE LEVEL: Safety I (CEV 1212)	ĮΤ
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.  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 teaming, 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.	7
PURPOSE OF UNIT: 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.	

#### 2011-2012

PROGRAM: Construction Equipment Management COURSE LEVEL: Service and Preventative Maintenance (CEV 1313) MISSION STATEMENT: Pearl River Community College Is a public Institu	PROGRAM: Construction Equipment Management  COURSE LEVEL: Service and Preventative Maintenance (CEV 1313)  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:	Jing quality educational and service opportunitie	Supports PRCC Strategic Goal(s): 1, 3, 7 es for all who seek them.
To prepare students to transfer and be successful in their studies at To provide quality student services.  To provide access to college courses and programs using various in To employ qualified faculty and staff, compensate them well, and pro To provide facilities, technology, and support staff in order to improve College services available via the Internet.  To improve communication among campus personnel and community cercuit and retain students from a diverse population.  To provide workforce training programs that meet requirements of b		baccalaureate institutions and/or to be successful in careers for which they have been prepared. Istructional methods, including distance education. ovide opportunities for their professional development. e student learning, enhance faculty and staff performance, augment community services, and mity members regarding the College goals, objectives, and activities.	ey have been prepared. munity services, and make.
PURPOSE OF UNIT: To offer a technical progreducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment	in business or industry and/or additional
SHIP OF UNIT TO PRCC MISSION: 1	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Construction Equipment Management to students within the PRCC district.	ction Equipment Management to students v	within the PRCC district.
LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or IMPROVE.
The student will demonstrate and apply principles of fueling equipment safely.	90% of the students who complete will be graded daily on performance and will take a module test in National Center for Construction Education Research textbook.	100% of the students successfully demonstrated their ability to fuel equipment.	It has been decided to continue monitoring student practice drills and stressing the importance of fueling safety.
The student will demonstrate the ability to identify and perform services to the engine oil and grease systems.	90% of the students who complete will be graded daily on performance and will take a module test in National Center for Construction Education Research textbook.	100% of the students successfully performed services to the engine oil and grease all equipment.	The instructor has decided to monitor industrial upgrades of equipment and provide performance drills.
The student will demonstrate and apply principles of identifying minor mechanical problems and repair as needed.	90% of the students will be graded daily on performance and will take a module test in National Center for Construction Education Research textbook.	100% of the students were able to identify minor mechanical problems and repair them.	The instructor decided to continue with demonstration of troubleshooting techniques and observe student troubleshooting practices.

۵	PROGAM OF STUDY: Construction and Transportation	sportation		
۵	PROGRAM: Utility Lineman Technology		nS .	Supports PRCC Strategic Goal(s): 1, 3, 7, 8
2	AISSION STATEMENT: Pearl River Community	/ College is a public institution committed to provi	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	for all who seek them.
is	STRATEGIC GOALS:			
~		successful in their studies at baccalaureate institution	To prepare students to transfer and be successful in their studies at baccelaureate institutions and/or to be successful in careers for which they have been prepared. To provide quality student services.	have been prepared.
i ri s		To provide access to college courses and programs using various instructional methods, including distance education.	cluding distance education.	
+ rQ		imponsate them wen, and provide appointmes for a pport staff in order to improve student learning, enha	To employ qualifies techny and swapport staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make reclaimes technique, techniques augment community services, and make reclaimes evaluable via the Internet	unity services, and make
۷ (O		coings software against the first many community members regarding the College goals, objectives, and adivities. To permit and regarding the college goals, objectives, and adivities. To permit and regarding the from a diverse concluding	he College goals, objectives, and activities.	
~ œ		that meet requirements of business, industry, educe	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.	specific job skills, and
	PURPOSE OF UNIT: To offer a career and tec throughout the Industry?	chnical program which upon successful compl	PURPOSE OF UNIT: To offer a career and technical program which upon successful completion will qualify students for entry-level employment in Utility Lineman Positions throughout the Industry?	ployment in Utility Lineman Positions
~	ELATIONSHIP OF UNIT TO PRCC MISSION:	To provide industry based training in Utility Li	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Utility Lineman Technology to student in the PRCC district	istrict
م	PROGRAM OUTCOMES ~ Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
<u>.</u> ⊆	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
Ó	on student) WHAT should a student know,	intended outcome) HOW will attainment of	were achieved) WHAT was level of	Improve program performance). Make a
⊅ ā.	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcomer	CHANGE OF IMPROVE.
_	Upon competition of this program,	70% of students will demonstrate practical	100% of students reached Industry entry	Instructors have decided to continue to
	students will be able to demonstrate	knowledge and skills which are necessary	level standards for Personal Protective Equipment	spend time on industry's updates for safety to add to training modules.
	the safety aspect of the all Personal Protective Equipment used in this	for Personal Protective Equipment for the Industry.		
	Industry.			
N	-	70 % of students will acquire fundamental skills associated with the different framing	100% of students were able to correctly achieve this standard within the program, by various testing techniques.	It has been decided that the Instructor will afternate framing testing, from different convertonments.
	and frame different specification of power poles in the Industry.	specification in the industry for different companies.		
m	Upon completion of this program, students will be prepared for	70% of students will find employment as a Utility Lineman or apprentice within the	100% of students were able thus far, to achieve employment within the Industry.	The Instructor has decided to continue to make contact with Industry seeking
	employment in the Industry, by having various certifications.	Industry upon completion.		employment for future students.

PROGRAM OF STUDY: Construction and Transportation PROGRAM: Utility Lineman Technology	J Transportation	5	Supports PRCC Strategic Goal(s): 1, 3, 7, 9
COURSE LEVEL: Basic Utility Equipment Operation (ULT) 1333	Operation (ULT) 1333		
MISSION STATEMENT: Pearl River Comm	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	is for all who seek them.
STRATEGIC GOALS:			
1. To prepare students to transfer and	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.	ns and/or to be successful in careers for which the	y have been prepared.
•	To provide access to college courses and programs using various instructional methods, including distance education.	cluding distance education.	
<ol> <li>To employ qualified faculty and staff, compensate them well, and provide facilities, technology, and support staff in order to improve</li> </ol>	To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performa	vide opportunities for their professional development. student earning, enhance faculty and staff performance, augment community services, and make	nunity services, and make
College services available via the Internet.  6. To improve communication among campus personnel at	College services available via the Internet. To improve communication among campus personnel and community members regarding the College goals, objectives, and activities. To mentile and retain clinicals from a diverse completion.	he College goals, objectives, and activities.	
	To reduit and retain students not a overse 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.	ational, and public service agencies for basic skills,	specific job skills, and
PURPOSE OF UNIT: To offer a technical program which upon successf educational opportunities.	program which upon successful completion will q	ul completion will qualify students for entry-level employment in business or industry and/or additional	in business or industry and/or additional
RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based		training in Business and Commerce Technology to students within the PRCC district.	thin the PRCC district.
LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS – Actionable Knowledge
indicators (More specific description of impact		Assessment (States how well intended	(How knowledge gained will be used to improve
on student) WHAT should a student know,	intended outcome) HOW will attainment of the outcome be measured?	results were achieved) <u>WHAT</u> was level of attainment of outcome?	program performance). Make a <u>CHANGE</u> or IMPROVE.
program/course?			
The students must demonstrate safe operations of an aerial lift truck.	80% of the students will demonstrate safe operations of an aerial lift truck.	100% of the students completing this course were able to safely demonstrate all operations of an aerial lift truck.	Instructor decided to develop a more challenging exercise.
2 The students must demonstrate safe	80% of the students will demonstrate safe	100% of the students completing this	The instructor determined a need for more
operations of a digger truck.	operations of a digger truck.	course were able to safely demonstrate safe operations of a digger truck.	equipment is needed for the necessary training in this program.
3 The students must demonstrate safe operations of a fork lift.	80% of the students will demonstrate safe operations of a fork lift.	100% of the students completing this course were able to safely demonstrate all operations of a fork lift.	A need to obtain a fork lift certification card was realized.
4 The students must demonstrate safe operations of a chain saw.	80% of the students will demonstrate safe operations of a chain saw.	100% of the students completing this course were able to safely demonstrate all operations of a chain saw.	It was decided to post a demonstration video and create a practical exercise.

#### 2011-2012

۵	PROGRAM OF STUDY: Construction and Transportation	insportation		
4	PROGRAM: Utility Lineman Technology			Supports PRCC Strategic Goal(s): 1, 3, 7, 9
٥	COURSE LEVEL: Advanced Utility Equipment Operation (ULT) 2333	Operation (ULT) 2333		
2	11SSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
S	STRATEGIC GOALS:			
- ~	To prepare students to transfer and be successful in their studies at To provide mailin studies services		baccalaureate institutions and/or to be successful in careers for which they have been prepared.	y have been prepared.
		To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	sluding distance education.	
<u>.                                    </u>		To provide tacilities, technology, and support staff to order to improve student learning, enhance faculty and staff performance, augment community services, and make College services available via the Internet.	ance faculty and staff performance, augment comn	iunity services, and make
© \ ∞		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 skills training.	he College goals, objectives, and activities. tional, and public service agencies for basic skills,	specific job skills, and
<u> </u>	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	n business or industry and/or additional
~	ELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	s and Commerce Technology to students wit	hin the PRCC district.
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS — Actionable Knowledge
.=	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
0 \$ 0	on student) WHAT should a student know, think, or be able to do upon completion of	intended outcome) <u>HOW</u> will attainment of the outcome be measured?	results were achieved) <u>WHAT</u> was level of attainment of outcome?	program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
7 4	Programmy construction of the state of the s	000% of the equation of the property	100% of the equiposite completion this	The instructor decided to allot more time on
_	all functions of an aerial lift fruck.	outs of the students will safely demonstrate all functions of an aerial lift truck.	course were able to safely demonstrate all functions of an aerial lift truck	bucket rescue activity.
8	The students must safely demonstrate all functions of a digger truck.	80% of the students will safely demonstrate all functions of a digger truck.	100% of the students completing this course were able to safely demonstrate all functions of a digger truck.	A need for more concentrated instruction in this area was realized.
က	The students must demonstrate the safe use of a trencher, backhoe, bulldozer and a mini-excavator.	80% of the students will demonstrate the safe use of a trencher, backhoe, bulldozer and a mini-excavator.	100% of the students completing this course were able to safely demonstrate all functions of a trencher, backhoe, bulldozer, and a mini-excavator.	It was determined the instructors will develop more lab exercises.
4	The students must safely demonstrate and maneuver all functions of a fork lift.	80% of the students will safely demonstrate and maneuver all functions of a forklift.	100% of the students completing this course were able to safely demonstrate all functions of a fork lift.	The instructor decided to offer opportunities for students to obtain a fork lift certification card. More equipment is needed for the necessary training in this program.

2011-2012

PROGRAM OF STUDY: Construction and Transportation
PROGRAM: Utility Lineman Technology Supports PRCC Strategic Goal(s): 1, 3, 7
COURSE LEVEL: Electric Power (ULT 1213)
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:

- 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 well, and provide opportunities for their professional development. **4.0.8.4.0**
- 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. 6 × 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.

PURPOSE OF UNIT: 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.

Α	IONSHIP OF UNIT TO PRCC MISSI	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	ness and Commerce Technology to students	s within the PRCC district.
LEARNING OUTCOMES – Merindicators (More specific descriping and on student) WHAT shoustudent know, think, or be able completion of program/course?	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA –Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS - Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a CHANGE or IMPROVE.
The students of power plants.	The students will identify all generation power plants.	70% of the students will successfully identify all generation power plants through testing.	80% of the students that were enrolled pass through written testing and field testing.	The instructor decided to provide additional assessment questions regarding the different power plant s.
The students will identify all transmission structures.	will identify all structures.	70% of the students will identify all transmission structures through testing.	92% of the students that were enrolled pass through written testing and field testing.	A need for students to build more transmission structures during class exercises was determined.
The students parts.	The students will identify all distribution parts.	70% of the students will identify all distribution parts through testing.	95% of the students that were enrolled pass through written testing and field testing.	It was determined that more framing specifications to the distribution parts of the class and more opportunities to frame each drawing was needed.
The student will de bank transformers.	The student will demonstrate how to bank transformers.	70% of the students will demonstrate successfully how to bank transformers through testing.	90% of the students that were enrolled pass through written testing and field testing.	The instructor decided to add an outside banking lab in the training area. This will provide experience for student to hook-up transformers at different times.

1517	PROGRAM OF STUDY: Construction and Transportation	nsportation		1 1
≽۱	PROGRAM: Utility Lineman Technology			Supports PRCC Strategic Goal(s): 1, 3, 7,9
$\mathbf{c}$	COURSE LEVEL: fundamentals of Electricity (ULT 1192)	(ULT 1192)		
:	ISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ing quality educational and service opportunitie	s for all who seek them.
	STRATEGIC GOALS:			
	To prepare students to transfer and be succe. To provide quality student services.	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.	d/or to be successful in careers for which they hav	e been prepared.
i 64 4. €.	To provide access to college courses and progra To employ qualified faculty and staff, compensat To provide facilities, technology, and support sta College socioce available via the latenat	To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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 laternet.	g distance education. rofessional development. faculty and staff performance, augment community	services, and make
60 7 60		To improve communications was the internation.  To improve communications may be solved 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 skills training.	ollege goals, objectives, and activities. I, and public service agencies for basic skills, spec	ific job skills, and
	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	n business or industry and/or additional
	LATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	and Commerce Technology to students wit	hin the PRCC district.
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
	on student) WHAT should a student know, think, or be able to do upon completion of	intended outcome) <u>HOW</u> will attainment of the outcome be measured?	results were acnieved) <u>whal</u> was level of attainment of outcome?	program performance), Make a <u>change</u> or <u>IMPROVE,</u>
	program/course:	70% of the students will demonstrate	100% of the students achieved outcome.	It has been decided to provide different
	Personal Protective Equipment (P.P.E.) during normal work day.			situations that Personal Protective Equipment can be use in order to achieve a safe environment.
2	The student will be able to demonstrate proper lock out and tag out procedures.	70% of the students will successfully demonstrate lock out and tag out procedures through field testing.	95% of the students achieved outcome.	The need has been determined to add at least two different situations each year to provide added training.
6	The student will demonstrate proper knowledge of MSDS's (Material Safety Data Sheet) sheets.	70% of students will demonstrate Material Safety Data Sheet's knowledge through hands on and testing.	90% of the students achieved outcome.	The instructor has decided to add a daily check sheet so that students understand which chemical are present in each material that are handled that day.
	The student will demonstrate proper testing, grounding and flagging techniques.	70% of students will be able to properly use the techniques of testing, grounding, and flagging in emergency restoration – instructor observation.	87% of the students achieved outcome.	Instructors have recognized a need to find information about a certification for flagging and its requirements which gives students another certification.
_				

2011-2012

_	PROGAM OF STUDY: Construction and Transportation	sportation		
Δ.	PROGRAM: Utility Lineman Technology			Supports PRCC Strategic Goal(s): 1, 3, 7,9
ات	COURSE LEVEL: Line Worker Safety (ULT 1133)	(3)		
2	11SSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
S	STRATEGIC GOALS:			
ى ئىس		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.	ns and/or to be successful in careers for which they	y have been prepared.
પંછાં.		To provide access to college courses and programs using various instructional methods, including distance education.	luding distance education.	
4. rv.		To employ qualified faculty and start, compensate them wen, and provide opportunities for their professional development.  To provide facilities, technique, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make	reit professional development. Ince faculty and staff performance, augment comm	nunity services, and make
10		College services available via the internet. It is not community members regarding the College goals, objectives, and activities.	ne College goals, objectives, and activities.	
~ œ		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.	litonal, and public service agencies for basic skills,	specific job skills, and
مـ ه	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	n business or industry and/or additional
<u>«</u>	ELATIONSHIP OF UNIT TO PRCC MISSION;	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	and Commerce Technology to students wit	hin the PRCC district.
	LEARNING OUTCOMES — Measurable	ASSESSMENT CRITERIACriteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS — Actionable Knowledge
·=	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
0	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or
<del>=</del> ₫	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome /	IMPROVE.
_	The students will demonstrate proper	70% of the students will demonstrate	100% of students completing this course	Decided that students will continue to be
	Personal Protective Equipment during	proper Personal Protective Equipment in	were able to appropriately demonstrate	monitored as new electrical tasks are added
	normal work day.	the field through testing.	proper reisonal Froedive Equipment while performing various tasks.	illoughout ille lollowing semesters.
7	ļ.		100% of students completing this course	Instructor decided that students will be
	demonstrate proper tool safety.	demonstrate tool safety techniques.	were able to demonstrate proper tool	observed and challenged throughout the following semesters for proper fool safety
m	The student will demonstrate proper	70% of students will demonstrate Material	100% of students completing this course	It was determined that students throughout
1		Safety Data Sheets knowledge through	understand the purpose of these Material	the year will be given simulation of accidents
	Sheets.	hands on and testing.	safety Data sheets for first aid knowledge.	where they will have to use the material Safety Data Sheets. For first aid.
4	ľ	70% of students will be able to properly use	100% of students completing this course	Students throughout the year will be
	testing, grounding and flagging techniques.	the techniques of testing, grounding, and flagging in emergency restoration through field testing	will understand the importance of testing, grounding, and flagging a power line.	introduced to various new type of grounding in the industry.
		licia testing.		

PROGRAM OF STUDY: Construction and Transportation	
PROGRAM: Utility Lineman Technology	_
COURSE LEVEL: Overhead Construction - ULT 2133	
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 baccataureate institutions and/or to be successful in careers for which they have been prepared.	
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.	
PURPOSE OF UNIT: 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.	

<u>~</u>	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based	To provide industry based training in Busines	training in Business and Commerce Technology to students within the PRCC district.	thin the PRCC district.
Φ.	Program Outcomes – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable Knowledge
.⊆	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
0	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
=	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.
<u> </u>	program/course?			
-	The students will properly identify all	70 % of the students will understand and	100% of the students achieved outcome.	The instructor decided to add a tool
	components of the electrical system.	demonstrate all electrical components.		identification activity.
7	ļ.,	70 % of the students will understand and	100% of the students achieved outcome.	The instructor has decided to create more
	different framings.	demonstrate and will be tested on different framing specifications.		practical framing labs.
ო	The students will demonstrate the	70 % of the students will understand and	100% of the students achieved outcome.	The instructor has decided to create a
	ability to Identify all distribution parts.	demonstrate and will be tested in each phase of operation.		hands-on assessment regarding outcome.
4	The student will demonstrate the ability	70 % of the students will understand and	100% of the students achieved outcome.	A need to use different power specifications
	to hang fransformers on the poles according to the specifications.	demonstrate and will be tested in each phase of operation.		was realized.
		•		

PROGRAM OF STUDY: Construction and Transportation
PROGRAM: Utility Lineman Technology Supports PRCC Strategic Goal(s): 1, 3, 7,9
COURSE LEVEL: National Electric Safety Code (Utility Lineman Technology 1523)
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 leaming, 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.
PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.  LEARNING OUTCOMES – Measurable assurable on student know, student know, the outcome be masured?  Industrial cancers of industry based training in Business and Commerce Technology to students will be able to locate information and give references of information in the boundaries of the students will demonstrate that information and give references of information and give references of information dires.  In students will demonstrate that information and give references of information and give references of information dires.  In students will demonstrate that intough testing.  In the students will be able to identify gove of the students achieved the updated with the row clearances in overhead lines.  In the students will the observable to identify gove of the students achieved the updated with the row clearances in overhead lines.
RNING OUTCOMES – Measurable ators (More specific description of impact vorteen) with a students will be able to locate information and give references of attornal Electric Code boundaries. The students will demonstrate be students will demonstrate because of underground lines.  RNING OUTCOMES – Measurable ASSESSMENT CRITERIA – Criteria for a formation (Variables related to success of intended outcome) HOW will attainment of intended outcome be measured?  To% of the students will demonstrate be outcome be measured?  To% of the students will demonstrate because of intended outcome be measured?  To% of the students will demonstrate because of intended outcome be measured?  To% of the students will demonstrate because of intended outcome be measured?  To% of the students will demonstrate because of intended outcome be measured?  To% of the students will demonstrate because of intended outcome be measured?  To% of the students will demonstrate because of intended outcome be measured?  To% of the students will demonstrate because of intended outcome be measured?  To% of the students will demonstrate because of intended outcome be measured?  To% of the students will demonstrate because of intended outcome be measured?  To% of the students will demonstrate because of intended outcome be measured?  To% of the students will be able to identify clearances or underground lines.
RNING OUTCOMES – Measurable ators (More specific description of impact udent)  WHAT should a student know, or be able to do upon completion of ram/course?  The students will be able to locate aformation and give references of there information can be found.  The students will be able to locate lational Electric Safety Code and lational Electric Code boundaries.  The students will demonstrate learances of underground line.  The students will demonstrate learances of underground line.
EL EL C T N T T T T T T T T T T T T T T T T T
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#### 2011-2012

PROGAM OF STUDY: Construction and Transportation	
PROGRAM: Utility Lineman Technology Supports PRCC Strate	trategic Goal(s): 1, 3, 7,9
COURSE LEVEL: Pole Climbing (ULT 1413)	

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:

- 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.
- **よなまなな**
- To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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.
  - 60 14 80
- 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.

PURPOSE OF UNIT: 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.

	cadacional opportunities.			
_	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	s and Commerce Technology to students wii	thin the PRCC district.
_	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – outcomes	USE OF RESULTS – Actionable Knowledge
_	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
_	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.
	program/course?			
	1 The students will demonstrate proper	70% of the students will demonstrate	88% of the students enrolled in this	Instructor decided to continue with lecture
	personal protective equipment during	proper Personal Protective Equipment in	course were able to demonstrate	and demonstration of equipment
	normal work day.	the field through testing.	personal protective equipment.	
_	2 The student will be able to	70% of the students will successfully	88% of the students enrolled in this	It was decided that demonstration and
	demonstrate use and inspection of	demonstrate an inspection of all climbing	course were able to demonstrate the	student practice, and student observation
	pole climbing equipment.	equipment.	inspection and care of pole climbing	with constructive feedback would continue.
			equipment.	
	3 The student will demonstrate proper	70% of students will demonstrate proper	88% of the students enrolled in this	It has been determined that the students
_	climbing skills as prescribed by	climbing ability as prescribed by industry	course were able to demonstrate proper	need to be given more time on poles.
	industry.	through field testing.	climbing skilfs.	
	The chideot will demonstrate proper	200% of etudente will be able to	88% of the chideote earnled in this	A pood to chan different techniques form
		demonstrate and the month found		
	pole top rescue.	demonstrate pole top rescue through field	course were able to demonstrate proper	the industry was determined.
_		testing.	oole top rescue techniques.	

PROGAM OF STUDY: Construction and Transportation	
PROGRAM: Utility Lineman Technology	Supports PRCC Strategic Goal(s): 1, 3, 7
COURSE LEVEL: Transformer Banking (ULT 1223)	
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	onal 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.

- t 0, 6, 4, €,
- 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 well, and provide opportunities for their 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 relain students from a diverse population.
    - 6 ~ 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.

PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	and Commerce Technology to students with	hin the PRCC district.
	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA —Criterion for Evaluation (Variables related to success of Intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
T	The students will proper Proper Protective Equipment (P.P.E.) during normal work day.	70% of students will understand and demonstrate proper P.P. E. in the field.	100% of the students achieved outcome.	It was decided to spend more time on explaining proper coverup for different banks.
.,	The student will demonstrate safety precautions associated with motors and transformers.	70% of students will be able to demonstrate safety procedures around motors and transformers.	100% of the students achieved outcome.	The instructor determined a need for a lock outflag out procedure activity.
	3 The student will demonstrate proper connection of single phase transformers.	70% of students will be able to demonstrate single phase transformer connections.	100% of the students achieved outcome.	The instructor decided to provide information explaining different voltages of transformers.
	The student will understand three transformer connections of the different secondary voltages and open wye and open deltas banks.	70% of students will understand the open wye and open delta principles and apply them. Also 70% will identify the different secondary voltages.	100% of the students achieved outcome.	A need to create an activity focusing on the difference in delta and wye was realized.

2011-2012

Supports PRCC Strategic Goal(s): 1, 3, 7, 9	ss for all who seek them.	y have been prepared. nunity services, and make	in business or industry and/or additional	thin the PRCC district.	USE OF RESULTS — Actionable Knowledge (How knowledge galned will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>	The instructor has decided to create a walk around to use on Blackboard.	The need to continue to improve on the five exercises that are required has been determined.	The need to have students complete not only required maneuvers, add more exercises to sharpen their skills has been determined.	The instructor has stressed the need to pass the air brake endorsement in order to obtain a CDL license.
	iding quality educational and service opportunitie	baccalaureate institutions and/or to be successful in careers for which they have been prepared. Istructional methods, including distance education. Ovide opportunities for their professional development. Estudent learning, enhance faculty and staff performance, augment community services, and mity members regarding the College goals, objectives, and activities. Usiness, industry, educational, and public service agencies for basic skills, specific job skills, and	qualify students for entry-level employment	ss and Commerce Technology to students wi	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	85% of students completing this course were able to appropriately perform a pretrip inspection.	100% of students completing this course were able to perform basic operations of a Class "A" combination vehicle with an air brake endorsement.	90% of students completing this course were able to maneuver a Class "A" combination vehicle with an air brake endorsement to complete a basic skills test.	100% of students completing this course were able to obtain a Class "A" CDL with an air brake endorsement.
snsportation ers (ULT 1324)	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 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 UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	80% of the students will demonstrate the ability to perform a walk around pre-trip inspection.	80% of the students will demonstrate the ability to perform basic operations of a Class "A" combination vehicle with an air brake endorsement.	80% of the students will be able to safely maneuver a Class"A" combination vehicle with an air brake endorsement to complete a basic skills test.	80% of the students will obtain a Class "A" CDL license with an air brake endorsement.
PROGRAM OF STUDY: Construction and Transportation PROGRAM: Utility Lineman Technology COURSE LEVEL: Truck Driving for Line Workers (ULT 1324)	MISSION STATEMENT: Pearl River Community	To prepare students to transfer and be successful in their studies at 2. To provide quality student services. To provide access to college courses and programs using various ir 7 o provide facilities faculty and staff, compensate them well, and provide facilities, technology, and support staff in order to improve College services available via the Internet.  To improve communication among campus personnel and commun 7. To recruit and retain students from a diverse population. To provide workforce training programs that meet requirements of b technical skills training.	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	RELATIONSHIP OF UNIT TO PRCC MISSION:	LEARNING OUTCOMES – Measurable Indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	The student must demonstrate the ability to perform a walk around pretrip inspection.    The student must demonstrate the ability to perform a walk around pretrip inspection.	The student must demonstrate the ability to perform basic operations of a Class "A" combination vehicle with an air brake endorsement.	3 The students must be able to safely maneuver a Class "A" combination vehicle with an air brake endorsement to complete a basic skills test.	4 The student must obtain a Class "A" CDL with an air brake endorsement.

Supports PRCC Strategic Goal(s): 1,3,7,8	es for all who seek them. ve been prepared. y services, And make cific job skills, and	in business or industry and/or additional	thin the PRCC district.	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>	The instructor decided to create activities and stress the concept more that different situations call for different P.P.E.	A need for a hands-on activity related to single phase and 3 phase was realized.	The instructor determined that activities need to be created offering different climbing situations.	It was decided to illustrate different splicing techniques.
Sup	iding quality educational and service opportunity advor to be successful in careers for which they ha g distance education. professional development. faculty and staff performance, augment communit ollege goals, objectives, and activities. al, and public service agencies for basic skills, spe-	qualify students for entry-level employment	s and Commerce Technology to students wi	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achleved) WHAT was level of attainment of outcome?	100% of the students achieved outcome.	100% of the students achieved outcome.	100% of the students achieved outcome.	100% of the students achieved outcome.
nsportation - ULT 2143	INISSION STATEMENT: Pearl River Community College 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 quality student services.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide facilities, technology, and staff, compensate them well, and provide opportunities for their professional development.  To provide facilities technology, and staff in order to improve student learning, enhance faculty and staff performance, augment community services, And make College services available via the Internet.  To recruit and retain students from a diverse population.  To recruit and retain students from a diverse population.  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.	PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	ASSESSMENT CRITERIA —Criterlon for Evaluation (Variables related to success of intended outcome) <u>HOW</u> will attainment of the outcome be measured?	70 % of the students will understand and demonstrate proper P.P. E in the field.	70 % of the students will be able to demonstrate different specifications and framings.	70% of students will continue to improve on climbing abilities.	70% of students will able to demonstrate different wire make-ups in the field.
PROGAM OF STUDY: Construction and Transportation PROGRAM: Utility Lineman Technology COURSE LEVEL: Underground Construction - ULT 2143	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in their 2. To provide quality student services. 3. To provide access to college courses and programs usin 4. To employ qualified faculty and staff, compensate them 7. To provide facilities, technology, and support staff in ord College services available via the Internet. 6. To improve communication among campus personnel and 7. To recruit and retain students from a diverse population. 8. To provide workforce training programs that meet require technical skills training.	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	RELATIONSHIP OF UNIT TO PRCC MISSION:	Program Outcomes – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	The students will appropriately use Proper Protective Equipment (P.P.E.) during normal work day.	2 The student will demonstrate knowledge of the different specifications for underground framing.	3 The student will continue to improve on climbing abilities.	4 The student will understand the principles of the make -up of underground wires.

#### 2011-2012

Supports PRCC Strategic Goal(s): 1, 3, 7, 8	for all who seek them.	been prepared. services, And make	ñc job skills, and	nent in the field of dental assisting.	ge students.	USE OF RESULTS – Actionable Knowledge	(How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>		New denlists have moved into six county areas and have hired new dental assistants.	Instructors decided to continue with lecture and demonstration instruction.		A new CDA exam review has been added to the curriculum which should increase the passage rate on the exam
Supports PRCC Stra	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	TEGIC 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 well, and provide opportunities for their 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 skills training.	PURPOSE OF UNIT: To offer an allied health program which upon successful completion will qualify students for entry-level employment in the field of dental assisting.	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide a technical program of study in dental hygiene to Pearl River Community College students.	ASSESSMENT RESULTS — Outcomes	Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?		78% of graduates are currently employed in the dental field. One returned to school to take prerequisites for Dental hygiene	100% passed the infection control portion of the Dental Assisting National Board	exam	92% passed the radiation health and safety portion of the DANB
	College is a public institution committed to provi	TEGIC GOALS:  To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in c. 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 well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performa 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 basi technical skills training.	program which upon successful completion	To provide a technical program of study in de	ASSESSMENT CRITERIA - Criterion for	Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?		<ol> <li>75% of graduates will be employed in the Dental profession after graduation as a dental assistant</li> </ol>	<ol> <li>75% of students will successfully pass the Infection Control Examination of the</li> </ol>	DANB	75% of students will successfully pass the Radiation Health and Safety Examination of the DANB
PROGRAM: Dental Assisting Technology	MISSION STATEMENT: Pearl River Community	&	<ol> <li>To improve communication among campus pe</li> <li>To recruit and retain students from a diverse p</li> <li>To provide workforce training programs that m technical skills training.</li> </ol>	PURPOSE OF UNIT: To offer an allied health	RELATIONSHIP OF UNIT TO PRCC MISSION:	LEARNING OUTCOMES - Measurable	indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of	program/course:	The student will gain employment in the Dental profession as a dental assistant	2. The student will sit for and pass the Infection Control Examination of the DANB	3. The student will sit for and pass the Radiation Health and	Safety Examination of the DANB.

#### 2011-2012

PROGRAM: Dental Assisting Technology	
COURSE LEVEL: Chairside Assisting 1 (DAT 1415)	
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	

- To prepare students to transfer and be successful in their studies at baccafaureate institutions and/or to be successful in careers for which they have been prepared.
- To provide quality student services. 1.2646
- To provide access to college courses and programs using various instructional methods, including distance education.
- To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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.
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- 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 skills training.

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	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
	impact on student) WHAT should a	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
	student know, think, or be able to do	the outcome be measured?	attainment of outcome?	IMPROVE.
	upon completion of program/course?			
_	Demonstrate the steps in assisting with a composite procedure	100% will demonstrate proficiency by correctly completing the competency evaluation for assisting with a composite procedure	100% completed the steps in assisting with a composite procedure either the first or second time they were evaluated	Instructors determined that improvement includes more practice time for self – evaluation on the competency
(4)	Chart and interpret charting symbols 2 on patients via case based computer programs	100% will complete 90% of the case based studies correctly on the computer	100% achieved at least a 90% on the case based patient studies	It was decided improvement includes more on-line instruction through interactive CD software
m	Demonstrate understanding of Hazard Communication Management	On a written test, 100% will segregate 80% of waste into Biohazard sharps, medical, and non-regulated categories	100% did correctly segregate waste according to categories	It was determined improvement includes the addition of the CDA/ Infection Control Exam/ Blueprint question and answer rationales
	Retain students through completion of	At least 70% of students will complete this	93.3% successfully completed this	Instructors decided that improvement should
4	4 the course	course	course	occur with the use of grades first to identify at risk students

#### 2011-2012

PROGRAM: Dental Assisting Technology	Supports PRCC Strategic Goal(s): 1,8
COURSE LEVEL: Chairside Assisting II (DAT 1423)	
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	service opportunities for all who seek them.
STRATEGIC GOALS.	

- To prepare students to transfer and be successful in their studies at baccalaurente 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 well, and provide opportunities for their professional development. **4.016.40**
- 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. 6.4.60
- 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.

)	cacacional opportunities.			
æ	ELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	s and Commerce Technology to students wit	hin the PRCC district.
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA—Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
	impact on student) WHAT should a	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
	student know, think, or be able to do	the outcome be measured?	attainment of outcome?	IMPROVE.
	upon completion of program/course?			
7	Identify the baseline settings for inhalation anesthesia for dental procedures	On a written test, 90% of students will correctly identify 40% nitrous oxide and 60% oxygen as the base line settings for inhalation anesthesia	90% of students did correctly identify the baseline percentages of nitrous oxide and oxygen for inhalation anesthesia	It was decided to include increased classroom on-line instruction on inhalation anesthesia.
2	Manipulate and place a periodontal dressing as a post-surgical procedure	100% will demonstrate proficiency by correctly performing the steps for mixing and placing a periodontal dressing a preclinical setting	100% correctly performed the steps for mixing and placing a periodontal dressing in a preclinical setting	The instructors determined to use peer evaluation practice for this procedure.
т	Prepare tray set-ups for 1 <sup>st</sup> and 2 <sup>nd</sup> visits of root canal therapy	On a written test, 80% of students will correctly identify instruments and materials for 1st and 2nd visit root canal procedures	85% of students did correctly identify instruments and materials according to the visit/procedure in which they were to be used	As needed, peer evaluation will be used for tray set-ups for 1st and 2nd visit root canal.
	To retain students through the	At least 70% of students will complete this	100% of students successfully completed	The instructors decided to implement the
4	completion of this course.	course.	this course.	Grades First program to identify at risk students to enhance retention.

#### 2011-2012

PROGRAM: DENTAL ASSISTING TECHNOLOGY	Supports PRCC Strategic Goal(s): 1,8
COURSE LEVEL: DENTAL HEALTH EDUCATION (DAT 1612)	
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	nd 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. 42645
- To provide access to college courses and programs using various instructional methods, including distance education.

  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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 emong campus personnel and community members regarding the College goals, objectives, and activities. To recruit and retain students from a diverse poputation.
  - ç, γ. α,
- 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.

PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.

	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
	impact on student) WHAT should a	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
	student know, think, or be able to do	the outcome be measured?	attainment of outcome?	IMPROVE.
	upon completion of program/course?			
		On a written test, 80% of students will		
_	Section of the sectio	correctly determine daily averages of food,	80% of students completed the diet	It was decided to include a 5 day diet
_	riepale a uret score calu oli a pauelii	nutrient, and sweet intakes of a patient to	score card correctly on a written test	summary on a family member.
		prepare a diet score card		
	Describe the rate of hardened	On a written test, 80% will correctly identify	90% correctly identified gram negative	Meded improvement includes are resident
~		gram negative bacteria as the primary	bacteria as the primary causative factor	of a "docay constion" by each studes
	succession in pendunial disease	causative factor of periodontal disease	of periodontal disease	or a vecay equation by each student.
	Occupies the relationship of diet and	On a written test, 80% will identify	91% correctly identified fermentable	to accine and opinion of policy propriated
က		fermentable carbohydrates in a diet as a	carbohydrates in a diet as a contributing	Instructor decided to include compansor of
	nelliai calles	contributing factor to caries	factor to caries.	alliculate of sugal III valious loods.
	To retain students through completion	At least 70% of students will complete this	100% of students successfully completed	It was determined that being part of the pilot
4	of this course.	course.	this course.	program for Grades First, early identification
				of at risk students will help retain students.

#### 2011-2012

PROGRAM: Dental Assisting Technology Supports PRCC Strategic Goal(s): 1,8	
COURSE LEVEL: Dental Materials (DAT 1214)	
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:

- 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. ÷ 0, 6, 4, 6,
  - 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 well, and provide opportunities for their professional development.

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

_	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	s and Commerce Technology to students with	hin the PRCC district.	
<u> </u>	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge	
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
	impact on student) WHAT should a	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or	
	student know, think, or be able to do	the outcome be measured?	attainment of outcome?	IMPROVE.	
	upon completion of program/course?				
	Prepare a mix of polycarboxylate cement as a luting agent	85% of students will manipulate the powder/liquid ratio to a luting consistency for cementation purposes	90% of students completed the steps for mixing polycarboxylate as a luting agent	Instructors determined that improvements included using the new calibrated sryinges for dispensing the polycarboxlate liquid	
~	Manipulate alginate impression material for study models	90% of students will correctly measure, mix, and load trays for alginate impressions	95% of students completed the steps for manipulating alginate impression material for study models	It was determined the improvements included incorporation of the new colorchange alginate dental material. The remaining 5% of students completed the steps correctly with this material.	
	Retain students through completion of this course	At least 70% of students will complete this course	93.3% of students successfully completed this course	Instructors decided that the grades first program to identify at risk students, retention should improve.	

#### 2011-2012

PROGRAM: Dental Assisting Technology	Supports PRCC Strategic Goal(s): 1,8
COURSE LEVEL: Dental Science II (DAT 1323)	
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	tunities 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. **₹なる4の** 
  - 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 well, and provide opportunities for their professional development.
- To provide facilities, technology, and support staff in order to improve student leaming, 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.
  - 60 × 60
- 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.

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	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	s and Commerce Technology to students wit	thin the PRCC district.
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable Knowledge
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
	Impact on student) WHAT should a	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
	student know, think, or be able to do	the outcome be measured?	attainment of outcome?	IMPROVE.
	upon completion of program/course?			
	Describe the three basic embryonic	On a written test, 80% of students will	85% of students identified ectoderm,	It was determined that improvement included development of power point
	cellular layers	layers	primary layers of cellular tissue	presentations to utilize the new classroom technology
	de contract of state of the sta	By preparing a visual aid, 90% of students	100% of students prepared a poster	Instructors determined improvement
	C roeiluly ule tissues of a tootil	will be able to label the tissues of a tooth	identifying the various tissues of a tooth	included use of the classicon ELINO – for presenting visual material
	Potoio chidonte thuman completion of	At least 20% of students will complete this	100% of etindente encocetilly completed	A need for the use of the grades first
	this course	COURSE	this course	program to identify at risk students will enhance refertion

#### 2011-2012

PROGRAM: Dental Assisting Technology Supports PRCC Strategic Goal(s): 1,8
COURSE LEVEL: Radiology I (DAT 1513 and DHT 1314)
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.
CYBATECIC COALS.

- 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. 12 63 44 63

- To provide quality student services.

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

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

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

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

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

  To improve communication among campus personnel and community members regarding the College service agencies for basic skills, specific job skills, and technical skills training.

  To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, and technical skills training.
  - 60 100

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	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	s and Commerce Technology to students wil	thin the PRCC district.
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable Knowledge
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
	impact on student) WHAT should a	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
	student know, think, or be able to do	the outcome be measured?	attainment of outcome?	IMPROVE.
	upon completion of program/course?			
	Describe the relationship holycon	On a written test, 80% will identify	95% of students correctly identified short	Outcomes are adequate but improvements
	Y my more leading to a possible of the leading to t	shortwave energies on the electromagnetic	wave radiant energy to be the most	include the addition of a CDA Exam
	A-ray wavelengin and penenanon	scale to be the most penetrating	penetrating	blueprint/text to the course syllabi
	Describe the characteristics of the	aliz llim stabilist of 80% of suidoots will cite	bas "setters on" heditachi vimerron %58	Outcomes are adequate, but improvements
	interaction of ionizing radiation and	on inner orbiting election and an experience	so issue ochitisa slodron so	include the addition of the CDA/Exam
	fissue when the photoelectric effect	an inner or owing election and no scatter	observation of the photocontin office	Question and answer rationales for
	occurs	radiation to treming the photoelectric effect	chalacterishes of the photoelectric effect.	Radiology
	To retain students thmuch completion	sid) etalomos (liw strabuts to %07 tase) to	Alligaseonia atridenta jo % 8 8	Outcomes are adequate, but participating in
	of this course		completed this course	the grades first program to identify at risk
		oc noo		students will enhance outcomes

Supports PRCC Strategic Goal(s): 1, 3, 7, 8	ilties for all who seek them.	have been prepared. Inity services, And make pecific job skills, and	oyment in the field of dental hygiene.	ollege students.	USE OF RESULTS – Actionable Knowledge Its (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE</u> .	Outcomes are adequate, but recent improvements instructors decided upon include quarterly meetings of local dental hygienists held at PRCC and program director giving quarterly updates to local dental society.	National Board results have been and continue to be reviewed annually by subject area with syllabi being adjusted accordingly.	Recent clinical improvements to build skills beyond past training methods included: (a) installation of complete digital intra and extra-oral radiographic systems (b) installation of practice management and clinical software and 16 computers to allow students to gain more current clinical experiences.	
oddns	ding quality educational and service opportur	id/or to be successful in careers for which they g distance education. infessional development. faculty and staff performance, augment commollege goals, objectives, and activities. It, and public service agencies for basic skills, s	will qualify students for entry-level emp	ental hygiene to Pearl River Community C	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	87% of graduates are employed the Dental Hygiene profession as of 9/1/11. 100% completed the program.	100% of graduates have successfully passed the National Board for Dental Hygiene.	100% of graduates have successfully passed the clinical licensure exam CITA.	A sampling of student learning outcomes in dental hygiene technology follow:
	College is a public institution committed to provi	TEGIC GOALS:  To prepare students to transfer and be successful in their studies at bacceleureate 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 well, and provide opportunities for their 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 skills training.	program which upon successful completion	To provide a technical program of study in de	ASSESSMENT CRITERIA—Criterion for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	85% of graduates will be employed in the Dental Hygiene profession after graduation.	85% of graduates will successfully pass the National Board for Dental Hygiene.	85% of graduates will successfully pass the clinical exam of CITA.	A minimum of 80% of students enrolled in
Program: Dental Hygiene Technology	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	1. To prepare students to transfer and be successful in their 2. To provide quality student services. 3. To provide access to college courses and programs using to employ qualified faculty and staff, compensate them 5. To provide facilities, technology, and support staff in ord college services available via the Internet. 6. To improve communication among campus personnel at 7. To recruit and retain students from a diverse population. 8. To provide workforce training programs that meet require technical skills training.	PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide a technical program of study in dental hygiene to Pearl River Community College students.	LEARNING OUTCOMES — Measurable Indicators (More specific description of impact on student) <u>WHAT</u> should a student know, think, or be able to do upon completion of program/course?	The student will gain employment in the Dental Hygiene profession.	2 The student will pass the written National Board for Dental Hygiene.	The student will pass the clinical exam of the Counsel of Interstate Testing Agencies.	4 The student will be prepared to be successful for a career as a dental

Although 100% of the Dental Hygiene students achieved the student learning outcomes, in addition to conventional paper records and radiology utilizing film, cutting edge technology has been installed for clinic use. Complete digital intra and extra-oral imaging is now available as well as film. Students now have available practice management and clinical software utilizing 16 new clinical computer stations.			
80% will correctly charf an oral clinical exam. 100% achieved this student learning outcome. 80% will correctly expose an FMX on a live patient. 100% achieved this student learning outcome.	80% will be able to correctly interpret an FMX from a live patient. 100% achieved this student learning outcome.	. 80% will be able to correctly evaluate and record a patient's medical history. 100% achieved this learning outcome.	
complete dental hygiene student leaming outcomes.			
hygienist.			

2011-2012

PROGRAM: Dental Hygiene Supports PRCC Strategic Goal(s): 1,8	: 1,8
COURSE LEVEL: DHT 2612 Dental Materials	
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:	

# 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. 4.56.4.6

- To provide quality student services.

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

  To provide access to college courses and programs using various instructional methods, including development.

  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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 relain 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. 9 7 8

	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Dental Hygiene to students within the PRCC district.	Hygiene to students within the PRCC district.		
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge	
. <u>=</u>	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to Improve	
<u> </u>	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or	
	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.	
<u></u>	program/course?				
	Be able to compare advantages and	80% will be able to correctly compare	88% were able to correctly compare	It was decided improvements include	
	disadvantages of light and chemical	advantages and disadvantages of light	advantages and disadvantages of light	updating course/syllabus with new National	
	cure composites.	and chemical cure composites.	and chemical cure composites.	Board Review manual.	
. 4	2 Be able to explain the importance of	80% will be able to explain the importance	94% were able to explain the importance	It was determined that improvements	
	proper eye protection when light curing	of proper eye protection when light curing	of proper eye protection when light	include updating course/syllabus with new	
	dental materials.	dental materials.	curing dental materials.	National Board Review Manual.	
	3 Be able to list the steps in proper	80% will be able to list the steps in proper	88% were able to list the steps in proper	Instructors decided that improvements	
	dental sealant placement.	dental sealant placement.	dental sealant placement.	include utilizing a variety of sealant products	
				in clinic.	

#### 2011-2012

_	PROGRAM: Dental Hygiene			Supports PRCC Strategic Goal(s): 1, 8	
	COURSE LEVEL: Periodontics (DHT 1513)				
	MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	ss for all who seek them.	
	STRATEGIC GOALS:				
			baccalaureate institutions and/or to be successful in careers for which they have been prepared.	y have been prepared.	
		To provide access to college courses and programs using various instructional methods, including distance education.	sluding distance education.		
	To employ qualified faculty and staff, co     To provide facilities, technology, and su	To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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	neir professional development. ance facully and staff performance, augment comn	nunity 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.	he College goals, objectives, and activities.		
	7. To recruit and retain students from a diverse population. 8. To provide workforce training programs that meet requir technical skills training.	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.	tional, and public service agencies for basic skills.	specific job skills, and	Г
	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment	in business or industry and/or additional	
	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Dental Hygiene to students within the PRCC district	Hygiene to students within the PRCC district.		
<u> </u>	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS - Actionable Knowledge	
_	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
	on student) WHAT should a student know, think, or be able to do upon completion of	intended outcome) HOW will attainment of the outcome be measured?	results were achieved) WHAT was level of attainment of outcome?	program performance). Make a <u>CHANGE</u> or IMPROVE.	
	program/course?				
	1 Be able to explain the function of the	80% will be able to correctly explain the	94% were able to correctly explain the	Instructor has determined that	
	four (4) tissues of the penodontium.	function of the four (4) tissues of the	periodontium on a written exam.	Board Review evaluation and	
		לפווססטווותון סון א אווניפון פעפוון		course/syllabus updates.	
	2 Describe the clinical signs of gingival	80% will be able to describe the clinical	100% were able to describe the clinical	Instructor has decided that improvements	
	imflammation.	signs of gingival inflammation on a written	sígns of gingival inflammation on a	included correlating EagleSoft and gingival	
1	3 Be able to calculate the width of	80% will able to calculate the width of	94% were able to calculate the width of	Instructor decided that improvements	_
		attached gingival on a written exam.	attached gingival on a written exam.	included using EagleSoft to apply knowledge in clinical setting.	
J					1

2011-2012

echnology Supports PRCC Strategic Goal(s): 1, 3, 7	oublic institution committed to providing quality educational and service opportunities for all who seek them.	
PROGRAM OF STUDY: Family and Consumer Science Technology	MISSION STATEMENT: Pearl River Community College is a public instit	
PROGRAM OF STUDY: 8	MISSION STATEMENT: P	

#### STRATEGIC GOALS:

- To prepare students to transfer and be successful in their studies at baccafaureate 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 well, and provide opportunities for their 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. - 20 B 4 B

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- 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.

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Œ	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	and Commerce Technology to students wil	thin the PRCC district.
	OJECTIVES - Broad description of goals	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS – Actionable Knowledge
		Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
		intended outcome)	results were achieved).	program performance).
	Insure that each program is following our statewide standardized curriculum	Each program will be evaluated by the	Each Career-Technical program is	Instructors decided to participate in curriculum revisions which are completed on
	in order to properly prepare our students to enter the workforce or	state using predefined standards and evaluations tools.	evaluated at the crit of critical systems of critical and critical enrollment	a five year rotation schedule with the Research and Curriculum Unit at Mississippi
	transfer to a university.		Follow-up reports to the state.	State University.
		According to the college's policies and procedures, each instructor who has been employed at PRCC for 6 years or less will	Department chairs meet with all instructors who are evaluated to discuss	The Career-Technical Chairs decided to create a plan of improvement for any includes the back helpon of 60% on any
(1	by supervisor and student evaluations.	be evaluated by their supervisor annually. Instructors who have been employed more	supervisor evaluations,	items in the evaluation. If a plan of
		than 6 years will be evaluated every 3		improvement is needed, a follow-up meeting will be held
(4)	3 To train students to be successfully	80% of the students enrolled in the	88% of the students enrolled in the	Instructors decided to stress the importance
	and gainfully employed in the field	program of student will successfully	following programs successfully	of each student learning outcome.
	trained.	complete the desired student learning	completed the desired student learning	Achieving outcomes will help the students
		outcomes.	outcones.	employee.
		It should be noted that 2010-2011 student		
_		learning outcomes will continue to be assessed. The following student learning		
		outcomes will be among those included for		
		year.		
		Early Childhood Education Technology:		
	1			

will be created.  The outcome was successful so the instructor decided to continue to use the instructional technique used to teach this learning outcome.  The instructor determined to continue to work with students, try innovative teaching methods and revise instruction	The instructor decided to continue to work with students, try innovative teaching methods and revise instruction.  The instructor determined to create additional assignments/exercises to help reinforce the student learning outcomes.  The instructor decided to continue to work with students pertaining to basic math skills and provide revised instruction as needed.	Instructors decided to implement certifications to their programs. This will give our graduates a recognized credential upon graduation from their program of study.
safe use of clippers, razors, shears, and combs.  100% of the students demonstrated procedure in providing a client with a haircut.  100% of the students described how to successfully manage a barber/style shop.	91% demonstrated accuracy in reading comprehension skilts.  86% demonstrated accuracy in basic math skilts.  86% demonstrated accuracy in basic math skilts without use of calculator.	95% of the students will successfully pass the MS-CPAS exam or state board exam.
Student will demonstrate the safe use of clippers, razors, shears, and combs.  Student will demonstrate procedure in providing a client with a haircut.  Student will describe how to successfully manage a barber/style shop.	Related Studies  Student will demonstrate accuracy in reading comprehension skills.  Student will demonstrate accuracy in basic math skills.  Student will demonstrate basic math skills without use of calculator.	60% of students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce as determined by c-pass or state board exam.
		To instruct students through curricula which have been created by the Mississippi State University Research and Curriculum Unit instructors from all programs in the state.

#### 2011-2012

AS AS	Supports PRCC Strategic Goal(s): 2, 6	stitution committed to according quality aducational and canica government unities for all who seek them
PROGRAM OF STUDY: Family and Consumer Science Technolog	PROGRAM: Barbering	MISSION STATEMENT: Pearl River Community College is a public instit

#### STRATEGIC GOALS

- To prepare students to transfer and be successful in their studies at baccataureate institutions and/or to be successful in careers for which they have been prepared.
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- To provide quality student services.

  To provide quality student services.

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

  To provide access to college courses and programs using various instructional methods, including development.

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

  To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performent is provided facilities, technology, and support staff in order to improve student and staff in order to improve communication among campus personnel and community members regarding the College goals, objectives, and activities.

  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 skills training.

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	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Barbering to students within the district.	pering to students within the district.		
	PROGRAM OUTCOMES- Broad	ASSESSMENT CRITERIA- Criteria for	ASSESSMENT RESULTS- Outcomes	<b>USE OF RESULTS ~</b> Actionable knowledge	
	description of intended impact on	Evaluation ( Variables related to success of	assessment (states how well intended	(How knowledge gained will be used to	
S	students (program goals)	intended outcome) HOW will attainment	results were achieved) WHAT was level	Improve program performance).	
		of the outcome be measured?	of attainment of outcome?		
<u>'</u>	Students will demonstrate the practical knowledge and skills, which are necessary for employment in the barbering profession including cutting, shampooing, and styling.	100% of students will correctly demonstrate barbering skills including cutting, shampooing, and styling as measured through instructor evaluation.	100% of students correctly demonstrated barbering skills including cutting, styling, shampooing as measured through instructor evaluation.	Instructor has decided to continue to provide lecture and instruction to prepare students for cutting, shampooing and styling hair.	
,,,	2 Students will pass the state board	90% of students will receive a Certificate of	90% of student received a Certificate of	Instructor has decided to continue to	
	examination.	Registration to practice barbering based on results from the state board.	Registration to practice barbening based on results from the State barber board.	assignments to prepare students for	
_				passing the state board exam.	_

#### 2011-2012

PROGRAM OF STUDY: Family and Consumer Science Technology	r Science Technology			
PROGRAM: Barbering		īS	Supports PRCC Strategic Goal(s):1,3,7	_
COURSE LEVEL: Basic Practices In Barbering (BAV 1118 P01)	(BAV 1118 P01)			_
MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportuniti	es 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.	ey have been prepared.	
2. To provide access to college conress and	To provide quality student services. To provide access to college courses and proprams using various instructional methods, including distance education	cluding distance education		
	To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	heir professional development.		
5. To provide facilities, technology, and suppo	To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make	ance faculty and staff performance, augment com	munity services, and make	
6. To improve communication among cam	coincide services available of a file incoiner. To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.	the College goals, objectives, and activities.		
7. To recruit and retain students from a diverse population.	erse population.			
To provide workforce training programs technical skills training.	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.	ational, and public service agencies for basic skills	; specific job skills, and	
PURPOSE OF UNIT: To offer a technical prog	PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional	qualify students for entry-level employment	in business or industry and/or additional	
educational opportunities.				
RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Barbering to students within the PRCC district.	ng to students within the PRCC district.		
LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS — Actionable Knowledge	
indicators (More specific description of impact   Evaluation (Variables related to success of	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	

eg	educational opportunities.			
A.	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based t	To provide industry based training in Barberir	training in Barbering to students within the PRCC district.	
3	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
Š	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
ő	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
ŧ	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.
ğ	program/course?			
_	1 The student will demonstrate the ability	90% of students who complete this class	The following standards were met; and	Determination has been made to continue to
	to discuss sanitation procedures as	will perform sanitation procedures as	90% of students completed and met the	prefest.
	required by state board.	required by state board on practical tests.	requirements.	
2	The student will demonstrate the ability	90% of students who complete this class	Fourteen of fourteen completed and	Instructor decided to increase
	to demonstrate the safe use of	will demonstrate the safe use of equipment	have successfully completed the State	demonstrations, hands on activities, and lab
	equipment and various accessories.	and various accessories according to state	board examination.	activities,
		board, in Instructor evaluations, hands on,		
		Lab setting.		
જ	The student will demonstrate the	90% of students who complete this class	Fourteen of fourteen completed and	Instructor decided to continue to provide
	technique of using scissor, razor and	will use scissors, razors and electric	passed the State board exam.	lecture and adequate instruction to keep a
	electric clippers.	clippers according to state board		100% rate for students to pass State Board
		regulations, in Lab setting, Instructor		and to be proficient.
		supervision, and Practical Exams.		

#### 2011-2012

	PROGRAM OF STUDY: Family and Consumer Science Technology	Science Technology		
	PROGRAM: Barbering		Supports	Supports PRCC Strategic Goal(s):1,3,7
-	COURSE LEVEL: Fundamental Practices In Barbering (BAV 1218 P01)	irbering (BAV 1218 P01)		
	MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
-,	STRATEGIC GOALS:			
(\	<ol> <li>To prepare students to transfer and be successful in their studies at To provide quality student services</li> </ol>		baccalaureate institutions and/or to be successful in careers for which they have been prepared.	y have been prepared.
, ч	To provide access to college courses an     To employ qualified faculty and staff, col	To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	sluding distance education. neir 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.	ance faculty and staff performance, augment comn	nunity services, and make
	To improve communication among campus personnel at     To recruit and retain students from a diverse population.     To provide workforce training programs that meet require technical skills training.	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 skills training.	he College goals, objectives, and activities. ational, and public service agencies for basic skills,	specific job skills, and
_ •	PURPOSE OF UNIT: To offer a technical prog educational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment	in business or industry and/or additional
_	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Barbering to students within the PRCC district.	ng to students within the PRCC district.	
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
	on student) WHAT should a student know, think, or be able to do upon completion of	intended outcome) HOW will attainment of the outcome be measured?	results were achieved) WHAT was level of attainment of outcome?	program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
_	program/course?			
<u> </u>	The student will demonstrate the ability to discuss the suppose for confusing to	90% of students who complete this course	The following standards were met: and 90% of students completed and met the	Instructor has decided to continue with tecture and demonstration of correct
	client's hair.	will allayze a client's hall according to state board regulations.	requirements, of which 100% of students pass the State Board and received a degree and were placed in a job related to fraining.	analysis of dient hair.
1.3	The student will demonstrate the ability to identify appropriate products to be used.	90% of students who complete this course will be able to identify appropriate products to be used in accordance to state board's regulations, thru hands on. Lab setting and	Fourteen of fourteen completed and passed the State board exam.	Instructor decided to continue to provide fecture and tutoriats about hair products.
		Instructor evaluation.		
	The student will demonstrate the ability to explain hair texture, porosity, density, elasticity and the reasons for changes in hair color.	90% of students who complete this course will explain hair texture, porosity, density, elasticity and the reasons for changes in hair color according to state board regulations, written quiz, Lab setting and Instructor evaluation.	All completers have demonstrated attainment level of 100% on State Board exam.	It has been decided that instructional methods of demonstration and hands-on applications will be continued.

2011-2012

PROGRAM OF STUDY: Family and Consumer Science Technology	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	PROGRAM: Cosmetology Supports PRCC Strategic Goal(s): 1, 3, 7
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To prepare students to transfer and be successful in their studies at baccataureate institutions and/or to be successful in careers for which they have been prepared. STRATEGIC GOALS: 7,4,6,4,20

To provide quality student services.

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 well, and provide opportunities for their 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

60 12 80

technical skills training.

~	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Office Systems Technology to students within the PRCC district.	ystems Technology to students within the P	RCC district.
	PROGRAM OUTCOMES – measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE</u> .
<u></u>	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	Instructor evaluation of student demonstration of Cosmetology skills in the areas of hair, nails, and skin.	87 % of students demonstrated competency in area of hair. 85 % of students demonstrated competency in area of nails. 89% of students demonstrated competency in area of skin.	It was decided that the instructor will continue to use demonstration, lecture, and hands-on application.
η m	Exam.  To train students to be successful in the cosmetology field.	Students will receive a Certificate of Registration to practice cosmetology.  It should be noted that 2010-11 student learning outcomes will continue to be assessed during the 2011-12 and the 2012-13 academic years.	93 % of students passed State Board and received certificate.	Instructor has decided to continue to stress importance of board exam.

It was determined to continue with practical skill observation and current techniques.		
92 % of students completed student learning outcomes	85% of students developed and demonstrated color service	89% of students demonstrated proper use of chemical hair texturizers
The following student learning outcomes will be among those included for assessment during the 2011-12 school year. 70% of students enrolled will successfully complete student learning outcomes.	Student will develop and demonstrate a color service in accordance with a client's needs or expectation.	The student will demonstrate the ability to change the hair structure using chemical hair texturizers.

2011-2012

PROGRAM OF STUDY: Family and Consumer Science Technology	
PROGRAM: Cosmetology	Supports PRCC Strategic Goal(s): 1, 3, 7
COURSE LEVEL: Cosmetology Orientation (COV 1122)	
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ortunities for all who seek them.

#### STRATEGIC GOALS

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- 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 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 well, and provide opportunities for their 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

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technical skills training.

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Ľ.	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Cosmetology to students within the PRCC district.	ology to students within the PRCC district.	
_	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge
<i>-=</i>	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
0	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.
<u>a</u>	program/course?			1
_	1 The students will demonstrate the	70% of students who complete this	87% of students' success fully described	Instructor has decided to continue the study
	ability to describe the origins of the	program will describe the origins of the	the origins of cosmetology on written	of the origins of cosmetology through text
	cosmetology industry.	cosmetology industry on a written test.	tests.	books, open discussion and lectures.
(7	2 The students will demonstrate the	70% of students who complete this	100% of students did know the different	It has been determined opportunities to
	ability to list the career opportunities	program will list the career opportunities for	career opportunities available to them	research outside resources and planning
	for cosmetologist.	cosmetologists documented through field	through outside resources and field trips.	field trips to educational events will be
		trip portiolio.		increased.
(-)	3 The students will demonstrate	70% of students who complete this	85% of students demonstrated a healthy	Instructor decided to provide more
	characteristics of a healthy, positive	program will demonstrate the	positive attitude while performing on the	opportunities to practice scenarios on
	attitude.	characteristics of a healthy, positive	clinic floor.	dealing with the public on the clinic floor.
		attitude, when working with the public by a		
		skill checklist and observation of instructor.		

#### 2011-2012

Ф	PROGRAM OF STUDY: Family and Consumer Science Technology	r Science Technology		
٩	PROGRAM: Cosmetology		Supports PRCC	Supports PRCC Strategic Goal(s): 1, 3, 7
٦	COURSE LEVEL: Cosmetology Sciences I (COV 1245)	V 1245)		
2	AISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
Ŋ	STRATEGIC GOALS:			
			baccalaureate institutions and/or to be successful in careers for which they have been prepared.	, наve been prepared.
1 W		to provide access to college courses and programs using various instructional methods, including distance education.	sludina distance education.	
4. 0		To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	heir professional development.	under societies and make
•	Colle	ביייים איניים וני ווייים איניים איניי	ance facility and stan periodicance, addition continu	dinij services, gra irana
9.7.	•	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.	he College goals, objectives, and activities.	
œ	techi	To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and nical skills training.	tional, and public service agencies for basic skills,	specific job skills, and
	URPOSE OF UNIT: To offer a technical prog	PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional	ualify students for entry-level employment i	n business or industry and/or additional
a)	educational opportunities.			
~	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Cosmetology to students within the PRCC district.	ology to students within the PRCC district.	
_	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS — Actionable Knowledge
<u>.=</u>	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
•	on student) WHAT should a student know,	Intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
<b>⇒</b> •	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome?	IMPROVE.
~	The student will demonstrate the ability	70% of students who complete this course	92% of students were able to describe	Instructor determined to discuss and
	to define hepatitis and Acquired	will correctly define hepatitis and AIDS and	and define hepatitis and AIDS.	continue the use of open discussion, and
	Immune Deficiency Syndrome (AIDS)	explain how they are transmitted on a		Willen lest.
	and explain how they are transmitted.	written test.		
7	+	70% of students who complete this course	93% of students were able to list and	The need for more open discussion and
	to define the types and classifications of bacteria.	will define the types and classifications of bacteria as evidenced by written test.	describe various types and classifications of bacteria.	questions and answer settings has been determined.
	_			
<u>ო</u>	The student will demonstrate the ability to demonstrate how to safely sanitize and disinfect various salon tools and surfaces.	70% of students who complete this course will be able to safely sanitize and disinfect various salon tools and surfaces while working on the general public using an instructor checklist.	92% of students demonstrated the ability to perform safely sanitation and disinfection on the clinic floor.	The instructor has decided to provide opportunities for increased study of sanitizing and disinfection and practice of demonstration on clinic floor.

#### 2011-2012

PROGRAM OF STUDY: Family and Consumer Science Technology	
PROGRAM: Cosmetology Supports PRCC Strategic Goal(s):1, 3, 7	egic Goal(s):1, 3, 7
COURSE LEVEL: Hair Care I (COV 1426)	
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	m.
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.	
z. 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	ake
<u>ල</u> .	
6. To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.	
/. 10 rectur and retain stddents from a diverse population. 8. To provide workforce fraining programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and 8.	
technical skills training.	
PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional	try and/or additional
educational opportunities.	
RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Cosmetology to students within the PRCC district.	
LEARNING OUTCOMES - Measurable   ASSESSMENT CRITERIA - Criteria for   ASSESSMENT RESULTS - Outcomes   USE OF RESULTS - Actionable Knowledge	<ul> <li>Actionable Knowledge</li> </ul>
indicators (More specific description of impact   Evaluation (Variables related to success of Assessment (States how well intended (How knowledge gained w	(How knowledge gained will be used to improve
on student) WHAT should a student know, intended outcome) HOW will attainment of results were achieved) WHAT was level of program performance). Make a CHANGE or	e). Make a CHANGE or

	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Cosmetology to students within the PRCC district.	ology to students within the PRCC district.		
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable Knowledge	_
-=	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
<u> </u>	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or	
	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.	
	program/course?				_
	1 The student will demonstrate the ability	70% of students who complete this course	85% of students achieved learning	Instructor has decided to increase use of	
	to name and describe the structures of	will be able to name and describe the	outcome.	visual aids and open discussion.	
	the hair and root.	structure of the hair root by means of			
		testing.			
1,,	2 The student will demonstrate the ability	70% of students who complete this course	86% of students were able to list the five	Decision has been made to increase	_
	to list the five elements and principals	will list the five elements and principles of	elements and principles of hair design.	emphasis on five elements and principles of	
	of hair design.	hair design on a written test.		hair design.	
(,)	3 The student will demonstrate the ability	70% of students who complete this course	85% of students orally discussed the	Instructors decided to provide more oral	_
	to discuss the uses and benefits of	will orally discuss the uses and benefits of	uses and benefits of various shampoos	discussions and practical demonstration.	
	various shampoos and conditioners.	various shampoos and conditioners using an instructor created rubric.	and conditioners.		
4	4 The student will demonstrate the ability	70% of students who complete this course	100% of students demonstrated	It has been decided to provide more	
	to perform four basic haircuts.	will perform four basic haircuts. The	proficiency.	mannequin practice and increase number of	
		assessment will include a performance test		appointments open to general public.	
_		and a written test			_

2011-2012

pports PRCC Strategic Goal(s): 1,
Supports PRCC Strate
ology
<b>Education Techn</b>

#### 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 well, and provide opportunities for their 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 4000
  - College services available via the Internet.
- To improve communication among campus personnel and community members regarding the College goals, objectives, and activities
  - 67.8
- 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.

_ ≈   <del>~</del>	RELATIONSHIP OF UNIT TO PRCC MISSION: PROGRAM OUTCOMES – Measurable	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Office Systems Technology to students within the PRCC district.  PROGRAM OUTCOMES – Measurable   ASSESSMENT CRITERIA — Criteria for   ASSESSMENT RESULTS – Outcomes   USE OF RI	ystems Technology to students within the Pl ASSESSMENT RESULTS – Outcomes	RCC district. USE OF RESULTS – Actionable Knowledge
- 5 5 5 5	indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	(How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE</u>
_	Upon completion of this program, students will be able to identify occupational opportunities in Early Childhood Education Technology.	85% of students will be able to identify occupational changes in Early Childhood Technology based upon the MS-CPAS instrument.	87% of students who completed this program were able to correctly identify occupational opportunities in Early Childhood Education Technology.	Instructors decided to continue lecture and classroom discussion.
2	Upon completion of this program, students will be able to outline the standards and policy operations of the MDH for child care centers.	Upon completion of this program, 65% of students will satisfactorily outline the standards and policy operations of the Mississippi Department of Health for child care centers based upon the MS-CPAS instrument	87% of students who completed this program were able to correctly outline the standards and policy operations of the Mississippi Department of Health for child care centers.	It was decided to continue lecture and emphasis on standards and policy operations of child care centers.
m	Upon completion of this program, students will be able to explain the different areas of development in children.	Upon completion of this program, 80% of students will be able to explain different areas of development of children according to MS-CPAS assessments	72% of students who completed this program were able to explain different areas of development of children according to MS-CPAS assessments	Instructors decided to continue lecture and utilize textbook materials to emphasize areas of child development.

4 Upon completion of this program.  4 Upon completion of this program.  5 students will be able to discuss factors or programly 90% of students will be able to discuss factors or programly 90% of students will be able to discuss factors or children's physical and emotional health.  Contributing to children's physical and emotional health.  Contributing to children's physical and children's physical angents are children's physical angents are children's physical angents are children			
Upon completion of this program, students will be able to discuss factors contributing to children's physical and emotional health.  Upon completion of this program implement child care curriculum implement child care curriculum and implement child care curriculum and implement the program.  To retain students until completion of this program, 70% of sudents will demonstrate to plan and implement child care curriculum pased upon MS-CPAS assessment scores.	Decision made to continue to implement in-depth discussion of children's physical and emotional health,	Instructors decided to continue with lecture, demonstration, and hands-on application.	Determination made that instructors will continue to encourage students to complete required courses for graduation. Instructors will spend more time advising students and more time working with students to prevent course withdrawals.
Upon completion of this program, students will be able to discuss factors contributing to children's physical and emotional health.  Upon completion of this program students will be able to plan and implement child care curriculum.  To retain students until completion of the program.	88% of students who completed this program were able to discuss factors contributing to children's physical and emotional health based upon MS-CPAS assessment scores	75% of students who completed this program were able to plan and implement child care curriculum	80% of full-time students enrolled in the program were retained.
42 01 31	Upon completion of this course (or program), 90% of students will demonstrate the ability to discuss factors contributing to children's physical and emotional health based upon MS-CPAS assessment scores	Upon completion of this program, 70% of students will demonstrate ability to plan and implement child care curriculum based upon MS-CPAS assessment scores.	
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PROGRAM OF STUDY: Family and Consumer Sciences
PROGRAM: Early Childhood Education Technology Supports PRCC Strategic Goal(s): 1, 3, 7
COURSE LEVEL: Child Development I (CDT 1214)
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 studles 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, anomain 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.
PURPOSE OF UNIT: 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.

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	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Early Childhood Education Technology to students within the PRCC district.	ildhood Education Technology to students w	ithin the PRCC district.	-
_	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge	_
·=	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
-	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or	
	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.	
-	program/course?				
_	1 Identify and recognize the four major	80% of students will correctly identify and	72% of students were able to identify the	Instructor decided to Implement more video	
_	areas of development in preschool	correlate the major areas of development	four major areas of development in	research through use of muliti-media	
	children.	as evidenced by chapter testing and test	children	presentations, and require more reading of	
		results from the Final exam.		professional journals.	
					_
14	2 Demonstrate the responsibilities and	60% of students will accurately relay the	72% of students were able to	It has been decided to delegate specific lab	
	role of the teacher.	responsibilities and role of the teacher as	demonstrate the responsibilities of the	hour requirement as it relates to the	_
		evidenced by chapter testing and test	teacher,	responsibilities of the preschool educator.	_
		results from the Final exam.			
					ĺ

Δ	PROGRAM OF STUDY: Family and Consumer Sciences	r Sciences		
_	PROGRAM: Early Childhood Education Technology	nology		Supports PRCC Strategic Goal(s): 1, 3, 7
0	COURSE LEVEL: Child Health and Safety (CDT 1343)	T 1343)		
2	115SION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ling quality educational and service opportunitle	s for all who seek them.
	STRATEGIC GOALS:			
0		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.	is and/or to be successful in careers for which they	y have been prepared.
<u>, બ 4 તા</u>		To provide quality student services. To programs using various instructional methods, including distance education. To provide access to college courses and programs using various instructional methods, including distance development. To provide facility and staff compensate them well, and provide opportunities for their professional development. To provide facilities were the hoper staff in order to improve student beaming, enhance faculty and staff performance, augment community services, and make	luding distance education. leir professional development. nce faculty and staff performance, augment comm	nunity services, and make
. 6.			members regarding the College goals, objectives, and activities. iness, industry, educational, and public service agencies for basic skills,	specific job skills, and
م ق	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	in business or industry and/or additional
œ	ELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Early Childhood Education Technology to students within the PRCC district.	ildhood Education Technology to students w	vithin the PRCC district.
_	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS – Actionable Knowledge
.⊆	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
0	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or IMPROVE
<u> </u>	think, or be able to do upon completion of program/course?			
~	Explain Universal Precaulions	80% of students will correctly explain Universal Precautions as evidenced by chapter testing and test results from the Final exam.	50% of students were able to identify Universal precautions	Instructors have decided to utilize video presentations, and research documentation through the use of professional journals and mainstream media.
2	Identify common communicable diseases	70% of all students will correctly identify communicable diseases as evidenced by chapter testing and test results from the Final exam.	63% of students were able to correctly identify communicable diseases	The need to implement First Aid certification through a local health care agency has been established.
m	Recognize signs of child abuse and explain caregiver responsibility	80% of all students will correctly identify the 4 types of abuse and will be able to explain caregiver responsibility as evidenced by chapter testing and test results from the Final exam.	57% of students were able to identify the 4 types of abuse	If has been decided to request more documentation through research papers on the roles and responsibilities of DHS as it relates to the well being of children.

PROGRAM OF STUDY: Family and Consumer Sciences	er Sciences		
PROGRAM: Early Childhood Education Technology	hnology		Supports PRCC Strategic Goal(s): 1, 3, 7
COURSE LEVEL: Creative Arts for Young Children (CDT 1314)	ildren (CDT 1314)		
MISSION STATEMENT: Pearl River Communit	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
IRATEG			
	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.	ns and/or (o be successiul in careers for which they	y nave been prepareo.
<ol> <li>To provide access to college courses and p</li> <li>To employ qualified faculty and staff, comp</li> <li>To provide facilities, technology, and suppo</li> <li>College services available via the Internet.</li> </ol>	To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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.	ivding distance education. neir professional development. ince faculty and staff performance, augment comm	nunity services, and make
To improve communication among campus personnel er     To recruit and retain students from a diverse population.     To provide workforce training programs that meet require technical skills training.	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 skills training.	ne College goals, objectives, and activities. Itional, and public service agencies for basic skills,	specific job skilks, and
PURPOSE OF UNIT: To offer a technical pro educational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	n business or industry and/or additional
RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Early Childhood Education Technology to students within the PRCC district.	ildhood Education Technology to students w	vithin the PRCC district.
LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge
indicators (More specific description of impact on student) WHAT should a student know,	Evaluation (Variables related to success or intended outcome) HOW will attainment of	results were achieved) WHAT was level of	(now knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or MARGOVE
think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome ?	INTROVE.
Identify developmentally appropriate     art experiences for preschool children	90% of students will successfully compile a working portfolio of developmentally appropriate art activities as evidenced in successful submittal of 50 examples of appropriate art activities as compiled and reflected in Portfolio format.	72% of students successfully compiled a working portfolio of developmentally appropriate creative activities for preschool children.	Instructor has decided to implement more child generated creative experiences through delegating more specific lab time to the art activities.
Categorize appropriate music and movement experiences for young children.	90% of students will successfully compile a working portfolio of developmentally appropriate music activities as evidenced in successful submittal of 50 examples of song lyrics, illustrations and finger plays as compiled and reflected in Portfolio format.	72% of students successfully compiled a working portfolio of developmentally appropriate musical activities.	The instruction has decided to delegate more lab time to creative experiences through delegating more specific lab time to music identification and movement activities.

#### 2011-2012

Δ.	PROGRAM: Early Childhood Education Technology	nology		Supports PRCC Strategic Goal(s): 1, 3, 7
٥	COURSE LEVEL: Student Teaching II (CDT 2925)	25)		
2	AISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
.v	STRATEGIC GOALS:			
← (			baccalaureate institutions and/or to be successful in careers for which they have been prepared.	y have been prepared.
v m		ro provide access to college courses and programs using various instructional methods, including distance education.	luding distance education.	
<b>4</b> , r0	• •	To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, technology and support staff in order to improve student learning, enhance faculty and staff beformance, augment community services, and make	neir professional development. ance faculty and staff performance, augment comm	nunity services, and make
_	·	let.		
Ø 1~ 80		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 skills training.	he College goals, objectives, and activities. Itional, and public service agencies for basic skills,	specific job skills, and
_ <u> </u>	PURPOSE OF UNIT: To offer a technical progedurational population	PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional	ualify students for entry-level employment i	in business or industry and/or additional
~	ELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Early Childhood Education Technology to students within the PRCC district.	ildhood Education Technology to students w	vithin the PRCC district.
تــا	LEARNING OUTCOMES — measurable	ASSESSMENT CRITERIA -Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
.⊆	indicators (More specífic descriptíon of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to Improve
ō	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) <u>WHAT</u> was level of	program performance). Make a <u>CHANGE</u> or
<b>‡</b> ā	think, or be able to do upon completion of program/course?	the outcome de measured?	attainment of outcomer	INTROVE.
-	Students will implement	90% of students will successfully	Based upon final scores, 70% of	It was determined to implement a more
	developmentally appropriate	implement Developmentally Appropriate	students incorporated developmentally appropriate curriculum in instructional	accountable time clock system to insure accuracy of student involvement in Lab
	based on knowledge of child	scores.	practices.	school.
	development, curriculum goals, and			Provide more detailed lesson plan
_	content through active learning			preparation.
	centers.			Improve scheduling departure of completing students.
7	Students will demonstrate competent	75% of students will successfully demonstrate knowledge of skills necessary for management of early childhood	Based upon final scores 88% of students were able to demonstrate competent management skills for early childhood	Instructors decided to implement lab hours specific to administrative paper work.
	education programs.	education programs as evidenced through the discussion essay of the CPAS.	education programs.	

2011-2012

#### 3, 7 ٦ Supports PRCC Strategic Goal(s): PROGRAM OF STUDY: Family and Consumer Sciences Related Studies Program:

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:

- 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. **₹**20 € 4 €
  - 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 well, and provide opportunities for their 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 60 ~ 80
- 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.

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

RELATIONSHIP OF UNIT TO PRCC MISSION: To serve as a support component to students enrolled in the career and technical programs at PRCC.  LEARNING OUTCOMES – Measurable ASSESSMENT CRITERIA —Criterion for student know, on student know, the outcome be measured?  Intended outcome b
EARNING OUTCOMES – Measurabl EARNING OUTCOMES – Measurabl rdicators (More specific description of in student) WHAT should a student knowink, or be able to do upon completion crogram/course?  Upon completion of Related Studing class, students will be elig

Upon completion of Related Studies	80% of students will have a semester	83% of students e
reading class, students will be eligible to average of C or higher as recorded by	average of C or higher as recorded by	average of C or hi
enroll in Psychology, Biology, and/or	instructor on final grade report and enroll	enroll in Psycholog
Oral Communication,	in Psychology, Biology, and/or Oral	Communication.
	Communication.	
Upon completion of Related Studies	80% of students will have a semester	79% of students e
math class, students will be eligible to	average of C or higher as recorded by	average of C or hi
enroll in Beginning Algebra.	instructor on final grade report and enroll	enroll in Beginning

N

ogy, Biology, and/or Oral

80% of students will have a semester	79% of students earned a s
average of C or higher as recorded by	average of C or higher and
instructor on final grade report and enroll	enroll in Beginning Algebra.
in Beginning Algebra.	

It has been determined additional homework assignments need to be required.	
79% of students earned a semester average of C or higher and are eligible to enroll in Beginning Algebra.	
80% of students will have a semester average of C or higher as recorded by instructor on final grade report and enroll in Beginning Algebra.	
oletion of Related Studies , students will be eligible to ginning Algebra.	

L	PROGRAM OF STUDY: Fine Arts and Communication	ication	3	Supports PRCC Strategic Goal(s): 1, 2, 3, 5
_ <	AISSION STATEMENT: Pearl River Community	college is a public institution commítted to provic	MISSION STATEMENT: Pearl River Community College is a public institution commítted to providing quality educational and service opportunities for all who seek them.	or all who seek them.
N + 2 8 4 4 6 4 8	RATEG	To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in careers for when the provide quality student services.  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 well, and provide opportunities for their professional development.  To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment 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 basitechnical skills training.	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 well, and provide opportunities for their 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 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 skills training.	nave been prepared. nity services, And make
a <b>=</b>	PURPOSE OF UNIT: To offer an academic program of study which lea those students who plan to complete a degree at a senior college or	gram of study which leads to the Associate ir e at a senior college or university.	PURPOSE OF UNIT: To offer an academic program of study which leads to the Associate in 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.	and/or meets transfer requirements for
<u></u>	ຣັ	support the philosophy, mission, and goals	of Pearl River Community College.	
	OBJECTIVES - Broad description of departmental goals	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved).	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance).
~	Begin implementation of assessment of student learning outcomes in courses	Student learning outcomes will be evaluated in two additional courses.	Assessment of SLOs was completed in two additional Fine Arts and Communication courses: SPT 2233, Theater Appreciation and MUS 1113, Music Appreciation.	It was decided additional courses will continue to be included in official assessment each school year.
	To provide quality instruction in courses which will satisfy the fine arts and for oral communication requirement of the core curriculum for both academic and technical programs of study. (Goels: 1,3,4,5,7)	A minimum of 60% of all students enrolled in Fine Arts and Communications core curriculum classes will successfully complete the Student Learning Outcomes.	Core Courses assessed: % successful SPT 1113 MUS 1113 78% SPT 2233 64%	If was determined two of the four SLOs for SPT 2233 were well below 60%. Instructors will place additional emphasis on these objectives in future sections.
<u>ო</u>	To provide quality instruction in courses which parallel the first two years of a Bachelors degree for majors in Art, Music, Theater and Speech/Communication. (1,3,4,5,7)	A minimum of 60% of all students enrolled in Fine Arts and Communications classes for majors will successfully complete the Student Learning Outcomes.	FA&C Major courses assessed: % success MUS 2223	Instructors decided assessment of additional courses for FA&C majors will begin in 2012-13.
4	To provide a variety of cultural activities in the arts for PRCC students and the community through performances by student ensembles, guest recitals/concerts, student art exhibits, and drama productions (Goals 1,2,3,4,5,7)	At minimum of six fine arts events (art, music, dance, drama) will be presented each year.  Attendance figures for all Fine Arts activities and events will be evaluated	36 total events for 2011-12 included: 5 Art exhibits (3 student, 2 guest) 7 Instrumental performances 1 guest recital/concert 12 Choral performances 8 Student Recitals 1 Musical Theater event	A decision was made to include dance performances will be made when a suitable venue is completed.

be 1 Acting recital g future 1 Faculty recital es by ill be ption.	state state a Performances/events included: state as Performances/parades by marching band a Performances/parades by marching band a Competition by dance team a 1 State competition by dance team a 1 State competition by dance team a 1 State festival by choir a 1 Regional festival by showchoir a 2 local events by jazz band a 10 performances by faculty	And the Retention rates for assessed courses for 2011-12 are as follows:  2011-12 are as follows:  MUS 1113 - 83.4, MUS 2223 - 100%, SPT need of extra attention.  1113- 78.5%, SPT 2233- 87.5%
annually. Audience responses will be taken into account when scheduling future activities. Critiques of performances by students, faculty and community will be reviewed to gauge audience perception.	Student and/or faculty will perform at a minimum of 10 local, regional, and state and national events each year.  Continuing invitations for performances by PRCC students and faculty in local, regional and national events. Monitor enrollment and interest in student performing groups. Adjudication of performances in competitions.	At least 70% of students enrolled at date of reconciliation will complete the course.
	To serve as ambassadors/recruiters for the college through performances by students and faculty in local, regional, state and national events. ( <i>Goals</i> 2,3,4,5,7)	6 To retain students through completion of the course.

	PROGRAM OF STUDY: Fine Arts and Communication	nication	dns	Supports PRCC Strategic Goal(s): 1, 2, 3, 5	
	INSTRUCTIONAL AREA: Music				
	COURSE LEVEL: Music Appreciation (MUS 1113)	.13)			
_	MISSION STATEMENT: Pearl River Community	College is a public institution committed to provic	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	or all who seek them.	
	STRATEGIC GOALS:				
	To prepare students to transfer and be su	uccessful in their studies at baccalaureate institutior	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.	lave been prepared.	
	<ol> <li>10 provide quality student services.</li> <li>To provide access to college courses and</li> </ol>	To provice quality stucent services. To provide access to college courses and programs using various instructional methods, including distance education.	studing distance education.		
_	<ol> <li>To employ qualified faculty and staff, con</li> </ol>	To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	neir professional development.		_
	5. To provide facilities, technology, and support staff in order to improve	port staff in order to improve student learning, enha	student learning, enhance faculty and staff performance, augment community services, and make	nity 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.	ne College goals, objectives, and activities.		
		erse population.			_
	<ol> <li>To provide workforce training programs technical skills training.</li> </ol>	hat meet requirements of business, industry, educa	To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and fechical skills training.	ecritic job skills, and	
	PURPOSE OF UNIT: To offer an academic pro	gram of study which leads to the Associate in	PURPOSE OF UNIT: 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	and/or meets transfer requirements for	
_	those students who plan to complete a degree at a senior college or i	ee at a senior college or university.			
	RELATIONSHIP OF UNIT TO PRCC MISSION: T	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	of Pearl River Community College.		
Ц	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS — Actionable Knowledge	
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to	
	impact on student) WHAT should a	intended outcome) HOW will attainment of	were achieved) WHAT was level of attainment	improve program performance). Make a	
	student know, think, or be able to do upon	the outcome be measured?	of outcome?	CHANGE or IMPROVE.	

A.	ELATIONSHIP OF UNIT TO PRCC MISSION: To	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	s of Pearl River Community College.	
L	LEARNING OUTCOMES — Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
	impact on student) WHAT should a	intended outcome) HOW will attainment of	were achieved) WHAT was level of attainment	improve program performance). Make a
	student know, think, or be able to do upon	the outcome be measured?	of outcome?	CHANGE or IMPROVE.
	completion of program/course?			
-	Students will attend a pre-	70% of students will attend a live	77% successfully completed this	It was decided the importance of attending
	approved, live musical performance	performance and submit a written	3% were not successful.	decrease the number of non-submits.
	and submit a written critique.	critique which addresses the musical		
		elements, medium and style		
		period(s) of the performance pieces.		
2	Students will identify the musical style period of selected listening	60% of students will correctly identify the musical style period upon	70% were successful at this task. 15% were not successful. 15% did not submit.	It has been planned to explore the possibility of further integration of the text's on-line listening guides and posting
	examples.	hearing selected listening examples on an aural examination.		additional examples for student access on Blackboard.
က	Students will visually identify the	70% of students will visually identify	88% success rate for this test.	Instructors noted that clarification was
	most common representative	representative instruments from	/ were not succession. 5% did not submit.	instruments was also a component to be
	instruments from each family of	each family of musical instruments.		identified.
	musical instruments.			

۵	PROGRAM OF STUDY: Fine Acts and Communication	pication	ons	Supports PRCC Strategic Goal(s): 1, 2, 3, 5
2	INSTRUCTIONAL AREA: Music			
ַ	COURSE LEVEL: Music Theory IV (MUS 2223)			
Σ	(ISSION STATEMENT: Pearl River Community	College is a public institution committed to provic	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	or all who seek them.
ST	STRATEGIC GOALS:			
<del></del> ⟨	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.	nave been prepared.
ý 65 v		To provide access to college courses and programs using various instructional methods, including distance education.	luding distance education.	
÷ rų		To employ qualified raculty and stain, compensate trieff well, and provide opportunities for trief professional development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performa College sevalable via the Internet.	to employ qualitied raculty and start, compensate titern weit, and provide opportunities for titer processionar development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make context available via the Internet	nity services, and make
6.7.89		Definition of the communication among campus personnel and community members regarding the College goals, objectives, and activities. To improve communication among campus population.  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 basistical skills training.	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 skills training.	pecific job skills, and
<u>ਵ</u> ਦ	PURPOSE OF UNIT: To offer an academic program of study which leads to the $^{ m A}$ those students who plan to complete a degree at a senior college or university.	gram of study which leads to the Associate in se at a senior college or university.	PURPOSE OF UNIT: 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.	and/or meets transfer requirements for
8	ELATIONSHIP OF UNIT TO PRCC MISSION: To	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	of Pearl River Community College.	
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIACriteria for	ASSESSMENT RESULTS Outcomes	USE OF RESULTS — Actionable Knowledge
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
	impact on student) WHAT should a	intended outcome) HOW will attainment of	were achieved) WHAT was level of attainment	improve program performance). Make a
	student know, think, or be able to do upon completion of program/course?	the outcome be measured?	of outcome?	Chause of IMPROVE.
~	Analyze and realize harmonic	Students will correctly analyze and notate	Students correctly analyzed the examples	It was decided to place a much greater
	progressions containing enharmonically reinterpreted chords.	musical examples containing enharmonically reinterpreted chords on an examination with 70% or greater accuracy.	at a success rate of only 45% this term. Notation success rate was 72%.	emphasis on the analysis of the enharmonically reinterpreted fully diminished severith chord and Ger+6 chords will be implemented in future sections.
7	Analyze and identify modulation techniques.	Students will list and describe the six modulatory techniques and will provide harmonic analysis of the techniques from musical examples with 70% or greater	67% of students successfully listed and described the six mod. Techniques. 78% of students successfully identified the modulation techniques in the musical examples.	Since students struggled with expressing these concepts in written form, additional class time will be devoted to helping students form their thoughts into cohesive statements.
		accuracy.		
m	Analyze and realize harmonic progressions containing a variety of chromatically altered chords expressed by Roman numerals, figured basses, and lead-sheet symbols.	Students will correctly notate and analyze each of the following chromatically altered chords: Neapolitan 6 <sup>th</sup> , Augmented 6 <sup>th</sup> , mode mixture, secondary functions, and altered dominant chords on an examination with 70% or greater	78% of students achieved a success rate above 70% on this task.	Following analysis of data, appropriate pedagogical changes will be implemented.

L		accuracy.			
4	4 Analyze/Identify some of advanced harmonic practices and techniques of the late 19 <sup>th</sup> century.	Students will notate/identify extended chords, altered dominant chords, and modal scales with 70% or greater accuracy.	78% of students achieved a success rate of 70% or greater on the items tested. Modal scales were not tested.	While more of the elements of late 19 <sup>th</sup> century harmonic practices were covered, even more emphasis should be placed on these elements in future classes.	_
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2011-2012

PROGRAM OF STUDY: Fine Arts and Communication Supports PRCC Strategic Goal(s): 1, 2, 3, 5
INSTRUCTIONAL AREA: Speech and Theater
COURSE LEVEL: Public Speaking (SPT 1113)
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 tearning, 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.
6. 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.
PURPOSE OF UNIT: 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

PURPOS those stu	PURPOSE OF UNIT: 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.
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	RELATIONSHIP OF UNIT TO PRCC MISSIO	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	loals of Pearl River Community College.	
<u></u>	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of more and outcompletion of the outcompletion	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a
<u> </u>	Students will write coherent Commemorative speech outlines that demonstrate their ability to use organizational formats with a clear specific purpose and central idea.	70% of students will effectively deliver the Commemorative Speech	89% successfully completed this assignment. 4% were not successful. 7% did not submit.	It has been noted that students continue to struggle with the writing aspects of this task. As a result, a pre-requisite of a score of 16 or above on the English portion of the ACT or successful completion of ENG 0123 has been added.
7	Students will write coherent Informative speech outlines that demonstrate their ability to use organizational formats with a clear specific purpose and central idea.	70% of students will accurately develop and deliver one of the four types of Informative Speeches.	78% successfully completed this assignment. 12% were not successful, 10% did not submit.	Same as above.
(*)	3 Students will write coherent Persuasive speech outlines that demonstrate their ability to use organizational formats with a clear specific purpose and central idea.	70% of students will accurately develop and deliver one of the three types of Persuasive Speeches.	75% successfully completed this assignment. 13% were not successful, 12% did not submit.	To further address the unpreparedness of many students for this course, a developmental speech course, SPT0113 Basic Public Speaking, has been added to the curriculum.

Ľ	SOUTH OF STATE OF STA	4011400	Stocking	DDCC Stratonic Goallel: 4 2 2 E
- =	INSTRICTIONAL AREA: Theatre	Turication	Slodding	Supports Fixed Strategic Goal(s): 1, 2, 3, 3
U	COURSE LEVEL: Theatre Appreciation SPT 2233	2233		
2	ISSION STATEMENT: Pead River Commun	nity College is a public institution committed to	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ortunities for all who seek them.
S	STRATEGIC GOALS:			
~ (			baccalaureate institutions and/or to be successful in careers for which they have been prepared.	nave been prepared.
i vi		To provide access to college courses and programs using vanous instructional methods, including distance education.	sluding distance education.	
4.0		To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performa	To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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	nity services, and make
4.69		College services available via the Internet. To improve communication among campus personnel and community members regarding the College goals, objectives, and activities. To expuit and retain students from a diverse constation	he College goals, objectives, and activities.	
- ω		se population. Nat meet requirements of business, industry, educa	To recivit and recall students not 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.	pecific job skills, and
π \$	PURPOSE OF UNIT: To offer an academic program of study which leads to the those students who plan to complete a degree at a senior college or university.	ogram of study which leads to the Associate at a senior college or university.	PURPOSE OF UNIT: 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.	and/or meets transfer requirements for
Œ	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	N: To support the philosophy, mission, and go	oals of Pearl River Community College.	
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA -Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable
	indicators (More specific description of	Evaluation (Variables related to success	Assessment (States how well intended	Knowledge
	impact on student) WHAT should a	of intended outcome) HOW will attainment	results were achieved) WHAT was level of	(How knowledge gained will be used to
	student know, think, or be able to do	of the outcome be measured?	attainment of outcome?	improve program performance). Make a CHANGE or IMPROVE.
	Asses a theatrical event and	70% will successfully attend a live or	88% successfully completed this	Instructors decided to continue offering
	successfully communicate that	taped performance and submit a critique	assignment. 3% were not successful and	assessment of live and taped
	assessment to others	based on Aristolle's 6 elements of drama.	8% did not submit.	performances.
7	Identify the key components and	70% will successfully identify theatrical	73% successfully achieved this outcome.	It was decided to provide more emphasis
	personnel of a theatrical production	components and personnel on an examination.	27% were not successful.	of theatrical components.
က	Compare/contrast key elements and	70% will successfully compare/contrast	46% were successful.	Instructors decided to devote additional
	theatrical styles of various eras in theatre history	historic theatrical elements and styles on an examination.	54% were not successful.	class time and discussion of the historical theatrical eras and styles.
_Ľ	+		1 3	The second state of the se
4	Describe notable influential theatre artists (playwrights, actors, educators, etc.)	70% will successfully describe influential theatre artists on an examination.	49% were successful. 51% were not successful.	The need for additional class time and discussion has been recognized and will be implemented.

	DEPARTMENTS: Science, Mathematics, and Business/Humanit INSTRUCTIONAL AREA: General Education/University Parallel	usiness/Humanities and Social Sciences/F niversity Parallel	DEPARTMENTS: Science, Mathematics, and Business/Humanities and Social Sciences/Fine Arts and Communication/Health, Physical Education, and Recreation INSTRUCTIONAL AREA: General Education/University Parallel	ducation, and Recreation Supports PRCC Strategic Goal(s): 1, 3
	AISSION STATEMENT: Pearl River Community C	ollege is a public institution committed to pro	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	for all who seek them.
<u>N + 9 9 9 4 70</u>	<b>≥</b>	ful in their studies at baccalaureate institutions ams using various instructional methods, inclusute them well, and provide opportunities for thei aff in order to improve student leaming, enhand	TEGIC 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 well, and provide opportunities for their professional development.  To provide facilities, technology, and support staff in order to improve student leaming, enhance faculty and staff performance, augment community services, and make College services available via the Internet.	been prepared.
Q F. 89		sonnel and community members regarding the pulation. et requirements of business, industry, education	embers regarding the College goals, objectives, and activities. ss, industry, educational, and public service agencies for basic skills, specific job skills, and	fic job skills, and
	URPOSE OF UNIT: To assure that graduates c	of Pearl River Community College possess	PURPOSE OF UNIT: To assure that graduates of Pearl River Community College possess the knowledge and skills generally expected of an educated person.	f an educated person.
~	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide general education which is essential to a quality academic program.	provide general education which is esse	ntial to a quality academic program.	
د	DEPARTMENTAL OUTCOMES- measurable	ASSESSMENT CRITERIA -Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS - Actionable Knowledge
_= O E	indicators (More specific description of impact on student, faculty, staff, and community members)	Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	(How knowledge gained will be used to Improve program performance). Make a CHANGE or IMPROVE.
1	Oral Communication	70% of students will accurately develop	Informative 78% of students enrolled met this	It has been noted that students continue to
	Students will write coherent	and deliver one of the four types of	SLO.	struggle with writing. An oral communication pre-requisite score of 16 or above on the ACT
	demonstrate their ability to use	Informative speeches.		or successful completion of ENG 0123 has been added.
	organizational formats with a clear specific purpose and central idea.			
~	Computer Literacy Identify basic terminology associated with computers including hardware, software, communications, and computer security.	70% of students who complete this course will identify 3 terms associated with hardware on the final exam.	40% Success Rate	Instructors have decided to alter instructional methods and provide alternative means of introducing terms.
<u></u>	Mathematics The criticant will colve linear equations	70% of students who complete this course will correctly solve a linear inequality on	90% of students enrolled in fall 2011 semester arhieved this outcome. 87.5% of students	A decision was made to continue to monitor differences in achievement in the Fall and
	and inequalities.	the final exam.	enrolled in spring semester recognized success.	Spring to determine change needed.
4	Natural Sclences Describe the fundamental principles of	At the end of the lecture course, 60% of the students will identify the importance	79% of students enrolled achieved this Student Learning Outcome (SLO).	Instructors have decided to encourage students to learn more about how cell
	cell biology			organelles affect an overall organism and apply

that knowledge to their importance throughout the semester.	Instructors have decided to increase emphasis on the common feature of three major psychological theories by referring to them often and reviewing them.	It was decided to increase training and all ENG 1113 instructors will be provided with copies of the SLO rubric and examples of proficient and deficient essays.	As the goal for Fall 2011 and Spring 2012 was met, instructors will continue the teaching strategies and explore additional SLO's to incorporate in the future.
	74.4% of students completing course achieved this Student Learning Outcome (SLO).	75% of students completing this course achieved this Student Learning Outcome (SLO),	Fall 2011 Semester: 92% of students designed and implemented a weight maintenance program. Spring 2012 Semester: 100% of students designed and implemented a weight maintenance program.
of cell organelles and their functions. This tem will be assessed on a common instrument prior to final exams.	70% of students who complete this course will be able to distinguish the common features of the three major psychological theories through instructor-generated exams.	Under proctored testing conditions and given a specific prompt based on the textbook, 70% of the students will brainstorm, organize, draft, edit, and publish a 500 word multi-paragraph essay.	70% of students who complete this course will identify the six dimensions of wellness. Testing will be done on the final exam.
	Social Sciences Students will distinguish the common features of three major psychological theories.	Written Communication  To use the recursive writing process to develop carefully organized, multiparagraph essays, developing a thesis statement in response to specific reading assignments	Wellness Identify the six dimensions of wellness.
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إے	PROGRAM OF STUDY: Health, Physical Education, and Recreation	ysical Education, and Recreation	Supports	Supports PRCC Strategic Goal(s): 1, 2, 3, 4, 5, 6, 7
2	MISSION STATEMENT: Pearl River Community College is a public	r Community College is a public institution committed	nsfitution committed to providing quality educational and service opportunities for all who seek them.	opportunities for all who seek them.
N - 4 8 4 8 6 7 8	[ 윤	ir studies ng various well, and er to impr nd commi	s instructional methods, including distance education.  s instructional methods, including distance education.  provide opportunities for their professional development.  rove student learning, enhance faculty and staff performance, augment community services, and mannity members regarding the College goals, objectives, and activities.	for which they have been prepared.  ugment community services, and make intities.  or basic skills, specific job skills, and technical
σ ⇒	PURPOSE OF UNIT: To offer an achose students who plan to complete	PURPOSE OF UNIT: 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.	e in Arts or Associate in Applied Science De	gree and/or meets transfer requirements for
<u>α</u>	RELATIONSHIP OF UNIT TO PRO	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	goals of Pearl River Community College.	
	OBJECTIVES - Broad description of goals	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved).	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance).
's-	in 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.	At least 85% of students will indicate on the HPR Survey that classes offered meet their needs for graduation and transfer.	95% of students indicated an average and above score on the quality of instructors in the HPR Department.	If was decided that the assessment criteria column should be revised to indicate that students are rating quality of instruction/instructors and not the needs for graduation/transfer because this is addressed in objective number 6.
	Ĭ			Instructors will attend professional development workshops and webinars designed to help improve the quality of instruction.
2	To provide students, faculty, staff, and community members with exceptional and challenging programs, information, equipment, and activities to promote well-being and enhance quality of life.	At least 85% of members will indicate an above average score on the quality of programs, information, equipment, and activities on the facility survey.	94% of students indicated an average and above score on the quality of activity classes 94% of students indicated an average and above score on the quality of healthy information 92% of students indicated an average and above score on the quality of exercise equipment.	It was decided that surveys should be placed at the front desk of the Wellness Center to see if there is an interest in any other activity classes such as Yoga or Ti Chi.  It was decided that new exercise equipment is needed. We will purchase new exercise equipment next year.
<u>ش</u>	To provide up-to-date technology in the classrooms and lab to keep students engaged in the learning process.	At least 85% of students will indicate an above average score on up-to-date technology of classrooms and lab on the facility survey.	92% of students indicated an average and above score on up-to-date technology in classrooms.	It was decided that laptops were needed in the classrooms.

It was decided that new flooring is needed in the Wellness Center.	We will add the following additional HPR courses to assess student learning outcomes during the 2012-2013 academic year: HPR 1551 Fitness and Conditioning Training I HPR 1561 Fitness and Conditioning Training II HPR 2551 Fitness and Conditioning Training III	HPR 2561 Fitness and Conditioning Training IV	HPR 1571 Dance I HPR 1581 Dance II HPR 2571 Dance III HPR 2581 Dance IV		Instructors decided to add a Fitness Walking/Running, Spinning/Bike, Kung Fu, and Individual and Team Sports Officiating classes to the curriculum.	Instructors decided to remove Taping and Wrapping of Athletic Injuries from the curriculum.	Instructors decided to separate Care and Prevention of Athletic Injuries & Introduction to Athletic Training into two separate classes.	We will continue to make necessary changes to ensure that we are meeting the need for our student to graduate and transfer according to the approved articulation agreement.	
95% of students indicated an average and above score on providing a safe and healthy environment.	Results of all course outcomes can be found on individual assessment charts for each course.				88% of students indicated that classes offered in the HPR department met their needs for graduation and transfer.				
At least 85% of members will indicate an above average score on a safe and healthy environment of our wellness center on the facility survey.	Four of eleven HPR courses are now assessing student learning outcomes. We will continue to add two courses each semester until all courses are being assessed. The following courses are now being assessed:	HPR 1213 Personal and Community Health	HPR 2213 First Aid and CPR HPR 1111 General Physical Education Activities I HPR 1121 General Physical Education Activities II HPR 2111 General Physical Education Activities III HPR 2121 General Physical Education Activities III	HPR 1751 Nutrition & Wellness I HPR 1761 Nutrition & Wellness II	At least 85% of student will indicate that Health, Physical Education, and Recreation courses meet there needs for graduation and transfer.				
4 To provide a safe and healthy environment suitable for exercise.	5 To phase in assessment of student learning outcomes for all courses taught in Health, Physical Education, and Recreation will begin.				6 To ensure that the Health, Physical Education, and Recreation curriculum meets transfer requirements according to the approved	adiculation agreement.			

7 To retain students through At lea	At lea	At least 70% of students enrolled at date of	Course	Fall 2011	Fall 2011   Spring 2012	GradesFirst will be implemented next year. This program will help us communicate with our
			HPR 2213	94.5	94.6	students immediately when they miss classes.
			HPR 1111	88.0	86.4	
			HPR 1121	0:06	100	
			HPR 2111	100	100	
			HPR 2121	100	100	
_	_		HPR 1751	85.1	81.3	
			HPR 1761	87.5	6.06	
			HPR 1213	85.4	81.9	

<u>_</u>	DEPARTMENT: Health. Physical Education, and Recreation	nd Recreation	5	Supports PRCC Strategic Goal(s): 1, 2, 3
=	INSTRUCTIONAL AREA: First Aid and CPR (HPR 2213)	PR 2213)		
2	11SSJON STATEMENT: Pearl River Community	college is a public institution committed to provid	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	or all who seek them.
<u>N + 4 %</u>	<u>≱</u>	TEGIC GOALS: To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful To provide quality student services. To provide access to college courses and programs using various instructional methods, including distance education.	TEGIC 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.	oeen prepared.
40, 00,00		To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.  To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment of college services available via the Internet.  To improve communication among campus personnel and community members regarding the College goals, objectives, and activities. To recurt and retain students from a diverse population.	To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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 recuit and retain students from a diverse population and technical end technica	ervices, and make
o = =	PURPOSE OF UNIT: To offer an academic program of study which leathore students who plan to complete a degree at a senior college or	gram of study which leads to the Associate in eat a senior college or university.	PURPOSE OF UNIT: 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.	and/or meets transfer requirements for
~	ELATIONSHIP OF UNIT TO PRCC MISSION: To	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	of Pearl River Community College.	
	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a CHANGE or IMPROVE.
	Demonstrate the knowledge and skills necessary to act in an emergency situation.	70% of students who complete this course will explain how and when to act in an emergency situation on the final exam.	Fall 2011 Semester: 87% of students demonstrated that they learned the skills necessary to act in an emergency situation on the final exam. Spring 2012 Semester: 73% of students demonstrated that they learned the skills necessary to act in an emergency situation on the final exam.	Instructors decided that more time should be spent during practice on this concept. Instructors decided to have students create a journal to keep a record of their actions during each emergency scenario during practice times.
[α	Demonstrate how and when to activate the emergency medical system (EMS).	70% of students who complete this course will explain how and when to activate the EMS on the final exam.	Fall 2011 Semester: 78% of students demonstrated they knew how to activate the emergency medical system (EMS) on the final exam. Spring 2012 Semester: 69% of students demonstrated they knew how to activate the emergency medical system (EMS) on the final exam.	Instructor decided to stress the importance of when to activate EMS during lecture.

It was decided that additional practice time was need to demonstrated the importance of self protection and ways students can protect themselves.	Instructors decided that more time should be sperif on this topic during lecture. If was also decided that additional scenarios were needed during practice time.
Fall 2011 Semester: 72% of students demonstrated they knew how to protect themselves when giving care on the final exam. Spring 2012 Semester: 91% of students demonstrated they knew how to protect themselves when giving care on the final exam.	Fall 2011 Semester: 66% of students demonstrated they knew how and when to use lifesaving and sustaining skills on the final exam. Spring 2012 Semester: 61% of students demonstrated they knew how and when to use lifesaving and sustaining skills on the final exam.
70% of students who complete this course will identify methods of self protection on the final exam.	70% of students who complete this course will explain how and when to use lifesaving and life sustaining skills on the final exam.
Demonstrate methods of self protection.	Demonstrate lifesaving and life sustaining skills.
m	4

2011-2012

DEPARTMENT: Health, Physical Education, and Recreation	Supports PRCC Strategic Goal(s): 1,2,3
INSTRUCTIONAL AREA: General Physical Education Activities I, II, III, and IV (HPR 1111 & 1121) and (HPR 2111 & 2121)	
MISSION STATEMENT: Pearl River Commingly College is a public institution committed to amoviding quality educational and service papadunities for all who seek them	vice condition 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.
- **-**. 0, ∞, 4, 0,
- 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 well, and provide opportunities for their 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 goats, objectives, and activities. To recruit and retain students from a diverse population. 60 100
- 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.

	PURPOSE OF UNIT; To offer an academic program of study which leads to the Associate in Ans 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.	of study which leads to the Associate in Arts or enior college or university.	- Associate in Applied Science Degree	and/or meets transfer requirements for
	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	upport the philosophy, mission, and goals of P	earl River Community College.	
1	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIACriterion for	ASSESSMENT RESULTS -	USE OF RESULTS – Actionable
	indicators (More specific description of impact	Evaluation (Variables related to success of	Outcomes Assessment (States	Knowledge
	on student) WHAT should a student know,	intended outcome) HOW will attainment of	how well intended results were	(How knowledge gained will be used to
	think, or be able to do upon completion of	the outcome be measured?	achieved) WHAT was level of	improve program performance). Make a
	program/course?		attainment of outcome?	CHANGE or IMPROVE.
	1 Record individual health-related physical fitness	90% of students who enroll in this course	Spring 2012 Semester:	Instructors agreed that students will
	component levels as measured by a pre-	will complete a pre-assessment. Students	99% of students completed,	continue to complete and submit pre-
	assessment		recorded, and submitted their	assessments results.
		completion of our accompanies	individual fitness levels to their	it was decided that students should
		COMPRESSION OF PIET ASSESSINETH.	instructor upon completion of the	submit a report comparing their individual
			pre-assessment.	pre and post assessment results at the
				end of the semester.
_	2 Implement an exercise program designed to	90% of students who complete this course	Spring 2012 Semester:	Instructors decided to have a group
	improve individual health-related physical	will implement an individual exercise	88% of students implemented an	meeting with students in the Wellness
	fitness components as measured by a pre-	program designed to improve fitness levels.	exercise program to improve	Center one day a week to encourage and
	assessment.	Exercise will be recorded and evaluated on	fitness levels,	increase participation in exercise.
_		exercise record		
_	3 Identify and measure individual target heart rate	90% of students who complete this course	Spring 2012 Semester:	Instructors decided to discuss target heart
	(cardiorespiratory training zone).	will be able to identify and measure their target heart rate. Target heart rate will be	88% of students identified and measured their target heart rate.	rate with students during group meetings each week.
		recorded of exercise record.		

	DEPARTMENT: Health, Physical Education, and Recreation INSTRUCTIONAL AREA: Nutrition and Wellness I & II (HPR 1751 and 1761)	Recreation 1 & II (HPR 1751 and 1761)	ns	Supports PRCC Strategic Goal(s): 1,2,3	
2	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	College is a public institution committed to pro	oviding quality educational and service opp	portunities for all who seek them.	
<u>№ + ९५० % % % % % % % % % % % % % % % % % % %</u>	2	ATECIC 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 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 well, and provide opportunities for their 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 be successful in careers for which they have tance education. sional development. by and staff performance, augment community segoals, objectives, and activities.	been prepared. ervices, And make	
∞	U.S.	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. POSE OF UNIT: To offer an academic program of study which leads to the Associate in Arts or Associate in Applied Science Degree and/or meets transfer requiremen students who plan to complete a degree at a senior college or university.	d public service agencies for basic skills, specificate or Associate in Applied Science Degree	c job skills, and technical skills training.  and/or meets transfer requirements for	
	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	o support the philosophy, mission, and goals	of Pearl River Community College.		Т
	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIACriterion for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS— Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a CHANGE or IMPROVE.	
1	-	90% of students who complete this course will be able to design and implement a weight reduction or weight maintenance program. This program will be submitted and evaluated prior to taking the final exam.	Fall 2011 Semester: 92% of students designed and implemented a weight maintenance program. Spring 2012 Semester: 100% of students designed and implemented a weight maintenance program.	Instructors decided to add body mass index (BMI) as a requirement.	
<u> </u>	Design and implement an individual exercise program using health-related physical fitness components (cardiorespiratory endurance, muscular endurance, and flexibility).	90% of students who complete this course will successfully design and implement an individual exercise program. This program will be submitted and evaluated prior to taking the final exam.	Fall 2011 Semester: 100 % of students designed and implemented an individual exercise program using health-related physical fitness components. Spring 2012 Semester: 100 % of students designed and implemented an individual exercise program using health-related physical fitness components.	Instructors decided to add an additional component where students will design an exercise program for a family member.	

Instructors decided that students should prepare a presentation on this topic before submitting final report.	Instructors decided to discuss target heart rate with students during lab each week.
Fall 2011 Semester. 88% of students analyzed and explained their individual health-related physical fitness components as measured by a pre & post assessment. Spring 2012 Semester: 73% of students analyzed and explained their individual health-related physical fitness components as measured by a pre & post assessment.	Fall 2011 Semester: 98% of students calculated their individual target heart rate and explained why it was important. Spring 2012 Semester: 100% of students calculated their individual target heart rate and explained why it was important.
90% of students who complete this course will be able to analyze and explain their individual health-related physical fitness components pre and post implementation of an exercise program. This report will be submitted and evaluated prior to taking the final exam.	90% of students who complete this course will be able to calculate and explain target heart rate. This will be included on final report submitted prior to taking the final exam.
3 Analyze and explain individual health-related physical fitness components as measured by a pre & post assessment.	Calculate individual target heart rate (cardiorespiratory training zone) and explain why it is important.

٥	DEPARTMENT: Health, Physical Education, and Recreation	Recreation		Supports PRCC Strategic Goal(s): 1,2,3
=	INSTRUCTIONAL AREA: Personal and Community Health (HPR 1213)	y Health (HPR 1213)		
Σ	ISSION STATEMENT: Pearl River Community C	ollege is a public institution committed to provi	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	Il who seek them.
72 - 9.6.4	₹	TEGIC GOALS:  To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful  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 well, and provide opportunities for their professional developm	at baccalaureate institutions and/or to be successful in careers for which they have been prepared. instructional methods, including distance education. provide opportunities for their professional development.	nich they have been prepared.
. 0, 7, 8,		pport staff in order to improve student learn Internet. pus personnel and community members regerse population. that meet requirements of business, industr	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 recruit and retain students from a diverse population.  To provide agencies for basic skills, specific job skills, and technical skills training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and technical	nt community services, And make . ic skills, specific job skills, and technical
<u> </u>	PURPOSE OF UNIT: To offer an academic program of study plan to complete a degree at a senior college or university.	m of study which leads to the Associate in Arts ouniversity.	PURPOSE OF UNIT: 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.	snsfer requirements for those students who
Z.	ELATIONSHIP OF UNIT TO PRCC MISSION: To st	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	arl River Community College.	
	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA —Criterion for Evaluation (Variables related to success of Intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
	-	70% of students who complete this course will identify the six dimensions of wellness. Testing will be done on the final exam.	Fall 2011 Semester: 94% Spring 2012 Semester: 84%	Instructors decided to add a group activity where students will work together to research and explain each dimension of wellness and ways one can improve.
0	Identify the factors associated with the prevention of both major infectious and non-communicable diseases.	70% of students who complete this course will identify a lifestyle factor related to the prevention of non-communicable diseases. Testing will be done on the final exam.	Fall 2011 Semester: 82% Spring 2012 Semester: 84%	Instructors decided that students should prepare a presentation on a non-communicable disease and how to prevent it.
က	Identify at least three essential nutrients; sources and functions.	70% of students who complete this course will be able to identify at least three essential nutrients; sources and functions. Testing will be done on the final exam	Fall 2011 Semester: 81% Spring 2012 Semester: 65%	Instructors decided to have students start a log where they will record a different essential nutrients along with its source and function to share with the class.

Supports PRCC Strategic Goal(s): 1, 3, 7	pportunities for all who seek them.	re been prepared. y services, And make cific job skills, and	ee and/or meets transfer requirements for		USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a CHANGE or IMPROVE.	It was decided that ENG 1123 will be fully evaluated next year, bringing the total of courses evaluated to eight.	All ENG 1113 instructors will be provided with copies of the SLO rubric and examples of proficient and deficient essays;	m	Increased emphasis on major psychological theories and disorders and two main branches of the human nervous system through more focus on discussion and review.	A decision was made to continue to
	to providing quality educational and service o	nd/or to be successful in careers for which they having distance education.  Yolessional development.  Faculty and staff performance, augment community ollege goals, objectives, and activities.  al, and public service agencies for basic skills, spensit, and public services agencies for basic skills, spensit, and activities agencies for basic skills, spensit, and activities agencies for basic skills, and activities agencies for basic skills, spensit, and activities agencies for basic skills, and activities agencies for basic skills, and activities agencies for basic skills, and activities agencies agencies for basic skills, and activities agencies age	in Arts or Associate in Applied Science Degr	joals of Pearl Kiver Community College.	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	In Humanities and Social Sciences Department, more than two additional courses (EPY 2513, MFL 1213) evaluated learning outcomes in Spring 2012; however, data is incomplete on ENG 1123.	ENG 1113 (English Composition I): 50 of 67 student essays achieved learning outcome #1, for a score of 75%; 63 of 67 student essays achieved learning outcome #2, for a score of 94%; 65 of 67 student	essays achieved learning outcome #3, for a score of 97%; 65 of 67 student essays achieved learning outcome #4, for a score of 97%; 477 of 556 bibliography assignments achieved learning outcome #5, for a score of 86%.	PSY 1513 (General Psychology): 74.4% of 277 students completing the course achieved learning outcome #1; 76.1% achieved learning outcome #2; 69.02% achieved learning outcome #3; 82% achieved learning outcome #3; 82% achieved learning outcome #4.	HIS 1163 (World Civilization I): 70.36% of
kal Sciences	nity College is a public institution committed t	ATEGIC 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 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 well, and provide opportunities for their professional development.  To provide lacilities, 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 skills training.	rogram of study which leads to the Associate e at a senior college or university.	No. 10 support the philosophy, mission, and g	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	In Humanities and Social Sciences Department, two additional courses will evaluate student learning outcomes in Spring 2012.	70% of outcomes on individual assessment charts within the department will be achieved.	It should be noted that 2010-2011 student learning outcomes will continue to be assessed. In addition, the following courses will assess student learning outcomes during the 2011-2012 school vear: Enolish 1123 and History 2213.	Monitor changes in upper level requirements to be sure we are offering appropriate courses to fit upper level requirements for degrees and careers.	
PROGRAM OF STUDY: Humanities and Social Sciences	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 success 2. To provide quality student services. 3. To provide access to college courses and prog 4. To employ qualified faculty and staff, compens 5. To provide facilities, technology, and support so College services available via the Internet. 6. To improve communication among campus pe 7. To recruit and retain students from a diverse p 8. To provide workforce training programs that m technical skills training.	PURPOSE OF UNITY 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 UNIT TO PRICE MISSION: To support the philosophy, mission, and goals of Pearl Kiver Community College.	PROGRAM OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	Assessment of student learning     outcomes for courses taught in     Humanities and Social Sciences will     begin.	To prepare students to transfer and be successful in their studies and careers			

			students successfully completed learning	increase focus on the major
			outcome #1; 71.97% successfully	characteristics contributing to the
			completed learning outcome #2; 80.3%	development of civilizations, the three
			successfully completed learning outcome	interpretive periods of human history, and
			#3.	the three religious and philosophical
				beliefs that affect the people of the world.
			ENG 2423 (World Literature I); 88% of	
			students met learning outcome #1: 94%	A decision was made to continue to
			met learning outcome #2; 94% met	emphasize the importance of close
			learning outcome #3	reading and note taking for general
				knowledge of material and for
			EPY 2513 (Child Psychology): 82.9% of	understanding and application in essays
			the 23 students completing this course	and presentations.
			achieved learning outcome #1; 80.8%	A decision was made to continue to
			achieved learning outcome #2; 90.65%	emphasize the three major developmental
			achieved learning outcome #3: 87.35 %	theories, the contributions of nature and
			achieved learning outcome #4	nurture in human development, the three
_				socio-emotional mílestones in
				development by discussions and review.
m	To maintain technology and supplies as	100% of needed supplies and technology	Supply and technology needs have been	Some additional supplies and
		will be provided for the department.	met.	technological needs for next year have
				been identified and ordered.
4	To provide quality students services	100% of the faculty will be involved in	All faculty members participate in ongoing	It was decided that all faculty members
		providing accurate, up-to-date academic	academic advisement.	will continue efforts to provided academic
		advising to our students.		advisement to students.
ď	To retain students through completion	At least 70% of students enrolled at date	Course Fall 2011 Spring 2012	Determination has been made to continue
<b>&gt;</b>		of reconciliation will complete the course	75.2%	to monitor attendance and participation
			83.5%	and intervene when appropriate.
			82.8%	
			68.3%	
			81.7%	
			79.1%	
			82.4%	
_			MFL 1213 88.1% 90.1%	

#### 2011-2012

PROGRAM OF STUDY: Humanities and Social Sciences	Supports PRCC Strategic Goal(s):1, 3
INSTRUCTIONAL AREA: English	
COURSE LEVEL: English Composition I (ENG 1113)	
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	unities 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. F. 4. 6. 4. 6.

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

  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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 skills training.

PURPOSE OF UNIT: 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.

•	mose statement with pign to complete a cogice of a complete of a material of	c at a collection collection of differentially.		
u <u>r</u>	RELATIONSHIP OF UNIT TO PRCC MISSIO	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	oals of Pearl River Community College.	
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIACriterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable
_	indicators (More specific description of	Evaluation (Variables related to success	Assessment (States how well intended	Knowledge
	impact on student) WHAT should a	of intended outcome) HOW will attainment	results were achieved) WHAT was level of	(How knowledge gained will be used to
	student know, think, or be able to do	of the outcome be measured?	attainment of outcome?	improve program performance). Make a
	upon completion of program/course?			CHANGE OF IMPROVE.
	To use the recursive writing process to develop carefully organized, multi-	Under proctored testing conditions and given a specific prompt based on the	75% of students achieved outcome.	It was decided to increase training and all ENG 1113 instructors will be provided with
	paragraph essays, developing a mesis statement in response to specific reading assignments.	textbook, 70% of the students will brainstorm, organize, draft, edit, and		proficient and deficient essays.
		publish a 500 word mulli-paragraph essay.		
2	2 To identify and correct the following major sentence structure errors:	During the proctored writing assessment described in #1, 70% of the students will	94% of students achieved outcome.	Instructors determined a necessity to place more focus on grammar through
	sentence structure, verb, and pronouns	produce sentences reflecting control of		pedagogy and activity development.
	5)	sentence structure, verb, and pronoun		
		nsaye.		
က	3 To identify and correct other specific	After being shown marked errors in their	97% of students achieved outcome.	Instructors agreed that more instructor
	grammatical errors which occur in his/her writing.	proctored composition described in #1, 70%% of the students will self-correct the		Input is necessary regarding Learning Lab grammar activities.
		problems such as comma usage.		
4	4   To identify and correct spelling and	After reviewing current Standard English	97% of students achieved outcome.	Instructors decided to increase the
	punctuation problems.	practices, 80% of students will apply those		success rate for this outcome.

	A decision was made requiring every instructor to submit data for report.
	86% of students achieved outcome.
rules during the proofreading process of the proctored writing assignment described in #1.	After learning college library resources and the MLA citation process, 70% of students will gather materials and produce a bibliography.
	5 To compile a bibliography identifying sources for literary research, according to MLA format.

	PROGRAM OF STUDY; Humanities and Social Sciences	ial Sciences			
ابدار	PROGRAM: History, Political Science, Psychology, Sociology	ology, Sociology	Supports PRC	Supports PRCC Strategic Goal(s): 1, 3	
2	AISSION STATEMENT: Pearl River Commu	nity College is a public institution committed to	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	oortunities for all who seek them.	Т
၂ တ	STRATEGIC GOALS:				_
		be successful in their studies at baccalaureate	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.	for which they have been prepared.	
- 5			:		
(T) 4		To provide access to college courses and programs using various instructional methods, including distance education.	sthods, including distance education.		
4. ry		compensate them wen, and provide opportunities support staff in order to improve student lean	and provide appointmines for their processional development. Improve student community services, And make improve student learning, enhance faculty and staff performance, augment community services, And make	ugment community services, And make	
		nternet.			
7		ampus personnel and community members re diverse population.	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.	UVRIES.	
σ		ms that meet requirements of business, indus	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.	or basic skills, specific job skills, and	
<b>-</b> +	PURPOSE OF UNIT: To offer an academic program of study which leads to the those students who plan to complete a degree at a senior college or university.	rogram of study which leads to the Associate is at a senior college or university.	PURPOSE OF UNIT: 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.	and/or meets transfer requirements for	-
لية ا	RELATIONSHIP OF UNIT TO PRCC MISSIO	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	bals of Pearl River Community College.		
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA -Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS - Actionable	_
	indicators (More specific description of	Evaluation (Variables related to success	Assessment (States how well intended	Knowledge	_
	impact on student) WHAT should a	of intended outcome) HOW will affainment	results were achieved) WHA   was level of	(How knowledge gained will be used to	
	student know, think, or be able to do upon completion of program/course?	of the outcome be measured?	altainment of outcome?	CHANGE or IMPROVE.	
_		70% of students who complete this course	82.9% were able to distinguish the	The instructors agreed to increase focus	
	features of three major developmental	will be able to distinguish the common	common features of three major	on the major developmental theories and	
	theories,	features of three major developmental	developmental theories	provide a framework for current	
		theories through instructor-generated		increase mastery.	
		exams.			
~	Students will critique the contributions	70% of students who complete this course	80.8% correctly critiqued at least two	It was decided that more emphasis will be	_
		will correctly critique at least two	contributions of nature and nurture in	placed on the distinctions between nature	
	development.	contributions of nature and nurture in human development through instructor-generated exams.	human development.	and nurture contributions to development across topics to increase mastery.	
က		70% of students who complete this course will correctly differentiate at least three	90.65% correctly differentiated at least three socio-emotional milestones in development	The instructors determined to increase the goal from 70% to 80% mastery for the next semester.	1
	development.	socio-emotional milestones in	development.	וכעו פפון בפורם:	

	The instructors decided to increase the focus on the major stages of prenatal development and birth.
	87.35% correctly identified the major stages of prenatal development and birth.
development through instructor-generated exams.	70% of students who complete this course will correctly identified the major stages of prenatal development and prenatal development and birth through instructor-generated exams.
	4 Students will identify the major stages prenatal development and birth.

PROGRAM OF STUDY. Humanities and Social Sciences  MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and sen  STRATECIC GOALS:  To provide qualitied faculty and staff, compensate them well, and provide opportunities for their professional development.  To provide equality student senders and programs using various instructional methods, including distance education.  To provide qualities faculty and staff, compensate them well, and provide opportunities for their professional development.  To provide poportunities for their professional development.  To provide patients and the support staff in order to improve student learning, enhance faculty and staff perform college services available via the Infernet.  To provide patients for an academic program of study which leads to the Associate in Arts or Associate in Applied Science Hose students workforce training.  B. To improve communication among campus personnel and community members regarding the College goals, objectives, controllege services available via the service age students with optant to complete a degree at a senior college or university.  RELATIONSHIP OF UNIT TO PROC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.  I EARNING OUTCOMES.— Measurable staff or outcome be measured?  A SSESSMENT CRITERIA - Criterion for interest specific description of the outcome be measured?  To for our or students will distinguish the common features of three major psychological theories of three major psychological theories will correctly identify the common features of three major psychological services are provided features of three major psychological three abnormal behaviors.  Students will destinguish the common of th	TIONAL AREA: History. Political Science.  STIONAL AREA: History. Political Science. Psychology. Sociology (TEVEL: General Psychology (PSY 1619)  STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and socience by proper set used and socience and set of the socience and socince and socience and socience and socience and socience and socin	And the nament and a name of the nament and a name of the name of the nament and a name of the name of	Supports PRCC Strategic Goal(s): 1, 3  pportunities for all who seek them.  Is for which they have been prepared.  augment community services, And make ctivities.  for basic skills, specific job skills, and lor meets transfer requirements for improve program performance). Make a CHANGE or IMPROVE.  Instructors decided to increase emphasis on the common feature of three major psychological theories by referring to them often and reviewing them.  Decision was made to continue to focus on three major psychological disorders, discuss them, and review them.
Students will be able to explain four basic research methods used by psychologists.	70% of students who complete this course will correctly distinguish four common research methods through instructor-	69.02% of students completing the course correctly distinguished four common research methods.	Instructors made plans to increase class exposure and lecture time to cover areas of research.

	Instructors decided to maintain and increase focus on the components of the two main branches of the human nervous system.
	82% of the 277 students completing the course correctly distinguished components of the two main branches of the human nervous system.
generated exams.	70% of students who complete this course will correctly distinguish components of the two main branches of the human nervous system through instructorgenerated exams.
	4 Students will correctly identify the role that the two main branches of human nervous system play in human behavior.

#### 2011-2012

DEPARTMENT: Humanities and Social Sciences Strategic Goal(s): 1, 3	_
INSTRUCTIONAL AREA: History, Political Science, Psychology, Sociology	Г
COURSE: World Civilization I (HIS 1163)	Г
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:	

- 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. ₹01 69 4° 69
- To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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,
  - 9.7.89
- 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.

PURPOSE OF UNIT: To offer an academic program of study which leads to the Associate in Ans 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.

=	those students who plan to complete a degree at a senior college or university.	e at a senior college or university.			_
ட	RELATIONSHIP OF UNIT TO PRCC MISSIC	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	oals of Pearl River Community College.		
	LEARNING OUTCOMES – Measurable indicators (More specific descriptor of	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended	USE OF RESULTS - Actionable	
	impact on student) WHAT should a	of intended outcome) HOW will attainment	results were achieved) WHAT was level of	(How knowledge gained will be used to	
	student know, think, or be able to do upon completion of program/course?	of the outcome be measured?	attainment of outcome?	improve program performance). Make a CHANGE or IMPROVE.	
	Define and identify three major	60% of students will correctly define and	70.36% of students successfully completed	Instructors agreed to place a greater	
	characteristics contributing to the	identify the major characteristics	the learning outcome.	emphasize on identifying and bringing	
	development of civilizations.	contributing to the development of		into classroom discussion, the points at	
		civilizations. Evaluation will be based on		which ancient societies should be	
		an instructor generated assessment tool.		considered as frue civilization.	
•	Differentiate between three significant interpretive periods of human history	60% of students will differentiate between	71.97% of students successfully completed the learning outcome.	Instructors agreed that in class identification of the key elements of	
	from ancient times to the 1500s.	human history from ancient times to the	>	change in societies will help students	
		1500s. Evaluation will be based on an		understand why one age has come to a	
		instructor generated assessment tool.		parts of the world.	
ارب)	3 Identify three religious and	60% of students will identify three	80.3% of students successfully completed	Instructors agreed that an emphasize on	
	philosophical beliefs originating in early world cultures.	religious and philosophical beliefs originating in early world cultures.	the leaming outcome.	classroom based discussions of religious and philosophical beliefs based on the militarities of childcate, our shilosophical	
		Evaluation will be based on an instructor generated assessment tool.		and religious backgrounds and experiences is necessary to improve	
				future outcomes.	

2011-2012

MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them. Supports PRCC Strategic Goal(s): 1, 3 PROGRAM OF STUDY; Humanities and Social Sciences (ENG 2423) INSTRUCTIONAL LEVEL: Literature COURSE LEVEL: World Literature I

# 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. €01 60 4 FC

- To provide access to college courses and programs using various instructional methods, including distance education.
  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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 vie 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. 60 14 80
- 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.

PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	N: To support the philosophy, mission, and g	oals of Pearl River Community College.	
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA - Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS - Actionable
	indicators (More specific description of	Evaluation (Variables related to success	Assessment (States how well intended	Knowledge
	impact on student) WHAT should a	of intended outcome) HOW will attainment	results were achieved) WHAT was level of	(How knowledge gained will be used to
	student know, think, or be able to do	of the outcome be measured?	attainment of outcome?	improve program performance). Make a
	upon completion of program/course?			CHANGE OF IMPROVE.
_	1 Student demonstrates a general	70% of students will demonstrate a	88% of students achieved outcome.	Instructors decided to continue to stress
	reading knowledge of selected works	general reading knowledge of selected		the importance of active reading, note
	from the ancient Greeks to	works from the ancient Greeks to		taking, and review for tests and final
	Shakespeare.	Shakespeare on major tests and		exantination.
		comprehensive final examination.		
<u> </u>	2 Student demonstrates the ability to	70% of students will be able to write essay	94% of students were able to analyze	The need to emphasize the requirements
	analyze the prominent themes in a work	answers to test questions requiring them	prominent themes in a literary work.	and necessities of being able to analyze
	of literature in essay format.	to analyze prominent themes in a literary		prominent themes in a literary work has
		work.		been recognized.
.,,	3 Student demonstrates the ability to read	70% of students read a piece of literary	94% of students were able to read a piece	Instructors agreed to provide more
	and understand literary criticism.	criticism and then analyze the author's	of literary criticism, analyze the author's	directions for this assignment and monitor
		aroument and discuss/critique said	argument and discuss/critique that	individual students' progress toward
		argument in the form of a class	argument in the form of a presentation/research oaper.	accomplishing the goal.
L	<u> </u>			

presentation	

Ľ	PROGRAM OF STUDY: Humanities and Social Sciences	xial Sciences	Supports	Supports PRCC Strategic Goal(s):	
	INSTRUCTIONAL AREA: Spanish				_
	COURSE LEVEL: Spanish I (MFL 1213)				
	IISSION STATEMENT: Pearl River Commu	unity College is a public institution committed to	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ortunities for all who seek them.	_
	STRATEGIC GOALS:				
_		uccessful in their studies at baccalaureate institutior	To prepare students to transfer and be successful in their studies at baccataureate institutions and/or to be successful in careers for which they have been prepared.	nave been prepared.	_
,,,					
., 4		To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff compensate them well, and provide poportunities for their professional development	suging distance education. Deir professional development		_
- 4.1	5. To provide facilities, technology, and support staff in order to improve	ort staff in order to improve	student learning, enhance faculty and staff performance, augment community services, and make	nity services, and make	
<u>«</u>	_	Jollege services available via the intermet. To improve communication among campus personnel and community members reparding the College poals, objectives, and activities	be College noals objectives and activities		
	7. To recuit and retain students from a diverse population.  8. To provide workforce training programs that meet require technical skills training.	erse population. Instrument requirements of business, industry, educa	To reput and interest support of the 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.	pecific job skills, and	
	PURPOSE OF UNIT: To offer an academic program of study which leads to the those students who plan to complete a degree at a senior college or university.	rogram of study which leads to the Associate e at a senior college or university.	PURPOSE OF UNIT: To offer an academic program of study which leads to the Associate in Ans 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.	and/or meets transfer requirements for	
	RELATIONSHIP OF UNIT TO PRCC MISSIO	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College	oats of Pearl River Community College		
L	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA -Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS - Actionable	
	indicators (More specific description of	Evaluation (Variables related to success	Assessment (States how well intended	Knowledge (How knowledge gained will	
	impact on student) WHAT should a	of intended outcome) HOW will attainment	results were achieved) WHAT was level of	be used to improve program	
	student know, think, or be able to do	of the outcome be measured?	attainment of outcome?	performance). Make a <u>CHANGE</u> or IMPROVE	
<u> </u>	1 Student demonstrates a general	70% of students will be able to generate	78% of students were able to meet this	Instructor has decided to continue with	
	knowledge of basic Spanish terms for	and respond to greetings and leave	outcome.	demonstrations, dialogues, and role-	
	greetings and leave takings.	takings in Spanish.		playing for Spanish greetings and leave taking	
[` <b>,</b>	2 Student demonstrates ability to	70% of students will be able to recognize	77% of students were able to meet this	Instructor determined to continue use of	$\overline{}$
	recognize and use numerical terms in Spanish	and form numbers, in amounts up to and including the millions, in Spanish.	outcome.	oral review and identification.	
	3 Student demonstrates the ability to	70% of students will be able to construct	66% of students met this outcome.	Instructor decided to expand use of cloze	
	construct and use adjectives in Spanish.	and adjective(s) in Spanish to reflect gender and number of the adjective's corresponding noun(s).		sentences and antonyms.	
					1

PROGRAM OF STUDY: Industrial Technology			Supports PRCC Strategic Goal(s): 1, 3, 7, 8
tiver Community	MISSION STATEMENT: PEARL KIVER COMMUNITY CONEGE IS A PUBLIC INSCRUTION COMMUNICED TO PROVIDING QUARTY EQUALITY EQUALITY IN SERVICE OPPORTUNITIES FOR All WHO SERVICED 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.	on committed to providing quality educational and service opportunities for all who seek their some seek their baccalaureate institutions and/or to be successful in careers for which they have been prepared.	es for all who seek them. ey have been prepared.
To provide quality student services.  To provide access to college courses and provide access to college courses and provide gualified faculty and staff, comproposities, technology, and supprovide accides accided a	To provide quality student services. To programs using various instructional methods, including distance education. To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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 available via the Internet	luding distance education. neir professional development. ance faculty and staff performance, augment comi	munity services, and make
Course of a control of a contro	Courage services are more than the memory personnel and community members regarding the College goals, objectives, and activities. To recruit and retain students from a diverse population.  To recruit and retain students from a diverse population.  To provide workford retaining programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and fechnical skills training.	he College goals, objectives, and activities. Itional, and public service agencies for basic skills	s, specific job skills, and
r a technical prog	PURPOSE OF UNIT: 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.	ualify students for entry-level employment	in business or industry and/or additional
PRCC MISSION: 1	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Industrial Technology to students within the PRCC district.	al Technology to students within the PRCC o	district.
OJECTIVES - Broad description of goals	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved).	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to Improve program performance).
Insure we provide a curriculum with quality instruction in courses which will satisfy the needs of industry in Drafting, Instrumentation, and Electronics white meeting statewide standards.	A minimum of 70% of all students enrolled in the Industrial Technology Department core curriculum classes will successfully complete the student learning outcomes. It should be noted that 2010-2011 student learning outcomes will continue to be assessed during the 2011-2012 and the 2012-2013 academic years. The following student learning outcomes will be among those included for assessment during the 2011-2012 school year.	90% of the students enrolled in the Industrial Technology Department core curriculum classes successfully completed the student learning outcomes.	Instructors decided to continue to stress the importance of SLOs. The successfully completion of the SLOs will help the students become a better and more valuable employee.
	Drafting and Design Technology:		
	80% of students will apply proper techniques in technical drawings, and sketch and develop views of basic shapes.	95% of the students applied proper techniques in technical drawing, and sketch and develop views of basic shapes	Instructor will create additional assignments concerning sketching.
	80%of students will use geometric constructions by constructing tangent arcs and lines.	85% of the students were able to use geometric constructions by constructing tangent arcs and lines.	It was decided that the instructor will modify the assignments to include more tangent arcs construction.
	80% of students will correctly construct	90% of the students correctly	

	orthographic projections showing a top view, front view, and right side view.	constructed orthographic views.	A decision was made to update feaching methods to help the students retain more information about orthographic projection
	Instrumentation Technology:		morniation about of triographic projection.
	80% of students will be able to explain the principles of PLCs.	100% of the students were found to be able to complete this parameter.	A possible change in criteria may be in order in this area. If the numbers continue as is, ordering the order of the order
	80% of students will be able to identify the different types of PLC hardware.	91% of the students were found to be able to complete this parameter.	Chrena hay be changed to 90% signify lower than last semester. These criteria will be stressed through more stringent testing in the change of the party of the p
	80% of students will be able to explain the numbering systems, encoding/decoding, and logical operations.	95% of the students were found to be capable of these criteria.	His dashoon, cook militers are here. However, more emphasis can be placed in this area to further heighten the students understanding.
	80% of students will be able to program all types of internal and discrete instructions.	95% of the students were found to be capable of these criteria.	Still room for improvement in this area, This area will continue to be stressed through
	Electronics Technology:		assignments in the lab.
	80% of students will be able to analyze a sine wave, and explain its characteristics and applications in AC circuits.	86% of the students were able to analyze a sign wave, and explain its characteristics and applications in AC circuits.	The instructor will modify their teaching strategies in order to help the student better understand AC circuits.
	80% of students will be able to use an oscilloscope to measure AC voltage and frequency.	82% of the students were able to use an oscilloscope to measure AC voltage and frequency.	The instructor will create more rigorous assignments to enhance the students ability to measure AC voltage.
	80% of students will be able to use multimeters to measure AC voltage and current.	85% of the students were able to use multimeters to measure AC voltage and current.	The instructor will add some new teaching techniques in order to raise the student ability to use multimeters to measure AC voltage.
	80% of students will be able to construct transformer circuits, and measure voltages and currents as calculated.	85% of the students were able to construct transformer circuits and measure voltage and currents as calculated.	The instructor will create additional assignments/ exercise to help reinforce the construct transformer
			orders.
2 Place students in jobs related to their	their Job placement for Industrial Technology is	Follow up for Instrumentation graduates	Based on these results it was decided the

training.  measured by follow up. Follow up reconstraining.  are kept in the counselor's office applicable skills tearned throughout the successfully pass the MS-CPAS test at the counselor's office applicable skills tearned throughout the successfully pass the MS-CPAS test at the counselor's office applicable skills tearned throughout the successfully pass the MS-CPAS test at the counselor's office are kept in the counselor are	ds ds	results are: 13 of 16 are employed in a field which directly applies or a related field. 1 of 16 is enrolled in an engineering program at a 4 year university and 2 of 16 are gainfully employed but not in a related field at this time. Effectively 81% are in jobs related to their field in instrumentation.  87.5% of Instrumentations graduates successfully passed the MS-CPAS test.	only thing that can be done to possible increase the percentages in Instrumentation is to continue to make connections with industry leaders to ensure there is a regional awareness of our students and their capabilities.  A decision was made that evaluation of testing weakness have been completed and magazines have been completed and
classes	classes state and a second sec	state for this requirement.	attempt to improve all noted deficiencies.

Supports PRCC Strategic Goal(s): 1, 3, 7	rvice opportunities for all who seek them.	have been prepared. unity services, And make specific job skills, and	el employment in business or industry	to students within the PRCC district.	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a CHANGE or IMPROVE.	Instructors decided to enhance methods of targeting potential drop out students and search for more job opportunities. Implementing the Grades First program will assist in this effort.
nS	ed to providing quality educational and ser	nd/or to be successful in careers for which they or distance education. Arofessional development. faculty and staff performance, augment commolege goals, objectives, and activities.	successful completion will qualify students for entry-level employment in business or industry	ig in Drafting and Design Technology	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	The Drafling and Design Technology program enrollment was 32 unduplicated students with two teachers having a 16 :1 ratio. Retention is 98%, completion and graduates is 100% and Job placement is 95%
ology	nunity College is a public institution committe	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 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 well, and provide opportunities for their 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 skills training.	program which upon successful comples.	SION: To provide industry based trainin	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	The Drafting and Design Technology Program evaluation will be based on the following data collected from student graduation surveys, enrollment and job placement. Enrollment 75%, Retention 75%, completion 75%, graduation 75% and job placement 75%.
PROGRAM OF STUDY: Industrial Technology PROGRAM: Drafting and Design Technology	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 bacci. 2. To provide quality student services. 3. To provide access to college courses and programs using various instruct. 4. To employ qualified faculty and staff, compensate them well, and provide 5. To provide facilities, technology, and support staff in order to improve stuc. College services available via the Internet. 5. To improve communication among campus personnel and community me 7. To recruit and retain students from a diverse population. 8. To provide workforce training programs that meet requirements of busines technical skills training.	PURPOSE OF UNIT: To offer a technical program which upon and/or additional educational opportunities.	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Drafting and Design Technology to students within the PRCC district.	PROGRAM OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	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.

It was decided to better prepare students	for MS-CPAS by providing more sample test.				
92% of the Oraffing and Design students	passed the MA-CPAS. Evaluations of instructors by students, directors and chair	were all above average.			
The Drafting and Design Technology	program will be evaluated based on job performance, the MS-CPAS test scores	(70% passing), student evaluation of		evaluations of instructors.	
2 Students will demonstrate and master	the technical skill necessary for employment in enfry level positions as	CAD Technician. These technical skills	and required competencies are outlined	in the State Department of Education	Curriculum riamework.

PROGRAM OF STUDY: Industrial Technology	
PROGRAM: Drafting and Design Technology	Supports PRCC Strategic Goal(s): 1,3
COURSE LEVEL: Cost Estimating DDT - 2243	
MISSION STATEMENT: Pearl River Community College is a pub	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 t	their studies at baccalaureate institutions and/or to be successful in careers for which they have been prepared.
2. To provide quality student services.	
Io provide access to college courses and programs using	To provide access to college courses and programs using vanous instructional methods, including distance education.
<ol> <li>To employ qualified faculty and staff, compensate them v</li> </ol>	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 a College services available via the Internet	order to improve student learning, enhance faculty and staff performance, augment community services. And make
6. To improve communication among campus personnel an	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.	io),
8. To provide workforce training programs that meet require	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.	
PURPOSE OF UNIT: To offer a technical program which upo	PURPOSE OF UNIT: 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.	

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	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Drafting and Design Technology to students within the PRCC district.	and Design Technology to students within t	the PRCC district.	
_	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS — Actionable Knowledge	
-	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
_	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or	_
_	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.	
	program/course?				_
· -	1 The students will demonstrate the	80% of the students that complete this	100% of the students were able to	A decision was made to make calculations	
	ability to determine material quantities	course will be able to calculate earthwork	calculate earthwork for excavation.	for excavation more involved.	_
	for excavation.	for excavation.			
	Students will prepare as estimate for	80% of the chidents that complete this	90% of the eftidents correctly prepared a	Institutor decided to add as assignment	
_	the material required for a clab co	comes will correctly prepare a meterial fet	material list for a clab on grade	that will halp childants batter inoderstand the	
	פונים וומוכוומו ובקריים וכו מ פומם כוו	Course will collectly propale a material ast	היישוריים ואו זכן של	motorials accorded for other or model	_
	grade foundation.	ior a state on grade four transfer.	louridauori.	malenats needed for a stab on grade	_
L				Toundation.	
-/	3   Students will identify and describe the	80% of the students that complete this	92% of the students were able to identify	It was determined to spend more time	_
	essential elements of a contract.		and describe the essential elements of a	discussing the elements of a contract.	_
		the essential elements of a contract.	contract.		_

PROGRAM OF STUDY: Industrial Technology	X X		
PROGRAM: Drafting and Design Technology	<b>X</b>		Supports PRCC Strategic Goal(s): 1,3
COURSE LEVEL: Elementary Surveying - DDT 1413	T 1413		
MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public Institution committed to providing quality educational and service opportunities for all who seek them.	iding quality educational and service opportuniti	es for all who seek them.
STRATEGIC GOALS:			
1. To prepare students to transfer and be successful in their studies at	successful in their studies at baccalaureate institutio	baccalaureate institutions and/or to be successful in careers for which they have been prepared.	ay have been prepared.
To provide access to college courses at	to provide access to college courses and programs using various instructional methods, including distance education.	cluding distance education.	
4. To employ qualified faculty and staff, co	To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	their professional development.	
5. To provide facilities, fechnology, and support College services available via the Internet.	To provide tactities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services. And make College services avaitable via the Internet.	iance faculty and staff performance, augment com	munity services, And make
6. To improve communication among cam	To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.	the College goals, objectives, and activities.	
	verse population.		
Fo provide workforce training programs technical skills training.	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.	ational, and public service agencies for basic skills	, specific job skills, and
PURPOSE OF UNIT: To offer a technical prog	PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional	qualify students for entry-level employment	in business or industry and/or additional
educational opportunities.			
RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Drafting and Design Technology to students within the PRCC district.	g and Design Technology to students within	the PRCC district.
LEARNING OUTCOMES — Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS — Actionable Knowledge
indicators (More specific description of Impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or

~	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based		training in Drafting and Design Technology to students within the PRCC district.	the PRCC district.
	LEARNING OUTCOMES — Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS - Actionable Knowledge
ے.	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
0	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
₽	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.
ā	program/course?			
_	1 The student will demonstrate the ability	75% of the students who complete this	82% of the students were able to correct	A decision was made to add a project
	to correct distance measurements for	course will be able to correct distance	Distance measurements for various field	correcting distance measurements made
	various field conditions.	measurements for various field conditions	Condítions on an examination.	with Electronic Distance Meter
		on an examination.		
7	The student will calculate the differents	100% of the of the students who complete	95% of the students correctly calculated	Instructor decided to add a project using
	in elevation between various points.	this course will correctly calculate the	the difference in elevation between	frigonometric leveling.
		difference in elevation between various	various points using instruments.	
		points by using instruments.		
က	The student will demonstrate the ability	95% of the students who complete this	90% of the students demonstrated the	A need to change the amount of time spent
	to set up notes for differential leveling.	course demonstrate the ability to set up	ability to set up notes for differential	uo
		notes for differential leveling field project.	leveling on a field project.	Differential note set up.
4	The student will demonstrate the	90% of the students who complete this	80% of the students correctly explained	Instructor determined to improve students
	knowledge needed to explain how to	ceurse will correctly explain how to	how to describe the direction of a line	math skills.
	describe the direction of a line	describe the direction of a line between two	between two points on a classroom	
	between two points.	points on a classroom assignment.	assignment.	

4	PROGRAM OF STUDY: Industrial Technology			
4	PROGRAM: Drafting and Design Technology			Supports PRCC Strategic Goal(s): 1,3
ၓ	COURSE LEVEL: Intermediate CAD – DDT 1323	23		
Σ	ISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	is for all who seek them.
S	STRATEGIC GOALS:			
، نــہ	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.	y have been prepared.
<b>~</b> i ~	To provide quality student services.  To provide acrees to college courses an	To provide quality student services. To provide access to college courses and amorams using various instructional methods, including distance education	chrotino distance education	
4.0	To employ qualified faculty and staff, con	To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	heir professional development.	and and make
o —	To provide racinities, recondoby, and support to provide services available via the Internet.	to provide tacinities, technology, and support start in order to improve student rearring, emirative faculty and start perioditiative, augment confinitionly services. And make College services available via the Internet.	arice faculty and stall periorinarice, augment confin	ining services, And make
		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	he College goals, objectives, and activities. attional, and public service agencies for basic skills,	specific job skills, and
٦	JRPOSE OF UNIT: To offer a technical prog	PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional	jualify students for entry-level employment	in business or industry and/or additional
a	educational opportunities.			
<b>~</b>	LATIONSHIP OF UNIT TO PRCC MISSION: 1	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Drafting and Design Technology to students within the PRCC district.	; and Design Technology to students within t	the PRCC district.
=	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS — Actionable Knowledge
ڃَ	Indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
ŏ	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or
# g	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome?	IMPROVE.
_	Students will place dimensions on a	90% of the students completing this course	95% of the students accomplished	Instructors developed a plan to spend more
	drawing as per industry standards.	will be able to apply dimensions to a drawing as per industry standards.	outcome.	time editing dimensions.
7	Students will manipulate data between	90% of the students who complete this	85% of the students met level of	A need was determined to increase the
	drawing files.	course will be able to import and export drawing data and files.	attainment.	amount of time spent on importing and exporting data.
က	Students will develop a symbols library.	100% of the students will develop a symbols library.	100% of the students met requirement.	The instructors agreed to increase content riqor by adding more symbols to library.

	PROGRAM OF STUDY: Instructional Technology	logy		
	PROGRAM: Drafting and Design Technology			Supports PRCC Strategic Goal(s): 1,3
	COURSE LEVEL Machine Design I (DDT 1133)	3)		1 1
	MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitle	is 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.	ns and/or to be successful in careers for which the	y have been prepared.
• 、,		no provide quarity student services. To provide access to college courses and programs using various instructional methods, including distance education.	Auding distance education.	
- 4)	<ol> <li>To employ qualified faculty and staff, compensate them well, and pro- 5. To provide facilities, technology, and support staff in order to improve</li> </ol>	To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performa	vide opportunities for their professional development. student learning, enhance faculty and staff performance, augment community services. And make	nunity services. And make
		)ai		
٠.٠٣	Fo improve communication among campus personnel at     To recruit and retain students from a diverse population.     To provide workforce training programs that meet require technical skills training.	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 skills training.	he College goals, objectives, and activities. Itional, and public service agencies for basic skills,	specific job skills, and
	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment	in business or industry and/or additional
	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based		training in Drafting and Design Technology to students within the PRCC district.	he PRCC district.
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS — Actionable Knowledge
-	indicators (More specific description of Impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
_	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome?	IMPROVE.
'	The student will demonstrate the ability to identify the basic machining	90% of the students who complete this course will be able to recognize basic	All of the students completed the task and passed their classroom activities of	It was decided further details were given on the basic processes used in industry and
	processes.	machining symbols and the complete the process of machine drawings.	sketches.	anow for more detailed drawnings to be completed.
. •	2 The student will demonstrate the ability to create drawings of different types of fasteners.	85% of the students who complete this course will be able to correctly create blocks for different types of fasteners.	90% of the students completed blocks with different fasteners to insert into working drawings.	Instructors determined more lab times were given to allow for more blocks to be created.
.,	The student will demonstrate the ability to prepare drawings for production.	75% of the students who complete this course will be able to construct and design	100% of the students completed the complete set of working drawings with	Instructors decided more detailed classroom lecture of a complete set of working
		a total set of working drawings for production using AutoCad.	המסטווט קימופט.	lab time to be given to complete the task.
	4 The student will demonstrate the ability to draw and prepare welding drawings with proper symbols.	85% of the students who complete this course will be able to interpret and create welding drawings with symbols for production.	90% of the students completed the welding drawings and were able to identify the different symbols.	It was determined lectures will be more detailed and also allow for more lab time to be given to complete the task.

2011-2012

Supports PRCC Strategic Goal(s): 1,3 COURSE LEVEL: Machine Design II - DDT 2163 PROGRAM OF STUDY: Industrial Technology PROGRAM: Drafting and Design Technology

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:

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- 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 well, and provide opportunities for their 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.
  - 60 14 60
- To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and

PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based t	o provide industry based training in Drafting	training in Drafting and Design Technology to students within the PRCC district.	he PRCC district.
0	LEARNING OUTCOMES — Measurable indicators (More specific description of impact on student) <u>WHAT</u> should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA — Criterion for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	USE OF RESULTS – Actionable Knowledge (How knowledge galned will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
`	1 The student will demonstrate the ability to sketch a given mechanical part.	100% of the students who complete this course will be able to sketch a given mechanical part using AutoCad in classroom activities.	All of the students completed the task and passed their classroom activities of sketches.	Instructor has decided to lecture with more detail and also allow for more lab time to be given to complete the task.
	2 The student will demonstrate the ability to take and record measurements of the given part.	85% of the students who complete this course will be able to correctly record measurements of the given part using basic machine tools.	80% of the students completed the drawings with the proper measurements.	If was determined that the instructor will give more tab time to complete the project with more efficiency.
<u>'</u>	3 The student will demonstrate the ability to construct and design a total set of working drawings.	75% of the students who complete this course will be able to construct and design a total set of working drawings using AutoCad.	80% of the students completed the complete set of working drawings with passing grades.	Instructor has decided that he will give more details on class projects and allow for more time to complete the assignment.
_	4 The student will demonstrate the ability to interpret and apply geometric tolerancing.	75% of the students who complete this course will be able to interpret and apply geometric tolerancing on classroom assignments.	90% of students turned in drawings with geometric tolerance with sufficient grades of passing.	If was determined that more detailed classroom lecture of a complete set of working drawings will be given, and also allow for more lab time to be given to

2011-2012

complete the task.

4	PROGRAM OF STUDY: Industrial Technology			
<u>a</u>	PROGRAM: Drafting and Design Technology			Supports PRCC Strategic Goal(s): 1, 3
ŭ	COURSE LEVEL: Pipe Drafting - DOT 2523			
Σ	IISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
2	STRATEGIC GOALS:			
<i>-</i> ' ۷		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 mailly student sentines.	ns and/or to be successful in careers for which the	y have been prepa <i>re</i> d.
i w, 4i		To provide specify successive converses and programs using various instructional methods, including distance education. To emolov ouslified faculty and staff, compensate them well, and provide opportunities for their professional development.	kluding distance education. heir professional development.	
ro,		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.	ance faculty and staff performance, augment comm	nunlty services, And make
9 ~ 8		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 proceed and retain students from a diverse population.  To proceed the service training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and	he College goals, objectives, and activities. ational, and public service agencies for basic skills,	specific job skills, and
ã 8	PURPOSE OF UNIT: To offer a technical programmer	PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional	ualify students for entry-level employment i	in business or industry and/or additional
ŭ   <del>Z</del>	ELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Drafting and Design Technology to students within the PRCC district.	and Design Technology to students within t	he PRCC district.
تا	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS Outcomes	USE OF RESULTS — Actionable Knowledge
<u>.</u> Ē	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
ŏ	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or
₽ 6	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.
Ž ~	1 The student will demonstrate the ability	85% of the students who complete this	All of the students completed the task	More detailed classroom lecture of a
	to identify piping components and	course will be able to recognize pipe	and passed their classroom activities of	complete set of working drawings will be
	terms.	components and apply them properly to a	svelctives.	given, and also allow for more lab line to be given to complete the task.
		design.		
7	Ľ	75% of the students who complete this	80% of the students completed the	Instructor decided to give more details on
	to construct a complete set of working drawings with pipe drafting.	course will be able to construct and design a total set of working drawings using	complete set of working drawings with passing grades.	class projects and allow for more time to complete the assignment.
		Ariocac.		
	The student will demonstrate the ability to construct different views of pipes given certain data on specifications of pipe.	75% of the students who complete this course will be able to construct and design front and right side views of pipes along with elevation views using AutoCad.	75% of the students completed the different views of pipe runs with passing grades.	Instructor decided to provide more details on class projects and allow for more time to complete the assignment.

#### 2011 - 2012

PROGRAM OF STUDY: Industrial Technology	
PROGRAM: Electronics Technology	Supports PRCC Strategic Goal(s): 1, 3, 7
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educa	n 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.
- 7 K 4 K
- To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make 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 well, and provide opportunities for their professional development. 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. 9 ~ 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.

PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Electronics Technology to students within the PRCC district.	industry based training in Electronics Technology	to students within the PRCC district	
	PROGRAM OUTCOMES – Measurable indicators	ASSESSMENT CRITERIA –	ASSESSMENT RESULTS —	USE OF RESULTS — Actionable Knowledge
_	(More specific description of Impact on student)	Criteria for Evaluation	Outcomes Assessment	(How knowledge gained will be used to improve
		(Variables related to success of intended	(States how well intended	program performance)
		outcome)	results were achieved)	
Ľ	1 Students will demonstrate practical knowledge/	Measures and Standards Program	100% retention in students	
	skills, Demonstrating the use of test equipment	Review Instrument	taking the electronics	With 5% not employed, Instructor has decided to
	which is necessary for employment in entry		technology program.	determine industry the student wants to enter and
	level positions in the workforce as per state	90% refention in students taking the		assist student with midding that type of industry for
	Electronics Technology Curriculum.	efectronics technology program.	95% of 21 students that	application.
	3		graduated are employed in	
		90% of graduates will be employed in	the industrial industry after	
		the industrial industry after completing the	completing the electronics	
		electronics technology program.	technology program.	
<u> </u>	2 Students will demonstrate the technical	10 m		It has been decided to analyze all non passing
	knowledge to relate practical skills, including	/U% of students will successfully pass the	55% of 18 students passed	scores to determine cause and adjust
	safety of test equipment Students must master	MS CFAS (BS).	the MS CPAS lest.	instructional metriods, know the students who will
	the required competencies which are written, and			be completed as securities technology at the beginning of the term they will be testing and
	practical applications for each of the electronics			check student's grades in previous classes to
	courses included in the Electronics Technology			determine their skill level.
	Curriculum,			
_	_			

Δ.	PROGRAM OF STUDY: Industrial Technology			
_	PROGRAM: Electronics Technology		ĪS	Supports PRCC Strategic Goal(s): 1, 3, 7
٥	COURSE LEVEL: AC Circuits (EET 1123)			
2	<b>MISSION STATEMENT: Pearl River Community</b>	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	es for all who seek them.
S	STRATEGIC GOALS:			
-, 2		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.	ins and/or to be successful in careers for which the	y have been prepared.
w, 4, ∩		To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	cluding distance education, heir professional development.	
ο .	<ul> <li>To provide radintes, tachinology, and support stall in order to improve College services available via the Internet.</li> </ul>	pport staff in other to improve student learning, enrigher.	student learning, ennance racuny and start performance, augment community services, and make	nunity services, and make
Ø √ Ø		nd community ements of bus	r members regarding the College goals, objectives, and activities. siness, industry, educational, and public service agencies for basic skills	, specific job skills, and
تة تم	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	jualify students for entry-level employment	in business or industry and/or additional
~	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based		training in Electronics Technology to students within the PRCC district.	district.
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable Knowledge
, <u>⊆</u>	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
0	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or
<i>≱</i>	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome?	IMPROVE.
-	Demonstrate and practice general	Students who pass a written safety quiz will	100% of students passed the safety test	Instructors have decided to continue
	safety procedures in lab environments	be able to correctly respond to any type of fire or accident. Instructor must observe safety measures applied to 100% of	and demonstrated safe hand-ons practices in lab.	emphasizing the importance of safety requirements to maintain this percentage.
7	-	Students completing this course will be	80 % of students performed the	Instructors decided to continue to provide
	voltage and frequency with an	able to use the digital multi-meter to	necessary required task using the	additional lab materials to increase the
	oscilloscope.	correctly measure 60% of the variables ac voltage and ac current.	oscilloscope as the test equipment.	percemage.
က		Students completing this course will be	Students performed the necessary task	Materials will be provided to increase the
	multi-meter.	correctly measure 80% of the variables ac	meter.	out o passing rate that will students assist improvement.
	-	voltage and ac current.		
4	Interpret a schematic in relationship to filter configurations	Student passing this course will be able to	75% percent of students were able to	The 75% requirements were exceeded by 5% Will continue to administer materials
		schematic diagram using capacitive/	component diagrams in both written and	that will increase the present 80% score.
		inductive filters.	practical measures.	

	PROGRAM OF STUDY: Industrial Technology			
	PROGRAM: Electronics Technology		nS	Supports PRCC Strategic Goal(s): 1, 3, 7
احا	COURSE LEVEL: DC Circuits (EET 1113)			
۷.	MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
Ŋ	STRATEGIC GOALS:			
- 0		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	ns and/or to be successful in careers for which the	y have been prepared.
1 CO 47 M	To provide access to college courses an     To employ qualified faculty and staff, col     To employ qualified faculty and staff, college to the colleg	To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	sluding distance education.  neir professional development.	unity conject and make
,		pport stan in order to improve statem, rearming, crimingle.	mice levelly and state periodicalise, augment comm	
ω ~ ω	<ul> <li>6. To improve communication among campus personnel and community</li> <li>7. To recruit and retain students from a diverse population.</li> <li>8. To provide workforce training programs that meet requirements of bus technical skills training.</li> </ul>		members regarding the College goals, objectives, and activities. iness, industry, educational, and public service agencies for basic skills.	specific job skilks, and
υ. Φ	PURPOSE OF UNIT: To offer a technical progeducational opportunities?	PURPOSE OF UNIT: 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?	ualify students for entry-level employment i	in business or industry and/or additional
æ	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based		training in Electronics Technology to students within the PRCC district.	district.
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
<b>→</b> 0.	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome?	IMPROVE.
_	1 Demonstrate and practice general	Students who pass a written safety quiz will	100% of students passed the required	Very successful with the procedure for the
	safety procedures in lab environments	be able to correctly respond to any type of fire or accident. Instructor must observe	safety test.	safety test, instructors have decided to continue to make necessary assignments to keep 100% passing scores.
		salety freasures applied to 100% of assignments.		
14	2 Demonstrate the ability to determine	Students who complete this course will be	Students passed the color code for	Exceeded expectations and requirement
	resistor types, value, tolerance, &	able to state 75% of values of resistor color	resistors quiz with 90%. The also were	with our scores of 90%, it has been decided
	power rating.	code by observing the color codes.	able to demonstrate the competency in the lab.	to continue to assign assignments that will increase learning outcomes.
(a)	3 Demonstrate ability to measure	Students completing this course will be	80% of students passed to written and	Instructors have decided to design more
	Voltage, resistance, a current.	able to use the agrial main-meter to correctly measure 80% of the variables voltage, current. & resistance.	practical requirements or using the meter to measure V, C, & R.	students.
4	4 Interpret a schematic in relationship to	Student passing this course will be able to	80% of students interpreted the symbols	Instructors have decided to add more
	a live circuít.	correctly interpret 80% of the symbols of a schematic diagram and troubleshoot and	for the required schematic diagrams in assignments.	assignments both written and practical to see improvement in this area.
		test a live circuit.		

PROGRAM OF STUDY: Industrial Technology	
PROGRAM: Electronics Technology	Supports PRCC Strategic Goal(s): 1,3,7
COURSE LEVEL: Digital Devices EET 1213	
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	r 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.	ve 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 studerd learning, enhance faculty and staff performance, augment community services, And make	ly 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	cific job skills, and
technical skills training.	
PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional	usiness or industry and/or additional
educational opportunities.	

educational opportunities.	

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<u> </u>	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based	To provide industry based training in Electron	training in Electronics Technology to students within the PRCC district.	district.	
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge	
=	indicators (More specific descríption of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
_	on student) WHAT should a student know,	Intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or	
73	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.	
a	program/course?				
_	1 Demonstrate and practice general	100 % of student will pass a written	Safety test was passed 100% by all	Determination has been made to continue to	
	safety procedures in lab environments.	safety quiz before given assignments.	students.	go over safety materials during each class.	
		Instructor must observe safety		Safety must be observed at all times.	
		measured applied to all assignments.			
(7	2 Perform mathematical operations	75% of students will be able to pass written	80.5% of students were able to pass the	Instructors agreed to continue to administer	_
	using digital number systems.	test of digital numbers systems.	written test of digital numbering systems.	assignments that will assist student practice	
				for numbering systems.	
اس	3 Classify logic gates and explain their	75% of students will be able to	88% passed the logic symbols and	Instructor decided to continue to give	
	functions	demonstrate in the lab the ability to	circuits quiz and demonstrated the	practical assignments that assist students	
		distinguish between different logic circuits and their functions.	circuits would work in the lab.	learning outcomes in logic gate circuits.	
14	4 Explain the operation of basic counters	75% of students will pass a written test	73.2% of al students passed the basic	Need has been established for practical lab	_
	and sequential togic circuits.	explaining the basic operations of counters	counter test. Also passed the lab	assignments and labs will be administered	
		and sequential circuits.	practical for this objective.	to pull up the percentage rate.	
	Demonstrate and utilize proper bread-	75% of students will pass a hands-on test	87% of students passed the	Instructors have decided to give practical lab	
(۲)	5 boarding and troubleshooting	and properly demonstrate the ability to wire	troubleshooting and bread-boarding	assignments will be given so all students will	
	techniques.	projects using components and a bread-	project.	improve test scores.	

_	PROGRAM OF STUDY: Industrial Technology			
	PROGRAM: Electronics Technology			Supports PRCC Strategic Goal(s): 1,3
	COURSE LEVEL: Drafting for Electronics Technology (EET 1713)	inology (EET 1713)		ΙI
	MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	es for all who seek them.
	STRATEGIC GOALS:			
,- (	To prepare students to transfer and be successful in their studies at     To provide quality studies expenses.		baccalaureate institutions and/or to be successful in careers for which they have been prepared.	y have been prepared.
, 4	•	to provide access to college courses and programs using various instructional methods, including distance education. To amply qualified family and staff companies them well, and provide procedurations for their impressional devaluement.	Auding distance education. Soir impersional development	
	5. To provide facilities, technology, and suppo College services available via the Internet.	To employ quanties racely any start, compensore men, and provide opportunities for mensional 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.	reil professional develophibili. ance faculty and staff performance, augment comn	nunity services, And make
21.0	Fo improve communication among campus personnel a     To recruit and retain students from a diverse population     To provide workforce training programs that meet require technical skills training.	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 skills training.	ne College goals, objectives, and activities. Itional, and public service agencies for basic skills,	specific job skilk, and
	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment	in business or industry and/or additional
	RELATIONSHIP OF UNIT TO PRCC MISSION: 1	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Electronics Technology to students within the PRCC district.	ics Technology to students within the PRCC	district.
_	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS — Actionable Knowledge
0	indicators (More specific description of impact on student) WHAT should a student know,	Evaluation (Variables related to success of intended outcome) HOW will attainment of	Assessment (States how well intended results were achieved) WHAT was level of	(How knowledge gained will be used to improve program performance). Make a CHANGE or
	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome?	IMPROVE.
	Student will demonstrate the understanding of drafting	70% of students will demonstrate drafting fundamentals – instructor observation and	100% (12 of 12 students) made 100% demonstrating drafting fundamentals.	Decision was made to require the student to complete a research paper on new CAD
	fundamentals.	on a written test.		souware and now the electronics industry uses it to keep up with the latest technology.
. 4	2 Student will demonstrate the understanding of symbols,	70% of students will identify symbols, components and references used in	92% (11 of 12 students) made 80% or better identifying symbols, components	Instructors decided to provide more schematic symbol exercises for the student
	components and references used in schematic and logic diagrams.	schematic and logic diagrams on a written test.	and references used in schematic and logic diagrams.	to familiarize themselves with more symbols.
[''	3 Student will demonstrate an understanding of electronics drafting	70% of students will demonstrate an	100% (12 of 12 students) made 100%	Determination made for students to fabricate
	using CAD.	Computer Aided Design (CAD) as assessed by instructor observation.	electronics drafting using Computer Aided Design (CAD)	simulate using CAD.

PROGRAM OF STUDY: Industrial Technology			Supports PRCC Strategic Goal(s): 1.3
COURSE LEVEL: Solid State Devices ad Circuits (EET 1333)			-1 1
MISSION STATEMENT: Pearl River Community College is a public instltution committed to providing quality educational and service opportunities for all who seek them.	nitted to providing	quality educational and service opportunitie	for all who seek them.
be successful in their studies at	reate institutions an	baccalaureate institutions and/or to be successful in careers for which they have been prepared.	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 well, and provide opportunities for their professional development.  To provide facilities and staff proport staff in order to improve student learning, enhance faculty and staff performance, augment community services. And make	al methods, includir bortunities for their p t leaming, enhance	g distance education. professional development. faculty and staff performance, augment comm	unity 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 skills training.	ers regarding the C industry, educationa	ollege goals, objectives, and activities.	specific job skills, and
PURPOSE OF UNIT: 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.	pletion will quali	y students for entry-level employment i	n business or industry and/or additional
RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Electronics Technology to students within the PRCC district.	ng in Electronics 1	rechnology to students within the PRCC	district.
LEARNING OUTCOMES — Measurable ASSESSMENT CRITERIA — Criterion for indicators (More specific description of impact Evaluation (Variables related to success of		ASSESSMENT RESULTS – Outcomes Assessment (States how well intended	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve
	<u></u>	results were achieved) <u>WHAT</u> was level of attainment of outcome?	program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
Student will demonstrate the ability to explain semiconductor diode t heory and apply to diode circuits.  Tow of students that complete Solid State  Devices will demonstrate the ability to explain semiconductor diode t heory and apply to diode circuits as assessed by instructor observation.		100% (14 of 14 students) demonstrate ability to explain theory and apply theory constructing diode circuits.	Decision made to find new circuits for the students to learn about and assess their understanding of them by constructing a hands on lab circuit.
Student will demonstrate the ability to analyze the operation of semiconductor special purpose diodes. Semiconductor special purpose diodes as assessed by instructor observation.		100% (14 of 14 students) analyzed and demonstrated the operation of semiconductor special purposes diodes in a hands on lab.	Instructors decided to find new circuits for the students to learn about and assess their understanding of them by constructing a hands on lab circuit.
Student will demonstrate the ability to analyze analyze the operation of bipolar transistors.  Student will demonstrate the ability to analyze transistors.  Devices, demonstrate the ability to analyze the operation of bipolar transistors as assessed by instructor observation.	4)	86% (12 of 14 students) made an 80% or greater demonstrating the ability to analyze and construct bipolar transistor circuits in a hands on lab.	Instructor decided to make new examples of bipolar transistor circuits so the students will have more exposure and practice on these circuits in their hands on lab.

2011-2012

PROGRAM OF STUDY: Industrial Technology
PROGRAM: Instrumentation Technology Supports PRCC Strategic Goal(s): 1, 3, 5
COURSE LEVEL: Calibration and Measurement – INT 2214
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.
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 courte workform training programme that meet requirements of business industry, educational and public service appecies for basic skills, specific job skills, and
technical skills training.
PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional

~	ELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Instrumentation Technology to students within the PRCC district.	entation Technology to students within the	PRCC district.
ء ب	LEARNING OUTCOMES – Measurable indicators (More specific description of impart	ASSESSMENT CRITERIA —Criterion for Evaluation (Variables related to success of	ASSESSIMENT RESULTS — Outcomes Assessment (States how well intended	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve
= 0 = 0	on student) WHAT should a student know, think, or be able to do upon completion of program/course?	intended outcome) HOW will attainment of the outcome be measured?	results were achieved) <u>WHAT</u> was level of attainment of outcome?	program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
	The student will define terms associated with measurement and calibration procedures.	75% of students will be capable of defining terms associated with measurement and calibration procedures.	88% of students were found to be capable of this criterion.	After reviewing the assessment charts for INT 2214 from the previous semester, it was decided to increase the assessment criteria level of attainment.
2	The student will describe a standard calibration procedure.	75% of students will be able to describe a standard calibration procedure.	82% of students were found to be able to amount of written assignments require this criterion.	Instructors determined a need to increase the amount of written assignments required in this area.
(T)	The student will describe and perform specialized calibrations of differential pressure cells.	75% of students will be able to describe and perform specialized calibrations of differential pressure cells.	82% of students correctly calibrated differential pressure cells.	Instructors decided to create more strenuous lab assignments.

educational opportunities.

Supports PRCC Strategic Goal(s): 1, 3, 5	ss for all who seek them.	re been prepared. y services, And make cific job skills, and	in business or industry and/or additional	PRCC district.	USE OF RESULTS – Actionable Knowledge	(How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>	Instructors have reviewed data from previous semester and decided to increase the assessment criteria for outcome.	Instructors determined to increase content emphasis.	Upon analyzing data, instructors decided to increase level of outcome expectation.
78	iding quality educational and service opportuniti	alaureate institutions and/or to be successful in careers for which they have tional methods, including distance education. opportunities for their professional development. dent learning, enhance faculty and staff performance, augment community embers regarding the College goals, objectives, and activities. see, industry, educational, and public service agencies for basic skills, species.	qualify students for entry-level employment	entation Technology to students within the	ASSESSMENT RESULTS - Outcomes	Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	94% of students successfully calculated heat equations.	83% of students successfully calculated pressure equations.	100% of students were capable of troubleshooting various sensing devices.
Y 4	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	r studies at bacc g various instruc well, and provide ar to improve stu nd community me	PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Instrumentation Technology to students within the PRCC district.	ASSESSMENT CRITERIA —Criterion for	Evaluation (Variables related to success of intended outcome) <u>HOW will attainment of</u> the outcome be measured?	70% of students completing Control systems 1 will be capable of correctly completing heat transfer equations. Students will demonstrate this ability through testing in the presence of the instructor.	70% of students completing Control Systems 1 will be capable of correctly completing pressure equations. Students will demonstrate this ability through testing in the presence of the instructor.	80% of students completing Control Systems 1 will be capable of troubleshooting various sensing devices and systems. Students will demonstrate this ability through practical lab examinations in the presence of the instructor.
PROGRAM OF STUDY: Industrial Technology PROGRAM: Instrumentation Technology COURSE LEVEL: Controls Systems – INT 2114	MISSION STATEMENT: Pearl River Community	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in their studies at bacc 2. To provide quality student services. 3. To provide access to college courses and programs using various instruct. 4. To employ qualified faculty and staff, compensate them well, and provide 5. To provide facilities, technology, and support staff in order to improve stu.  College services available via the Internet. 6. To improve communication among campus personnel and community me 7. To recruit and retain students from a diverse population. 8. To provide workforce training programs that meet requirements of busine technical skills training.	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	RELATIONSHIP OF UNIT TO PRCC MISSION: 1	LEARNING OUTCOMES – Measurable	indicators (More specific description of Impact on student) WHAT should a student know, think, or be able to do upon completion of program course?	Students will be able to recognize and calculate heat transfer equations associated with temperature measurement devices.	2 Students will be able to recognize and calculate pressure equations associated with pressure measurement devices.	3 Students will be able to troubleshoot various sensing devices and systems containing such devices.

Instructors decided to increase content emphasis in this area with the addition of more lab demonstrations.
85% of students were capable of utilizing Instructors decided to increase content data transmissions systems.  more lab demonstrations.
70% of students completing Control Systems 1 will be capable of describing and utilizing data transmission systems. Students will demonstrate this ability through practical lab examinations in the presence of the instructor.
4 Students will be able to describe and utilize data transmission devices associated with control systems.

	PROGRAM OF STUDY: Industrial Technology PROGRAM: Instrumentation Technology COURSE LEVEL: Control Systems 2 (INT 2124)	9y 124)	odding	Supports PRCC Strategic Goal(s): 1, 3, 5
Σ	IISSION STATEMENT: Pearl River Commi	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	o providing quality educational and service o	pportunities for all who seek them.
,	STRATEGIC GOALS:			
4	<ul> <li>To prepare students to transfer and be successful in their studies</li> <li>To provide quality student services.</li> </ul>		at baccalaureate institutions and/or to be successful in careers for which they have been prepared.	ir which they have been prepared.
ය. <b>4.</b> අ.		To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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	ds, including distance education. s for their professional development. , enhance faculty and staff performance, aug	ment community services, And make
8 Y 8		Consign services available of a tile interior.  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 skilts, and technical skills training.	ding the College goals, objectives, and activit educational, and public service agencies for t	ties. basic skills, specific job skílts, and
፸ ጿ	PURPOSE OF UNIT: To offer a technical proeducational opportunities.	PURPOSE OF UNIT: 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.	jualify students for entry-level employment in	business or industry and/or additional
œ	ELATIONSHIP OF UNIT TO PRCC MISSIC	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Instrumentation Technology to students within the PRCC district.	umentation Technology to students within the	PRCC district.
<u> </u>	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/courses?	ASSESSMENT CRITERIA –Criterion for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	USE OF RESULTS - Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a CHANGE or IMPROVE.
5 -	The student will be able to describe control valve characteristics	Upon completion of the course, 75% of students will be able to describe control valve characteristics. The ability to do so will be measured through testing in the classroom.	100% of students were found to be able to describe valve characteristics.	Instructors decided to increase emphasis in outcome content.
7	The student will be able to troubleshoot process control loops.	Upon completion of the course, 75% of students will be able to troubleshoot process control loops. Attainment will be measured through practical examinations in the laboratory.	87% of students were found to be capable of troubleshooting control toops.	It was decided to increase the time allotted in this area through more lab assignments.
m	The student will be able to describe and implement advanced control methods.	Upon completion of the course, 75% of students will be able to describe and implement advanced control methods. Attainment will be assessed through testing in the classroom and laboratory.	87% of students were found to be able to describe and implement advanced control methods.	A determination was made to enhance the advanced control methods lab assignment.

PROGRAM OF STUDY: Industrial Technology	
PROGRAM: Instrumentation Technology	(s): 1, 3, 5
COURSE LEVEL: Introduction to Automation and Controls (MFT 1113)	
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.	
PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional	litional
educational opportunities.	

RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Electronics Technology to students within the PRCC district.	nics Technology to students within the PRCC	5 district.
LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS — Actionable Knowledge
indicators (More specific description of impact   Evaluation (Variables related to success of	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improv
op childeot) WHAT should a studeot know	intended outcome) HOW will attainment of	results were achieved\ WHAT was level of	program performance). Make a CHANGE or

USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE</u>	It was determined only continued diligent adherence to policy need be followed to comply with this SLO.	Instructors determined test equipment has been and will continue to be dominant lab tools. Continuous required application and documentation should raise the results numbers.	It was decided the percentage of achievement is very good continuous improvement is always on the radar. Continued adherence to stated practices is absolute. An effort to identify and work with students at risk is the next notable objective.
ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	100% of students completing this course successfully demonstrated safe laboratory safety procedures in the shop, lab and industrial environments.	82.6% of students completing the course were able to effectively demonstrate set up and operation of various types of test equipment.	95.2% of students completing the course were able to pass a written exam covering the calculator proficiency requirements as outlined in the criteria section of this chart.
ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	70% of students that complete Introduction to Automation and Controls will apply proper safety techniques for various types of circuits and components in the instructor's presence.	70% of students that complete Introduction to Automation and Controls will apply proper set up and operating techniques for various types of test equipment in the instructor's presence for a recorded grade.	70% of students that complete Introduction to Automation and Controls will demonstrate calculator proficiency as measured by a written examination.
LEARNING OUTCOMES – measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	Student will demonstrate, and practice general safety procedures in the shop, lab, and industrial environments.	2 Student will demonstrate proper use and operation of test equipment including volt, current, and ohm meters.	3 Student will demonstrate proficiency in the use of a calculator including the use of International Scientific Units (SI) symbols and prefixes to describe electrical values, manipulate numbers in mathematical operations using scientific notation, engineering notation, and Endation.

	Instructors determined with 100% of the	students completing the course accurately	explaining manufacturing dynamics the only	requirement left is continued adherence to	policy in place.
	100% of students completing the course	were able to pass a written exam	s as measured by a measuring capability to explain	manufacturing dynamics.	
	70% of students that complete Introduction   100% of students completing the course   Instructors determined with 100% of the	to Automation and Controls will explain	manufacturing dynamics as measured by a	written examination.	
	4 Student will explain manufacturing	dynamics including identifying	employer goals, employee	responsibilities and benefits.	

#### 2011-2012

educational opportunities.

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

	PROGRAM OF STUDY: Industrial Technology			
_	PROGRAM: Instrumentation Technology			Supports PRCC Strategic Goal(s): 1, 3, 5
	COURSE LEVEL: Programmable Logic Controllers- ELT 2613	ollers- ELT 2613		
	VIISSION STATEMENT: Pearl River Communit	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
0)	STRATEGIC GOALS:			
,- (V		To prepare students to transfer and be successful in their studies at baccalavreate institutions and/or to be successful in careers for which they have been prepared. To provide quality student services.	nd/or to be successful in careers for which they hav	e been prepared.
( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( (	3. To provide access to college courses and pre 4. To employ qualified faculty and staff, comper 5. To provide facilities, technology, and support	To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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	ig distance education. professional development. faculty and staff performance, augment community	services, And make
- U - W	College services available via the internet.  6. To improve communication among campus personnel at 7. To recruit and retain students from a diverse population. 8. To provide workforce training programs that meet require technical skills training.	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 poputation.  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.	ollege goals, objectives, and activities. st, and public service agencies for basic skills, spec	ific job skills, and
	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	qualify students for entry-level employment i	n business or industry and/or additional
	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Instrumentation Technology to students within the PRCC district.	entation Technology to students within the I	PRCC district.
2	LEARNING OUTCOMES – Measurable indicators (More specific description of Impact	ASSESSMENT CRITERIA —Criterion for Evaluation (Variables related to success of	ASSESSMENT RESULTS – Outcomes Assessment (States how well Intended	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve
	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
<b>→</b> 11	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome?	IMPROVE.
•	The student will be able to explain the principles of PLCs.	Upon completion of the course, 80% of students will be able to explain the principles of PLCs. Attainment will be measured through testing in the classroom.	100% of students were found to be able to complete this parameter.	A possible change in criteria percentage may be in order in this area. If numbers continue as is, criteria may be changed to 90%
-	The student will be able to identify the different types of PLC hardware.	Upon completion of the course, 80% of students will be able to identify the different types of PLC hardware. Attainment will be measured through testing in the classroom.	91% of students were found to be able to complete this parameter.	Slightly lower than last semester. This criteria will be stressed through more stringent testing in the area in the classroom.
<u></u>	The student will be able to explain the numbering systems, encoding/decoding, and logical operations.	Upon completion of the course, 80% of students will be able to explain the numbering systems, encoding/decoding, and logical operations. Attainment will be assessed through testing in the classroom.	90% of students were found to be capable of this criteria.	Good numbers here. However, more emphasis can be placed in this area to further the criteria percentage.
4	The student will be able to program all types of internal and discrete instructions.	Upon completion of the course, 80% of students will be able to program all types of internal and discrete instructions.  Attainment will be measured in the lab via practical lab programming assignments.	95% of students were found to be capable of this criteria.	Still room for improvement in this area. This area will continue to be stressed through assignments in the lab.

#### 2011-2012

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. PROGRAM: Medical Laboratory Technology

- 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. **←** 01 02 4. 72
  - To provide quality student services.

STRATEGIC GOALS

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

  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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. 9.7.8
    - To provide workforce training

PURPOSE OF UNIT: To offer an allied health program that upon successful completion will qualify students for entry-level employment in the field of MLT and provides a foundation for further study RELATIONSHIP OF UNIT TO PRCC MISSION: To offer the alified health program Medical Laboratory Technology in order to fulfill the mission statement for occupational programs

USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a CHANGE or IMPROVE.	It was decided to continue communicating with prospective employers to understand the objectives that employees must demonstrate.	5 Mock Certification Exams are being administered to students in their clinical phase of education to better prepare them for Board of Certification examination. Reviews are being done for the areas where student scores are low.	Instructors agreed that the MLT campus didactic and student labs will be revised.
ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	100% of students indicated employment in graduate surveys at 6 months' postgraduate time.	100% pass rate for all MLT completers.	100% of the students received satisfactory scores on their Professional Evaluations from their Clinical Instructors.
ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	85% of the graduates will be employed in a laboratory profession after completing their clinical education.	Upon graduation from the Medical Laboratory Technology Program, 75% of the graduating class will be successful in the passage of the MLT Board of Registry Exam.	85% of the students graduating from the MLT program will achieve a satisfactory result on their Professional Evaluations in Hematology, Bloodbank, Chemistry, and Microbiology.
esurable ption of ald a to do upon	The student will be employed in a Laboratory profession after completing their Clinical Education.	The student will be able to sit for the MLT Board of Certification Exam and receive a passing score.	The student will successfully complete education in Hematology, Bloodbank, Chemistry, and Microbiology.
	ASSESSMENT RESULTS – Outcomes s of Assessment (States how well intended t of results were achieved) WHAT was level of attainment of outcome?	ASSESSMENT CRITERIA —Criteria for ption of intended outcome) HOW will attainment of intended outcome be measured?  Indo upon the outcome be upon t	ASSESSMENT CRITERIA — Criteria for ption of intended outcome) HOW will attainment of intended outcome be measured?  to do upon the outcome be measured?  to do upon the outcome be measured?  attainment of outcome?  Assessment (States how well intended outcome) HOW will attainment of attainment of outcome?  attainment of outcome?  Assessment (States how well intended outcome) HOW will attainment of attainment of outcome?  attainment of

PROGRAM OF STUDY: Medical Laboratory Technology
COURSE LEVEL: Hematology   (MLT 1314)
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 baccalavreate 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.
PURPOSE OF UNIT: 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 UNIT 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
LOMMUNITY COTIEGE.

_	community conege.			
_	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA — Criteria for Evaluation	ASSESSMENT RESULTS Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of impact	(Variables related to success of intended	Assessment (States how well intended	(How knowledge gained will be used to Improve
	on student) WHAT should a student know,	outcome) HOW will attainment of the outcome	results were achieved) WHAT was level of	program performance). Make a CHANGE or
_	think, or be able to do upon completion of	be measured?	attainment of outcome?	IMPROVE.
<u>_</u>	program/course?			
	1 The student will be able to correctly	85% of the etudents will be able to make	100 % of the students correctly prepared	It was decided to continue lab
	make slides for the CBC differential.	acceptable peripheral blood smears for the	acceptable peripheral blood smears	demonstrations and guided lab exercises
		CBC differential analysis.	which compared to preset standards provided by the instructor.	
\ <b>`</b>	The student will be able to locate and	85% of the students will correctly perform	85 % of the students correctly performed	Instructor decided to continue with software
	correctly identify normal cells found in	differentials which correlate with preset	acceptable differentials which correlated	exercises and to continue to solicit slides
	peripheral blood.	oriteria.	with the instructor's preset criteria.	from hospitals.
L.,,	3 The student will be able to correctly	85% of the student's manual white blood	85 % of the students correctly performed	Decision was made to continue guided
	estimate a white blood cell count.	cell estimate will correlate with the preset	acceptable manual white blood cell	software exercises and to utilize stides
		crìteria,	estimates which correlated with the	requested from hospitals.
			instructor's preset criteria.	

2011-2012

10-	
COURSE LEVEL: Immunology (MIT 1413)	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.

#### 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 well, and provide opportunities for their professional development.
- 4.46.4.6
- 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
  - 60 12 80
- To recruit and retain students from a diverse poputation. 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

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

RELATIONSHIP OF UNIT 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.

	LEARNING OUTCOMES ~ Measurable	ASSESSMENT CRITERIA —Criteria for Evaluation	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge
<u>.</u> =	indicators (More specific description of impact   (Variables related to success of intended	(Variables related to success of intended	Assessment (States how well intended	(How knowledge gained will be used to improve
0	on student) WHAT should a student know,	outcome) HOW will attainment of the outcome	resufts were achieved) WHAT was level of	program performance). Make a CHANGE or
=	think, or be able to do upon completion of	be measured?	attainment of outcome?	IMPROVE,
٩	program/course?			
	The student will be able to pipet	1 The student will be able to pipet 85% of the students will pinet correct	85% of the students received a passing	If was decided that video demonstrations will
	correctly.	amount when compared to standards	score on their practical exam for	be implemented to improve student
		provided by the instructor.	pipewing.	learning outcomes for pipetting techniques.
7	The student will be able to perform an	The student will be able to perform an 85% of the students will obtain correct 85% of the students received a passing	85% of the students received a passing	Instructors decided to tweak procedures and
	RPR test.	results on the serology assay for syphilis   score on the syphilis procedure and	score on the syphilis procedure and	explanation will hopefully raise student
		according to preset criteria.	report.	scores.
m	The student will be able to perform the	The student will be able to perform the 100% of the students will obtain correct	85% of the students obtained a passing	A need to modify procedures and their
	serology assay to detect infectious	serology assay to detect infectious   results on the serology assay for infectious   score on the infectious mononucleosis	score on the infectious mononucleosis	explanation to improved student scores.
	mononucleosis.	mononucleosis according to preset criteria.	procedure and lab report.	

PROGRAM: Medical Laboratory Technology
COURSE LEVEL: Parasitology (MLT 2612)
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.
PURPOSE OF UNIT: 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 UNIT 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

_	RELATIONSHIP OF UNIT TO PRCC MISSION: To ov	RELATIONSHIP OF UNIT 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	Technology in order to fulfill the mission stateme	nt for occupational programs at Pearl River
	Community College.			
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for Evaluation	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of impact   (Variables related to success of intended	(Variables related to success of intended	Assessment (States how well intended	(How knowledge gained will be used to improve
_	on student) WHAT should a student know,	outcome) HOW will attainment of the outcome	results were achieved) WHAT was level of	program performance). Make a CHANGE or
	think, or be able to do upon completion of	be measured?	attainment of outcome?	IMPROVE.
_	program/course?			
	1 The student will be able to prepare	85% of the shideofs will correctly negate	85% of the students will receive a	It was decided to work 1 on 1 with struggling
_	slides for fecal exam for parasites.	and examine a wet oreo of feces based	passing score on the check off sheet for	students to improve performance
		on instructor checklist.	fecal exam slide preparation.	
Ш	2 The student will be able to locate and	85% of the students will locate & correctly	85% of the students will receive a	Instructors decided that mediation through
	correctly identify eggs, cysts, and larva	identify eggs, cysts, and larva in feces and	passing score on the powerpoint quiz for	use of online CDC parasitology image
_	in feces.	correlate with the disease processes based	eggs cysts and larva.	library.
-		on instructor designed quiz.		
	3 The student will be able to locate and	85% of the students will correctly locate	85% of the students will receive a	A need for remediation through use of online
	identify bloodborne parasites on a	and identify bloodborne parasites on a	passing score on the powerpoint quiz for	CDC parasitology image library was
	peripheral blood smear.	peripheral blood smear and correlate them	peripheral blood exam and parasite ID.	determined.
_		with the disease based on instructor		
		designed quiz.		

Program: Mec	Program: Medical Radiologic Technology	Technology		Supports PR	Supports PRCC Strategic Goal(s): 1, 3, 7, 8
MISSION STATE	MENT: Pearl Rive	er Community College is a public ins	titution committed to providing qua	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	nities for all who seek them.
STRATEGIC GOALS:	ALS:	nefer and he euroseeful in their etudi	Oben and initial state in a second	IC GOALS: To create a durante to transfer and the currentful in their children at harmanale incitations and for the current for which they have been presented.	they boild been prepayed
	To provide quality student services.  To provide access to college course	To provide quality student services. To provide quality student services. To provide access to college courses and programs using various instructional methods, including distance education.	ous instructional methods, including d	istance education.	uicy lieve occii prepared.
5. To empl	To employ qualified faculty and staff, comperto provide facilities, technology, and supportions envises analysis the International Property of the Internati	To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performa College services evalible via the Internal	nd provide opportunities for their profe nprove student leaming, enhance fact	To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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 and include via the Internat	ommunity services, And make
6. To rect	ove communicatio	coincide services evaluation with interior. In community members regarding the College goals, objectives, and activities. To recuit and retain students from a diverse nonlibition.	imunity members regarding the Colle	ge goals, objectives, and activities,	
	To provide workforce train technical skills training.	To provide workforce training programs that meet requirements of technical skills training.		business, industry, educational, and public service agencies for basic skills, specific job skills, and	dlls, specific job skills, and
PURPOSE OF UNIT: To offe educational opportunities.	VIT: To offer allik oortunities.	ed health programs which upon s	successful completion will qualify	y students for entry-level employ	PURPOSE OF UNIT: 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 UNIT TO PRC n this important	RELATIONSHIP OF UNIT TO PRCC MISSION: To add an important district to obtain this important medical specialty.	component to the health relate	d professions, which are offered	RELATIONSHIP OF UNIT 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 - Broad description	oad description	LEARNING OUTCOMES -	ASSESSMENT CRITERIA -	ASSESSMENT RESULTS -	USE OF RESULTS – Actionable Knowledge
of intended impact on students	ct on students	Measurable indicators (More	Criterion for Evaluation	Outcomes Assessment	(How knowledge gained will be used to improve
(Program goals)		specific description of impact on student)	(Variables related to success of intended outcome)	(States how well intended results were achieved)	program performance)
1 A) Perform	A) Perform effectively as	75 % of graduates will be	Staving in touch with		
entry-level ra	entry-level radiographers	employed in x-ray technology after completion	graduates.	60 % are employed or seeking further education at	A decision was made to encourage students to widen their search area for employment.
B) Successfi	B) Successfully write the	Upon graduating 80% of the		the 5 month mark.	
ARRT examination for diagnostic radiographe	ARRT examination for diagnostic radiographers.	graduates will sit for and pass the ARRT exam in	ARRT exam results		Instructors determined to continue to stress
		Radiography.		100% pass rate class of 2012	preparation for this exam
C) Be prepa the baccalau	C) Be prepared to pursue the baccalaureate degree.	Upon completion of the program 90% of the			
or advanced fevel studie into the specialty areas.	or advanced level studies into the specialty areas.	graduates will be prepared to further their education.	Graduation rate of this class	100% are prepared to pursue enter baccalaureate studies if	No further improvement needed
				they desire.	

COURSE LEVEL: RGT 1423 Digital Imaging  MISSION STATEMENT: Pearl River Community College Is a pu  STRATEGIC GOALS:  To provide quality student services. To provide quality student services. To provide quality student services and programs using to employ qualified faculty and staff, compensate them to provide facilities, technology, and support staff in ord College services available via the Internet. To provide vorkforce training programs that meet require technical skills training.  PURPOSE OF UNIT: To offer a technical program which up educational opportunities.	Imaging			
STRATEGIC GOALS:  1. To prepare students to trans. 2. To provide quality student s. 3. To provide quality student s. 4. To provide access to college. 4. To provide access to college services available of College services available of College services available of To improve communication. 7. To recruit and retain student To provide workforce training. PURPOSE OF UNIT: To offer a tected aducational opportunities.				
STRATEGIC GOALS:  1. To prepare students to trans. 2. To provide quality student s. 3. To provide access to college. 4. To employ qualified faculty. 5. To provide services available of College services available of College services available of To improve communication. 7. To recruit and retain studen. 8. To provide workforce training. PURPOSE OF UNIT: To offer a tected educational opportunities.	Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ing quality educational and service opportunitie	s for all who seek them.
1. To prepare students to trans 2. To provide quality student s 3. To provide access to colleg 4. To employ qualified faculty 5. To provide facilities, technol College services available v 6. To improve communication 7. To recruit and retain studen 8. To provide workforce training technical skills fraining. PURPOSE OF UNIT: To offer a tected acceptional opportunities.				
To provide access to college 4. To employ qualified faculty 5. To provide facilities, technol College services available v6. To improve communication 7. To recruit and retain studen 8. To provide workforce training technical skills fraining.  PURPOSE OF UNIT: To offer a tected acceptional opportunities.	sfer and be	To prepare students to transfer and be successful in their studies at baccalaureate institutions. To provide quality student sarvices.	baccaleureate institutions and/or to be successful in careers for which they have been prepared.	y have been prepared.
5. To provide facilities, technol College services available of a To improve communication 7. To recruit and retain studen 8. To provide workforce training technical skills fraining.  PURPOSE OF UNIT: To offer a tected acceptance of the provide workforce training.	e courses ar	To provide access to college courses and programs using various instructional methods, including distance education. To employ ovailised faculty and staff compensate them well and provide proordunities for their ordessional development.	uding distance education. eir onfessional development	
6. To improve communication 7. To recruit and retain studen 8. To provide workforce trainin technical skills fraining. PURPOSE OF UNIT: To offer a tected acceptional opportunities.	logy, and su	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.	nce faculty and staff performance, augment comm	nnity services, And make
PURPOSE OF UNIT: To offer a tected and address and add	among cam ts from a div tg programs	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 skills training.	e College goals, objectives, and activities.	specific job skilks, and
2299 OF FINIT TO SHOOT A 129	hnical prog	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	n business or industry and/or additional
LECATIONS IN OF UNIT TO PACE	MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Medial Radiologic Technology to students within the PRCC district.	adiologic Technology to students within the	PRCC district.
LEARNING OUTCOMES - Measurable	ırable	ASSESSMENT CRITERIA -Criterion for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS - Actionable Knowledge
indicators (More specific description of impact	of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
on student) WHAT should a student know,	it know,	intended outcome) HOW will attainment of the outcome be measured?	results were achieved) WHAT was level of attainment of outcome?	program performance). Make a <u>CHANGE</u> or IMPROVE.
program/course?	lon or			
Compare dynamic range to latitude of	titude of	Through academic testing 85% of the	75% of class demonstrated knowledge of these principles	The instructors decided to require more time investment in learning lab events
a digital radiography system	5 III S	these principles.		
2 Relate the receptor exposure indicator	indicator	Through academic testing 85% of the	94% of class demonstrated this	It was decided to require more time invested in the learning lab or committee generated
calibration, part/beam/plate alignment and patient exposure.	gnment	relationships of these items.		testing
3 Describe PACS and its function.	J.	Through academic testing 85% of the	94% indicated a clear understanding	More review questions have been added in
		students will show a clear understanding of the PACS function and its proper usage.		computer generated testing
4 To retain students through completion	npletion	At least 70% of students enrolled at date of	100% of those who began the course	It was determined to initiate more computer
of the course.		reconciliation will complete the course.	linished the course.	based testing.

000		
7KO	PROGRAM: Niedical Kadiologic Lecnnology 1.3,7,8 1.3,7,8	: <b>Goal(s)</b> : 1,3,7,8
COUR	COURSE LEVEL: RGT 1413 Imaging Principles	
MISSI	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	k them.
STRA	STRATEGIC GOALS:	
<del>-</del> · ∨	To prepare students to transfer and be successful in their studies at baccataureate institutions and/or to be successful in careers for which they have been prepared.	агед.
i ri	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.	
νή	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	nd make
ώ	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.	
ထဲ	To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and	, and
	technical skills training.	
PURP	PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional	ndustry and/or additional
educa	educational opportunities?	

RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Medial Radiologic Technology to students within the PRCC district.	To provide industry based training in Medial Radiologic Techno	adiologic Techno	logy to students within the	e PRCC district.	
AR	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIACriterion for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge	
dicato	Indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
stud	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or	
ink, c ograi	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome?	IMPROVE	
ä	1 Differentiate between size and shape	80% of students will describe the difference	100 % attained outcome	The instructor decided to allot more time to	
<u>ğ</u>	distortion.	between size and shape distortion through academic testing.		concept instruction.	
۵	2 Describe 4 different types of beam	80% of students will list and describe	88 % attained outcome	The instructor created and exposed students	
<u>=</u>	limiting devices.	beam restrictors and their purpose.		to more assessment questions related to the outcome.	
ε Ω	Explain the relationship between kVp	80% of student s will determine the effect	89 % met requirement.	It was decided to create an open-ended	
au	and scatter and secondary radiation.	KVp will have on secondary and scatter x-ray production.		assessment question.	

2011-2012

		Program: Associate Degree Nursing – Program Objectives	Program of Study: Nursing Education		ves Supports PRCC Strategic Goal(s): 1, 3, 5	Program of Study: Nursing Education  Program: Associate Degree Nursing – Program Objectives  Autorion of Automotive Community Community Colleges in South in continuing and activities activities and activities activities activities and activities activities activities activities activities activities activities activities activities an
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#### STRATEGIC GOALS

- To prepare students to transfer and be successful in their studies at baccataureate institutions and/or to be successful in careers for which they have been prepared. 120046
  - 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 well, and provide opportunities for their professional development.
- To provide facilities, technology, and support staff in order to improve student leaming, 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

PURPOSE OF UNIT: 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 UNIT 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.

Community College students, to satisfy state mandates for preparing students for registered minismig incensive and to provide a foundation for future growth in flux sings	mainates for preparing students for register	ster included incertisate and to provide a round	ation for future growth in finishing.
 LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS - Actionable Knowledge
Indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
on student) WHAT should a student know,	intended outcome) HOW will attainment of	were achieved) WHAT was level of attainment of outcome?	improve program performance). Make a
think, or be able to do upon completion of program/course?			
1 Upon completion of the program, the PRCC-ADN graduate will become	80% of graduates will successfully complete the NCI EX-RN	97% of the students successfully completed the NCI EX-RN in 2011	A live review by ATI was implemented to assist students in their success on the
licensed as a registered I nurse			NCLEX-RN
 2 Upon completion of the program, the	Employers will report thru communities of	100% of employers attending the	Two communities of interest meeting were
PRCC-ADN graduate will be able to	interest meetings and, employment	communities of interest meetings reflect a	held. Participants completed surveys that
provide care to patients in a variety of	surveys a 90% satisfaction with the	satisfaction with the graduate in the	report and validate the employment and
health care settings	graduates performance in providing care	hospital setting. Employment survey	satisfaction with the proc student. The
	to patients in a variety of health care	response continues to be minimal. The new	survey will be refined to include detail
	settings	tool does not elicit enough information to	related to the provision of care provided
 $\rightarrow$		measure this goal	by the prcc student
3 Upon completion of the program, the	Employers will report during communities	100% ofemployers reported during	A decision was made to refine the
PRCC-ADN graduate will be able to	of interest meetings and, employment	communities of interest meetings and,	employment survey to promate response
manage care of patients in a variety of	surveys a 90% satisfaction with the	employment surveys satisfaction with the	regarding the management of care
health care settings	graduates performance in managing care	graduates performance in managing care	provided by the PRCC graduate.
	for patients in a variety of health care	for patients in a variety of health care	Additional community of interest meetings
	settings. ATI testing results will be at or	settings. The new tool needs additional	were held and are scheduled for the
	above the national mean for managing	questions to effectively measure this goal.	future. Additional topic s on management

		care		were planned for the forum class. The Forum class held a workshop on the legal issues involved in the management of patient care. Careful analysis of results and testing situation will be instituted to determine this change. Corrections will be made accordingly.	
4	Upon completion of the program, the PRCC-ADN graduate will be able to recognize the importance of contributing to the discipline of nursing.	Graduates will pursue activities of professional development as identified on the graduate survey such as membership in professional organizations and continuing education	100% of employers at the communities of interest meetings and, employment surveys reported satisfaction with the graduates performance in professionalism. Additional questions need to be added to the survey fool	A decision was made to refine the employment and graduate survey to promote response regarding professionalism provided by the PRCC graduate. Additional community of interest meetings were planned. And held	

Supports PRCC Strategic Goal(s): 1,6,8			for all who seek them.		been prepared.	services, And make	ic job skills, and	The program provides a foundation for further study in nursing and	ademic courses and services for Pearl ndation for future growth in nursing.	USE OF RESULTS — Actionable Knowledge	(How knowledge gained will be used to	improve program performance). Make a	CHANGE or IMPROVE.	Faculty decided to continue to review	commonication skills and techniques to student nurses in the clinical and campus lab settings.	Faculty made decision to continue to review and reinforce critical behaviors on wound bed assessment in class and campus lab.	Faculty decided to continue to review and reinforce the critical behaviors on sterile technique.
NS Sul			MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.		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 well, and provide opportunities for their 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 skills training.		RELATIONSHIP OF UNIT 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.	ASSESSMENT RESULTS - Outcomes	Assessment (States how well intended results	were achieved) WHAT was level of attainment	of outcome?	100% of the students correctly identified and	analyzed the therapeuric and non-therapeutic communication skills on the nurse-patient interaction assignment.	100% of the students correctly assessed a wound bed in the campus lab.	100% of the students demonstrated the insertion of a urinary catheter using sterile technique.
	la la		College is a public institution committed to provid		ssful in their studies at baccalaureate institutions an	To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performa	College services avaitable via the Internet. To improve community members regarding the College goals, objectives, and activities. 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 basitechnical skills training.	PURPOSE OF UNIT: To prepare individuals to practice as registered nurses in various health care settings. contributes to the health care and well-being of our diverse and emerging community.	ON: To provide a curricula for an Associate De State mandates for preparing students for reg	ASSESSMENT CRITERIA —Criterion for	Evaluation (Variables related to success of	intended outcome) HOW will attainment of	the outcome be measured?	90% of all NUR 1110 students will correctly	identify and analyze therapeutic and non- therapeutic communication skills on the nurse- patient interaction (process recording) assignment in clinical communication.	90% of all NUR 1110 students will correctly assess a wound bed (within 3 attempts) in the campus lab using the critical behaviors checkoff sheet.	90% of all NUR 1110 students will satisfactorily demonstrate the insertion of a unnary catheter using the principles of sterile technique (within 3 attempts) in the campus lab using the critical behaviors check-off sheet.
PROGRAM OF STUDY: Nursing Education	PROGRAM: Associate Degree Nursing – Level I	COURSE LEVEL: Fundamentals (NUR 1110)	SSION STATEMENT: Pearl River Community	STRATEGIC GOALS:	To prepare students to transfer and be succes To provide quality student services.	To provide access to college courses and pro To employ qualified faculty and staff, compent To provide facilities, technology, and support s	College services available via the Internet. To improve communication among campus personnel ar. To recruit and retain students from a diverse population. To provide workforce training programs that meet require technical skills training.	PURPOSE OF UNIT: To prepare individuals to practice as registered nurses in variou contributes to the health care and well-being of our diverse and emerging community.	LATIONSHIP OF UNIT TO PRCC MISSIC er Community College students, to satisfy	LEARNING OUTCOMES – Measurable	indicators (More specific description of	impact on student) WHAT should a	student know, think, or be able to do upon completion of program/course?	The student will be able to identify	therapeutic and non-therapeutic communication skills.	The student will be able to demonstrate competency in wound care assessment.	The student will be able to demonstrate competency in a skill using sterile technique.
PRC	PR	8	Σ̈́	STR	-, 2,	യ, <b>4</b> , rų	Ø \~ &	<u>5</u> 2	Z, Z					-		7	м

4	PROGRAM OF STUDY: Nursing Education		ddns	Supports PRCC Strategic Goal(s): 1,5,6,8
۵.	PROGRAM: Associate Degree Nursing – Level	12		
ادا	COURSE LEVEL: Nursing II - Medical/Surgical (NUR 1210)	(NUR 1210)		
2	IISSION STATEMENT: Pearl River Community	College is a public institution committed to provic	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	or all who seek them.
Ŋ	STRATEGIC GOALS:			
<b>←</b> c		sful in their studies at baccalaureate institutions an	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.	baen prepared.
<b>પ</b> છ		To provide quality student services. To provide access to college courses and programs using various instructional methods, including distance education.	g distance education.	
4. r.		To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performs	To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student feaming, enhance faculty and staff performance, augment community services, And make	ervices, And make
ا (0	·	College services available via the Internet.  To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.	ollege goals, objectives, and activities.	
∵ ຜ		opulation. eet requirements of business, industry, educationa	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.	) job skills, and
пδ	PURPOSE OF UNIT: To prepare individuals to practice as registered nurses in variou contributes to the health care and well-being of our diverse and emerging community.	o practice as registered nurses in various health care settings. of our diverse and emerging community.		The program provides a foundation for further study in nursing and
ut 02	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide a curnicul River Community College students, to satisfy State mandates for prep	<ul> <li>N: To provide a curricula for an Associate De State mandates for preparing students for rec</li> </ul>	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide a cumcula 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.	ademic courses and services for Pearl nation for future growth in nursing.
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
	impact on student) WHAT should a	intended outcome) HOW will attainment of	were achieved) WHAT was level of attainment	improve program performance). Make a
	student know, think, or be able to do upon completion of program/course?	the outcome be measured? The student will:	of outcome?	CHANGE OF IMPROVE.
<b>'-</b>	The student will be able to administer	95% of students who complete this	100 % of students administered a	It was decided to continue to rotate
	a subcutaneous injection.	course will successfully administer a	subcutaneous injection to a simulated and/or hospitalized patient.	students through two clinical instructors and sites in order to give the student a
		subcutaneous injection to a simulated		wide variety of clinical experiences.
		and/or a hospitalized patient.		
2	The student will accurately demonstrate prescribed medication calculations.	100% of students who complete this course will successfully calculate	100% of students who completed this course successfully calculated medication	Instructors determined to continue to include a weighted percentage of
		medications on the Medication Administration Test.	dosages.	medication dosage questions on each unit quiz, each unit exam and final exam.
m	The student will be able to demonstrate a cardiac physical assessment.	90% of students who complete this course will be able to successfully complete a	90% of students who completed this course successfully completed a cardiac physical	It was determined to continue to rotate students through two clinical instructors
		cardiac physical assessment on a hospitalized patient.	assessment on a hospitalized patient.	and sites on medical surgical and cardiac units.
4	The student will be able to interpret the results of laboratory tests.	85% of students who complete this course will be able to accurately interpret 4-5	89% of students who completed this course accurately interpreted 4 laboratory value questions on the final exam.	Instructors decided to continue to utilize and reference required lab and diagnostic textbook throughout unit lectures. Include

#### 2011-2012

3 4	PROGRAM OF STUDY: Nursing Education PROGRAM: Associate Degree Nursing		ddns	Supports PRCC Strategic Goal(s): 1,5,6,8
اكا	COURSE LEVEL: Nursing 2115 Nursing Care of Children	f Children		
~	AISSION STATEMENT: Pearl River Community of	college is a public institution committed to provid	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	or all who seek them.
	STRATEGIC GOALS:			
	. To prepare students to transfer and be success. To provide quality student services.	sful in their studies at baccalaureate institutions and	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.	been prepared.
i 64 ₽		To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	g distance education. rofessional development.	
		ian in order to improve student learning, entrance i.	To provide actilities, technology, and support stail in order to improve student realining, entired actilities, technology, and stail behaviors, who make College services available via the Internet.	svices, Airo IIIand
. α. . α.		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 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 basitechnical skills training.	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 lechnical skills training.	job skilk, and
т 0	PURPOSE OF UNIT: To prepare individuals to practice as registered nurses in variou contributes to the health care and well-being of our diverse and emerging community.	opractice as registered nurses in various health care settings. If our diverse and emerging community.	ith care settings. The program provides a four	The program provides a foundation for further study in nursing and
	RELATIONSHIP OF UNIT TO PRCC MISSIO tiver Community College students, to satisfy	<ul> <li>V: To provide a currícula for an Associate De State mandates for preparing students for reg</li> </ul>	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide a currícula 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.	idemic courses and services for Pearl dation for future growth in nursing.
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
	Indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
	impact on student) WHAT should a	intended outcome) HOW will attainment of	were achieved) WHAT was level of attainment	Improve program performance). Make a CHANGE or IMPROVE
	student know, think, or be able to do upon completion of program/course?	the outcome be measured. The student will:		
_		100% of students who complete this	100% of students were successful,	Skill lab evaluation provided an excellent
	complete physical assessment of the	course will successfully complete a	Students participated in clinical skill lab	opportunity for remediation and skill enhancement prior to actual clinical
	pediatric patient.	physical assessment on a pediatric	of physical assessment prior to going to	practice. This method was successful in
		ביים ביים	clinical. Students were then able to carry	providing a baseline evaluation and
			meir knowledge and experience successfully to the clinical arena.	definiting opportunity to improvement to the students.
0		100% of students will identify the six basic	100% successful- Students demonstrated	Decision made that students will continue to be required to demonstrate written and
	meet the pediatric patient's six basic	needs for the pediatric patient through the use of the nursing process.	written assignments such as patient care	skill application of 6 Basic needs
			setting	
т	<u> </u>	100% of students who complete this	100% of students successfully completed	It was decided that students will be
	administer medicators using the most appropriate method based on the	course will be able to successfully interpret and administer medications to	campus skill lab prior to clinical	skills for safe and effective medication
	pediatric patient's developmental level.	the pediatric patient.	assignment. During clinical assignment etudents demonstrated medication skills	administration using the 8 ngms of medication safety

required to demonstrate the necessary skills for safe and effective medication administration using the 8 rights of medication safety.

students demonstrated medication skills through successful medication

administration to pediatric patients.

	_					
Decided to change assessment criteria to 80% of class to be able to demonstrate	circulation by verbal and/or written testing and be able to apply to clinical setting.	Develop an interactive     assessment tool for use in	clinical setting to assess student knowledge of fetal circulation and	continue to assess level of understanding with testing	methods requiring application of	concept to patient setting.
70% of students were able to correctly answer test questions applying knowledge of feel head circulation during testing						
100% of students will diagram fetal heart circulation accurately on a test.						
4 The student will understand fetal heart circulation.						

٦	PROGRAM OF STUDY: Nursing Education			Supports PRCC Strategic Goal(s): 1, 8
٦.	PROGRAM: Associate Degree Nursing Level I			
U	COURSE LEVEL: Nursing Dosages and Solutions (NUR 1101)	ns (NUR 1101)		
	115SION STATEMENT: Pearl River Community	College is a public institution committed to provic	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	or all who seek them.
S	STRATEGIC GOALS:			
~ (		sful in their studies at baccalaureate institutions an	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.	been prepared.
1646		To provide quality student services. To programs using various instructional methods, including distance education. To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performa	To provide quality student services. To programs using various instructional methods, including distance education. To provide access to college courses and programs using various instructional methods, including distance faculty and staff, compensate them well, and provide opportunities for their 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	enices, and make
6.7.8			embers regarding the College goals, objectives, and activities. ss, industry, educational, and public service agencies for basic skills, specific job skills, and	s job skills, and
1 T O	PURPOSE OF UNIT: To prepare individuals to practice as registered nurses in variou contributes to the health care and well-being of our diverse and emerging community.	o practice as registered nurses in various health care settings. of our diverse and emerging community.		The program provides a foundation for further study in nursing and
1 14 14	ELATIONSHIP OF UNIT TO PRCC MISSIO iver Community College students, to satisfy	N: To provide a curricula for an Associate De State mandates for preparing students for reg	RELATIONSHIP OF UNIT 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.	ademic courses and services for Pearl ndation for future growth in nursing.
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
	impact on student) WHAT should a	intended outcome) HOW will attainment of	were achieved) WHAT was level of attainment	improve program performance). Make a
	student know, think, or be able to do upon	the outcome be measured?	of outcome?	CHANGE or IMPROVE,
-	Completion of program/course: The student will be able to demonstrate	90% of the students will appropriately	93% of the students appropriately shaded	It was decided to incorporate practice
•		shade syringes with correct medication	syringes on the final exam.	handouts on syringe shading, include
	appropriate dosage amounts.	amounts on the NUR 1101 final exam.		syringes in skills lab equipment bag so students will have actual hands-on usage of syringes.
7	1	90% of the students will round correctly to	94% of students correctly rounded dosage	Instructors decided to continue to
	competency in the utilization of appropriate rounding rules for calculating medication amounts.	the tenth and hundredth decimal place on the NUR 1101 final exam.	problems to the tenth and hundredth decimal place on the final exam.	incorporate practice assignments and encourage ATI dosage assessments.
w	The student will be able to list the rights of medication administration.	100% of the students will accurately list the rights of medication administration on the NUR 1101 final exam.	100% of students accurately listed the rights of medication administration on the final exam.	A need to continue to require students to list the rights of medication administration on practice assignments, quizzes, and
				lesis.

<u>-</u>	PROGRAM OF STUDY: Nursing Education		Supports PRC	Supports PRCC Strategic Goal(s): 1,3,5
مار	PROGRAM: Associate Degree Nursing – Level 4	4		
_ر	COOKSE LEVEL: Medical-Surgical Nursing II (NOK 2209)	UK 2209)		
2	AISSION STATEMENT: Pearl River Community	ollege is a public institution committed to provic	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	or all who seek them.
S	STRATEGIC GOALS:			
~~ ~		ful in their studies at baccalaureate institutions and	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 public student services	been prepared.
i w, 4, rv,		To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional developm. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performed.	To provide quanty success to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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	ervices, And make
6, 7, 8,		College services available via the infernet.  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 workfood programs that meet requirements of business, industry, educational, and public service agencies for basis technical skills training.	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 lechnical skills training.	c Job skills, and
σδ	PURPOSE OF UNIT: To prepare individuals to practice as registered nurses in variou contributes to the health care and well-being of our diverse and emerging community.	practice as registered nurses in various heaf our diverse and emerging community.	PURPOSE OF UNIT: 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.	ndation for further study in nursing and
Œ Œ	RELATIONSHIP OF UNIT TO PRCC MISSION (viver Community College students, to satisfy (since Community College students).	<ul> <li>To provide a curricula for an Associate De State mandates for preparing students for reg</li> </ul>	RELATIONSHIP OF UNIT 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.	ademic courses and services for Pearl nation for future growth in nursing.
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of impact on student) WHAT should a	Evaluation (Variables related to success of intended outcome) HOW will attainment of	Assessment (States how well intended results were achieved) WHAT was level of attainment	(How knowledge gained will be used to Improve program performance). Make a
	student know, think, or be able to do upon	the outcome be measured?	of outcome?	CHANGE or IMPROVE.
'	+			
<del>-</del>	Perform nursing skilks competently and provide a safe physical and psychosocial environment for the patient.	95% of all NUR 2209 students will satisfactorily demonstrate accessing and de-accessing an implanted port and changing a central line dressing using the principles of sterile technique (within 3 attempts) in the campus lab using the critical behaviors check-off sheet.	99% of NUR 2209 students satisfactorily demonstrated these skills using sterile technique.	Modified and improved the scheduled skills demonstration by the instructors and increase the scheduled time for skills practice by the students. Another component was added to the check-off in Spring 2012, drawing blood from a central line.
7	Perform nursing procedures accurately based on evidence-based practice with minimal supervision, without causing undue physical or psychological distress to the patient or significant others and continually evaluate the plan of nursing care as related to established goals and revise as necessary.	95% of all NUR 2209 students will receive a satisfactory clinical summative evaluation after 2 clinical rotations.	97% of NUR 2209 students received a satisfactory clinical summative evaluation.	Increased the scheduled time for skills practice by the students and instructors guide students to regularly apply theory content to clinical in the classroom where applicable.
m		100% of all NUR 2209 students who participate in the preceptorship component will receive a satisfactory final faculty evaluation.	100% of NUR 2209 students who participated in the preceptorship component received a satisfactory final faculty evaluation.	Decided that ongoing evaluation of the preceptorship component and ways to satisfactorily prepare the students for preceptorship will continue.

#### 2011-2012

PROGRAM OF STUDY: Nursing Education	
PROGRAM: Associate Degree Nursing - Level II	Supports PRCC Strategic Goal(s): 1, 3, 5
Course Level: NUR 2104 Women's Health and Newborn Nursing	
AMICCION CTATEMENT: Done Divor Community College to analytication committed to according an analytical and according to the second throught the management of the second to according to the second to according to the second to	and the state of t

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

#### STRATEGIC GDALS;

- 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.
- + 0 6 4 G
- To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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. ø 1~ ø
- 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

PURPOSE OF UNIT: 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 UNIT 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.

	community comege structure, to satisfy start	maildates for preparing students for registra	Community Conege standants, to sorially state maintaines for the standard management of provider a community for the standard management of the standard man	and the latest blower in the latest.	
	LEARNING OUTCOMES Measurable	ASSESSMENT CRITERIA -Criterion for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS – Actionable Knowledge	
	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to	
	on student) WHAT should a student know,	intended outcome) HOW will attainment of	were achieved) WHAT was level of attainment	improve program performance). Make a	
	think, or be able to do upon completion of	the outcome be measured?	of outcome?	CHANGE or IMPROVE.	
	program/course?				
	1 The student will be able to demonstrate	be assigned a postpartal patient to	Each student successfully assessed at	Decision made to continue to assign	
	an accurate assessment on a	accurately palpate a fundus on the	least two postpartal patients.	students to postpartal patient for head-to-	
	postpartum patient	postpartal patient		toe assessment including breast, fundal,	
				and lochia assessment	
	2 The student will be able to demonstrate	be evaluated on being able to accurately	Each student completed a newborn	Instructors decided If time permits, allow	
	an accurate physical assessment of a	count the heart rate and respirations on a	assessment on a newborn in transitional	students to rotate at least twice in the	
	newborn	newborn	nursery, respite nursery, or intermediate	transitional nursery	
			nursery		
	3 The student will be able to identify	visit at least one agency in the community	Each student completed a rotation to at	Decided to have each student to verbalize	
	community agencies which provide	providing services to women and	least one community agency and	his/her experience during postconference	
	services for women and neonates	neonates	successfully submitted the required clinical	the following clinical day after their	
			paperwork	experience at a community agency	
-	_				

Progre	Program: Practical Nursing		Supr	Supports PRCC Strategic Goal(s): 1, 3, 7, 8
MISSIC	MISSION STATEMENT: Pearl River Community College is a publi	unity College is a public institution committe	ed to providing quality educational and se	ic institution committed to providing quality educational and service opportunities for all who seek them.
STRA1 	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in their studies at bacci.  2. To provide quality student services.  3. To provide access to college courses and programs using various instruct.  4. To employ qualified faculty and staff, compensate them well, and provide.  5. To provide facilities, technology, and support staff in order to improve stuc.  6. To improve communication among campus personnel and community me.  7. To recruit and retain students from a diverse population.  8. To provide workforce training programs that meet requirements of busines technical skills training.	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 quality student services.  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 well, and provide opportunities for their 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 with thremet.  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 lechnical skills training.	nd/or to be successful in careers for which theig distance education. Indessional development. faculty and staff performance, augment commollege goals, objectives, and activities. It and public service agencies for basic skills,	/ have been prepared. nnity services, And make specific job skills, and
PURP to help	PURPOSE OF UNIT: To provide educational opportunities in a to help meet the healthcare needs of the community and to pro		ial program for qualified students to e for additional educational opportuniti	one-year vocational program for qualified students to enable them to enter gainful employment and vide a foundation for additional educational opportunities.
RELA1 nursing	RELATIONSHIP OF UNIT TO PRCC MISSION: T nursing behaviors and pattern of lifelong learning.	SION: To provide learning opportunities earning.	s whereby students are guided into st	RELATIONSHIP OF UNIT 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.
LEAR! indicate impact know, tl	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA –Criterion for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance).
	The student will be able to describe the basic organization and physiology of the body from the cellular level to the systemic level and be able to explain the function of each body system as well as the relationship that exists between them.	80% of all students who complete the practical nursing program will correctly identify the body systems and their functions by correctly answering 8 of 10 related questions on the comprehensive final exam.	Fall semester 2011 results: all students scored in a range of 87% to 89% on basic anatomy and physiology questions correctly answered on the final.	New student success centers are available on both campuses. Biology and Anatomy and Physiology tutors serve students free of charge. Encourage to link, between the publisher of the text and on-line remediation. Although A&P is not a prerequisite for PN it is a recommended class, and if taken applicants will be offered points toward admission.
8	The student will be able to demonstrate knowledge in relation to administering medications and dosage calculations for all routes of medication including intravenous.	80% of all students who complete the practical nursing program will correctly answer 8 of 10 questions related to medication administration and dosage calculation on the comprehensive final exam.	Full time day classes scored between 70% to 83% on knowledge of basic pharmacology, calculations, and basic medication administration.  Dual class scored 42% in the calegories listed above.	All faculty agreed upon a new textbook, with on- line assistance to meet the students needs. Made all students aware of the Student Success centers and the free tutoring as needed. Offered after school programs on both campuses for calculations & conversions related to pharmacology.
ო	The student will demonstrate/ apply knowledge of scientific principles and technical skills necessary to perform nursing procedures in the lab or healthcare setting.	80% of students who complete the practical nursing program will correctly identify knowledge of appropriate, effective and safe action and interaction	Full time day dasses scored between 63% and 65% on knowledge of scientific principles and technical skills.  Dual dass scored between 71% -	All faculty agreed upon a new textbook, with on- line assistance to meet the students needs. Utilize ATI (Assessment Technology Institute) skills modules and incorporate that into the class

		with clients and other members of the healthcare team in clinical and lab situations by correctly identifying proper preparation, sequence, and follow-up in 8 out of 10 scenario questions on the comprehensive final exam.	85% on knowledge of scientific principles and technical skills.	requirements. The skills modules were added to the purchased items from ATI along with lab demonstrations and guided lab experiences.
4	The student will identify stages of development across the lifespan including normal and alternate routes of nutrition	80% of all students who complete the practical nursing program will correctly identify 8 of 10 related questions on the comprehensive final exam.	Full time day classes scored 83% on knowledge related to development across the lifespan.  Dual enrollment scored 85% in the category listed immediately above.	All faculty agreed to new textbook and will utilize the on-line services with the textbook in addition to ATI. Will continue to look for innovative ways to help with retention.
ς.	The student will identify ways to promote and support the emotional, mental, and social well-being of individual and groups of clients.	80% of all students who complete the practical nursing program will correctly identify 8 of 10 related questions on the comprehensive final exam.	All students scored 92% to 94% on knowledge related to psychiatric medications and communication techniques.	Utilize ATI for medication reviews and continue to use process recordings (psych-communication instrument), to increase knowledge and confidence in communication with psych patients.
8	The student will synthesize understanding of common major disease processes, associated diagnostic test, treatments, and procedures for each.	80% of all students who complete the practical nursing program will correctly identify 8 of 10 related questions on the comprehensive final exam.	All students scored between 20% to 50% on knowledge related to common major disease processes, diagnostic test and preps, treatment and the prevention of illness.	All faculty agreed to new a textbook and will utilize the on-line services with the textbook in addition to ATI. We will do post-dinical drills to assist with retention of common disease disorders, diagnostic test for those disorders, medications/treatments and prevention of them.
7.	Students will be successful in the Practical Nursing Program and NCLEX- PN (National Council of Licensure Exam – Practical Nursing).	80% of students will complete the certification program in Practical Nursing and will successfully pass NCLEX- PN for licensure on 1stempt.	Dual class 50% . 3 of 7 passed on first writes & received PN licenses. One did not take boards, continued education at USM seeking nonhealth care degree FCC 95% passage 19 of 20 passed on first writes. One unknown Poplarville 11 of 13 passed on first writes. Two doing remediation for retake.	Will evaluate the results with the state guideline. The MCCB (Mississippi Community College Board) recommends a improvement program for passage less than 70%. Our overall program met the criteria, we need to look at carefully at the dual for areas of improvement. Will continue to use ATI. Will utilize the new DEU (Dedicated Educational Unit) at Monroe Hall, Bedford Care Center to improve clinical experiences.

2011-2012

Supports PRCC Strategic Goal(s): 1, 3, 7, 8 COURSE LEVEL: Adult Health Nursing (PNV 1634) PROGRAM: Practical Nursing

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#### 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. - G & 4 B
  - 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 well, and provide opportunities for their 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. 60 K 60
  - 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.

PURPOSE OF UNIT: 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 UNIT 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.

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_	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge	1
-=	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to	
0	on student) WHAT should a student know,	intended outcome) HOW will attainment of	were achieved) WHAT was level of	improve program performance). Make a	
ند	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	CHANGE or IMPROVE.	_
	program/course?				
	The student will correctly identify safe	80% of students will correctly identify	50% of students correctly identified 8 out	It was decided to improve instructional	
	and effective care practices for the	effective care practices for clients	oractices for clients experiencing	material by supprementing with technology such as ATI comouterized review updated	
	client experiencing common medical	experiencing common medical conditions	common medical conditions on final	power point presentations. Review and	
	surgical conditions.	on 8 of 10 related questions on final	exam.	revise final exam questions to better reflect	
		exam.		information covered for course,	
7	The student will correctly identify ways		20% of students correctly identified ways to promote early detection or prevention of	Instructors agreed to improve instructional material with latest research on early	ι—
	to promote early detection or prevention of common medical surplical conditions.	ways to promote early detection or prevention of common medical surgical	common medical surgical conditions on 8 out of 10 mestions on final exam	detection and prevention of common surplies NOI EX style	
		conditions on 8 out of 10 questions on		questions to correlate with subject. Review	
		final exam.		and revise final exam questions to better	
				reflect information covered for course.	
(4)	3 The student will correctly implement,	80% of students will correctly identify	90% of students received a satisfactory or	Instructors determined to continue to	1
	evaluate, and promote identify the	overline and example the physical	higher on their final semester clinical	monitor and encourage clinical and lab	
	physical, emotional, mental, and social	evaluate, and promote me priyster,	evaluation.	practice as advised by instructors.	
	well-being of clients experiencing	emotional, mental, and social wellbeing of			$\neg$

g common medical althcare /lab setting by satisfactory on their ion tool.	common medical surgical conditions.   clients experiencing c	conditions in the hea	receiving at least a sa	final clinical evaluation
	common medical	althcare /lab setting by	satisfactory on their	~

۵	PROGRAM: Practical Nuccion			Supports PRCC Strategic Goal(s): 1. 3. 7. 8
ات	COURSE LEVEL: Body Structure and Function (PNV 1213)	(PNV 1213)		
2	11SSION STATEMENT: Pearl River Community	college is a public institution committed to provid	MISSION STATEMENT: Pearl River Community College Is a public institution committed to providing quality educational and service opportunities for all who seek them.	for all who seek them.
N - 4 8 4 4 6 4 8	≩	TEGIC GOALS:  To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in careers for when the provide quality student services.  To provide quality student services.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment 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 basistills Iraining.	ATEGIC 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 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 well, and provide opportunities for their 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 tacining programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and technical skills training.	s been prepared. services, and make fic job skills, and
خة	PURPOSE OF UNIT: To provide educational opportunities in a one-year the healthcare needs of the community and to provide a foundation	oportunities in a one-year vocational prograi to provide a foundation for additional educa	PURPOSE OF UNIT: 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.	nter gainful employment and to help meet
ळ लॅ	RELATIONSHIP OF UNIT TO PRCC MISSION: TA and pattern of lifelong learning.	o provide learning opportunities whereby st	RELATIONSHIP OF UNIT 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.	o patterns of acceptable nursing behaviors
ユミ さまる	LEARNING OUTCOMES — Measurable indicators (More specific description of impact on student) <u>WHAT</u> should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	USE OF RESULTS — Actionable Knowledge (How knowledge galned will be used to improve program performance). Make a CHANGE or IMPROVE.
~	The student will describe the basic organization and physiology of the body from the cellular level to the systemic level.	80% of students who complete the course will correctly identify 8 out of 10 related questions on the final exam.	Fall 2011 49/55 = 89%	New student success center available on both campuses. Biology and Anatomy and Physiology tutors serve students free of charge. Links have been made to provide PN students with assistance as needed.  Although A&P is not a prerequisite for PN, it is a recommended class, and if taken will offer a more competiveness in getting into the program. (See new application 2012)
8	The student will describe the function of each body system and the relationship that exists between the body systems.	80% of students who complete the course will correctly identify 8 out of 10 related questions on the final exam.	Fall 2011 48/55 = 87%	Links with the new student success center have been made to provide PN students with assistance as needed.  An A&P course encouraged prior to entering PN. (NOT A PREREQUISITE)

Offer and encourage utilization of student success center for assistance with A&P (Body Structure and Function)	Encourage an A&P course prior to entering PN if possible for the student to assist with positive outcomes.	Continue to Monitor.
Fall 2011 52/55 = 95%		
80% of students who complete the course will correctly identify 8 out of 10 related questions (including scenario's and diagrams) on the final exam		
3 The student will apply knowledge of body structure and function to provide safe and effective care.		

2011-2012

Supports PRCC Strategic Goal(s): 1, 3, 7, 8 COURSE: Fundamentals of Nursing Theory (PNV 1426) **PROGRAM:** Practical Nursing

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#### 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 t 0, 6, 4, 6,

- 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 well, and provide opportunities for their 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. ø '~ ø
  - 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.

PURPOSE OF UNIT: 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 UNIT 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

 and pattern of merong realiting.			
LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS Outcomes	USE OF RESULTS — Actionable Knowledge
Indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to improve
on student) WHAT should a student know,	Intended outcome) HOW will attainment of	were achieved) WHAT was level of	program performance). Make a CHANGE or
think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE,
program/course?			
The student will identify the role of the	80% of all students who complete the	38 of 46 = 83%	All instructors agreed a new text is needed
practical nurse and other members of	Fundamentals of Nursing Theory course		Faculty members are in the process of
the healthcare team including the LPN	will correctly identify 4 out of 8 questions	5 of 7= 71.42%	reviewing and selecting a text at this time.
scope of practice, legal parameters, and	on the final exam.		A new text will be used starting fall
 ethical consideration.			2012.Remediation was instituted.
2 The student will demonstrate	80% of all students who complete the	37 of 46 = 80%	In addition to the implementation of a new
the importance of individualized care,	Fundamentals of Nursing Theory course		textbook; instructors at both campuses have
and proper communication techniques.	will correctly identify 4 out of 6 questions	5 of 7 = 71.42%	begun more intense concept mapping to
	on the final exam.		demonstrate the nursing process and
			Individualized care.
 3 The student will identify and	80% of all students who complete the	/00F - 07 3 - 00	
oemonstrate appropriate principles of observation basic drug	Fundamentals of Nursing Theory course	32 01 40 = 10%	Students in need of math assistance are
 knowledge and basic medication	will correctly identify 4 out of 6 questions	3 of 7 = 42.86%	linked with a free tutor through the new

student success center. Resources in the new success center and online are available	All instructors agreed a new text is needed.  Both hardcopy and online supplements will be made available as needed.	All instructors agreed a new text is needed, Online and hardcopy supplemental information will be used as needed.	Instructors decided to continue promoting the use of ATI.	Instructors have increased amount of (personal) time dedicated to learning to teach/ instruct more meaningfully- via formal education, workshops, meetings, seminars, conventions, and outside peer suggestion.
	38 of 46 = 83% 6 of 7 = 85.71%	29 of 46 = 63% 5 of 7 = 71.42%		
on the final exam.	80% of all students who complete the Fundamentals of Nursing Theory course will correctly identify 4 out of 6 questions on the final exam.	80% of all students who complete the Fundamentals of Nursing Theory course will correctly identify 4 out of 6 questions on the final exam.		
calculation and administration,	The student will identify stages of development across the lifespan including care specific to geriatric clients.	5 The student will demonstrate understanding of basic nursing concepts including nutrition, elimination, mobility, oxygenation, and surgical care.		

2011-2012

PROGRAM: Practical Nursing Supports PRCC Strategic Goal(s): 1, 3, 7, 8
COURSE LEVEL: Fundamentals of Nursing Lab/Clinical (PNV 1436)
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.
<ol> <li>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.</li> <li>To provide qualify student services.</li> <li>To provide qualify student services.</li> <li>To provide qualified faculty and staff, compensate them well, and provide opportunities for their professional development.</li> <li>To provide facilities, technology, and staff, compensate them well, and provide opportunities for their professional development.</li> <li>To provide facilities, technology, and staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make College services available via the Internet.</li> <li>To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.</li> <li>To recruit and retain students from a diverse population.</li> <li>To recruit and retain students from a diverse population.</li> <li>To recruit end retain students from a diverse population.</li> <li>To recruit end retain students from a diverse population.</li> </ol>
PURPOSE OF UNIT: To provide educational opportunities in a one-year vocational program for qualified students to enable them to enter gainful employment and

RELATIONSHIP OF UNIT 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. to help meet the healthcare needs of the community and to provide a foundation for additional educational opportunities.

	THE SAME DELIGATIONS AND PARTEIN OF METONING LEADINING.	ical IIII B.		
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
	on student) WHAT should a student know,	intended outcome) HOW will attainment of	were achieved) WHAT was level of attainment of outcome?	improve program performance). Make a CHANGE or IMPROVE
	think, or be able to do upon completion of program/course?			
	1 The student will identify and	80% of all students who complete the	Fall 2011- 29 of 46 = 63%	All faculty members agreed a new textbook
_	demonstrate clinical and lab safety	Fundamentals of Nursing Lab/ Clinical		is needed and will be available Fall 2012.
	including standard precautions and	course will correctly identify 4 out of 6	Spring 2012- 5 of 7 = 71.42%	Instructors will continue to monitor textbook
	infection control.	questions on the final exam.		changes.
	The student will demonstrate proper basic data collection and collection of	80% of all students who complete the	Fall 2011- 30 of 46 = 65%	All faculty members agreed a new textbook
	vital signs including appropriate follow-	Fundamentals of Nursing Lab/ Clinical		is needed, and increased importance has
	up for abnormal findings.	course will correctly identify 4 out of 6	Spring 2012- 5 of 7 = 71,42%	been added to lab check off's with added
		questions of the linal exam.		allowances.
	3 The student will identify and demonstrate proper care of clients	80% of all students who complete the	Fall 2011- 30 of 46 = 65%	All faculty members agreed a new textbook
	related to putrition and elimination	Fundamentals of Nursing Lab/ Clinical		is needed and decided to that more
	including tube feedings and ostomies.	course will correctly identify 4 out of 6	Spring 2012- 6 of 7 = 85,71%	supplemental material is needed.
		questions on the linal exam.		

All faculty members agreed a new textbook is needed and provide increased demonstration time and practice time.	All faculty members agreed a new textbook is needed and students may receive assistance from instructors one on one or in small groups and links have been established with the new student success center to provide free math tutors for students having difficulty with dosage and calculations.
Fall 2011- 34 of 46 = 74% Spring 2012- 6 of 7 = 85.71%	Fall 2011- 38 of 46 = 83% Spring 2012- 5 of 7 = 71.42%
80% of all students who complete the Fundamentals of Nursing Lab/ Clinical course will correctly identify 4 out of 6 questions on the final exam.	80% of all students who complete the Fundamentals of Nursing Lab/ Clinical course will correctly identify 4 out of 6 questions on the final exam.
4 The student will demonstrate knowledge and use of proper body mechanics.	The student will demonstrate basic math/ conversions and simple dosage calculations as they apply to medication administration and nursing.

#### Pearl River Community College Assessment

Ė	PROGRAM: Practical Nursing		Supports P	Supports PRCC Strategic Goal(s): 1,3,7,8
احا	COURSE LEVEL: Maternal Child Nursing PNV 1715	1715		1 1
	AISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	for all who seek them.
<u> </u>	≥ `	TEGIC 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.	d/or to be successful in careers for which they hav	been prepared.
. 4 (7 <b>V</b>	<ol> <li>To provide quality student services.</li> <li>To provide access to college courses and pro</li> <li>To employ qualified faculty and staff, compen</li> </ol>	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 well, and provide opportunities for their professional development.	g distance education. rofessional development.	
(		To provide facilities, technology, and support staff in order to improve student leaming, enhance faculty and staff performance, augment community services. And make College services available via the Internet.	faculty and staff performance, augment community	services, And make
υ, - ω	<ul> <li>6. To improve communication among campus personnel at</li> <li>7. To recruit and retain students from a diverse population.</li> <li>8. To provide workforce training programs that meet require technical skills training.</li> </ul>	To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.  To recruit and relain 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.	ollege goals, objectives, and activities. I, and public service agencies for basic skills, spec	fic job skills, and
w	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	n business or industry and/or additional
	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Practical Nursing to students within the PRCC district	I Nursing to students within the PRCC distric	
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(Now knowledge gained will be used to improve
·	on student) WHA! should a student know, think, or be able to do upon completion of program/rouge?	the outcome be measured?	attainment of outcome?	IMPROVE.
1.	Student will be able to correctly identify	85% of students will correctly answer 3	80% of students answered 3 of 5	Encouraged more communication role play
	safety precautions related to the care	of 5 questions on final exam related to	questions on final exam related to safe	between students in class with detailed
	of the pediatric patient.	safe care of the infant/child.	care of the infantichild. (Questions 28, 30, 31, 33, 41).	reedback from instructors to make students feel more confident interacting with infant/child patients.
` •	2 Student will correctly identify safety	85% of students will correctly answer 3 of	85% of students answered 3 of 5	Presented students with specific
	precautions related to the care of the cost-partum patient	5 questions on the final exam related to safe care of the oost-partum patient	questions on the final exam related to safe care of the post-partum patient	medications related to post-partum patients in the form of a worksheet containing
			(Questions 36, 44, 48, 49, 63).	information such as side effects, dosage,
				interactions, and other perment information that is necessary to know in caring for the
				post-partum patient. Students will return
				questions from the worksheet to the
1,,,	3 Students will be able to safely care for	85% of students will receive at least an	100% of students received an 80% or	Required students to complete ATI and
	the child and post-partum patient in	80% or better on clinical evaluation for care	higher on their evaluation of the maternal	other computer programs specified to
	wither the clinical or lab setting.	of the child and post-partum patient in the	pediatric patient.	maternal pediatric patients. They will be
		clinical or lab setting.		required to turn in resuits to instructor for daily grade, students must make a level 2
				minimum.

2011-2012

Supports PRCC Strategic Goal(s): 1, 3, 7, 8		
Program: Practical Nursing	Course: Medical Surgical Nursing (PNV 1614)	

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:

- 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. 120045
- To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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 60 100
- 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.

PURPOSE OF UNIT: 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 UNIT 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.

	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS - Actionable Knowledge
_	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
_	on student) WHAT should a student know,	intended outcome) HOW will attainment of	were achieved) WHAT was level of	improve program performance). Make a
_	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	CHANGE or IMPROVE.
	program/course?			
<u> </u>	1 The student will correctly identify safe	80% of students will correctly identify	20% of students correctly identified	It was decided to improve instructional
	and effective care practices for the	effective care practices for clients	experiencing common medical conditions	such as ATI computerized review, updated
	client experiencing common medical	experiencing common medical conditions	on 8 out of 10 related questions on final	power point presentations. Review and
_	surgical conditions.	on 8 out of 10 questions on final exam.	exam.	revise the final examinations for
	•			improvements to reflect materials covered
				in the course.
1.	2	رفائم مرائد بالمحتصرة القدر ماهمان بام /600	33% of students correctly identified ways	A decision made to improve instructional
	The student will correctly identify ways	60% of students will confeculy identify	to promote early detection or prevention of	material with latest research on early
	to promote early detection or prevention	ways to promote early detection or	common medical conditions on 3 out of 4	detection or prevention of common surgical
	of common medical surgical conditions.	prevention of common medical surgical	questions on final exam.	conditions. Utilize NCLEX style questions
		conditions on 3 out of 4 related questions		to correlate with subject. Review and
		on final exam.		revise the final examination to reflect
				material covered in course.
_	3 The student will correctly implement,	900/ of refuger will receive at least a	90% of students received a satisfactory or	Instructors decided to continue to monitor
	evaluate, and promote the physical,	60 % OI Students will receive at reast a	higher on the final semester clinical	and utilize NCLEX style questions to
	emotional mental and social well-being	satisfactory on the linal semester clinical	evaluation in the healthcare/ lab setting.	enhance leaming.

of clients experiencing common medical evaluation while performing care in the surgical conditions.

_	PROGRAM: Practical Nursing		Supports	Supports PRCC Strategic Goal(s): 1,3,7,8
ام	COURSE LEVEL: Mental Health Nursing PNV 1813	1813		
2	MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitle	s for all who seek them.
ζ <b>ν</b>	STRATEGIC GOALS:			
<u>~ ~i</u>	<ol> <li>To prepare students to transfer and be successful in their studies at To provide quality student services.</li> </ol>		baccalaureate institutions and/or to be successful in careers for which they have been prepared,	y have been prepared.
ι κο ·	•	To provide access to college courses and programs using various instructional methods, including distance education.	luding distance education.	
o∳ kņ		To employ qualified faculty and staft, compensate them well, and provide opportunities for their professional development. To provide facilities, technology and support staff in order to improve student learning, enhance faculty and staff deflormance, anoment community services. And make	neir professional development. Ince faculty and staff oerformance, attornent comm	unity services. And make
)		let.		
9 7	•	To improve communication among campus personnel and community members regarding the College goals, objectives, and activities. To recruit and retain students from a diverse bopulation.	he College goals, objectives, and activities.	
<b>60</b>		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.	tional, and public service agencies for basic skills,	specific job skills, and
	URPOSE OF UNIT: To offer a technical prog	PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional	ualify students for entry-level employment	in business or industry and/or additional
a)	educational opportunities.			
œ	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Practical Nursing to students within the PRCC district.	Nursing to students within the PRCC distric	t
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable Knowledge
<u>~</u>	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
0	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
<del>=</del> 0	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE,
	Student will be able to demonstrate	85% of students will obtain at least a	100% of 33 students obtained	Encouraged more communication role play
	therapeutic techniques of	satisfactory on 2 of 3 process recordings	satisfactory or better on 2 or 3 process	between students in class with detailed
	communication in Mental Health	completed by students.	recordings	reedback from instructors to make students feel more confident intersection with mental
	Clinical/lab settings.			health patients.
7		85% of students will be able to identify	92% of 33 students answered correctly	Present ed students with specific
	pharmacological agents used in the	pharmacological agents used in the	question 5, 6, 8 on the final exam.	medications related to mental health
	Realment of patients with Mental	disorders by correctly according 2 of 3		disorders in the form of a worksheet
		questions related to pharmacological		dosage, interactions, and other pertinent
		agents on the final exam.		information that is necessary to know in
				caring for the mentally ill patient. Students
				will return questions from the worksheet to
	-			the instructor for a daily grade,
<u>ო</u>		85% of students will be able to identify	94% of students answered correctly	Required students to complete ATI and
	and symptoms, treatment, and nursing	signs and symptoms, treatment, and	question 1-5 on the final exam.	other computer programs specified to
	Care of Inajor Internal health disorders.	disorders to the final exam		mental negitinationers. They will be seemed to turn to recall to turn to recall to instructor for
		discribers on the mist exam.		daily grade.

Supports PRCC Strategic Goal(s): 1,3,7,8	lucational and service opportunities for all who seek them.	cassful in careers for which they have been prepared.  realion.  frequency.	PURPOSE OF UNIT: 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.	tudents within the PRCC district.	ASSESSMENT RESULTS — Outcomes  Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?  USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a CHANGE or attainment of outcome?	100% of 33 students submitted a resume' and 3 job search verification feedback regarding resume design and the instructor interview process. Allow for a mock interview.	85% of students scored 90% or better on 2 of 3 NCLEX review test in computer lab programs specified to Transitions. They will be required to turn in results to instructor for daily grade.
	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	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 quality student services.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods, including distance education.  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 improve communication adverse population.  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.	gram which upon successful completion will qualify studen	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Practical Nursing to students within the PRCC district.	ASSESSMENT CRITERIA — Criterion for Evaluation (Variables related to success of intended outcome) HOW will attainment of attainment of outcome?	100% of students will submit a resume' to instructor and seek employment prior to graduation as evidenced by job search verification form completed by company in which student applied.	90% of students will score 85% of students will score 2 of 3 NCLE 2 of 3 NCLE test in computer lab prior to graduation.
PROGRAM: Practical Nursing COURSE LEVEL: Transitions PNV 1914	MISSION STATEMENT: Pearl River Community	STRATEGIC GOALS:  1. To prepare students to transfer and be successfunctions of provide quality student services. 2. To provide access to college courses and programation of the provide faculty and staff, compensation of the provide faculties, technology, and support staff. 5. To provide services available via the Internet. 6. To improve communication among campus persions of the provide workforce training programs that mee technical skills training.	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	RELATIONSHIP OF UNIT TO PRCC MISSION: 1	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	The student will be able to demonstrate interview and resume skills necessary to seek employment in the practical nursing field	The student will be able to demonstrate proficiency of knowledge acquired to successfully pass State Board of Nursing exam (NCLEX).

Encouraged students mindset with classroom opportunities pertaining to leoal/ethical scenario's utilizing oroup	activities			
75% of students will be able to 90% or more of the students answered 5   Encouraged students mindset with of 6 questions related to legal and ethical classroom opportunities pertaining to assert so f 6   aspects of nursing on the final exam.	(Questions 35,36,37,38,39 &40)			
75% of students will be able to answer correctly 5 of 6	questions on final exam	related to Legal and ethical	aspects of nursing.	
Students will demonstrate proficiency	in legal and ethical aspects	of Nursing.		
က				

ā	PROGRAM: Nursing Assistant			Supports PRCC Strategic Goal(s): 1, 3, 7, 8
Σ	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	College is a public institution committed to pro	widing quality educational and service opportu	nities for all who seek them.
2 - 4 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	(≥	TEGIC GOALS:  To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in careers for what provide quality student services.  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 well, and provide opportunities for their professional development.  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 bastechnical skills training.	TEGIC 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 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 well, and provide opportunities for their 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 avaitable via the Internet.  To improve 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 skills training.	r have been prepared. unity services, and make specific job skilk, and
<b>로</b> 8	PURPOSE OF UNIT: To offer a technical progri requisite to nursing.	am which upon successful completion wil	l qualify students for an entry-level positio	PURPOSE OF UNIT: 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 prerequisite to nursing.
<u>8</u>	RELATIONSHIP OF UNIT TO PRCC MISSION: The nursing assistant pro pre-requisite to nursing or other medical related occupations.	ne nursing assistant program provides con ted occupations.	istituents with occupational and technical	gram provides constituents with occupational and technical training for entrance into the workforce or as a
٣	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS — Actionable Knowledge
6 <del>1</del> 6 2. i	indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	(How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or IMPROVE.
. ~	Students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce as evidenced by	75% of all students who attempt the program will complete.	98% of students who entered the program from June 2011-June 2012 completed the program (# 118 students entered, #116 students completed)	Instructors decided to continue monitoring as needed.
	* return demonstration of all 24 state required skilts			
	<ul> <li>receiving a pass on written and skills evaluation</li> </ul>			
	* applying skills and practical knowledge in a clinical setting			
7	Students will demonstrate practical knowledge and skills necessary for completion of program as pre-requisites to a nursing program as evidenced by:	75% of those who complete the program and attempt certification will pass the state nursing assistant exam given by Pearson Vue/NACES	83% of students who took the state certification test through the NACES plus foundation became certified.	It was determined that pass rates are lower than last year's findings. Changes: Written and skills exam has changed. Textbook changed to newer edition Students encouraged to take state exam with mandatory fees as part of

fultion.	Instructors determined that findings are similar from previous years.  No changes	It was determined that findings are similar from	previous years. No changes	
	98% of all students who desire employment and have passed the state exam are employed.	98% of students who complete this	course as a pre-requisite to a nursing program complete their education in the nursing field.	,
	75% of all students completing the nursing assistant program who desire employment will become employed in	the nursing assistant field. 75% of all students completing the	nursing assistant program as a pre- requisite to a nursing program will	
* return demonstration of all 24 state required skills	* receiving a pass on written and skills evaluations	<ul> <li>applying skills and practical knowledge in a clinical setting</li> </ul>		

Program: Occupational Therapy Assistant  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 access to college courses and programs using various instructional methods, including distance education.  5. To provide facilities, technology, and support staff in order to improve estudent 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.	public institution committed to providing qualistudies at baccalaureate institutions and/or to be various instructional methods, including distancell, and provide opportunities for their professions to improve student learning, enhance faculty an community members regarding the College goal nents of business, industry, educational, and put	Ity educational and service opportures successful in careers for which they be education.  al development.  development.  als, objectives, and activities.  olic service agencies for basic skills, they are the service agencies for basic skills, they are they are they are the service agencies for basic skills, they are the are they are the	Supports PRCC Strategic Goal(s): 1, 3, 7, 8 tunities for all who seek them. ey have been prepared. imunity services, and make s, specific job skills, and
PURPOSE OF UNIT: To graduate a competent entry level Occupational Therapy Assistants.	Occupational Therapy Assistants.		
fer the		ppy Assistant in order to fulfill th	program Occupational Therapy Assistant in order to fulfill the mission statement for occupational programs
PROGRAM OUTCOMES – Measurable indicators A	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS –	USE OF RESULTS — Actionable Knowledge
(More specific description of impact on student) WHAT	Evaluation (Variables related to success of	Outcomes Assessment (States	(How knowledge gained will be used to improve
be able to do upon	intended outcome) HOW will attainment of	how well intended results were	program performance). Make a <u>CHANGE</u> or
completion of program/course?	the outcome be measured?	actieved) what was level of attainment of outcome?	IMPROVE OF State that no improvement is needed.
Students will demonstrate practical knowledge and skills which are necessary for employment in	85 % of students will be retained from their frestment to sophomore years of training.	-22 students retained / 24 students admitted in 2011. Retention = 92%	Students educated in strategies to gain employment outside of South Mississippi in Fall 2012 and Spring 2013 semesters.
to the Framework Curriculum.	85% of students will complete the	-16 students graduated in 2012. 22 students were	Analysis of student dropoing from OTA program
	OTA degree.	admitted in 2010 (2 year	prior to graduation reflects personal choices of
•		program). Graduation rate = 72%	students (seeking other vocational pursuits) rather than academic failures.
	within 2 months of graduation.	- 15/16 have found placement = 94%	
•	85% of OTA graduates will maintain their placement in field of	12/16 maintained placement = 75%	
	Occupational Therapy after 6 months following graduation.		

This area of OTA program has remained strong and determination has been made to continue support and encouragement of faculty members.	If has been determined to increase certification exam preparation activities implementation in the Fall 2012 semester.  Decision was made to require students to take the OTKE exam (a online simulation of the actual national test.)	It has been decided to continue with preparation of entry-level practices.
Faculty received > 3 in all areas of student evaluation.	13/16 pass certification exam (with previous year grad passing this year and one student passing on 2 <sup>nd</sup> attempt as of this writing) Pass percentage = 81%	Data is not yet complete at submitting this report. Preliminary Data shows no areas of insufficiency (<3/5)
Faculty will receive ≥ "3" out of possible "5" in all areas of student evaluation of Instructors	85% of OTA graduates will pass their national (NBCOT) certification exam.	Employers will rate graduate performance to a level ≥ "3" out of possible "5" in all selected performance areas.
Students will report overall satisfaction with program as per Student Assessment Tool.	OTA graduates will pass the national NBCOT exam.	Employers will report overall satisfaction with preparation of entry-level practitioners per Employer Satisfaction Survey.
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PARTICIONS STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.  STRATEGO COALS:  1. To prepare sibilitarity college is a public institution committed to providing quality educational and service opportunities for all who seek them.  STRATEGO COALS:  1. To prepare sibilitarity college services acade was the interest and programs using various entratchoral mithods, sculding distance enderation.  STRATEGO COALS:  1. To prepare sibilitarity college services and programs using various entratchoral mithods, sculding distance enderation.  STRATEGO COALS:  1. To prepare sibilitarity college services and programs using various entratchoral mithods, sculding distance enderation.  STRATEGO COALS:  1. To prepare sibilitarity college services and programs using various entratchoral mithods, sculding distance enderation.  STRATEGO COALS:  1. To propose subblew its themself.  STRATEGO COALS:  1. To provide summy personnel and community members engagement because the properties of the provide summy personnel and community members engagement because and programs which upon successful completion will quality students for entry-level employment in business or industry and/or additional educational opportunities.  PURPOSE CENTIFIC OFFICE MISSION: To provide industry based training in Occupational Therapy Assistant Technology to students within the PREC district.  RELATIONSHIP OF UNIT TO PREC MISSION: To provide industry based training in Occupational Therapy Assistant Technology to students within the PREC district.  RELATIONSHIP OF UNIT TO PREC MISSION: To provide industry based training in Occupational Therapy Assistant Technology to students within the PREC district.  RELATIONSHIP OF UNIT TO PREC MISSION: To provide industry based training in Occupational Strategory and students with identify selected Drovey intended outcome House, and about the measure was below or the management of the practical testing at an 80% accuracy	Ľ	DOGDAM: Occupational Thorson Arristant	Technology	113	Supports DRCC Stratopic Goallet-1 3 7 8
RATEGIC GOALS:  To prepare students to transfer and be successful in their sludies at baccalaureate institutions and/or to be successful in careers for which they provide access to college courses and programs using various services.  To provide access to college courses and programs using various institutions and/or to be successful in careers for which they provide access to college courses and programs using various strategies and programs using various strategies and programs using various strategies, including distance aducation.  To provide access to college courses and programs using various strategies, including distance aducation.  To provide access to college sources and programs using various strategies, including distance aducation.  To provide access to college sources and programs that meet requirements of business, industry, educational, and public services agencies for basic skills.  To provide access to college sources and programs that meet requirements of business, industry, educational, and activities.  To provide accessing the internet requirements of business, industry, educational, and activities.  To provide workforce training programs that meet requirements of business, industry, education will qualify students for entry-level employment its functional skills training.  SECSEMENT OF PREC MISSION: To provide industry based training in Occupational Therapy Assistant Technology to stude intended outcome) HOWM will attainment of attainment of intended outcome be measured?  Students will identify selected boney and identify selected boney and identify selected boney and identify selected boney and identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.		COURSE LEVEL: Kinesiology (OTA 1315)			
Propagate storage courses and be successful in their studies at baccalaureale institutions and/or to be successful in careers for which they to provide accusate send programs using various instructional methods including distance education.  To provide accusars to college courses and programs using various instructional methods including distance education.  To provide accusars to college courses and programs using various instructional methods including distance education.  To provide accusars a visible with the information and propriate more and propriation and standard the information and in		MISSION STATEMENT: Pearl River Community	f College is a public institution committed to provie	ding quality educational and service opportunitie	s for all who seek them.
To provide quality student services.  To provide quality student services and broadrams using various instructional methods, including distance education.  To provide quality student services and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide accommunication among campus personnel and community members regarding the College goals, objectives, and activities.  To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for besic skills, a foreign and activities.  To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for besic skills, a foreign and activities.  In one curround and regarding the College goals, objectives, and activities.  To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for besic skills, a foreign and activities.  In one curround and regarding the College goals, objectives, and activities.  To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for besic skills, and activities.  In one curround the meet requirements of business, industry, educational and public training in Occupational Therapy Assistant Technology to students student know, intended outcome) HOW will attainment of attainment of outcomes attained a student know, intended outcome) HOW will attainment of attainment of outcome?  Students will identify selected boney and lab practical testing at an 85% accuracy level.  Students will identify selected muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% ac	-	STRATEGIC GOALS:			
To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified featurity and staff performance, augment commodition groups as sentiors and allow and the immore student kenning; unhance faculty and staff performance, augment commodition and opportunities sentiors and allow with the immore accommunication among campus personnel and community members regarding the College goals, objectives, and activities.  To incrount and relata various gardines are requirements of business, industry, educational, and public service agencies for besic skills, a technical skills training.  JRPOSE OF UNIT TO offer a technical program which upon successful completion will qualify students from a diverse population.  To provide any success of training in Occupational Therapy Assistant Technology to students will identify selected boney.  Students will identify selected boney and the program body models of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.			successful in their sludies at baccalaureate institutior	ns and/or to be successful in careers for which the	y have been prepared.
To provide services available with enterest.  To provide a services available with the interest.  To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.  To proved workforce undividential skills training.  To proved workforce training programs which upon successful completion will qualify students for a technical program which upon successful completion will qualify students for entry-level employment it students will identify selected boney and successful completion models.  Students will identify selected muscles at an 80% accuracy level.  Students will identify selected actions by a service and a services against the needed actions of muscles at an 80% accuracy level.  To proved workforce services available with the interest population.  To proved workforce between the services and interest population.  To proved workforce between the course of services and interest to students will identify selected boney and the course of services and interest to service and the course of services and interest to service and the course of services and the course of services and an accuracy level.  Students will identify selected muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.		•	nd programs using various instructional methods, inc mpensate them well, and provide opportunities for th	luding distance education. neir professional development.	
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PURPOSE OF UNIT : To offer a technical program which upon successful completion will qualify students opportunities.  RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Occupational Therapy Assistant Technology to students within the PRCC district.  LEARNING OUTCOMES – weasurable industry based training in Occupational Therapy Assistant Technology to students within the PRCC district.  LEARNING OUTCOMES – weasurable industry based training in Occupational Therapy Assistant Technology to students within the PRCC district.  LEARNING OUTCOMES – weasurable industry based training in Occupational Therapy Assistant Technology to students within the PRCC district.  LEARNING OUTCOMES – weasurable industry based training in Occupational Therapy Assistant Technology to students within the PRCC district.  LEARNING OUTCOMES – weasurable industrict of provide industrict or industrict or specific description of impact the outcome be measured to upon completion of impact the outcome be measured to upon completion of impact the outcome be measured to upon completion of impact the outcome be measured to upon completion of impact the outcome be measured to upon completion of impact the outcome be measured to upon completion of impact the outcome be measured to upon completion of muscles at an 80% accuracy level.  Students will identify selected muscles in muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  This measure was below critical testing at an 85% accuracy level.  This measure was below critical to retind the process of a 70% accuracy level.  This measure was below critical to retind the process of a 70% accuracy level.  This measure was below critical testing at an 85% accuracy level.  This measure was below critical testing of muscles at a 70% accuracy level.  This measure was belo			pus personnel and community members regarding therse population. that meet requirements of business, industry, educa	ne College goals, objectives, and activities. Itional, and public service agencies for basic skills,	specific job skills, and
ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW, will attainment of utcome be measured?  Students will identify selected muscles on human body models during written testing at an 85% accuracy level.  During written testing of muscles at an 80% accuracy level.  ASSESSMENT RESULTS — Outcomes Assessment (States how well intended outcome) Assessment (States how well intended		PURPOSE OF UNIT: To offer a technical progeducational opportunities.	gram which upon successful completion will q	ualify students for entry-level employment	in business or industry and/or additional
ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of Intended outcome) HOW will attainment of Intended outcome be measured?  Students will identify selected boney landmarks on skeleton models during written testing and lab practical testing at an 85% accuracy level.  Students will identify selected muscles on human body models during written testing of muscles at an 80% accuracy level.  During written testing of muscle functions of muscles at an 80% accuracy level.  Tevaluation (States how well intended intended actions of muscles at an 80% accuracy level.  ASSESSMENT RESULTS — Outcomes Assessment (States how well intended of muscles at a 70% accuracy level.  ASSESSMENT RESULTS — Outcomes Assessment (States how well intended of muscles of attainment of outcome?  ASSESSMENT RESULTS — Outcomes Assessment (States how well intended outcome?  ASSESSMENT RESULTS — Outcomes at an 80% accuracy of attainment of outcome?  ASSESSMENT RESULTS — Outcomes at an 80% accuracy of attainment of outcome?  ASSESSMENT RESULTS — Outcomes at an 80% accuracy of attainment of attainment of attainment of attainment of outcome?  ASSENDENT RESULTS — Outcomes at an 80% accuracy level.  Students will identify selected muscles at an 80% accuracy level.  Buring written testing of muscle functions of muscles at an 80% accuracy level.		RELATIONSHIP OF UNIT TO PRCC MISSION:	To provide industry based training in Occupat	ional Therapy Assistant Technology to stude	ents within the PRCC district.
ct Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?  Students will identify selected boney landmarks on skeleton models during and lab practical testing at an 85% accuracy level.  Students will identify selected muscles on human body models during written testing at an 85% accuracy level.  During written testing of muscle functions, students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.		LEARNING OUTCOMES Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable Knowledge
Intended outcome) HOW will attainment of the outcome be measured?  Students will identify selected boney landmarks on skeleton models during written testing and lab practical testing at an 85% accuracy level.  Students will identify selected muscles on human body models during written testing at an 85% accuracy level.  During written testing of muscle functions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.		indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
Students will identify selected boney landmarks on skeleton models during written testing and lab practical testing at an 85% accuracy level.  Students will identify selected muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.		on student) WHAT should a student know,	Intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or
Students will identify selected boney landmarks on skeleton models during and lab practical testing at human body models.  Students will identify selected muscles on human body models at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected boney landmarks on skeleton models during at a 90% accuracy.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.		think, or be able to do upon completion of orgram/course?	the outcome be measured?	attainment of outcome?	IMPROVE.
landmarks on skeleton models.  landmarks on skeleton models during written testing at a written testing and lab practical testing at an 85% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  The students will identify selected actions of muscles at an 80% accuracy level.  In the students of muscles at an 80% accuracy level.  In the students of muscles at an 80% accuracy level.  In the students of muscles at an 80% accuracy level.  In the students of muscles at an 80% accuracy level.  In the students of muscles at an 80% accuracy level.  In the students of muscles at an 80% accuracy level.  In the students of muscles at an 80% accuracy level.		1 Students will identify selected boney	Students will identify selected boney	Students identified selected boney	Instructor decided to confinue with lecture,
Students will identify selected muscles on human body models during written testing and lab practical testing at an 85% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  Students identified selected muscles on Students identified selected actions of muscles at an 80% accuracy level.  Students identified selected muscles on Students at a 95% accuracy.  Students identified selected actions of muscles at an 80% accuracy level.		landmarks on skeleton models.	landmarks on skeleton models during written testing and lab practical testing at an 85% accuracy level.	landmarks duning written testing at a 90% accuracy.	demonstration, and lab assignments.
Students will identify selected actions of muscles at an 80% accuracy level.  Students will identify selected actions of muscles at an 80% accuracy level.  muscles at an 80% accuracy level.  muscles at an 80% accuracy level.	1		Students will identify selected muscles on human body models during written testing and lab practical testing at an 85% accuracy level.	Students identified selected muscles during written testing at a 95% accuracy.	Decision was made to continue with lab demonstrations and lecture,
		<u> </u>	During written testing of muscle functions, students will identify selected actions of muscles at an 80% accuracy level.	Students identified selected actions of muscles at a 70% accuracy level.	This measure was below criteria. Instructor decided to have students physically practice muscles actions next year to reinforce motion. Verbal emphasis is already provided.

2011-2012

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PROGRAM: Occupational Therapy Assistant Technology	COURSE LEVEL: Occupational Therapy Skills II (OTA 1433)	

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:

- 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. **1. 2. 18. 4. 19**

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

  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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.
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- 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 skills training.

PURPOSE OF UNIT: 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.

ر	concension opportunities.				-
_~	ELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Occupational Therapy Assistant Technology to students within the PRCC district.	ional Therapy Assistant Technology to stude	ents within the PRCC district.	_
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable Knowledge	
· <u>=</u>	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to Improve	
•	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or	
=	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.	
<u>a</u>	program/course?				
_	1   Students will demonstrate knowledge	During modality testing, students will score	100% of students demonstrated	Instructor decided to continue with lecture	
	of selected physical agent modalities.	an average of 80% proficiency level.	knowledge of selected modalities.	and lab assignments.	
					_
2	2 Students will describe selected	Students will score at an 80% proficiency	Students scored 80% on written testing	It was determined borderline results suggest	
	principles of therapeutic exercise,	level in written testing on concepts of	of concepts of therapeutic exercise.	that further reinforcement is needed; Plan to	
		therapeutic exercise.		increase "hands on" practice of the concepts	
				next year.	
Tω	3 Students will demonstrate principles of	During feeding lab checkoff, 100% of	100% of students demonstrated	Instructor decided to continue utilization of	
	safe feeding of patients.	students will demonstrate comprehensive	application of basic feeding principles in	demonstration techniques, lecture, and	
		application of basic feeding principles.	lab situation.	simulations.	

ā	PROGRAM: Occupational Therapy Assistant Technology	Technology	S	Supports PRCC Strategic Goal(s): 1, 3, 7, 8
ರ	COURSE LEVEL: Occupational Therapy Skills III (OTA 2443)	III (OTA 2443)		
Σ	IISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ing quality educational and service opportunitie	s for all who seek them.
22 -	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.	have been prepared.
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		To provice access to college courses and programs using various instructional metrious, incuroning distance courses and programs using various instructional provides on their professional development. To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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	aronny distance concention. neir professional development. ince faculty and staff performance, augment comm	lunity services, and make
97.0		College services available via the Internet.  To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.  To recrit and retain students from a diverse population.	ne College goals, objectives, and activities.	enarificity ekille and
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<u>a</u> 9	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	n business or industry and/or additional
~	ELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Occupational Therapy Assistant Technology to students within the PRCC district.	ional Therapy Assistant Technology to stude	ints within the PRCC district.
=	LEARNING OUTCOMES — Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS — Actionable Knowledge
ڃ	Indicators (More specific description of Impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
ō	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or
₽ g	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome?	IMPKOVE.
-	Students will demonstrate correct	Students will demonstrate correct Manual	Students demonstrated correct Manual	The instructors planned to reinforce MMT
	Manual Muscle testing procedure in	Muscle testing procedure in a Lab testing	Muscle testing procedure in a Lab testing	procedure during each of the first four
	Lab testing format.	format at an 85% accuracy level.	format at a 92% accuracy level.	semesters of the program to maximize proficiency at end of program and in this class.
7	Students will demonstrate use of	Students will demonstrate use of	Students will demonstrate use of	The program decided to encourage students
	ultrasound and electrical stimulation	ultrasound and electrical stimulation	ultrasound and electrical stimulation	to use multiple US and e-stim units to help
	modalities.	modalities in a Lab testing format at an	modalities in a Lab testing format at a Q7% accuracy level	maximize generalization of knowledge and proficiency
٣	Students will demonstrate correct use	Students will demonstrate correct use of an	Students will demonstrate correct use of	The program decided to obtain or borrow an
<b>&gt;</b>		iontophoresis unit in a Lab testing format at	an iontophoresis unit in a Lab testing	additional iontophoresis unit during training
		an 85% accuracy level.	format at an 98% accuracy level.	to help maximize generalization of knowledge and proficiency

2011-2012

Supports PRCC Strategic Goal(s): 1, 3, 7	e opportunities for all who seek them.	which they have been prepared. nent community services, and make es. asic skills, specific job skilks, and	PURPOSE OF UNIT: 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.	nin the PRCC district.	utcomes USE OF RESULTS – Actionable knowledge ended results (How knowledge gained will be used to income program performance)	cded			nonstrated the It was decided to create an online tool for osts in the bid.	pared a labor A need to create more sample quantity	_
	o providing quality educational and servic	laureate institutions and/or to be successful in careers for which they have been prepared. fonal methods, including distance education. apportunities for their professional development. ent learning, enhance faculty and staff performance, augment community services, and manbers regarding the College goals, objectives, and activities. industry, educational, and public service agencies for basic skills, specific job skilks, and	n will qualify students for entry-level (	ccupational Training to students withi	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results	ie	ol		ate 80% of students correctly demonstrated the the ways of returning overhead costs in the bid.	90% of students correctly prepared a materials estimate for a construction bid. 90% of students correctly prepared a labor estimate for a construction bid.	The state of the s
ng Technology	ty College is a public institution committed to	TEGIC 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 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 well, and provide opportunities for their 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 skills training.	gram which, upon successful completion	To provide industry based training in Oc	ASSESSMENT CRITERIA — Criteria for Evaluation (Variables related to success of integral of the control of the c	A minimum of 70% of all students enrolled in the Occupational Training core curriculum classes will successfully complete the student learning outcomes for the selected courses.	It should be noted that 2010-2011 student learning outcomes will continue to be assessed. The following student learning outcomes will be among those included for assessment during the 2011-2012 school year:	Construction Management:	70% of students will correctly demonstrate the ways of returning overhead costs in the bid.	70% of students will correctly prepare a materials estimate for a construction bid.	
PROGRAM OF STUDY: Occupational Training Technology	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	<ol> <li>To prepare students to transfer and be successful in their studies at bacca</li> <li>To provide quality student services.</li> <li>To provide access to college courses and programs using various instruction provide access to college courses and programs using various instruction.</li> <li>To provide facilities, technology, and support staff in order to improve studing services available via the Internet.</li> <li>To provide communication among campus personnel and community mere.</li> <li>To recruit and retain students from a diverse population.</li> <li>To provide workforce training programs that meet requirements of busines technical skills training.</li> </ol>	PURPOSE OF UNIT: To offer a technical proeducational opportunities.	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Occupational Training to students within the PRCC district.	OJECTIVES - Broad description of goals	1 To provide a curriculum with quality instruction in courses which will satisfy the needs of industry and meet statewide standards.					

70% of students will correctly prepare an	equipment estimate for a construction bid	A need to create more sample labor estimates with a wide range of time and
equipment estimate for a construction bid.		pay scales.
Electrical:	75% of students correctly identified	It was determined to create more sample
70% of students will correctly identify	on drawings.	Equipment estimates for construction bids.
residential and commercials symbols used	•	
on drawings.	80% of students correctly designed and wired switching circuits using the three	
70% of students will correctly design and	basic types of switches.	A decision to add symbols will be added
wire switching circuits using the three basic		and their uses explained.
types of switches.	80% of students will correctly solved for	
	unknown voltage, current, resistance and	
unknown voltage, current, resistance and	powei values ushig oinii s iaw.	challenging circuits which will be required
power values using office law.	60% of students correctly designed ,drew,	to be designed:
	and wired 2 and 3 wire motor control	
70% of students will correctly design draw	circuits	Instructors decided to continue to stress
and wire 2 and 3 wire motor control circuits		the importance of ohms law and use more
Heating Air Conditioning and		Claire grant properties.
Refrigeration:	90% of students will correctly identify and	
	describe the relationship between pressure	More emphasis will be placed on 2 and 3
70% of students will correctly demonstrate	and temperature of a refrigeration system.	wire circuits, and more time will be spent
the relationship of pressures and fluids at		in lab wiring these circuits.
saturation temperatures.	90% of students correctly explain	
200/ of chidoote will correctly boardain	compound gauges.	
70% of students will collectly explain	55% of students correctly work the correct	lostructors have decided to give each
	formulas for converting Horsepower to	Student their own temperature pressure
70% of students will correctly convert	Watts and Watts to British thermal	charts.
cooling capacity from tons of refrigeration to		
Kilo-watts (K.W.) and British thermal	100% of students correctly demonstrate	
Units/noul (Blu/n) to KVV.		ilistructors have decided to spend more
TOO of the standard line about the for Joy	Environmental Protection Agency and	time exploring compound gages
70% of students will correctly demonstrate	Occupational Salety and Dealin	to the colour of technique of colour section
Protection Aggress and Occupational Sefets	Administration safety regutations and first	memorize formulae for converting
and Health Administration safety regulations	, pg-	Horsepower to Watts and Watts to British
	100% of students correctly performed	thermal.
	safety inspections of equipment and	
Welding:	accessories.	Instructors have decided to continue with
	100% of students correctly demonstrated	the same instruction working with proper
70% of students will correctly perform safety	safety rules required in the industrial	personal protective equipment.
inspections of equipment and accessories.	workplace.	

	<del></del>	1
Instructors determined to continue stressing importance of safety inspections of equipment and accessories. Instructors will continue stressing importance of safety rules in workplace.	A decision was made that 90% of students will correctly make minor external repairs to equipment and accessories.  It was determined that 90% of students will correctly set up shielded metal arc welding operations on carbon steel.	Through the use of good employer, college relations and adequately trained students, job placement will be maintained or improved.  More time will be spent on areas that students were found deficient in as determined by C-PAS scores.
90% of students correctly made external repairs to equipment and accessories. 100% of students correctly set up shielded metal arc welding operations on carbon steel.		87% of occupational training students were placed in related job areas, as determined by student follow up reports. 68% of the students did demonstrate practical knowledge and skills that are necessary for employment in entry level positions in the workforce as determined by the C-PAS exam.
70% of students will correctly demonstrate safety rules required in the industrial workplace. 70% of students will correctly make minor external repairs to equipment and accessories.	70% of students will correctly set up shielded metal arc welding operations on carbon steel.	Job placement for Occupational Training is measured by follow up. Follow up records are kept in the counselor's office.  60% of the students will demonstrate practical knowledge and skills that are necessary for employment in entry level positions in the workforce as determined by C-PAS exam.
		2 To place students who successfully complete Occupational Training programs. 3 To instruct students through curricula which have been created by the combined efforts of the Mississippi State University Research and Curriculum Unit an instructors from all programs in the State.

#### 2011 - 2012

ining Technology	chnology Supports PRCC Strategic Goal(s): 1, 3, 7	unity College is a public institution committed to providing quality educational and service opportunities for all who seek them.
PROGRAM OF STUDY: Occupational Training Technology	PROGRAM: Automotive Mechanics Technology	MISSION STATEMENT: Pearl River Community College is a public institu

#### 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. **₹**0.60.4.00
  - 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 well, and provide opportunities for their 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.
- 9.7.6
- 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 skills training.

PURPOSE OF UNIT: To offer a career program, which upon successful completion will qualify students for entry-level employment in business or Industry and/or additional

RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Automotive Mechanics Technology to students within the PRCC district PROGRAM OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, intended outcome be measured?   Assessment (States how well intended results on student) will demonstrate practical cepair, alignment, and electrical diagnostic positions in the workforce.   Assessment for a student workforce indicators (More specific description of impact on students will demonstrate practical stalls such a secured or students will demonstrate practical stalls such a secure or students will demonstrate practical diagnostic positions in the workforce.   Assessment for a state of training in demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students and secure or students will demonstrate practical stalls such a secure or students will demonstrate practical stalls such a secure or students will secure a secure or students will secure a sec		
e e e e e e e e e e e e e e e e e e e	in Automotive Mechanics Technology to students within the	ne PRCC district
e e evel	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable
e evel	Assessment (States how well intended results	Knowledge
evel	were achieved) WHAT was level of attainment	(How knowledge gained will be used to
Student will demonstrate practical student will demonstrate practical knowledge and skills such as Engine repair, alignment, and electrical diagnosis operations which are necessary for employment in entry level positions in the workforce.  Students will demonstrate practical skills	of outcome?	improve program performance). Make a CHANGE or IMPROVE.
Student will demonstrate practical knowledge and skills such as Engine repair, alignment, and electrical diagnosis operations which are necessary for employment in entry level positions in the workforce.  Students will demonstrate practical skills		
repair, alignment, and electrical diagnosis operations which are necessary for employment in entry level positions in the workforce.  Students will demonstrate practical skills	65% of students obtained passing NATEF	It was decided more time will be spent
diagnosis operations which are necessary for employment in entry level positions in the workforce.  Students will demonstrate practical skills	(45) 500(45)	off solits such as engine repair,
necessary for employment in entry level positions in the workforce.  Students will demonstrate practical skills		operations which are necessary for
positions in the workforce. Students will demonstrate practical skills		employment in entry level positions in
Students will demonstrate practical skills		the workforce and likely to be found on
Students will demonstrate practical skills		NAYEF test.
	agnostic 90% of the students have mastered	Instructors decided to increase the
		fime on demonstrating practical skills

2011-2012

PROGRAM OF STUDY: Occupational Training Technology	
	Supports PRCC Strategic Goal(s): 1,3,7
COURSE LEVEL: Basic Electrical (ATT 1124)	
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	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.	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	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.	
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.	fic job skilks, and
PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional educational	y and/or additional educational
opportunities.	
RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Automotive Mechanics Technology to students within the PRCC district.	
LEARNING OUTCOMES Measurable ASSESSMENT CRITERIA -Criteria for Evaluation ASSESSMENT RESULTS Outcomes USE OF RES	USE OF RESULTS – Actionable Knowledge
indicators (More specific description of impact   (Variables related to success of intended   Assessment (States how well intended   (How know	(How knowledge gained will be used to improve

Instructors agreed to improve emphasis on tasks

completed with proficiency.

60% of all students completed the basic electrical system hands-on with proficiency.

A decision was made to increase emphasis

needed on using ASE questions.

At least 60% of the students achieved learning outcome.

60% of all students will pass an exam with ASE questions.

60% of all students will repair basic electrical and grading done by observation.

Students will demonstrate the ability to

7

repair basic electrical systems.

Students will perform basic electrical

m

repair.

A decision was made to place more emphasis on

ASE style questions for testing.

60% of the students did pass the ASE style chapter test.

(Now knowledge gained will be used to improve program performance). Make a CHANGE or

IMPROVE.

results were achieved) WHAT was level of Assessment (States how well intended

attainment of outcome?

outcome) HOW will attainment of the outcome be measured?

think, or be able to do upon completion of on student) WHAT should a student know,

1 Students will show proficiency in basic

electrical.

program/course?

Testing – 60% of the students will pass the

ASE style chapter test.

Supports PRCC Strategic Goal(s): 1,3,7	ey have been prepared. munity services, and make	industry and/or additional educational	USE OF RESULTS – Actionable Knowledge  (How knowledge gained will be used to Improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE</u> .  Instructors decided to Increase use of ASE practice tests.  A need was determined to increase emphasis on shop tasks.
Sup guality educational and service opportunities f	accalaureate institutions and/or to be successful in careers for which they have been prepared. Itractional methods, including distance education. Vide opportunities for their professional development. Student learning, enhance faculty and staff performance, augment community services, and make members regarding the College goals, objectives, and activities. Siness, industry, educational, and public service agencies for basic skills, specific job skills, and	lents for entry-level employment in business or i	ASSESSMENT RESULTS – Outcomes ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?  70% of the students attained outcome.  70% of students completed the hands on performance tasks.
PROGRAM OF STUDY: Occupational Training Technology PROGRAM: Automotive Mechanics Technology COURSE LEVEL: Engine Performance (ATT 1424) 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 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 UNIT TO PRCC MISSION: To provide industry based training in Automotive Mechanics Technology to students within the PRCC district.  LEARNING OUTCOMES – Measurable indicators (More specific description of impact (Variables related to success of intended on student know, on student) will attainment of the outcome attainment of outcome) how construction of be measured?  I Students will show proficiency in engine performance ATT 1424.  Students will demonstrate the ability to diagnose and repair engine performance problems graded by observation.  I Students will demonstrate the ability to diagnose and repair engine performance and repair engine performance and related tasks.
PROGRAM OF STUDY: Occupational Training Technology PROGRAM: Automotive Mechanics Technology COURSE LEVEL: Engine Performance (ATT 1424) MISSION STATEMENT: Pearl River Community College is a	TRATEGIC GOALS:  To prepare students to transfer and be successful in their studies at b To provide quality student services.  To provide access to college courses and programs using various ins To employ qualified faculty and staff, compensate them well, and provide to provide facilities, technology, and support staff in order to improve College services available via the Internet.  To improve communication among campus personnel and community. To recruit and retain students from a diverse population.  To provide workforce training programs that meet requirements of bus technical skills training.	PURPOSE OF UNIT: To offer a technical program v opportunities.	RELATIONSHIP OF UNIT TO PRCC MISSION: To pru LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?  Students will show proficiency in engine performance ATT 1424.  Students will demonstrate the ability to diagnose and repair engine performance related tasks.

It was decided to increase use of ASE style tests.

70% of the students passed the engine performance tests.

Students will perform engine performance 70% will pass an ASE style test. tasks.

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POOR CONTINUE OF THE PROPERTY
PROGRAM OF STUDY: Occupational Iraining Technology
PROGRAM: Automotive Mechanics Technology
COURSE LEVEL: Engine Repair (ATT 1715)
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.
PURPOSE OF UNIT: 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.

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~	ELATIONSHIP OF UNIT TO PRCC MISSION: To pr	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Automotive Mechanics Technology to students within the PRCC district.	anics Technology to students within the PRCC dis	strict.
3	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA –Criteria for Evaluation   ASSESSMENT RESULTS – Outcomes	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge
ء.	indicators (More specific description of impact   (Variables related to success of intended	(Variables related to success of intended	Assessment (States how well intended	(How knowledge gained will be used to improve
ō	on student) WHAT should a student know,	outcome) HOW will attainment of the outcome	results were achieved) WHAT was level of	program performance). Make a CHANGE or
ŧ	think, or be able to do upon completion of	be measured?	attainment of outcome?	IMPROVE
	program/course?			
П	1 Students will show proficiency in engine	Testing – 70% will pass the ASE style chapter	70% of students did pass the ASE written	Instructors agreed to place more emphasis on
	repair.	written test.	form.	ASE practice tests.
2	Students will demonstrate the ability to	70% of students will repair an engine. Grading	70% of students completed the hands on	It was recognized that a need for improved
	repair engine assembly.	done by observation of hands-on tasks.	engine repair.	emphasis on engine repair should be related to
				the outcome.
m	3 Students will perform engine repair.	60% will pass a final exam with ASE style	60% of the students passed the engine	A decision was made to emphasize using ASE
		avestions	repair assessment críteria.	style practice tests.

	PRC	PROGRAM OF STUDY: Occupational Training Technology	Technology	18	Supports PRCC Strategic Goal(s):1,3,7	
二	PRC	PROGRAM: Automotive Mechanics Technology	<u> </u>			
	CO	COURSE LEVEL: Introduction, Safety, and Employability Skills (ATT 1811)	iployability Skills (ATT 1811)			
二	MIS	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	y College is a public institution committed	to providing quality educational and service	e opportunities for all who seek them.	
	o,	STRATEGIC GOALS:  1 To prepare students to transfer and be su	in their studies at baccalaureale institu	GIC GOALS: To ownere students to transfer and be surressent in their studies at barralaureate institutions and/ or to be successful in careers for which they have been prepared.	ich thev have been prepared.	
		2. To provide quality student services				
		<ol> <li>To provide access to college courses and</li> <li>To employ quality faculty and staff compa</li> </ol>	To provide access to college courses and programs using various instructional methods, including distance education. To employ quality faculty and staff compensate them well and provide opportunities for their professional development	including distance education. Their orofessional development.		_
			port staff in order to improve student learning, e	nhance faculty and staff performance, augment	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 via	
		<ol> <li>To improve communication among campus p.</li> <li>To recruit students from a diverse population.</li> </ol>	or internet. To improve communication among campus personnel and community members regarding the College goals, objectives, and activities. To recruit students from a diverse population.	ig the College goals, objectives, and activities.		
			iat meet requirements of business, industry, edu	icational, and public service agencies for basic s	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.	
	PO	PURPOSE OF UNIT: 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.	n, which upon successful completion, will	qualify students for entry-level employment	in business or industry and/or additional	
二	REL	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry ba	: To provide industry based training in Aut	sed training in Automotive Mechanics Technology to students within the PRCC district.	s within the PRCC district.	
	ğ. E	LEARNING OUTCOMES- Measurable indicators (more specific description of	ASSESSMENT CRITERIA- Criteria for Evaluation (Variables related to	ASSESSMENT RESULTS- Outcomes Assessment (States how well intended	USE OF RESULTS - Actionable Knowledge (How knowledge gained will be used to improve	
	E S	impact on student) WHAT should a student know, think, or be able to do	success of intended outcome) HOW will attainment of the outcome be	results were achieved) WHAT was level of attainment of outcome?	program performance). Make a CHANGE or IMPROVE.	
	про	upon completion of program/course?	measured?			
	-	Identify and apply safety in the auto shop. Describe how to avoid workplace	100% of students will display a working knowledge of safety on a standard	100% of the students did pass the safety test.	Instructors agreed to place more emphasis on ASE based tests.	
		accidents.	safety test and by observation in a shop setting.			
	2	Explore employment opportunities and responsibilities.	100% of all students will contact three places of business and write a report	70% of tasks completed.	A decision was made to improve employment opportunities by placing emphasis on visits to	
			about the opportunities and requirements necessary to work in an automotive shop.		stops.	
	,	Design a resume and complete a job	100% of students must demonstrate	70% of tasks completed.	It was determined for instructors to improve	
-	9	application.	emphasis on accuracy of information			
			to be determined by evaluation of			
			lesquie.			$\neg$

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_	PROGRAM OF STUDY: Occupational Training Technology	g Technology		Supports PRCC Strategic Goal(s): 1,3,7
<u>α</u>	PROGRAM: Automotive Mechanics Technology	logy		
U	COURSE LEVEL: Steering and Suspension (ATT 2335)	TT 2335)		
2	AISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
(V)	STRATEGIC GOALS:			
- 0		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 auality student sensines.	d/or to be successful in careers for which they have	been prepared.
		To provide quality success to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.  On provide facilities, sechnically and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, And make	g distance education. ofessional development. aculty and staff performance, augment community	services, And make
. 7. 8.	. , .	Conege 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 skills training.	llege goals, objectives, and activities. , and public service agencies for basic skills, speci	fic job skills, and
ב מ	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	qualify students for entry-level employment	in business or industry and/or additional
	ELATIONSHIP OF UNIT TO PRCC MISSION: 1	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Automotive Mechanics Technology to students within the PRCC district.	tive Mechanics Technology to students with	in the PRCC district.
<u> </u>	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIACriteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS — Actionable Knowledge
.5	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
0	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). ). Make a CHANGE or
∓ ō.	think, or be able to do upon completion of program/course?	נום סמנכסוום ספ וויפמאחו פח:	מונסווווופון כן המורסוופ:	INTERIOR E.
-	Explore general suspension and steering diagnosis.	80% of students must display the ability to diagnose and repair suspension and steering concerns in lab.  To be determined by observation of student in shop setting.	80% of students achieved all criteria for steering and suspension diagnosis and repair.	Decided to increase emphasis on alignment shop tasks.
7	Perform standard alignment diagnosis and property align an automobile.	75% of students must be able to perform a four wheel performing a four wheel alignment. Grade will be determined by observation.	80% of students successfully completed a four wheel alignment.	Instructor decided to emphasize on completing alignment skills.
က	Explore wheel and tire diagnosis and repair.	85% of all students must define the alignment angles and their effect on	80% of all students achieved the level necessary to reach these goals.	Determined to increase practice tests using ASE style questions.
		steering stability. To be determined by testing using ASE		
		style questions.		

_	PROGRAM OF STUDY: Occupational Training Technology	g Technology		
	PROGRAM: Brick, Block and Stonemasonry			Supports PRCC Strategic Goal(s): 2, 6
-	MISSION STATEMENT: Pearl River Community College is a public institut	College is a public institution committed to provi	ion committed to providing quality educational and service opportunities for all who seek them.	for all who seek them.
\$7 (- (a t/) (a t/)	STRATEGIC GOALS:  1. To prepare students to transfer and be succe 2. To provide quality student services. 3. To provide access to college courses and pro 4. To employ qualified faculty and staff, comper 5. To provide facilities, technology, and support	TEGIC GOALS:  To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in c.  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 well, and provide opportunities for their professional development.  To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performa	ATEGIC 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 well, and provide opportunities for their professional development.  To employ qualified, faculty and staff, compensate them well, and provide opportunities for their 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	s been prepared. services, and make
۵.۰۵	College services available via the Internet.  6. To improve communication among campus personnel ar  7. To recruit and retain students from a diverse population.  8. To provide workforce training programs that meet require technical skills training.	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 bas technical skills training.	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 skills training.	fic job skills, and
	PURPOSE OF UNIT: To offer a career progra educational opportunities.	m ,which upon successful completion will qua	PURPOSE OF UNIT: 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.	ousiness or industry and/or additional
_	RELATIONSHIP OF UNIT TO PRCC MISSION:	fo provide industry based training in Brick, Bl	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Brick, Block and Stonemasonry to students within the district.	e district.
	PROGRAM OUTCOMES— Broad	ASSESSMENT CRITERIA- Criteria for	ASSESSMENT RESULTS- Outcomes	USE OF RESULTS – Actionable knowledge
- 01	description of intended impact on students (program goals)	Evaluation( Variables related to success of intended outcome) <u>HOW</u> will attainment of the outcome be measured?	assessment (states how well intended results were achieved) WHAT was level of attainment of outcome?	(How knowledge gained will be used to Improve program performance).
-	Students will demonstrate the practical knowledge and skills, which are necessary for employment in the brick, block and stonemasonry profession.	70% of the graduating students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions which will be assessed by means of final exams and instructor observation.	75% of graduating students demonstrated the practical knowledge and skills necessary for employment in entry level positions in the masonry field.	It was decided to implement more handson projects for practice of masonry skills needed on the job.
' '	2 To provide training as recommended by Advisory/Craft Committee and related industry in the area.	70% of students will acquire fundamental skills associated with brick, block, and stone masonry as determined by final exams in the pertinent areas.	75% of students have attained the fundamental skills needed for brick, block, and stone masonry employment.	Instructor decided to have more outside industry personnel speak to students and give demonstrations to what is needed in the industry.
	3 To provide an indivídual the ability to find employment in a related work area.	60% of completers will find employment in related workforce as determined by job placement follow-up.	75% of completers are employed in the masonry field.	Instructor determined to contact numerous companies that have agreed to interview graduates for employment.
	Student will be successful in the Brick,     Block and Stone Masonry program.	A minimum of 70% of all students enrolled in the Brick, Block and Stone Masonry program will successfully complete the	75% of students have completed SLO's for the selected courses.	It was determined to continue to stress importance of each student SLO, and strive to recruit students that are committed to

A See See See See See See See See See Se	student learning outcomes for the selected courses. It should be noted that 2010-2011 student learning outcomes will continue to be assessed. The following student learning outcomes will be among those included for assessment during the 2011-2012 school year:  The student will demonstrate the ability to read a carpenter's rule to 1/16 <sup>th</sup> accuracy.  The student will demonstrate the ability to estimate blocks, bricks, mortar and sand for a specific job.  The student will demonstrate the ability to estimate miscellaneous materials for a masonry construction project.	learning skills and becoming mason.
Ė Ē Ē	The student will demonstrate the ability to mix mortar to specifications (hand & machine)	

Supports PRCC Strategic Goal(s): 1, 3, 7	ortunities for all who seek them.	hey have been prepared. mmunity services, and make Ils, specific job skills, and	PURPOSE OF UNIT: 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.	vithin the PRCC district.		(How knowledge gained will be used to improve of program performance) Make a CHANGE or	•	d to Instructor decided to continue stressing cy. importance of tape reading skills.	Instructor determined to continue using ions. NCCER material for training.	ks, A decision was made to utilize NCCER ction. training material to upgrade instruction.	d Instructor decided to integrate NCCER with als for other resources to teach estimating.
S	ding quality educational and service oppo	id/or to be successful in careers for which to gristance education. Indessional development. Ifaculty and staff performance, augment cortage goals, objectives, and activities. It, and public service agencies for basic skill.	ualify students for entry-level employ	ock, and Stonemasonry to students w	ASSESSMENT RESULTS - Outcomes	Assessment (States how well intended results were arbitaved) WHAT was level of	attainment of outcome?	73% of students successfully learned to read a carpenter rule to 1/16*accuracy.	75% learned to read foundation plan according to the instructor specifications.	75% learned to estimate Blocks, bricks, mortar and sand according to instruction.	75% of students successfully learned how estimate miscellaneous materials for a masonry project.
echnology nating (88V 1223)	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ATEGIC 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 quality student services and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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 skills training.	gram which upon successful completion will q	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Brick, Block, and Stonemasonry to students within the PRCC district.	ASSESSMENT CRITERIA —Criteria for	Evaluation (Variables related to success of intended outcome) HOW will attainment of	the outcome be measured?	70% of students who successfully complete this course will read a carpenters rule to 1/16th accuracy according to instructor's specifications.	70% of students who successfully complete this course will read a foundation plan according to instructor's specifications.	70% of students who successfully complete this course will estimate blocks, bricks, mortar and sand for a specific project according to instructor's specifications.	70% of students who successfully complete this course will estimate miscellaneous materials for a masonry construction project according to instructor's
Program of Study: Occupational Training Technology PROGRAM: Brick, Block, and Stonemasonry COURSE LEVEL: Blueprint Reading and Estimating (BBV 1223)	ISSION STATEMENT: Pearl River Community	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in their to provide quality student services.  2. To provide access to college courses and programs using the provide access to college courses and programs using the provide facilities, technology, and support staff in ording the provide services available via the Internet.  5. To provide services available via the Internet.  6. To improve communication among campus personnel at the provide workforce training programs that meet require technical skills training.	PURPOSE OF UNIT: To offer a technical progreducational opportunities.	LATIONSHIP OF UNIT TO PRCC MISSION: T	LEARNING OUTCOMES – Measurable	indicators (More specific description of impact	on studenty <u>ven A I</u> should a student know, think, or be able to do upon completion of program/course?	The student will demonstrate the ability to read a carpenter's rule to 1/16 <sup>th</sup> accuracy.	The student will demonstrate the ability to read a foundation plan.	The student will demonstrate the ability to estimate blocks, bricks, mortar and sand for a specific job.	The student will demonstrate the ability to estimate miscellaneous materials for a masony construction project.

PROGRAM OF STUDY: Occupational Training Technology
PROGRAM: Brick, Block, and Stonemasonry Supports PRCC Strategic Goal(s): 1, 3, 7
COURSE LEVEL: Brick and Block Laying (BBV 1115)
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.
<ol> <li>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.</li> <li>To provide quality student services.</li> <li>To provide quality student services.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.</li> <li>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 avaitable via the Internet.</li> <li>To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.</li> <li>To recruit and relatin students from a diverse population.</li> <li>To recruit and relatin students from a diverse population.</li> <li>To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills training.</li> </ol>
PURPOSE OF UNIT: 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.

he PRCC district.	
RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Brick, Block, and Stonemasonry to students within the P	
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he PRCC district.	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>	Instructor decided to utilize more and different projects for learning skills for this objective.	Instructor determined to improve specifications.	A decision was made to include more projects for training and practice to learn skill.
ock, and Stonemasonry to students within t	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	81% of completers were able to establish, build, and erect corner leads to specifications.	89% of completers were able to lay brick/block to line specifications.	76% of completers were able to set closures of brick/block on a masonry course to instructor specifications.
RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Brick, Block, and Stonemasonry to students within the PRCC district.	ASSESSMENT CRITERIA — criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	70% of students who successfully complete this course will establish, build and erect corner leads to instructor specifications.	70% of students who successfully complete this course will tay brick/block to line according to instructor's specifications.	70% of students who successfully complete this course will set closures of brick/block on a masonry course according to instructor's specifications.
RELATIONSHIP OF UNIT TO PRCC MISSION: To	LEARNING OUTCOMES – Measurable Indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	The student will demonstrate the ability to establish, build and erect comer leads.	The student will demonstrate the ability to lay brick/block to line.	The student will demonstrate the ability to set closures on a masonry course.

PROGRAM OF STUDY: Occupational Training Technology
PROGRAM: Brick, Block, and Stonemasonry Supports PRCC Strategic Goal(s):1, 3, 7
COURSE LEVEL: Masonry Construction (BBV 1215)
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.
<ol> <li>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.</li> <li>To provide quality student services.</li> <li>To provide quality student services.</li> <li>To provide quality student services.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To employ qualified faculty and staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make college services available to with the Intervition among campus personnel and community members regarding the College goals, objectives, and activities.</li> <li>To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.</li> <li>To recruit and retain students from a diverse population.</li> <li>To recruit and retain students from a diverse population.</li> <li>To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills training.</li> </ol>
PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional

idents for entry-level employment in business or industry and/or additic		
n successful completion will qualify stu		
PURPOSE OF UNIT: To offer a technical program which upo	educational opportunities.	

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	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based	To provide industry based training in Brick, Bl	training in Brick, Block, and Stonemasonry to students within the PRCC district.	he PRCC district.	
	LEARNING OUTCOMES ~ Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS Outcomes	USE OF RESULTS – Actionable Knowledge	
	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to Improve	
	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or	
	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.	
	program/course?				
	1 The student will demonstrate the ability	70% of student who complete this course	100% of completers were able to mix	Instructor decided to continue lecture and	
	to mix mortar to specifications (hand &	will mix mortar by both hand & machine	mortar by hand and machine.	demonstration.	
	machine)	mortar mixer according to instructor			
		specifications.			
	2 The student will demonstrate the ability	70% of students who successfully complete	90% of completers were able to install	It has been decided to include more	1
	to install concrete reinforcement.	this course will install concrete	reinforcement to instructor's	instructor demonstration.	
		reinforcement to instructor's specifications.	specifications.		-
	3 The student will demonstrate the ability	70% of students who successfully complete	100% of completers were able to set up	The instructor has decided to continue	
	to set up the safe & efficient work area.	this course will set up a safe & efficient	a safe and efficient work area.	emphasis on safety rules and procedures	
		work area according to instructor		and demonstrate a safe work area.	
		specifications.			-
	4 The student will demonstrate the ability	70% of students who successfully complete	75% of completers were able to prepare	Instructor decided to continue increase	
	to prepare mortar for stone masonry	this course will prepare mortar for stone	mortar for stone masonry project	explanation of the importance and difference	
_		masonry project according to instructor's	according to instructor's specifications.	of mortar for stone from brick and block.	_
		specifications.			_

2011-2012

#### 1, 3, 7 Supports PRCC Strategic Goal(s): PROGRAM OF STUDY: Occupational Training Technology PROGRAM: Construction Management Technology

# 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:

- 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. -26.46
  - 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 well, and provide opportunities for their 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 60 7 80
    - 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.

PURPOSE OF UNIT: 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.

<b>,</b>				
~	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Business and Commerce Technology to students within the PRCC district.	s and Commerce Technology to students wit	thin the PRCC district.
	DEPARTMENTAL OBJECTIVES- Measurable indicators(More specific description of impact on student) <u>WHAT</u> should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA —Criterion for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
7	Students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in Construction  Management. Students will apply leadership skills and related academic knowledge needed to be a viable member of the workforce.	70% of all students will be able to demonstrate practical knowledge and skills of an entry level construction manager. Knowledge and skills will be assessed by means of final exams and performance evaluations.	90% of students demonstrated practical knowledge and skills of an entry level construction manager.	Instructors decided to add assignments to enhance students obtaining certification in NCCER Job Site Management.
	Students will demonstrate practical knowledge and skills which are necessary for employment in entry tevel positions in safety and related construction fields. Students will demonstrate knowledge of OSHA standards.  (OSHA-Occupational Safety and Health Administration)	70% of all students will be able to demonstrate practical knowledge and skills of an entry level Safety Technician or Construction professional. Knowledge of OSHA standards will be assessed by means of a 30 hour OSHA class followed by an examination of what was learned. Knowledge and skills will be assessed by means of performance evaluations as well.	100% of students demonstrated practical knowledge and skilts of an entry tevel Safety Technician or construction professional and completed a 30 OSHA class.	Instructors implemented activities requiring students to develop a policy and procedure program in a computer format.

A need to purchase equipment that has the capability to test wood, steel, and other materials used in construction was realized.	Instructors decided to create 100% completion rate in Carpentry III outcomes and also add certification in NCCER Crew Leader.
90% of students demonstrated practical knowledge and skills of an entry level Material Specialist.	100% of students completed NCCER and received certification in Core Curriculum and Carpentry Level 1. 0% of students completed Carpentry Level III because this will be implemented for the first time in the Fall of 2012.
70% of students will be able to demonstrate practical knowledge and skills of an entry level Material specialist. Knowledge of material inspection and test will be assessed by means of final exams and standardized ASTM testing procedures.	70% of students will complete NCCER Certification in Core Curriculum, Carpentry Level 1, and Carpentry Level III.
Students will demonstrate practical knowledge and skilts which are necessary for employment in entry level positions as a material inspector and tester. Students will explain the properties, placement and test of different construction material by the use of ASTM standards.  (ASTM-American Society for Testing and Materials)	Students will complete NCCER (National Center for Construction Education and Research) Certification in Core Curriculum, Carpentry Level 1, and Carpentry Level III.

Ľ	PROGRAM OF STUDY: Occupational Training Technology	g Technology		
Щ.	PROGRAM: Construction Management			Supports PRCC Strategic Goal(s): 1,3
<u> </u>	COURSE LEVEL: CON 1213 Construction Materials	terials		
_	AISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	ss for all who seek them.
	STRATEGIC GOALS:			
-, 6	To prepare students to transfer and be successful in their studies at To provide quality student services.		baccalaureate institutions and/or to be successful in careers for which they have been prepared.	y have been prepared.
യ. 4; സു		To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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	Auding distance education. heir professional development. ance faculty and staff performance, augment comn	nunity services, And make
0, 7, 8,		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 skills training.	he College goals, objectives, and activities. ttional, and public service agencies for basic skills,	specific job skills, and
<u> </u>	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment	in business or industry and/or additional
_ "	ELATIONSHIP OF UNIT TO PRCC MISSION: 1	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Construction Management to students within the PRCC district.	ction Management to students within the P	RCC district.
_	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
,= 0	indicators (More specific description of impact on student) WHAT should a student know.	Evaluation (Variables related to success of intended outcome) HOW will attainment of	Assessment (States how well intended results were achieved) WHAT was level of	(How knowledge gained will be used to improve program performance). Make a CHANGE or
+ a	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome?	IMPROVE.
	Describe how soil relates to	70% of students who complete this	90% of students correctly described the	Instructors decided to perform more field
	construction. Define Compaction and its applications. Visually classify soits.	course will correctly be able to describe the different types of compaction for different classes of soils. Knowledge and skills will be assessed using field performance exams as well as written test.	different types of compaction for different classes of soils.	test in order to neip the student understand compaction and soil classification.
0	Explain the properties, placement, and tests for Portland cement concrete.	70% of students who complete this course will correctly be able to identify, place and test Portland cement concrete. Knowledge and skills will be assessed using field and lab exams as well as written test.	100% of students correctly identified, placed and tested Portland Cement concrete.	A decision was made to obtain concrete samples from actual construction sites and test according to ASTM (American Society for Testing and Material) standards.
m	Describe the uses of steel as a building component.	70% of students who complete this course will correctly be able to identify the uses of steel as a building component. Knowledge and skills will be assessed using lab exams well as written test.	80% of students correctly indentified the uses of steel as a building component.	Instructors decided to utilize the ongoing construction projects on campus to document and visually ascertain the use of steel as a building material.

A decision was made to create new and larger projects that incorporate wood as a building component.
100% of students correctly indentified and constructed using wood building materials.
70% of students who complete this course will correctly be able to identify and construct using wood building materials.  Knowledge and skills will be assessed using lab and field exams as well as written test.
4 Describe the uses of wood as a building component. Construct using wood as a building component.

PROGRAM OF STUDY: Occupational Training Technology	ng Technology		
PROGRAM: Construction Management			Supports PRCC Strategic Goal(s): 1, 3
COURSE LEVEL: CON 2413 Construction Safety Standards	fety Standards		
MISSION STATEMENT: Pearl River Communit	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitiè	es for all who seek them.
STRATEGIC GOALS:			
1. To prepare students to transfer and be	To prepare students to transfer and be successful in their studies at baccelaureate institutions and/or to be successful in careers for which they have been prepared.	ns and/or to be successfut in careers for which the	ey have been prepared.
	To provide access to college courses and programs using various instructional methods, including distance education. To emolov qualified faculty and staff, compensate them well, and provide opportunities for their professional developm.	cluding distance education. heir professional development	
5. To provide facilities, technology, and suppo College services available via the Internet.	To provide facilities, technology, and support staff in order to improve student feaming, enhance faculty and staff performance, augment community services, And make College services available via the Internet.	ance faculty and staff performance, augment com-	munity services, And make
To improve communication among cempus personnel at     To recruit and retain students from a diverse population.     To provide workforce training programs that meet require technical skills training.	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 skills training.	he College goals, objectives, and activities. ational, and public service agencies for basic skills	, specific job skills, and
PURPOSE OF UNIT: To offer a technical pro educational opportunities.	PURPOSE OF UNIT: 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.	lualify students for entry-level employment	in business or industry and/or additional
RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide Industry based training in Construction Management to students within the PRCC district.	ction Management to students within the P	RCC district.
LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge
indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
on student) WHAT should a student know, think, or be able to do upon completion of program/course?	intended outcome) <u>HOW</u> will attainment of the outcome be measured?	results were achieved} WHAT was level of attainment of outcome?	program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
1 Locate and Identify OSHA standards.		100% of students completed and received an OSHA 30 hour Card	It was decided to create a game to help students match the OSHA Standard with the
(OSHA-Occupation Safety and Health Administration)	70% of students who complete this course will receive OSHA 30 hour card. Knowledge and skills will be assessed by completing an authorized OSHA 30 hour class, including a written exam.		correct hazard.
2 Develop a Safety Policy and Program.	70% of students who complete this course will construct a useable safety policy and procedure program. Knowledge and skills will be assessed by completing a comprehensive safety policy program in writing that can be used for a viable construction company.	100% of students constructed a usable safety policy and procedure program.	Instructors decided students will develop a policy and procedure program in a computer format.
Plan and conduct a safety meeting.	70% of students who complete this course will plan and conduct a proper safety meeting. Knowledge and skitts will be	100% of students planned and conducted a proper safety meeting.	Create a safety meeting specific to other programs of instruction that pertain to construction.

		assessed by performance evaluation.			
4	Create and make use of JSA's and TSA's on a construction job. (JSA-Job Site Analysis, TSA-Task Site Analysis)	Create and make use of JSA's and TO% of students who complete this course will create and make use of JSA's and JSA-Job Site Analysis, TSA-Task Site and skills will be assessed by performance evaluation.	80% of students created and made use of JSA's and TSA's.	Utilize more time on JSA's and TSA's.	

Supports PRCC Strategic Goal(s): 1, 3	es for all who seek them.	sy have been prepared. munity services, and make	, specific job skills, and	in business or industry and/or additional	RCC district.	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE</u> .	Instructor decided to implement a program of continuous improvement by updating and improving his teaching styles and equipment.	It was decided to implement a program of continuous improvement by updating and improving his teaching styles and equipment.	Instructors decided to implement a program of continuous improvement by updating and improving his teaching styles and equipment.
	ding quality educational and service opportuniti	t baccalaureate institutions and/or to be successful in careers for which they have been prepared. nstructional methods, including distance education. rovide opportunities for their professional development. ve student learning, enhance faculty and staff performance, augment community services, and man	nity members regarding the College goals, objectives, and activities. ousiness, industry, educational, and public service agencies for basic skills, specific job skills, and	lualify students for entry-level employment	ction Management to students within the P	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	100% of students correctly identified various types of concrete foundations used in construction on written test and on performance exams.	100% of students correctly identified and demonstrated concrete formwork design used in construction from written test and performance exams.	100% of students correctly demonstrated the use of and installation of finish work and trim in residential and commercial construction from written test and performance exams.
g Technology	COURSE LEVEL: Construction Systems II (CON 2233) MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	IC 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 well, and provide opportunities for their professional development.  To provide facilities, technology, and support staff in order to improve student teaming, enhance faculty and staff performance, augment community services, and make	nd communements of the	PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Construction Management to students within the PRCC district.	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	80% of students who complete this course will correctly be able to identify various types of concrete foundations used in construction. Knowledge and skills will be assessed using written test and performance exams.	80% of students who complete this course will correctly be able to identify and demonstrate concrete formwork design used in construction. Knowledge and skills will be assessed using written test and performance exams.	70% of students who complete this course will correctly be able to demonstrate the use of and the installation of finish work and trim in residential and commercial construction. Knowledge and skills will be
PROGRAM OF STUDY: Occupational Training Technology PROGRAM: Construction Management	COURSE LEVEL: Construction Systems II (CON 2233) MISSION STATEMENT: Pearl River Community College	5TRATEGIC GOALS:  1. To prepare students to transfer and be successful in their studies at 2. To provide quality student services. 3. To provide access to college courses and programs using various in 7. To employ qualified faculty and staff, compensate them well, and prof. To provide facilities, technology, and support staff in order to improv	College services available via the Internet. 6. To improve communication among campus personnel and commun. 7. To recruit and retain students from a diverse population. 8. To provide workforce training programs that meet requirements of technical skills training.	PURPOSE OF UNIT: To offer a technical progreducational opportunities.	RELATIONSHIP OF UNIT TO PRCC MISSION: T	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) <u>WHAT</u> should a student know, think, or be able to do upon completion of program/course?	1 Identify various types of concrete foundations used in construction.	ldentify and demonstrate concrete formwork design used in construction.	3 Demonstrate the use of and the installation of finish work and trim in residential and commercial construction.

	100% of students correctly identified the roofing applications used in residential and commercial construction from written exams and performance exams.
	100% of students correctly identified the roofing applications used in residential and commercial construction from written updating and improving his teaching style exams and performance exams.
assessed using written test and performance exams.	dentify the roofing applications used in residential and commercial construction.  Applications used in residential and commercial applications used in residential and commercial construction.  Skills will be assessed using written test and performance exams.
	Identify the roofing applications used in residential and commercial construction.

PROGRAM OF STUDY: Occupational Training Technology	onal Training	g Technology		
PROGRAM: Construction Management	gement		S	Supports PRCC Strategic Goal(s): 1,3
COURSE LEVEL: CON 1222 Plans and Documents	and Docum	ents		
MISSION STATEMENT: Pearl River Community College is a public institution	r Community		committed to providing quality educational and service opportunities for all who seek them.	is for all who seek them.
STRATEGIC GOALS:				
1. To prepare students to tran	nsfer and be s	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.	ns and/or to be successful in careers for which the	y have been prepared.
	services.  ge courses an  rand staff, cor  ology, and suc  via the Intern	To provide quality succent services. To programs using various instructional methods, including distance education. To provide access to college courses and programs using various instructional methods, including distance stocks to static compensate them well, and provide opportunities for their professional development. To provide faculty and staff performance, augment community services, And make College services as a large to inhere the improve student learning, enhance faculty and staff performance, augment community services. And make	Juding distance education. neir professional development. nce faculty and staff performance, augment comn	nunity services, And make
for improve communication among campus personnel at To recruit and retain students from a diverse population.      To provide workforce training programs that meet require technical skills training.	ns among camp nts from a divi	Devises sources available in manner. The most community members regarding the College goals, objectives, and activities. To improve communication among campus personnel and community members regarding the control 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.	ne College goals, objectives, and activities. tional, and public service agencies for basic skills,	specific job skills, and
PURPOSE OF UNIT: To offer a tec educational opportunities.	chnical prog	PURPOSE OF UNIT: 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.	ualify students for entry-level employment	in business or industry and/or additional
RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based in	C MISSION: 1		training in Construction Management to students within the PRCC district.	RCC district.
LEARNING OUTCOMES - Measurable	surable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS – Actionable Knowledge
indicators (More specific description of impact	n of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
on student) WHAT should a student know, think, or be able to do upon completion of organ/course?	nt know, tion of	Intended outcome) HOW will attainment of the outcome be measured?	results were achieved) <u>WHAT</u> was level of attainment of outcome?	program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
1 Interpret Construction Prints.		70% of students who complete this course will correctly interpret a set of construction prints. Knowledge and skills will be assessed using	100% of students correctly interpreted a set of construction prints.	A decision was made to create a set of prints devoid of information and have the student submit the information needed to successfully read the prints.
		performance exams, and written test.		
2 Interpret Construction Specifications.	ications.	70% of students who complete this course will correctly interpret a set of construction specifications. Knowledge and skills will be assessed using performance exams and written test.	90% of students correctly interpreted a set of construction specifications.	It was determined to create a project and have the students write a set of specifications for that particular project.
3 Describe Construction Contract Documents.	वद	70% of students who complete this course will correctly interpret and describe different contract documents. Knowledge and skills will be assessed using written test.	90% of students correctly interpreted a set of construction specifications.	Instructors decided to invite a construction attorney to visit and demonstrate the importance of construction contract documents.

4	PROGRAM OF STUDY: Occupational Training Technology	g Technology		
<u>م</u>	PROGRAM: Construction Management	100000000000000000000000000000000000000		Supports PRCC Strategic Goal(s): 1,3,7
ات	COURSE LEVEL: CON 1113 Survey of Modern Construction	n Construction		
2	41SSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
<u>.</u>	STRATEGIC GOALS:			
<u> </u>	To prepare students to transfer and be successful in their studies at To provide quality studies services.	uccessful in their studies at baccalaureate institution	baccalaureate institutions and/or to be successful in careers for which they have been prepared.	y have been prepared.
i ∾ •	•	To provide access to college courses and programs using various instructional methods, including distance education. To provide access to college courses and programs using various instructional methods, including distance education.	cluding distance education.	
ָרָי אַ דיי		To employ qualities technology and start, compensate first wer, and provide destinations are supported from the 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.	ner processional development. ance faculty and staff performance, augment comm	nunity services, And make
Ø √ Ø	,	To improve communication among carmings 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 skills training.	he College goals, objectives, and activities. Itional, and public service agencies for basic skills,	specific job skills, and
	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment	in business or industry and/or additional
~	ELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Construction Management to students within the PRCC district.	ction Management to students within the Pl	RCC district.
<u> </u>	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge
. <u>c</u>	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
٥٥	on student) WHAT should a student know, think, or be able to do upon completion of	intended outcome) <u>HOW will</u> attainment of the outcome be measured?	results were achieved) <u>WHAT</u> was level of attainment of outcome?	program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
ď,	program/course:			
	Create and show a power point presentation of a major construction project that has taken place in the modern age.	80% of students will correctly create and show their power point presentation before a class of their peers. Knowledge and skills will be assessed using a performance evaluation of their presentation.	100% of students correctly created and presented a power point presentation before a class of their peers.	A decision was made to use an exceptional power point project created by a student to illustrate what is expected.
21	+-	70% of students will correctly illustrate the	100% of students correctly illustrated the	Instructors decided to illustrate the
	the idea to the doseout phase.	construction process from the idea to the closeout phase. Knowledge and skills will be assessed using written exams.	construction process from the idea to the closeout phase by the use of written exams.	construction process inrough me use or daily logs and other daily forms acquired from actual construction companies.
m	-	70% of students will correctly plan and	100% of students correctly planned and	Instructors determined to learn team skills
-	construction team,	Knowledge and skills will be assessed	Knowledge and skills were assessed	leader while in the process of planning and
		using a performance evaluation of the team/teams.	using performance exams.	buílding a project.
4	_	80% of students will complete NCCER	87% of students completed NCCER	A decision was made to utilize the contren-
	Complete NCCER certification in Core Curriculum, (NCCER National Center	modules and receive a certification in Core Curriculum. Knowledge and skills will be	modules and received a certification in Core Curriculum based on NCCER	connect concept offered by NCCER to have the Core Curriculum placed only as well as

performance exams from NCCER	guidelines.
Research).	
	Research). performance exams from NCCER

#### 2011-2012

PROGRAM OF STUDY: Occupational Training Technology	
PROGRAM: Electrical Technology	Supports PRCC Strategic Goal(s): 1, 3, 7
MISSION STATEMENT: Dead River Community College is a public testitution committed to provide	etitution committed to providing quality adjustings I and consist account of the fact of who each them

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#### 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. - 0 m 4 m
  - 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 well, and provide opportunities for their 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 avaitable 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. 60 100
- 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.

PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Electrical Technology to students within the PRCC district.	of Technology to students within the PRCC di	strict.	
<u> </u>	PROGRAM OUTCOMES- Broad	ASSESSMENT CRITERIA –Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable Knowledge	
	description of program goals	intended outcome) HOW will attainment of the outcome be measured?	Assessment (states now well intended results were achieved) WHAT was level of attainment of outcome?	(now knowredge gained win be used to implove program performance). Make a <u>CHANGE</u> or IMPROVE.	
	To instruct 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.	60% of students will demonstrate practical knowledge and skills which are necessary for employment in entry level positions in the workforce as determined by c-pas exam.	75% of students demonstrated practical knowledge and skilts which were necessary for employment in entry level positions in the workforce as determined by c-pas exam.	If was decided instructors will continue to work with students, fry innovative teaching methods and revise curricula to improve copas scores.	
	To provide training as recommended	70% of students will acquire fundamental skills associated with residential, light	85%of students acquired fundamental skills associated with residential, light	A decision was made linstructors will	
· ·	2 by Advisory/Craff Committee and related industry in the area.	commercial and industrial wiring, as determined by final exams in the pertinent areas	commercial and industrial wiring, as determined by final exams in the pertinent areas.	continue to work with students, try innovative teaching methods and revise curricula to improve fundamental skills.	
	To provide an individual the ability to find employment in a related workforce.	50% of completers will find employment in related workforce as determined by job placement follow up.	95% of completers found employment in related workforce as determined by job placement follow up.	A need for the use of good employer, college relations and adequately trained students, job placement will be maintained or improved.	
<b>V</b>	To retain students in the electrical program.	85% of students enrolled in the electrical program will be retained until graduation.	97% students enrolled in the electrical program were retained until graduation.	Instructors decided to encourage students to complete the required courses in their area, and will spend more time advising and working with students to prevent course withdrawals.	

PROGRAM OF STUDY: Occupational Training Technology
PROGRAM: Electrical Technology
COURSE LEVEL: ELT 1213 E. Power
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 productional 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.
PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Electrical Technology to students within the PRCC district.
I CADMINIC OLITICOMACE AND ACCECCAMENT CONTENT OF CONTINUE OF CONT

<u>~</u>	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Electrical Technology to students within the PRCC district.	al Technology to students within the PRCC di	istrict.
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIACriterion for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS — Actionable Knowledge
=	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
0	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). ). Make a CHANGE or
₽	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.
٥	program/course?			
~	1 The student will list characteristics of	70% of students will list characteristics of	77% of students listed characterístics of	Decided that assessment criteria will be
	different lighting systems.	lighting systems as determined by final	lighting systems as determined by final	increased to provide additional challenge to
		exam.	exam.	the students.
8	2 The student will explain characteristics	70% of students will properly explain	66% of students properly explained	Instructors decided to place more emphasis
	of common transformer banks.	characteristics of common transformer	characteristics of common transformer	on transformer banking.
		banks as determined by final exam.	banks as determined by final exam	
m	3 The student will list commonly used	70% of students will properly list common	91% of students properly listed common	Made decision that assessment criteria will
	electrical hardware.	electrical hardware as determined by final	electrical hardware as determined by	be increased to provide additional challenge
		exam.	final exam.	to the students.
4	4 The student will properly wire HID and	70% of students will properly wire HID and	80%of students properly wired HID and	Instructors determined that assessment
	fluorescent ballasts.	florescent ballasts as determined by final	florescent ballasts as determined by final	criteria will be increased to provide
		exam.	exam.	additional challenge to the students, and
				more variety of ballasts will be studied.

PROGRAM OF STUDY: Occupational Training Technology
PROGRAM: Electrical Technology
COURSE LEVEL: ELT 2613 Programmable Logic Controllers
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.
PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional

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PROGRAM OF STUDY: Occupational Training Technology	g Technology		
PROGRAM: Heating, Air Conditioning and Refrigeration Technology	Refrigeration Technology		Supports PRCC Strategic Goal(s): 1, 3, 7
MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunities	for all who seek them.
STRATEGIC GOALS:  1. To prepare students to transfer and be succe 2. To provide quality student services. 3. To provide access to college courses and pre 4. To employ qualified faculty and staff, comper 5. To provide actilities, lechnoloov, and support	ATEGIC GOALS:  To propare 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 qualify student services  To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculting one staff, compensate them well, and provide opportunities for their professional development.  To employ qualifies, lechnology and staff in order to improve student learning, enfance faculty and staff berformance, augment community services, and make	id/or to be successful in careers for which they have g distance education. rofessional development. faculty and staff performance, augment community.	been prepared.
	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 bas Technical skills training.	embers regarding the College goals, objectives, and activities.	ic job skills, and
PURPOSE OF UNIT: To offer a career and teraditional educational opportunities?	PURPOSE OF UNIT: 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?	letion will qualify students for entry-level em	ployment in business or industry and/or
RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Heating, Air Conditioning, and Refrigeration Technology to students within the PRCC district.	, Air Conditioning, and Refrigeration Technole	ogy to students within the PRCC district.
LEARNING OUTCOMES – Measurable indicators (More specific description of innect	ASSESSIMENT CRITERIA —Criteria for Evaluation (Variables related to success of	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results	USE OF RESULTS – Actionable Knowledge (How knowledge pained will be used to
on student) WHAT should a student know, think, or be able to do upon completion of	intended outcome   HOW will attainment of the outcome be measured?	were achieved) WHAT was level of attainment of outcome?	Improve program performance). Make a CHANGE or IMPROVE.
Students will be able to demonstrate acquired knowledge above and beyond entry level in the Heating, Air Conditioning, and Refrigeration industry.	80% of the graduating students will demonstrate acquired knowledge above and beyond entry level in the Heating, Air Conditioning, and Refrigeration industry. Students will demonstrate this through CPAS testing.	85% of the graduating students demonstrated the acquired knowledge above and beyond entry level in the Heating, Air Conditioning, and Refrigeration industry. Students will demonstrate this through CPAS testing.	Instructors have decided to continue to work with the students and give more help to those who need the assistants.
The student will be employed in the HVAC profession after completing Heating, Air Conditioning, Refrigeration at PRCC	80% of the students will be employed in the HVAC profession after completing Heating, Air Conditioning, and Refrigeration.	80% of the students were employed in the HVAC profession after completing Heating, Air Conditioning, and Refrigeration.	Instructors have decided to implement better relations with the HVAC industry.
The student will be able to complete the EPA exam and receive a passing score.	Upon graduation from Heating, Air Conditioning, and Refrigeration, 75% of the graduating class will successfully obtain EPA certification.	80% of the graduating class successfully obtained EPA certification.	Instructors have decided to teach additionally EPA study materials.

#### Pearl River Community College Assessment 2011-2012

PROGRAM OF STUDY: Occupational Training Technology
PROGRAM: Heating, Air Conditioning, Refrigeration
COURSE LEVEL: Heating Systems (ACT 2513)
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

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- 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 well, and provide opportunities for their 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 skills training. 6 7 8

PURPOSE OF UNIT: 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.

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	RELATIONSHIP OF UNIT TO PRCC MISSION:	To provide industry based training in Heating	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Heating, Air Conditioning, and Refrigeration Technology to students within the PRCC district.	By to students within the PRCC district.	
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge	•
	indicators (More specific description of Impact	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to	
	on student) WHAT should a student know,	intended outcome) HOW will attainment of	were achieved) WHAT was level of	improve program performance). Make a	
	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	CHANGE or IMPROVE.	
	program/course?				
	1 Student will explain the operation of	75% of students will correctly explain the	It was decided that 80 % of students	Instructors have decided to identify and	
	various types of heating systems.	operation of various types of heating	correctly explained the operation of	check heating system sequence of	
		systems. Students will demonstrate this	various types of heating systems.	operations.	
		ability through practical lab examinations in			
		presence of instructor.			_
	2 Students will identify and perform	70% of students will correctly identify and	It was decided that 80 % of students	Instructors have decided to implement	_
_	basic maintenance and repair of fossil	perform basic maintenance and repair of	correctly identified and perform basic	better procedures for maintenance of fossil	
	fuel systems	fossil fuel systems. Students will	maintenance and repair of fossil fuel	fuel systems.	_
		demonstrate this ability through testing in	systems.		
		presence of instructor.			
	3 Students will identify different types of	70% of students will correctly identify	It was decided that 65 % of students	Instructors have decided to spend more	_
	humidifiers.	different types of humidifiers in presence of	correctly identified different types of	time identifying different types of	
		instructor.	humidifiers.	humidifiers in lab exercises.	
	4 Student will troubleshoot basic	75% of students will correctly troubleshoot	It was decided that 60 % of students	Instructors have decided to spend more	
	electrical problems in an	basic electrical problems in an electric	correctly troubleshoot basic electrical	time in lecture on troubleshooting and	
	electric furnace.	furnace. Students will demonstrate this	problems in an electric fumace.	target basic troubleshooting of electric	
		ability through practical lab examinations in		furnace exercises.	
_		presence of instructor.			

#### Pearl River Community College Assessment 2011-2012

It was decided that 100% of students Instructors have decided to continue with	correctly demonstrated working with   the same instruction working with proper	proper personal protective equipment   personal protective equipment.			
5 Student will describe and demonstrate 100% of students will correctly describe	and demonstrate working with proper	personal protective equipment. Students	will demonstrate this ability through	practical lab examinations in presence of	instructor.
Student will describe and demonstrate	working with proper personal	protective equipment.			

2011-2012

	Supports PRCC Strategic Goal(s): 1, 3, 7		
PROGRAM OF STUDY: Occupational Technology	PROGRAM: Heating, Air Conditioning, and Refrigeration	COURSE LEVEL: Professional Service Procedures (ACT 1813)	

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

#### STRATEGIC GOALS:

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- 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 well, and provide opportunities for their 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.
  - 6000
- 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 skills training.

PURPOSE OF UNIT: 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.

	añ.	્રાં	ge	
ogy to students within the PRCC district.	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a CHANGE or IMPROVE.	It was decided to implement better methods of dealing with customer satisfaction, and employer satisfaction through the use of class and lab simulations involving these characteristics.	It was decided to give more attention to lab and class activities that will enhance customer and employer relations communications.	Instructors have decided to explore employment and workplace skills.
Alr Conditioning, and Refrigeration Technole	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	90% of students correctly demonstrated the ability to describe/explain customer and employer relations and communications.	85% of students demonstrated the ability to correctly perform customer and employer relations/communications activities.	95% of students demonstrated the ability to correctly complete a resume, an application, an interview.
RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Heating, Air Conditioning, and Refrigeration Technology to students within the PRCC district.	ASSESSMENT CRITERIA —criterion for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	70% of students will correctly describe/explain customer and employer relations and communications. Students will demonstrate this ability through testing in presence of instructor	70% of students will correctly perform customer and employer relations/communications activities. Students will demonstrate this ability through testing in presence of instructor.	80% of students will correctly complete a resume, an application, an interview. Students will demonstrate this ability through testing in presence of instructor.
LATIONSHIP OF UNIT TO PRCC MISSION: T	LEARNING OUTCOMES — Measurable indicators (More specific description of impact on student) <u>WHAT</u> should a student know, think, or be able to do upon completion of program/course?	Student will describe/explain customer and employer relations and communications.	Students will perform customer and employer relations/communications activities.	Students will complete a resume, an application, an interview.
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Supports PRCC Strategic Goal(s): 1, 3, 7	rtunities for all who seek them.	ich they have been prepared.	it community services, And make	c skills, specific job skills, and	ent in business or industry and/or additional	logy to students within the PRCC district.	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance)	Although 100% of students passed, we will improve by putting a MS-CAPS practice test on Blackboard.	Although 100% of the students passed all 9 test modules, we will improve by posting all 9 practice test modules on blackboard. This will enhance their ability to study for NIMS exams.	We will continue to work with local industry contacts and advisory committee member to help student graduates receive employment in the machining industry.
ns	roviding quality educational and service oppor	baccalaureate institutions and/or to be successful in careers for which they have been prepared.	To provide access to college courses and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods, including 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 goats, 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 skills training.	qualify students for entry-level employme	ision Manufacturing & Machining Techno	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	100% of students satisfactorily passed the MS-CAPS Exam.	100% successfully completed all 9 test modules.	100% of student graduates are employed in entry level machinists' positions.
ining Technology & Machining Technology	College is a public institution committed to p		To provide against survices and programs using various instructional methods, including distance education. To provide access to college courses and programs using various instructional methods, including distance education. To provide valified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performa College services available via the Internet.	ous personnel and community members regardi erse population. that meet requirements of business, industry, e	n which upon successful completion will	To provide industry based training in Prec	LEARNING OUTCOMES — Measurable indicators (More specific description of impact on student)	65% of students who complete this program will satisfactory demonstrate practical knowledge necessary for entry tevel jobs by the MS-CAPS Test	85 % of students who successfully complete the program will pass all nine NIMS test modules.	75% of student graduates will be employed in the entry level Machinist positions.
PROGRAM OF STUDY: Occupational Training Technology PROGRAM: Precision Manufacturing & Machining Technol	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 7. To provide quality student services.	To provide ageing substitutions.     To provide access to college courses and page 4.     To employ qualified faculty and staff, comp 5.     To provide facilities, technology, and suppose college services available via the Internet.	Fo improve communication among campus personnel and commun     To recruit and retain students from a diverse population.     To provide workforce training programs that meet requirements of b technical skills training.	PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Precision Manufacturing & Machining Technology to students within the PRCC district.	Program Outcomes - Measurable indicators (More specific description of impact on student.) WHAT should a student, know, think, or be able to do upon completion of program/course.	Anowledge and skills such as grinding, cutting and various machining 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 Machine Tool procedures by passing the National Institute for Metalworking Skills (NIMS) test modules.	3 Students that received a passing score on NIMS and C-PAS test will be employed in a Machinist position in the workforce.

PROGRAM OF STUDY: Occupational Training Technology
PROGRAM: Precision Manufacturing and Machining Technology Supports PRCC Strategic Goal(s):1,3,7
COURSE LEVEL: MST 1413 Blueprint Reading
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.
PURPOSE OF UNIT: 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.

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vithin the PRCC district.	USE OF RESULTS - Actionable	Knowledge	(How knowledge gained will be used to	improve program performance). Make a CHANGE or IMPROVE		The instructor decided to allot more time	covering concept through utilizing	Blackboard resources. Grades First will be	fully implemented in Fatl 2012.	It has been determined to add a NIMS	Blueprint and Layout Exam through	Blackboard.	The instructor decided to post videos in	Blackboard for demonstration purposes.		
g in Occupational Training to students w	ASSESSMENT RESULTS -	Outcomes Assessment (States how well	intended results were achieved) WHAT	was level of attainment of outcome?		91% of students demonstrated the use of	dimensions and tolerancing and passed	the National Institute of Metalworking	Skilts (NIMS) Blueprint and Layout Exam	91% of students applied primary and	secondary views and passed the NIMS	Blueprint and Layout Exam	91% of students described surface	finishes and passed the NIMS Blueprint	and Layout Exam	
RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Occupational Training to students within the PRCC district.	ASSESSMENT CRITERIACriterion	for Evaluation (Variables related to success	of intended outcome) HOW will attainment	of the outcome be measured?		70% of students who complete this course	will apply industrial dimension and	MIMS to according to MIMS	Blueprint & Layout Exam.	70% of students who complete this course	will identify and apply primary and	secondary views according to NIMS Blueprint and layout exam.	70% of students who complete this course	will identify, describe and apply surface	finishes according to NIMS Blueprint &	Layout Exam.
RELATIONSHIP OF UNIT TO PRCC MIS	LEARNING OUTCOMES -	Measurable indicators (More specific	description of impact on student) WHAT	should a student know, think, or be able to	do upon completion of program/course?	1 The Student will identify, describe, and	apoly industrial methods for showing	Aimerence and tolorogen	dinensions and tolerances.	2 The Student will identify, describe and	apply primary and secondary views on	a drawing.	3 The Student will identify, describe and	apply surface finishes on a blueprint.		

<u>_</u>	PROGRAM OF STUDY: Occupational Training Technology	g Technology		Supports PRCC Strategic Goal(s): 1, 3,7
4	PROGRAM: Precision Manufacturing and Machining Technology	achining Technology		
٥	COURSE LEVEL: Computer Numerical Control I MIST 2714	J I MST 2714		
2	AISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
<u>~</u>	STRATEGIC GOALS:			
0		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 augily chirdent carries	id/or to be successful in careers for which they hav	e been propared.
i m 🔻		To provide against societies courses and programs using various instructional methods, including distance education.	g distance education.	
<del>,</del> w		To employ quained acting and start, compensate mem wen, and provide opportunities for their 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.	opportunities for their professional development. dent learning, enhance faculty and staff performance, augment community	services, and make
8 7 8		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 skills training.	ollege goats, objectives, and activities. It, and public service agencies for basic skills, spec	ific job skills, and
<b>□</b> •	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ivalify students for entry-level employment	in business or industry and/or additional
~	ELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Precision Manufacturing and Machining Technology to students within the PRCC district.	n Manufacturing and Machining Technology	to students within the PRCC district.
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
•	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance) ). Make a CHANGE or
<del>=</del> a	think, or be able to do upon completion of program/course?	the outcome be measured?	attainment of outcome?	IMPROVE.
-	The student will demonstrate the ability to Identify discuss and test CNC	70% of students who complete this course will pass the CNC I Safety Exam	91% of students passed the CNC I Safety Exam	The instructor decided to create and post safety videos through Blackboard. The
	Safety procedures.			Grades First pilot program will be fully implemented in Fall 2012.
74	The student will demonstrate the ability to perform Programming operations to specifications.	70 % of students who complete this course will correctly create a CNC program according to National Institute of Metalworking Skills (NIMS) CNC Project	91% of students demonstrated the ability to program a project per National Institute of Metalworking Skills (NIMS) CNC project and exam	The instructor determined to spend more time reviewing outcome prior to test.
m	The student will demonstrate the ability to perform turning operations to specifications on a CNC turning center.	70% of students who complete this course will correctly perform a Turning operation to NIMS CNC turning Project specifications.	91% of students correctly perform a turning operation with NIMS CNC turning exam and project specifications.	It was decided to provide more activities related to the outcome will be added through Blackboard.
	$\rightarrow$	2 Tr 3 - 21 - 1 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -	11 CIAC L	Challe a black of back to the above the series of the
4	The student will demonstrate the ability to perform milling operations to specifications on a CNC milling center.	/0% of students who complete of this course will correctly program a CNC Mill according to NIMS Milling Test Examination.	91% of students correctly used CNC mill according to NIMS Milling Exam and Project.	The instructor decided to add a MMS Review Test in Blackboard.

PROC	PROGRAM OF STUDY: Occupational Training Technology
PROG	PROGRAM: Precision Manufacturing and Machining Technology
COUR	COURSE LEVEL: MST 1313 Machine Tool Mathematics
MISS	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.
STRA	STRATEGIC GOALS:
<u>-</u> ر	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.
i ro	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.
κÿ	To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, And make
9	Congressions are more than the months of the community members regarding the College goals, objectives, and activities.
7.	To recruit and retain students from a diverse population.
æ	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.
PURP	PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional
equc	educational opportunities.

	endcational opportunities.			
	RELATIONSHIP OF UNIT TO PRCC MISSION:	To provide industry based training in Occupa	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Occupational Training to students within the PRCC district.	istrict.
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS — Actionable Knowledge
	indicators (More specific description of Impact	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to improve
_	on student) WHAT should a student know,	intended outcome) HOW will attainment of	were achieved) WHAT was level of	program performance).
_	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	
_	program/course?			
Ļ.	1 The student will know how to use	70% of students who complete this course	91% of students solved trigonometric	It was decided to make a NIMS Review Test
	trigonometric functions to solve for	will solve trigonometric functions	functions and passed the National	available on Blackboard. A Math Skills tutor
	unknown sides and anoles of a	according to NIMS Measurement Exam	Institute of Metalworking Skills (NIMS)	program has also been made available to
	triangle		Measurement Exam	the students.
1.,	2 The student will identify the properties	70% of students who complete this course	91% of students solved properties of a	The instructor decided to provide a more
_	of a circle and solve problems relating	will solve trigonometric functions	circle and passed the NIMS Measurement	thorough review of circle properties.
	to these properties.	according to NIMS Measurement Exam	Exam	
1,,	3 The student will calculate area and	70% of students who complete this course	91% of students calculated area and	A need for more hands-on activities has
	volume for various geometrically	will solve trigonometric functions	volume And passed the NIMS	been realized. Additional questions have
	shaped objects.	according to NIMS Measurement Exam	Measurement Exam	been added to this unit in Blackboard. A
		,		need for a Hybrid class and Math Skills
_				Tudor software is being reviewed.

۵	PROGRAM OF STUDY: Occupational Training Technology	g Technology		Supports PRCC Strategic Goal(s): 1, 3,7
_	PROGRAM: Precision Manufacturing and Machining Technology	achining Technology		
٥	COURSE LEVEL: Metallurgy MST 2813			
2	11SSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	sing quality educational and service opportunities	s for all who seek them.
·s	STRATEGIC GOALS:			
- ~	To prepare students to transfer and be succe.	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.	d/or to be successful in careers for which they have	e been prepared.
1 w, 4, ru,		To provide quanty succent services.  To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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	tional methods, including distance education. opportunities for their professional development. dent learning, enhance faculty and staff performance, augment community	services, and make
9.7.8		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 skills training.	ollege goals, objectives, and activities. I, and public service agencies for basic skills, speci	ffic job skilk, and
م ق	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	n business or industry and/or additional
~	ELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Precision Manufacturing and Machining Technology to students within the PRCC district.	n Manufacturing and Machining Technology	to students within the PRCC district.
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS - Actionable Knowledge
Ē	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
0 \$ 6	on student) WHAT should a student know, think, or be able to do upon completion of program/rouse?	intended outcome) <u>HOW</u> will attainment of the outcome be measured?	results were achieved) <u>WHAT</u> was level of attainment of outcome?	program performance). ). Make a CHANGE or IMPROVE.
-	The student will demonstrate the ability to identify various metals.	70% of students who complete this course will make 100% on Metal Identification Examination.	91% of students identified different classifications of metals as per NIMS requirements.	The instructor decided to provide more metals to identify through Blackboard.
7	The student will demonstrate the ability to perform heat treatment operations to specifications.	70 % of students who complete this course will correctly perform a heat treatment operation according to National Institute of	91% of students demonstrated the ability to perform heat treatment per NIMS standards and passed exam.	It was determined to post videos and provide a more in-depth review through Blackboard.
		Metalworking Skills (NIMS) heat treatment Project specifications.		
m	The student will demonstrate the ability to perform a hardness testing to specifications.	70% of students who complete this course will correctly perform a hardness test to NIMS Milling hardness testing specifications.	91% of students performed hardness testing operations according to NIMS hardness testing standards and passed exam.	The instructor decided to add hands-on activities regarding outcome.

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م	PROGRAM OF STUDY: Occupational Training Technology	g Technology	8	Supports PRCC Strategic Goal(s):1,3,7	_
۵	PROGRAM: Precision Manufacturing and Machining Technology	achining Technology			_
ت	COURSE LEVEL: MST 1115 Power Machinery !				
ž	11SSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.	-
<u>\sigma</u>	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.	ns and/or to be successful in careers for which they	y have been prepared.	
vi v		To provide quality student services. To orouide access to college courses and organisms using visious instructional methods including distance education	Indian distance education		
ý <b>4</b>		To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	neir professional development.	,	
ις	<ul> <li>To provide facilities, technology, and support staff in order to improve College services available via the Internet.</li> </ul>	oport staff in order to improve student learning, enha let.	student learning, enhance faculty and staff performance, augment community services, And make	nunity services, And make	
9 ~ 8		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	he College goals, objectives, and activities. Itional, and public service agencies for basic skills,	specific job skills, and	
	Technical skills training.				
ة تة	PURPOSE OF UNIT: To offer a technical progredurational proprieties	PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional	ualify students for entry-level employment i	in business or industry and/or additional	
, <u>«</u>	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based		training in Occupational Training to students within the PRCC district.	listrict.	_
	FARNING OUTCOMES - Measurable		ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge	_
⊇, و	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
. 5	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance).	
<b>⇒</b> i	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?		
عاٰ ح	The student will demonstrate the ability	70% of students who complete this	100 % of students passed the National	The instructor decided to create a NIMS	_
•	to Identify, discuss, and test safety	course will make 100% on Power	Institute for Metaworking Skills(NIMS)	Safety Practice Test available on	
	procedures.	Machinery Safety Examination	salety Exam	biackooard to neip increase sarety awareness. Safety videos have also been	
	$\dashv$			created and posted.	-
~	The student will demonstrate the ability to perform Layout operations to	70 % of students who complete this course will correctly perform a layout operation	100 % of Students demonstrated the ability to layout a project per NIMS	The instructor created a NIMS Layout Practice Test in Blackboard. Grades First	
	specifications.	according to NIMS Layout Project specifications.	Layout Project and Passed Exam	pilot project will be fully implemented.	
m	-	70% of students who complete this course	100% of students performed tapping	A need for a NIMS Orill Press Practice Test	
	to perform a tapping operation to specifications.	will correctly perform a tapping operation to NIMS Drill Press Project specifications.	operations and passed according to NIMS Drill Press Exam and Project	was realized. The instructor dealed an assessment and posted it on Blackboard.	
4	The student will demonstrate the ability	70% of students who complete of this	100 % of students correctly used	It was determined that students need more	_
•		course will correctly use Precision	precision instruments according to NIMS	information to be made available regarding	
	precision instruments	Measurement instruments according to NIMS Measurement Test Examination.	אופסטתופוויפוו מוות אמססכת ראמווי	be added in Blackboard.	$\overline{}$

PROGRAM OF STUDY: Occupational Training Technology	ning Technology		
PROGRAM: Precision Manufacturing and Machining Technology	Machining Technology		Supports PRCC Strategic Goal(s): 1, 3,7
COURSE LEVEL: Power Machinery III MST 2135	2135		
MISSION STATEMENT: Pearl River Commu	MISSION STATEMENT: Pearl River Community College Is a public institution committed to providing quality educational and service opportunities for all who seek them.	sing quality educational and service opportuniti	ss for all who seek them.
STRATEGIC GOALS:		•	
To prepare students to transfer and be sur     To provide quality student services.	To prepare students to transfer and be successful in their studies at baccelaureate institutions and/or to be successful in careers for which they have been prepared. To provide quality student services. To conside access to callede courses and provides instance instance including distance aducation.	d/or to be successful in careers for which they ha	ле been prepared.
	To provide access to consecutions and programs using various instructions, including described.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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.	y described concerned.  rofessional development.  faculty and staff performance, augment communit	y services, and make
To improve communication among campus personnel ar     To recruit and retain students from a diverse population.     To provide workforce training programs that meet require technical skills training.	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 skills training.	Mege goals, objectives, and activities. I, and public service agencies for basic skills, spe	cific job skills, and
PURPOSE OF UNIT: To offer a technical pueducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment	in business or industry and/or additional
RELATIONSHIP OF UNIT TO PRCC MISSION	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Precision Manufacturing and Machining Technology to students within the PRCC district.	Manufacturing and Machining Technology	to students within the PRCC district.
LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
indicators (More specific description of Impact		Assessment (States how well intended	(Now knowledge gained will be used to Improve
on student) WHAI should a student know, think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.
$\sim$	+	4000/ of adultonet and the Notional	It was also before the contract of the best of the contract of
1 The student will demonstrate the ability to Identify, discuss, and test safety procedures.	/ 10% of students who complete this course will make 100% on Power Machinery Safety Examination	TUU% of students passed the National Institute of Metalworking Skills (NIMS) Safety Exam	it was decided to create and add satery videos through Blackboard.
2 The student will demonstrate the ability	70 % of students who complete this course	100% of students demonstrated the	The instructor has determined a need for
to perform Lathe operations to specifications.	will correctly perform a lathe operation according to National Institute of Metalworking Skills (NIMS) Lathe Project specifications.	ability to lay out a project per NIMS layout project and passed exam	more hands-on activities to enhance the outcome.
3 The student will demonstrate the ability		100% of students performed tapping	The instructor decided to add a NIMS
to perform a Milling operation to specifications.	will correctly perform a folling operation to NIMS Milling Machine Project specifications.	operations according to NIMS and passed drill press exam.	Practice Utili press Test on blackboard.
4 The student will demonstrate the ability to perform grinding operations with surface grinder instruments	70% of students who complete of this course will correctly use a surface grinder according to NIMS grinder Test	100% of students correctly used a surface grinder according to NIMS and passed grinder exam.	A NIMS Practice Grinding assessment will be added to Blackboard.
	Examination.		

2011 - 2012

PROGRAM OF STUDY: Occupational Training Technology

Program: Welding and Cutting 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.

#### 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. 1 2 K 4 K
- 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 well, and provide opportunities for their 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. 9.7.8
    - To recruit and retain students from a diverse population.
- To provide workforce Iraining programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and technical skills training.

PURPOSE OF UNIT: 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

EARINING OUTCOMES – Measurable   ASSESSMENT CRITERIA — criterion for on tracted by the control of students will demonstrate practical skills   Students will demonstrate practical skills     Students will demonstrate practical skills   Students will be tested in the base of the master SMAVV welding   Students will be tested in the base of the master SMAVV welding   Students will be tested in the ASME Section 9.0 or Huntington—   Students will demonstrate practical skills   Students will be tested in the AVEC D1.1, ASME Section 9.0 or Huntington—   Students will demonstrate practical skills   Students will be tested in the AVEC D1.1, ASME Section 9.0 or Huntington—   Students will demonstrate practical skills   Students will be tested in the AVEC D1.1, ASME Section 9.0 or Huntington—   Students will demonstrate practical skills   Students will be tested in the AVEC D1.1, ASME Section 9.0 or Huntington—   Students will demonstrate practical skills   Students will be tested in the AVEC D1.1, ASME Section 9.0 or Huntington—   Students will demonstrate practical skills   Students will be tested in the AVEC D1.1, ASME Section 9.0 or Huntington—   Students will demonstrate practical skills   Students will be tested in the AVEC D1.1, ASME Section 9.0 or Huntington—   Students will demonstrate practical skills   Students will be tested in the AVEC D1.1, ASME Section 9.0 or Huntington—   Students will demonstrate practical skills   Students will be tested in the Will instructor supervision or designation and the AVEC D1.1, ASME Section 9.0 or Huntington—   Students will demonstrate practical skills   Students will be tested in the Will instructor supervision or designation and the AVEC D1.1, ASME section 9.0 or Huntington—   Students will demonstrate practical skills   Students will be tested in the Will instructor of the past several students passed welding tests in machines.   Students will demonstrate practical skills   Students will be tested in the Will instructor of the past several students practical skills pract					
dicators (More specific description of Impact Students will demonstrate practical skills Students will demonstrate practical skills subbutions of machines.  Students will demonstrate practical skills support the properties of the propertie	~	ELATIONSHIP OF UNIT TO PRCC MISSION: TO	provide industry based training in Welding to	students within the PRCC district.	
studenty WHAT should a student know, outcome be measured?  Students will demonstrate the skills with needed to master SMAW welding an effect to master SMAW welding supervision with 80% of students will demonstrate practical skills supervision weldings.  Evaluation (Variables related to success of intended outcome) HQW will attainment of the were achieved) WHAT should a student know, outcome be measured?  Students will demonstrate the skills with needed to master SMAW welding as the original page. We are achieved) WHAT was level of attainment of the were achieved) WHAT was level of attainment of the were achieved) WHAT was level of attainment of the were achieved) WHAT was level of attainment of the were achieved) WHAT was level of attainment of the outcome be measured?  Students will demonstrate practical skills  Students will be tested in lab with instructor released to master GMAW/FCAW welding supervision to the AMS D1.1 ASME  Students will demonstrate practical skills  Students will be tested in lab with instructor released to master GMAW/FCAW welding supervision to the AMS D1.1 ASME  Students will demonstrate practical skills  Students will dem	_	EARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS – Actionable Knowledge
intended outcome) HOW will strainment of the outcome) HOW will strainment of the outcome be measured?  Sudents will demonstrate the skills with instructor so as to graduate.  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will be tested in lab with instructor of the AWS D	. <u>.</u>	adicators (More specific description of Impact	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
ink, or be able to do upon completion of outcome be measured?  Students will demonstrate the skills with release to be employed in the field of students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will be tested in lab with socionate with a welding stests in the area and the field.	ō	in student) WHAT should a student know,	intended outcome} HQW will attainment of the	were achieved) WHAT was level of attainment of	improve program performance). Make a
Students will demonstrate the skills with needed to be employed in the field of students will demonstrate the skills with needed to be employed in the field of students will demonstrate practical skills surface to have a forther trace and the trace after a downward tum for the past several years.  Students will demonstrate practical skills sudents passed welding stats in accordance with AWS D1.1 welding companies.	<b>=</b>	hink, or be able to do upon completion of	outcome be measured?	outcome?	CHANGE or IMPROVE.
Students will demonstrate the skills with he will strive to have 30 or more students will demonstrate the skills with based welding and cutting equipment needed to be employed in the field of relention/completion/graduation rate. 80% of eligible students are returning in welding so as to graduate.  Interest to be employed in the field of relention/completion/graduation releded to be employed in the field of students will attain employment in the metal fields.  Students will demonstrate practical skills students will be tested in lab with instructor supervision with 80% of students passing to machines.  Students will demonstrate practical skills supervision with 80% of students passing to machines.  Students will demonstrate practical skills supervision to the AWS D1.1, ASME Section 9. or Huntington-lngalls machines.  Students will demonstrate practical skills supervision to the AWS D1.1, ASME section 9 or Huntington-lngalls are advised to master GMAW/FCAW welding Navy codes and sacrifications.  Students will demonstrate practical skills supervision to the AWS D1.1, ASME section 9 or Huntington-lngalls are advised to master GMAW/FCAW welding Navy codes with 80% of students passed welding tests in accordance with AWS D1.1 welding code.	0.	irogram/course:			
basic welding and cutting equipment enrolled, with at least a 75% needed to be employed in the field of elements are returning to seed to be employed in the field of students will pass welding tests in lab with instructor supervision.  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will demonstrate practical skills  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students graduating tests in the area  The moloyment as returning in the field.  Students will be tested in lab with instructor  Students graduating tests in the area  The moloyment as returning in the field.	_	Students will demonstrate the skills with	We will strive to have 30 or more students	We enrolled 89 total welding students for	It was decided to have a total of 65 total
retention/completion/graduation rate. 80% of eligible students are returning in welding so as to graduate.  with instructor supervision.  80% of students are returning in welding tests.  82% of eligible students are returning in welding tests.  82% of eligible students are returning in welding tests.  82% of students are employed in the field.  *Employment in the area after a downward turn for the past several years.  *Employment is starting to gain in the area after a downward turn for the past several years.  Students will demonstrate practical skills  Students will be tested in lab with instructor accordance with.  Students will demonstrate practical skills  Students will demonstrate practical skills  Students will be tested in lab with instructor accordance with AWS D1.1/ASME Section 9 pipe – API 1104  Students will demonstrate practical skills  Students will demonstrate practical skills  Students will be tested in lab with instructor accordance with AWS D1.1/ASME Section 9 pipe – API 1104  Students will demonstrate practical skills  Students will be tested in lab with instructor accordance with AWS D1.1 welding code.  Students will demonstrate practical skills  Students will be tested in lab with instructor accordance with AWS D1.1 welding code.		basic welding and cutting equipment	enrolled, with at least a 75%	year (fall&spring)(Pop/Hat/Han)	students enrolled between the three
welding so as to graduate.  welding so as to graduate.  welding class next year.  completers will attain employment in the metal fields.  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested on lab with instructor  Scotlance with  Students passed welding tests in accordance with AVVS D1.1 welding code.		opeded to be emoloved in the field of	refention/completion/oraduation rate, 80%	80% of eligible students graduated.	centers.
weiding so as to graduate.  with instructor supervision.  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students will demonstrate practical skills  Students will be tested in lab with instructor  Students welding tests in a processing to the lab with instructor and welding te			of other will prove william to the state of	85% of eligible students are returning in	We will strive to enroll students who are
completers will attain employment in the metal fields.  Students will demonstrate practical skills  Students will be tested in lab with instructor machines.  Students will demonstrate practical skills  Students will be tested in lab with instructor machines.  Students will be tested in lab with instructor accordance with AVVS D1.1/ASME Section 9. or Huntington-Ingalls  Students will be tested in lab with instructor accordance with AVVS D1.1 welding code.  Students will demonstrate practical skills  Students will be tested in lab with instructor accordance with AVVS D1.1 welding code.  Students will demonstrate practical skills  Students will be tested in lab with instructor accordance with AVVS D1.1 welding code.  Students will demonstrate practical skills  Students will be tested in lab with instructor accordance with AVVS D1.1 welding code.  Students will demonstrate practical skills  Students will be tested in lab with instructor accordance with AVVS D1.1 welding code.  Students will demonstrate practical skills  Students will be tested in lab with instructor accordance with AVVS D1.1 welding code.		weiging so as to grandate.	g lests	welding class next year.	committed to completing program and
completers will attain employment in the metal fields.  Students will demonstrate practical skills supervision to the edd to master GMAV/FCAVV welding machines.  Students will demonstrate practical skills supervision to the AVS D1.1, ASME section 9, or Huntington-Ingalls Shipbuilding Navy codes with 80% of students will demonstrate practical skills supervision to the AVS D1.1, ASME section 9, or Huntington-Ingalls Shipbuilding Navy codes with 80% of students will demonstrate practical skills supervision to the AVS D1.1, ASME section 9, or Huntington-Ingalls Shipbuilding Navy codes with 80% of students are employed in the field.  *Employment is starting to gain in the area after a downward tum for the past several years.  *Employment is starting to gain in the area after a downward tum for the past several years.  *Employment is starting to gain in the area after a downward tum for the past several years.  *Employment is starting to gain in the area after a downward tum for the past several years.  *Employment is starting to gain in the area after a downward tum for the past several years.  *Students will be tested in lab with instructor structar - API 1104  *Students will be tested in lab with instructor accordance with AWS D1.1 welding code.  *Section 9, or Huntington-Ingalls  *Shipbuilding Navy codes with 80% of students are employed in the area				88% of students passed welding tests.	learning welding skills needed for
Students will demonstrate practical skills Students will be tested in lab with instructor needed to master GMAW/FCAW welding supervision to the AWS D1.1, ASME Section 9, or Huntington-Ingalls Students will be tested in lab with instructor accordance with AWS D1.1 welding code.  *Employment is starting to gain in the area after a downward tum for the past several years.  Students will be tested in lab with instructor accordance with AWS D1.1/ASME Section 9 Pipe – API 1104 Specifications.  *Employment is starting to gain in the area after a downward tum for the past several years.  Structural – AWS D1.1/ASME Section 9 Pipe – API 1104 Specifications.  Students will demonstrate practical skills Sudents will be tested in lab with instructor accordance with AWS D1.1 welding code.			completers will attain employment in the	82% of students are employed in the field.	emolovment.
Students will demonstrate practical skills  Students will be tested in lab with instructor  Students passed welding tests in accordance with AWS D1.1 welding code.  Section 9, or Huntington-Ingalls  Section 9, or Huntington-Ingalls  Section 9, or Huntington-Ingalls  Schipbuilding Navy codes with 80% of			metal fields.		We will continue partnership with welding
Students will demonstrate practical skills  Students will be tested in lab with instructor accordance with AVVS D1.1/ASME Section 9  Pipe – API 1104  Students will be tested in lab with instructor accordance with AVVS D1.1/ASME Section 9  Students will demonstrate practical skills  Students will be tested in lab with instructor accordance with AVVS D1.1/ASME Section 9  Students will demonstrate practical skills  Supervision to the AVVS D1.1, ASME  Section 9, or Huntington-Ingalls  Section 9, or Huntington-Ingalls  Scondance with AVVS D1.1 welding code.				*Employment is starting to gain in the area	industries and have them speak on industry
Students will demonstrate practical skills  Students will be tested in lab with instructor accordance with AVVS D1.1/ASME Section 9 or Huntington-Ingalls  Students will demonstrate practical skills  Students will be tested in lab with instructor accordance with AVVS D1.1/ASME Section 9 or Huntington-Ingalls  Section 9, or Huntington-Ingalls  Shipbuilding Navy codes with 80% of students passed welding tests in accordance with AVVS D1.1 welding code.					
Students will demonstrate practical skills needed to master SMAW welding accordants will demonstrate practical skills supervision with 80% of students passing to accordance with:  Students will demonstrate practical skills Supervision to the AVVS D1.1, ASME section 9, or Huntington-Ingalls Shipbuilding Navy Codes and Students will demonstrate practical skills supervision to the AVVS D1.1, ASME section 9, or Huntington-Ingalls Shipbuilding Navy codes with 80% of students passed welding tests in accordance with AVVS D1.1 welding code.				after a downward tum for the past several	standards required to attain employment.
Students will demonstrate practical skills needed to master SMAW welding supervision with 80% of students passed welding tests in needed to master SMAW welding Students will be tested in lab with instructor machines.  Students will demonstrate practical skills Shipbuilding Navy Codes and Specifications.  Students will demonstrate practical skills Sudents will be tested in lab with instructor needed to master GMAW/FCAW welding Section 9, or Huntington-Ingalls Shipbuilding Navy codes with 80% of students passed welding tests in accordance with AWS D1.1 welding code.				years.	We will continue certifications test for
Students will demonstrate practical skills supervision with 80% of students passed welding tests in needed to master SMAW welding supervision with 80% of students passed welding tests in archines.  Students will demonstrate practical skills Shipbuilding Navy Codes and Specifications.  Students will demonstrate practical skills Supervision to the AVVS D1.1, ASME section 9, or Huntington-Ingalls Shipbuilding Navy codes with 80% of students passed welding tests in accordance with AVVS D1.1 welding code. Shipbuilding Navy codes with 80% of students passed welding tests in accordance with AVVS D1.1 welding code.					Huntington-Ingalls shipyard and MS. Tank.
needed to master SMAW welding AVVS D1.1, ASME Section 9,or Huntington-AVVS D1.1/ASME Section 9 or Huntington-Ingalls Shipbuilding Navy Codes and Students will demonstrate practical skills Students will be tested in lab with instructor needed to master GMAW/FCAW welding Section 9, or Huntington-Ingalls Shipbuilding Navy codes with 80% of students passed welding code. Shipbuilding Navy codes with 80% of students passed welding tests in accordance with AVVS D1.1 welding code.	7		Students will be tested in lab with instructor	88% of students passed welding tests in	Instructors will continue stressing lab
AVVS D1.1, ASME Section 9,or Huntington-Ingalls Shipbuilding Navy Codes and Students will demonstrate practical skills Students will be tested in lab with instructor needed to master GMAVV/FCAVV welding Section 9, or Huntington-Ingalls Shipbuilding Navy codes with 80% of students passed welding tests in accordance with AVVS D1.1 welding code. Shipbuilding Navy codes with 80% of		needed to master SMAW welding	supervision with 80% of students passing to	accordance with:	practices to ensure ability to pass welding
Students will demonstrate practical skills  Students will demonstrate practical skills  Students will demonstrate practical skills  Supervision to the AWS D1.1, ASME  Section 9, or Huntington-Ingalls  Shipbuilding Navy Codes and Specifications  Pipe – API 1104  B5% of students passed welding tests in accordance with AWS D1.1 welding code.  Shipbuilding Navy codes with 80% of		300,400	AWS D1.1, ASME Section 9.or Huntington-	Structural – AWS D1.1/ASME Section 9	certification tests.
Students will demonstrate practical skills Students will be tested in lab with instructor needed to master GMAW/FCAW welding Supervision to the AWS D1.1, ASME accordance with AWS D1.1 welding code. Section 9, or Huntington-Ingalls Shipbuilding Navy codes with 80% of			Ingalls Shipbuilding Navy Codes and	Pipe – API 1104	
needed to master GMAW/FCAW welding Section 9, or Huntington-Ingalls  Setion 9, or Huntington-Ingalls Shipbuilding Navy codes with 80% of	۳.	+	Students will be tested in lab with instructor	85% of students passed welding tests in	lostructors will continue added lab time to
Section 9, or Huntington-Ingalls Shipbuilding Navy codes with 80% of			supervision to the AWS D1.1, ASME	accordance with AWS D1.1 welding code.	give students more practice on welding
Shipbuilding Navy codes with 80% of		machioec	Section 9, or Huntington-Ingalls		tests and add more industry-type practice to
			Shipbuilding Navy codes with 80% of		prepare students for the workplace.

2011-2012

students passing.

2011-2012

PROGRAM OF STUDY: Occupational Training Technology	
PROGRAM: Welding and Cutting Technology	Ic Goal(s): 1, 3, 7
COURSE LEVEL: Advanced Pipe Welding (WLV 1252)	

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:

- 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.
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- - To emoloy qualified faculty and staff, compensate them well, and provide opportunities for their 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.

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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. PURPOSE OF UNIT: 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.

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	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Welding and Cutting to students within the PRCC district.	g and Cutting to students within the PRCC dis	strict.	
	LEARNING OUTCOMES Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS — Actionable Knowledge	
	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or	
	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE,	_
	program/course?				
	The student will demonstrate the ability	70% of students who complete this course	100% of students who completed this	Improve - Decided that new processes will	
E) =	position open V-grooved pipe on 6*	Will demonstrate the ability to pass visual fests in 16 rolled position with instructor	inspection on a 1G pipe test.	ve added to the objective.	
	pipe using Gas Tungsten Arc Welding	evaluation			
	(GTAW) and E7018 electrodes.				
	2 The student will demonstrate the ability	70% of students who complete this course	86% of students demonstrated the ability	Improve- Decided that new assessment will	
	to fabricate and weld a 5G and 6G	will demonstrate the ability to pass a	to pass a 5G and 6G pipe test according	be 80% success rate for this objective.	
	positioned V-grooved pipe on 6" pipe	guided bend test a 5G and 6G V-grooved	to API 1104 welding code.		
	using GTAW and E7018 electrodes.	6" pipe according to American Petroleum			
		Institute 1104 welding code. Instructor			
	$\rightarrow$	evaluated.			_
	3 The student will demonstrate the ability	70% of students completing this course will	71.4% of course completing students	Improve- Decided that daily work	
	to fabricate and weld a 6G V-grooved	demonstrate the ability to pass a guided	demonstrated the ability to pass this	requirements will be increased in an attempt	_
	pipe on 2" pipe using GTAW and	bend test in 6G position, on 2" pipe using	objective,	to instill more experience for the students.	
	E7018 electrodes.	GTAW and E7018 electrodes according to			
П		API 1104 code standards. Instructor			
		evaluated.			

2011-2012

PROGRAM OF STUDY: Occupational Training Technology	
PROGRAM: Welding and Cutting Technology	al(s): 1, 3, 7
COURSE LEVEL: FCAW – Flux-Cored Arc Welding (WLV-1143)	
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 baccataureate institutions and/or to be successful in careers for which they have been prepared.  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, companies them well, and provide consoliusing for their confessional development.	
5. To provide features about on 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.	
PURPOSE OF UNIT: To offer a technical program which mono successful completion will qualify students for entry-level employment to business or industry and/or additional	ditional

PURPOSE OF UNIT: To offer a technical program which upon successful completion will quality students for entry-educational opportunities.

	educational opportunities.				_
	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based	To provide industry based training in Welding	training in Welding and Cutting to students within the PRCC district.	trict.	
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS — Actionable Knowledge	
	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or	
	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.	
	program/course?				
	1 The student will demonstrate the ability	70% of students who complete this course	100% of students who completed this	Change - Decided that safety course	_
	to identify, discuss, and test Safety	will make 100% on FCAW Safety Exam.	course had 100% success on the FCAW	material will be revised to include more	
	procedures pertaining to FCAW.		safety exam.	industry specific safety practices.	
L					_
	2 The student will be able demonstrate	70% of students who complete this course	93.7% of students who completed this	Change- Decided that assessment criteria	_
	the ability to set up and make minor	will successfully set up and make minor	course were successful in setting up and	will be increased to 85%.	
	repairs FCAW equipment.	repairs to FCAW equipment by	making minor repairs to FCAW		
		performance testing.	equipment.		_
	3 The student will demonstrate the ability	70% of students who complete this course	87.5% of students demonstrated the	Change - Decided that students completing	
	to perform vertical & overhead fillet	will demonstrate the ability perform 3F, 4F,	ability to successfully make these welds	the course should be increased to 80%.	
	(3F/4F) welds, vertical & overhead	3G, and 4G limited thickness qualification	100% of the time.		
	groove (3G/4G) tests according to	tests according to AWS D1.1 welding code.			
	American Welding Society D1.1				
	welding code standards.				
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PROGRAM OF STUDY: Occupational Training Technology
PROGRAM: Welding and Cutting Technology
COURSE LEVEL: Gas Metal Arc Welding - GMAW (WLV 1124)
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 baccataureate institutions and/or to be successful in careers for which they have been prepared.  To provide quality student services.
3. To provide access to college courses and programs using various instructional methods, including distance education.
4. 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.
<ol> <li>To recruit and retain students from a diverse population.</li> <li>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.</li> </ol>
PURPOSE OF UNIT: 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 LINIT TO PRCC MISSION: To provide industry based training in Welding and Cutting to students within the PRCC district.

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	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Welding and Cutting to students within the PRCC district.	gand Cutting to students within the PRCC di	strict.	
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge	
	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve	
	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or	
	think, or be able to do upon completion of	the outcome be measured?	atlainment of outcome?	IMPROVE.	
	program/course?				
_	1 The student will demonstrate the ability	70% of students who complete this course	100% of students who completed this	Improve- Decided that the standard safety	
	to identify, discuss and test safety	will make 100% on GMAW safety exam.	course achieved 100% on the GMAW	exam will include a wider range of safety	_
	procedures pertaining to GMAW.		safely exam.	material.	
					_
	2 The student will demonstrate the ability	70 % of students who complete course will	90% of students who completed the	Change- Decided to make 80% will be the	_
	to make fillet and groove welds on	demonstrate the ability to perform fillet and	course demonstrated the ability to pass	new standard for the assessment.	
	plain carbon steel.	groove welds on steel plate by	the performance tests.		
	_	peromance tests.			
	3 The student will demonstrate the ability	70% of the students who complete this	85% of students who completed the	Change-Decided that 80% will be the new	_
	to perform vertical groove (3G) and	course will perform 3G and 4G limited	course were able to pass these test on	standard for the assessment.	_
	thickness analification tests on steel	uncerness qualification tests on steel plate	Se and 46 limited (nickness qualincation		_
	olato	מככסוסייות וס לאלא סיון ו אפומייות הסיפי	(cala)		_
	plate.				_
_					_

PROGRAM OF STUDY: Occupational Training Technology	
PROGRAM: Welding and Cutting Technology	7,
COURSE LEVEL: Pipe Welding (WLV 1155)	
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 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. Is To improve communication among camping operations of community members reparding 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	
PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Welding and Cutting to students within the PRCC district.  LEARNING OUTCOMES – Measurable ASSESSMENT CRITERIA – Criteria for industry based training in Welding Safety think, or be able to do upon completion of intended outcome) How well inten	Actionable Knowledge and will be used to improve in will be used to improve in the pipe welding at the pipe welding pecific industries.  Implemental work will be not who need is objective.	anned for requirements of daily be increased in order for the ave more experience which in a higher percentage of
ARIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Welding and Cutting to students within the PRCC data and weld a 2G and 65G positions in proper and tubing and describe faults in pipe welding.  ASSESSMENT CRITERIA — Criteria for ASSESSMIENT RESULTS — Outcomes active to be able to do upon completion of impact intended outcome) HOW will attainment of a data student will demonstrate the ability procedures perfaining to pipe welding.  The student will demonstrate the ability to pipe welding.  The student will demonstrate the ability to pipe welding to fabre and tubing and describe faults in pipe welding.  The student will demonstrate the ability to pipe welding to fabricate and weld a 2G and 5G bositions.  ASSESSMENT CRITERIA — Criteria for ARP I 104 welding in yelding and creash training the procession of intended outcome) HOW will attainment of outcome?  ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results in cause achieved) WHAIT was level of attainment of outcome?  ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results in cause achieved) WHAIT was level of attainment of outcome?  ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results as serviced?  ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results in cause achieved) WHAIT was level of attainment of outcome?  ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results in cause where achieved your very accessful of arbitrary and tubing and describe faults in pipe welding.  The student will demonstrate the ability to prove welding and describe faults in pipe welding.  The student will demonstrate the ability to prove who complete this course achieved this course achieved this course achieved this course achieved the ability to prove who complete this course achieved the ability to prove a prove and the prove achieved the ability to prove a prove achieved to the achieved the achieved the outcomes and well as 2G and 5G positions.	istrict.  USE OF RESULTS – (How knowledge gaine program performance) IMPROVE.  Improve- Decided the safety criteria will incomaterial relating to seminare in prove- Decided subspinore assigned to all stude improvement with this	improve- Pla work load to student to h should resu
ARIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Welding ARSESSMENT CRITERIA—Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?  The student will demonstrate the ability discuss, and test Safety procedures pertaining to pipe welding.  The student will demonstrate the ability will make 100% on Pipe Welding Safety brocedures pertaining to pipe welding.  The student will demonstrate the ability will successfully describe faults in pipe and tubing and describe faults in pipe and tubing by performance testing.  The student will demonstrate the ability will all demonstrate the ability to fabricate and weld a 2G and 5G of students who complete this course welding by performance testing.  Took of students who complete this course will demonstrate the ability will demonstrate the ability to fabricate and weld a 2G and 5G of students who complete this course welding be according to API 1104 welding code.	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?  100% of students who completed this course achieved 100% on the Pipe Welding Safety Exam.  66% of students who completed this objective were successful in describing the differences in pipe and tubing and	66% who completed this course were capable of demonstrating the ability to pass bend test in 2G and 5G positions.
ATIONSHIP OF UNIT TO PRCC MISSION:  ARNING OUTCOMES – Measurable cators (More specific description of impact student) WHAT should a student know, ik, or be able to do upon completion of gram/course?  The student will demonstrate the ability procedures pertaining to pipe welding.  The student will demonstrate the ability describe differences in pipe and tubing and describe faults in pipe welding.  The student will demonstrate the ability to fabricate and weld a 2G and 5G (pipe positions) open V-grooved pipe using E-6010 and E7018 electrodes.	To provide industry based training in Welding ASSESSMENT CRITERIA — Criteria for Evaluation (Variables related to success of intended outcome) <u>HOW</u> will attainment of the outcome be measured?  70% of students who complete this course will make 100% on Pipe Welding Safety Exam.  70% of students who complete this course will successfully describe differences in pipe and tubing and describe faults in pipe pipelicial by being and describe faults in pipe	70% of students who complete this course will demonstrate the ability to pass guided bend tests in 2G and 5G positions according to API 1104 welding code.
	LEARNING OUTCOMES — Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?  The student will demonstrate the ability to identify, discuss, and test Safety procedures pertaining to pipe welding.  The student will demonstrate the ability describe differences in pipe and tubing and describe faults in pipe welding.	<u>}</u>

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Supports PRCC Strategic Goal(s): 1, 3,			PURPOSE OF UNIT: 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.		USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>	Instructor decided to continue stressing importance of safety in workplace. Invite industry into discuss safety on the job.	Instructor planned to add more lab time to give students more time to practice welds.	A need to invite industry to come to shop for practice tests evaluation was determined.
regic Go		۵	y and/or		Actionab d will be . Make a	continue in workp safety or	add mor me to pr	stry to co lion was
RCC Stra	eek them	epared. , and mak	r industr		SULTS — dge gaine ormance)	scided to of safety discuss	anned to	vite indu s evalua
pports P	all who s	ve been programme vervices y services cific job sk	usiness o	ند	USE OF RE	tructor de ortance ustry into	tructor pl e studeni	eed to in
ns	inities for	h they hav communiti skills, spec	ent in bu	.C distric				_
	e opportu	rs for whic augment or alvities.	mploym	the PRC	utcomes ended ss level of	100% of total students for fall and spring classes passed safety lest w/100%. 100%	82% of total students for fall and spring classes were able to make fillet & groove welds. 82%	77% of total students for fall and spring classes were able to pass qualification tests. 77%
	and servic	in career. h. nent. ormance, es, and ac	ry-level (	ts withir	LTS – OI  w well int  WHAT w?	s for fall y lest w/′	for fall a make fill	for fall a pass que
	rcational	successfu educatior I developr staff perf s, objectiv ic service	s for ent	o studer	NT RESU States hovichieved)	sed safet	students s able to 6	students able to
	uality edt	S/or to be distance offssional aculty and lege goals, and publ	student	Cutting t	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	100% of total students for fall and si classes passed safety lest w/100%, 100%	6 of total sises were ds. 82%	77% of total classes were tests. 77%
	b Bulpino.	accalaureate institutions and/or to be successful in careers for which they have been prepared. tructional methods, including distance education. vide opportunities for their professional development. student learning, enhance faculty and staff performance, augment community services, and make remembers regarding the College goals, objectives, and activities. siness, industry, educational, and public service agencies for basic skills, specific job skills, and	ill qualify	training in Welding and Cutting to students within the PRCC district.				
	itted to p	eate institt I methods ortunities f fearning, it rs regardi	letion w	g in Welc	ia for cess of ment of	70% of students who complete this course will make 100% on SMAW Safety Exam.	70% of students who complete this course will be able to make filtet and groove welds on plain carbon steel on performance tests.	70% of students who complete this course will be able to perform 3G and 4G limited thickness qualification tests according to AWS D1.1 welding code.
	on comm	baccalau structiona ovide oppo e student ty membe	ful comp		ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	70% of students who complete this cours will make 100% on SMAW Safety Exam.	mplete ti t and gro perform	70% of students who complete this cours will be able to perform 3G and 4G limited thickness qualification tests according to AWS D1.1 welding code.
116	c Instituti	studies at various in various in the improvement communitents of bi	saccess	try base	ASSESSMENT CRITERIA Evaluation (Variables relate intended outcome) <u>HOW</u> w the outcome be measured?	s who co	70% of students who cor will be able to make fillet on plain carbon steel on	s who co erform 3 ication te
ology / (WLV 1	is a publi	I in their s ms using s them we f in order onnel and ulation.	ich upon	de indus	SMENT on (Varia d outcom	students ke 100%	students able to m	70% of students who con will be able to perform 3C thickness qualification tee AWS D1.1 welding code.
ng Techni Sy 3 - SMAW	y College	successfund programment of properties the properties of the proper	gram wh	To proví	ASSES: Evaluati intende the outc	70% of	70% of will be a	70% of will be thickney AWS D
PROGRAM OF STUDY: Occupational Training Technology PROGRAM; Welding and Cutting Technology COURSE LEVEL: Shielded Metal Arc Welding - SMAW (WLV 1116)	MISSION STATEMENT: Pearl River Community College is a public Institution committed to providing quality educational and service opportunities for all who seek them.	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 quality student services.  To provide quality student services and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and maccommunication among campus personnel and community members regarding the College goals, objectives, and activities.  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 skills training.	nical pro	RELATIONSHIP OF UNIT TO PRCC MISSION: To províde industry based	able fimpact know, n of	e ability fety /.	e ability on	ad ad
Supation Sutting T Aetal Arc	arl River C	IC GOALS:  To prepare students to transfer and To provide quality student services. To provide access to college course To employ qualified faculty and staff To provide facilities, technology, and College services available via the It To improve communication among To recruit and retain students from a To provide workforce training progratechnical skills training.	er a techi	PRCC N	- Measur cription o student	The student will demonstrate the ability to identify, discuss, and test Safety procedures pertaining to SMAW.	The student will demonstrate the ability to make fillet and groove welds on plain carbon steel.	The student will be able to perform vertical groove (3G) and overhead groove (4G) limited thickness qualification tests on steel plate.
DY: Occ ng and C iielded A	ENT: Pea	s students a quality si access to qualities, qualities, arcialities, arcialities, arcialities, arcialities, arcialities, arcialities, arcialities, workforceskills train	: To offe tunities.	UNIT TC	comes- ecific dest should a do upon c	ill demon tuss, and rtaining t	ill demon nd groov eel.	III be able (3G) and nited thic
A OF STI A: Weldi EVEL: Sh	TATEM	C GOALS:  To prepare students to the provide quality stude to provide access to conto provide access to conto provide facilities, tector of provide facilities, tectorile services availant of improve communication recruit and retain studio provide workforce trafechnical skills training.	OF UNIT	SHIP OF	G OUTC More spi WHAT s able to c	udent wi ttify, disc fures per	The student will de to make fillet and ç plain carbon steel.	The student will be able to pervertical groove (3G) and overtignoove (4G) limited thickness qualification tests on steel pla
ROGRAN ROGRAN DURSE L	IISSION :	RATEG	PURPOSE OF UNIT: To offe educational opportunities.	ELATION	LEARNING OUTCOMES – Measurable Indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	The st to ider proced		
	2	N - 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	or o	œ	<u> </u>	_	7	m

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.	IC 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 well, and provide opportunities for their 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 skills training.	PURPOSE OF UNIT: 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.	training in Welding and Cutting to students within the PRCC district.	ASSESSMENT RESULTS – Outcomes USE OF RESULTS – Actionable Knowledge		results were achieved <u>what</u> was level of program performance). Make a <u>change</u> of attainment of outcome?	87% of total students from fall & spring The instructors decided to incorporate more semesters demonstrated ability to hands on training and hands on training.		82% of total students from fall & spring semesters demonstrated the ability to make fillet & groove welds w/7018.  The instructors agreed to use different welds configurations to help the students master fillet and groove welds.	77% of total students from fall & spring semesters qualified on 3G & 4G tests according to AWS D1.1 standards.   preparation for job placement.   77%
g Technology y II (WLV 1226)	r College is a public institution committed to providing or	IC GOALS:  To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in care 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 well, and provide opportunities for their professional development.	er to improve nd community	sram which upon successful completion will qualify		ASSESSMENT CRITERIA —Criteria for ASSI		intended outcome be measured?  the outcome be measured?  attain	>	equipment by passing performance and 87% written tests evaluated by instructor.	70% of graduating students will demonstrate the ability to perform successfully fillet and groove welds with make E7018 electrodes evaluated by instructor.	_
PROGRAM OF STUDY: Occupational Training Technology PROGRAM: Welding and Cutting Technology COURSE LEVEL: Shielded Metal Arc Welding II (WLV 1226)	MISSION STATEMENT: Pearl River Community	rateg	5. To provide facilities, lechnology, and support staff in order to improve College services a available via the Internet.  6. To improve communication among campus personnel and community.  7. To recruit and retain students from a diverse population.  8. To provide workforce training programs that meet requirements of but technical skills training.	PURPOSE OF UNIT: To offer a technical progreducational opportunities.	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based	LEARNING OUTCOMES - Measurable	indicators (More specific description of impact	on student) WHAT should a student know, think, or be able to do upon completion of program/course?	1 Students will demonstrate the skills with SMAW equipment that are	necessary for employment in industry.	2 Students will demonstrate the ability to make fillet and groove welds using E7018 low-hydrogen electrodes.	3 Students will demonstrate the ability to perform vertical & overhead (3G & 4G) limited thickness qualification tests on steel plate in accordance with American Welding Society D1.1

#### 2011 - 2012

Pro	Program: Physical Therapist Assistant Technology	, 7, 8
MIS	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	
STR	STRATEGIC GOALS:	
<b>~</b>	To prepare students to transfer and be successful in their studies at baccatavreate institutions and/or to be successful in careers for which they have been prepared.	
۸i	To provide quality student services.	
က်	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.	
'n	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.	
9	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.	
ω.	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.	
8114	PLIRPOSE OF LINIT: To offer an allied health ornaram which upon successful completion will qualify students for entry-level employment in the field of physical therapy and/or	therapy and/or

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

RELATIONSHIP OF UNIT 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.

LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS - Actionable Knowledge
indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
on student) WHAT should a student know,	intended outcome) HOW will attainment of	were achieved) WHAT was level of attainment	improve program performance). Make a
think, or be able to do upon completion of	the outcome be measured?	of outcome?	CHANGE or IMPROVE.
program/course?			
Enrollment in the PTA program will	Enrollment Average enrollment per FTE	This criterion is met and exceeded. Fall	Instructors decided to continue with Tour
adhere to the MS Framework Model	will be 10	sophomores, thus the two FTEs (full time	Day.
Curriculum of an average enrollment of		employees) sustain an average of 19	
10 students per full-time employee.		students each. In Spring 2012 the statistics	
		remained the same.	
Retention of students in the PTA	Retention:86% of students will complete and pass all levels of instruction	This criterion was met. Of the 22 freshmen admitted in fall 2011, 100% were retained	It was decided to emphasize the importance of completion to all the
program will support the mission of the		into spring 2012 and on into summer 2012.	students.
program.	Total students passed in program/Total	Of the 16 sophomores who began fall 2011,	
	students enrolled in program	100% were retained into spring 2012.	
040 afertance 15:00 afertance 040	ompletion.	The original was mot Of the 16	and determined that the instance
P I A Students will comprete the	Completion:	THE CITETION WAS THEL. OF DIE 10	news determined that the historials
program to support the mission of the	officers of the state of the st	sopriorities who statisfy the consister	completion
program.	85% of students will complete the		
	program compress rotal		
	passed/Completer level total enrolled		
Upon completion of the program	Graduation	The criterion was met. 16 of 16 (100%)	Instructors decided to continue to stress
students will receive and AAS degree.		graduates received an AAS degree.	the importance of graduation.

	75% of students will receive an AAS degree		
	Number to receive degree/Number receiving degree		
PTA program graduates will be placed in jobs within six months of graduation.	Placement graduates will have job placement	This criterion was met. 14 of 16 (88%) graduates are employed as a PTA. The one graduate who is not employed as a PTA is due to a medical condition preventing her from graduating with her class and taking the licensure exam in July 2012. The other graduate elected to not take the licensure exam in July, opting to study more and take the next scheduled licensure exam. The next licensure test date is in late October 2012.	It was determined that instructors continue to build relationships with the medical community.
 PTA students will demonstrate occupational skill proficiency by passing the licensure exam.	Occupational Skills 85% of graduates will demonstrate occupational skill gain via passage of the licensure exam	The criterion was met. Of the 14 graduates who took the licensure in July 2012, all 14 (100%) passed on the first attempt. The other two graduates are scheduled to take the exam in late October 2012.	Instructors decided to continue to stress the importance of licensure.
PTA student will demonstrate academic gain.	Academic Gain 90% of student will demonstrate academic gain via passage of each academic class with a grade of "C" or Better	This criterion was met. All 38 students (freshmen and sophomores) completed all academic course work.	Instructors will continue to provide assistance to students in order to ensure academic gains.
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.	PTA students will demonstrate and skills proficiency via 100% of all proficiency check off criteria being mastered.	All 38 students were able to meet this criterion.	Instructors decided to continue to provide instructional methods designed to enhance student skills.

	H 1			Contract DDCC Character College 1 2 1 0
PROG	PROGRAM: Physical Inerapy Assistant Lechnology	nology		Supports PRCL Strategic Goal(S): 1, 3, 7, 8
COUL	COURSE LEVEL: Fundamental Skills (PTA 1213)	13)		
MISSI	ION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ling quality educational and service opportunitie:	s for all who seek them.
STRA	STRATEGIC GOALS:			
← 0	To prepare students to transfer and be successful in their studies at	successful in their studies at baccalaureate instliution	baccalaureate institutions and/or to be successful in careers for which they have been prepared.	/ have been prepared.
v m	To provide access to college courses an	To provide quality student services. To provide access to college courses and programs using various instructional methods, including distance education.	luding distance education.	
<del>4</del> ણ	To employ qualified faculty and staff, come To provide facilities, technology, and suppositions engines and suppositions engines.	To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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	ieir professional development. ince faculty and staff performance, augment comm	unity services, and make
9, 1	To improve communication among campus personnel a	Consider Sections are made in the community members regarding the College goals, objectives, and activities. To comit and made in the college goals, objectives, and activities.	ne College goals, objectives, and activities.	
. œ	To provide workforce training programs technical skills training.	To rectul and retain students from a overse 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.	tional, and public service agencies for basic skills,	specific job skills, and
PURP	OSE OF UNIT: To offer a technical prog	PURPOSE OF UNIT: To offer a technical program which upon successful completion will qualify students for entry-level employment in business or industry and/or additional	ualify students for entry-level employment i	n business or industry and/or additional
educ	educational opportunities.			
RELA	TIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Physical Therapy Assistant Technology to students within the PRCC district.	Therapy Assistant Technology to students w	ithin the PRCC district.
LEAR	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable Knowledge
indica	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
on stu	on student) WHAT should a student know,	Intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
think,	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	<u>(MPROVE</u> or state that no improvement is needed.
ξ. (V.	Diogram/coolse/	80% of students will be able to perform 10	16 of 22 students (72%) met the	Instructor will provide students with
) <u>S</u>	training and fitting of assistive device	of 13 components of gait training and fitting	assessment criteria.	additional practice time and encourage
ž	using standard procedure.	of assistive device correctly. Teacher		students to use the available lab time to
_		observation during lab practical examination.		his/her benefit.
2 8	Students will demonstrate accurate	80% of students will be able to perform 5 of 1	19 of 22 students (86%) met the criteria.	It was decided to continue with
<b>U</b>	seessing to good pressure (of ).	Teacher observation during lab practical examination.		
0	Students will demonstrate sterile	80% of students will be able to nerform 5 of	18 of 22 students (82%) met the criteria	Instructors decided to continue with
	technique.	6 components of sterile glove donning. Teacher observation during lab practical examination.		demonstration and hands on application.

PROGRAM: Physical Therapy Assistant Technology	nology	пѕ	Supports PRCC Strategic Goal(s): 1, 3, 7, 8
COURSE LEVEL: Kinesiology (PTA 1315)			
MISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
STRATEGIC GOALS:			
To prepare students to transfer and be s     To provide quality student services.	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.	ns and/or to be successful in careers for which they	/ have been prepared.
	programs using various ins ensate them well, and prov ort staff in order to improve	tructional methods, including distance education. ide opportunities for their professional development. student learning, enhance faculty and staff performance, augment community services, and make	wnity services, and make
6. To improve communication among campus personnel and community 7. To recruit and retain students from a diverse population.  8. To provide workforce training programs that meet requirements of bus technical skills training.	s personnel and community se population. at meet requirements of bus	members regarding the College goals, objectives, and activities. iness, industry, educational, and public service agencies for basic skills,	specific job skills, and
PURPOSE OF UNIT: To offer a technical prog educational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	n business or industry and/or additional
RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Physical Therapy Assistant Technology to students within the PRCC district.	Therapy Assistant Technology to students w	vithin the PRCC district.
LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
indicators (More specific description of Impact on student) WHAT should a student know, think, or be able to do upon completion of	Evaluation (Variables related to success of intended outcome) <u>HOW</u> will attainment of the outcome be measured?	Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	(How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
program/course?			
Students will be able to determine accurate range of motion measurements using goniometry.	80% of students will be able to perform 5 of 6 components of hip goniometry correctly based upon teacher observation during lab practical examination.	17 of 22 students (77%) met the criteria.	It was determined to emphasize components through lecture and demonstration.
2 Students will be able to identify dermatomes of the upper extremity (UE) by performing a dermatome sensory assessment of the UE.	80 % of students will be able to physically identify 6 of the 7 UE dermatomes correctly based upon teacher observation during lab practical examination.	20 of 22 students (91%) met the criteria.	Instructors decided to continue to emphasize dermatomes.
3 Students will be able to locate components of normal standing posture.	80% of students will be able to locate 4 of 5 of the anatomical points of normal posture based upon teacher observation during lab practical examination.	22 of 22 students (100%) met the criteria.	Practical demonstration will be continued.

Ľ	PROGAM: Quality Enhancement Plan		S	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.	College is a public institution committed to prov	iding quality educational and service	opportunities for all who seek them.	_
<u> </u>	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in the 2. To provide quality student services. 3. To provide access to college courses and programs usir 4. To employ qualified faculty and staff, compensate them 5. To provide facilities, technology, and support staff in ord 5. To provide facilities, technology, and support staff in ord 6. To improve communication among campus personnel at 7. To contil ord major students from a diagram occupation.	ATEGIC 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 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 well, and provide opportunities for their 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 dampus personnel and community members regarding the College goals, objectives, and activities.	be successful in careers for which they ha ince education. ional development. and staff performance, augment communities, objectives, and activities.	we been prepared.	
- ພ		To reduit and ream storems 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.	public service agencies for basic skills, spe	scific job skills, and	
<u>~</u>	PURPOSE OF UNIT: To provide leadership and to implement the Quality Enhancement Plan.	to implement the Quality Enhancement Plan.			
-	RELATIONSHIP OF UNIT TO PRCC MISSION: To fulfill the Mission of the College through the implementation of the Quality Enhancement Plan.	To fulfill the Mission of the College through the	mplementation of the Quality Enhance	ement Plan,	_
<b>-</b> .=	OBJECTIVES - Broad description of intended impact on students (Program goals)	ASSESSMENT CRITERIA – Criteria for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved)	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance)	
	To provide adequate technology to support the implementation of the Quality Enhancement Plan, budget support of the Quality Enhancement Plan will continue for the duration of the program.	At least 90% of the initial Quality Enhancement Plan funds will be budgeted for each fiscal year of the program.	100% of the 2011-2012 budgeted Quality Enhancement funds have been received.	It was decided to request an increase to the Math Lab assistant salary in the Needs Assessment form. This would ensure equitable salaries for this position on the Poptarville campus and at the Forrest County Center.	
	To provide adequate training support for instructors of the courses included in the Quality Enhancement Plan, training will be offered to instructors currently involved in Quality Enhancement Plan courses and will be involved in the future.	The Quality Enhancement Plan will be expanded as instructors become trained and share best-practices with other colleagues. At least 80% of instructors will attend training.	100% of instructors attended the annual Quality Enhancement Plan meeting and at least one other training session throughout the 2011-2012 year.	The 2012-2013 training sessions will be designed according to 2011-2012 surveys and feedback.	
	To provide current technology for courses included in the Quality Enhancement Plan, adequate technology will be added throughout the College to support the Quality Enhancement Plan.	Assessment of resources will provide information of instructional technology needs. At least 80% of faculty surveyed will describe technology facilities as adequate.	100% of faculty rated that available technology was adequate or higher.	A determination was made to meet with faculty individually during the 2012-2013 year in order to assess technology needs.	

2	PROCESSION Description of the Control of the Contro	100000000000000000000000000000000000000		Cinanate DBCC Ctratenic Confest 1 2 2 0
Σ	IISSION STATEMENT: Pearl River Community	College is a public institution committed to províc	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	
N - 12 12 4 12 10 12 18	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in the 2. To provide quality student services. 1. To provide access to college courses and programs using 10 provide access to college courses and programs using 10 provide facilities, technology, and support staff in ord college services available via the Internet. 1. To provide facilities, technology, and support staff in ord college services available via the Internet. 1. To improve communication among campus personnel and 1. To recruit and retain students from a diverse population. 1. To recruit and retain students from a diverse population. 1. To provide workforce training programs that meet require technical skills training.	TEGIC GOALS:  To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in careers for what provide quality student services.  To provide quality student services.  To provide quality student services.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augments provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augments of 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 basitechnical skills training.	ATEGIC 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 quality student services.  To provide quality student services.  To provide access to college courses and programs using various instructional methods, including distance education.  To provide faculty and staff, compensate them well, and provide opportunities for their 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 skills training.	been prepared. services, and make ic job skills, and
۵	URPOSE OF UNIT: To graduate a compet	PURPOSE OF UNIT: To graduate a competent advanced-level respiratory care practitioner.	titioner.	
∝ ŏ	RELATIONSHIP OF UNIT TO PRCC MISSION: To offer the allied occupational programs at Pearl River Community College.	offer the allied health program Respiram mounity College.	RELATIONSHIP OF UNIT 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.	er to fulfill the mission statement for
4	PROGRAM OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS - Actionable Knowledge
.s 5 <del>5</del> 5	indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of brogram/course?	Evaluation (Variables related to success of intended outcome) <u>HOW</u> will attainment of the outcome be measured?	Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	(How knowledge gained will be used to improve program performance).
<b> </b> -	Graduates to perform effectively as a member of the health care team.	Each item/statement of the Employer Satisfaction Survey has 80% of the responses rated 3 or higher.	100% of the Employer Satisfaction Surveys returned rated graduates at a 3 or higher.	Based on the outcomes, it was decided to send employer satisfaction surveys and modify as necessary.
2	Graduates will demonstrate ability to comprehend, apply and evaluate information that is relevant to their role as a Respiratory Care Practitioner	80% of total number of graduates obtain the NBRC CRT Credential	95% of graduates obtained the NBRC CRT credential.	Based on the number of graduates earning the CRT credential, the additional time spent on review was found to be beneficial and will be continued.
m		Each item/statement of Student Evaluation of Instruction has 80% of the responses rated 3 or higher.	92% of student's Evaluation of Instruction either agreed or strongly agreed that overall instruction is effective	A decision was made to closely monitor the results and make appropriate changes as needed.
4	Provide skills necessary for job placement after graduation.	Program will have positive placement of 75% of all graduates according to CoARC guidelines.	100% of graduates are working in the field of Respiratory Care.	Based on the assessment results, we decided to continue to offer information sessions which provide potential students with a thorough understanding of what the career involves.
ιΩ	Students will demonstrate ability to perform, comprehend, apply, and evaluate relevant information for program success.	70% of all students will graduate and do so on time.	86% of students accepted into the program graduated on time.	Based on our graduation rate, instructors decided to continue to monitor our selection process, including the GPA of incoming students and to offer remediation to any student that falls below a 70 average.
9	Student will be successful in the	A minimum of 70% of all students enrolled	The 2010-2011 student learning outcomes	

in the Respiratory Care Practitioner cone uvere re-assessed for the 2011-2012 year under the analyses will varie the assessed for the selected cources.  It should be noted that 2010-2011 studied to correctly assessment during the 2011-2012 school assessed to correctly assessment during the 2011-2012 school assessed to correctly assessment during the 2011-2012 school assessed to control the selected cources and confine to be assessment during the 2011-2012 school assessment during during the 2011-2012 school assessment during during the 2011-2012 school assessment during the 2011-2012 school assessment during during assessment during during assessment during during the 2011-2012 school assessment assessing the cardopulmonary diseases.  SLO#2: 85% of all students will correctly assessment during and percussion in the 2012 such assessment assessing the cardopulmonary diseases.  The student will be able to demonstrate assessment ass	in the Respiratory Care Practitioner core complete the student learning outcomes for the selected courses.  SLO#T: 85% of all students will interpret 5 of fine-pretation questions correct on the tearning outcomes will continue to be assessment during the 2010-2011 student will be able to correctly perform chest auscultation.  The student will be able to correctly status of a sesessing the cardiopulmonary status of a between obstructive and restrictive between obstructive and restrictive interpret the results of arterial blood gas analysis.  The student will be able to demonstrate the student will be able to differentiate proper administration of aerosol/humidity  SLC#2: 85% of all students will correctly interpreted to 15 interpretation questions on the hemodynamic monitoring exam. 95% of the course.  SLC#2: 85% of all students will correctly interpreted to 15 interpretation questions on the hemodynamic monitoring exam. 95% of the course.  SLC#2: 85% of all students will correctly interpreted to 15 interpretation questions on the hemodynamic monitoring exam. 95% of the course.  SLC#2: 85% of all students will correctly interpreted of 5 interpretation questions on the hemodynamic monitoring exam. 95% of the course.  SLC#3: 85% of all students will correctly interpreted to 6 interpretation questions on the hemodynamic monitoring exam. 95% of students correctly interpreted to 6 interpretation questions on the ECG chapter exam. 95% of students correctly interpreted to 6 interpretation and percussion in the path of the proper administration of aerosol/humidity indications and hazards for placement of a sexam. 10 of 12 (83%) of students correctly interpret.  The student will be able to demonstrate proper administration of aerosol/humidity warm and therefore, were not allowed to take the practical exam.  The student will be able to identify 8 of 10 arrhythmiss on the ECG chapter exam. 90% of students correctly interpreted to the assessment chart warm. 90% of students correctly interpreted to the assessment control of	were re-assessed for the 2011-2012 year and are as follows:  SLO#1: 85% of all students will interpret 5 of 6 interpretation questions correct on the examination covering unit 2 of the course. 73.6% (14/19 students) correctly answered at least 5 of 6 PFT interpretation questions on the unit two exam.  SLO#2: 85% of all students will correctly interpretation questions on the hemodynamic monitoring exam. 95% of students correctly interpretation questions on the hemodynamic monitoring exam.  SLO#3: 85% of all students will correctly identify 8 of 10 arrhythmias on the ECG chapter exam. 95% of students correctly identify 8 of 10 arrhythmias on the ECG chapter exam. 95% of students correctly identify 8 of 10 arrhythmias on the ECG chapter exam.  SLO#4: 85% of all students will receive ACLS certification by demonstrating appropriate algorithms during a practical exam. 10 of 12 (83%) of students received ACLS certification. 8 students did not successfully pass the written portion of the exam and therefore, were not allowed to take the practical exam.  Note: Since the courses with the 2011-2012 student learning outcomes listed in the fall semester assessment chart were added late to the assessment schedule, the decision was made not to assess these areas until the 2012-2013 assessment period.	in the Respiratory Care Practitioner core curriculum classes will successfully complete the student learning outcomes for the selected courses.  11 should be noted that 2010-2011 student learning outcomes will continue to be assessed. The following student learning outcomes will continue to be assessed. The following student learning outcomes will continue to be assessed. The following student learning outcomes will continue to be assessed. The following student learning outcomes will continue to be assessed. The following student learning outcomes will continue to be assessed. The student will be able to correctly perform chest auscultation.  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SLC##: 85% of all students will correctly indepreted to f5 interpretation questions on the examination of aerosol/humidity of the fall semesters is the written portion of the examination of aerosol/humidity and proper administration of aerosol/humidity warm and therefore, were not allowed to take the practical exam.  The student will be able to identify 8 of 10 arrhythmiss on the ECG chapter exam. 95% of all students correctly indications and hazards for placement of the fall se	in the Respiratory Care Practitioner core conficient in the Respiratory Care Practitioner core and in the Respiratory Care Practitioner core complete the student learning outcomes will successfully complete the student learning outcomes will continue to be assessed. The following student learning outcomes will continue to be assessed. The following student learning outcomes will continue to be assessed. The following student learning outcomes will be able to correctly perform chest auscultation.  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spiratory Care Practitioner program.	<u>8</u>						

Ľ	PROGRAM: Respiratory Care Technology			Supports PRCC Strategic Goal(s):
	COURSE LEVEL: RCT 1322 Pulmonary Function Testing/Spring 2012	on Testing/ Spring 2012		
	VIISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	sing quality educational and service opportunities	s for all who seek them.
_, -, -, \	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in their studies at 2. To provide quality student services.	uccessful in their studies at baccalaureate institution	baccalaureate institutions and/or to be successful in careers for which they have been prepared.	y have been prepared.
	To provide access to college courses and p 4. To employ qualifies faculty and staff, compo 5. To provide facilities, technology, and suppo College services available via the Internet.	To provide grants street ourses and programs using various instructional methods, including distance education. To provide access to college ourses and programs using various instructional development. To employ qualified faculty and staff, compensate them well, and provide opportunities for their provide faculty and staff performance, augment community services, And make College services available via the Internet.	luding distance education. teir professional development. ince faculty and staff performance, augment comm	nunity services, And make
<b>~</b>	<ol> <li>To improve communication among campus personnel at</li> <li>To recruit and retain students from a diverse population.</li> <li>To provide workforce training programs that meet require technical skills training.</li> </ol>	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 skills training.	ne College goals, objectives, and activities. tional, and public service agencies for basic skills,	specific job skills, and
	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	n business or industry and/or additional
	RELATIONSHIP OF UNIT TO PRCC MISSION: 1	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Respiratory Care Technology to students within the PRCC district.	ory Care Technology to students within the	PRCC district.
	LEARNING OUTCOMES – Measurable indicators (More specific description of impact	ASSESSMENT CRITERIA —Criterion for Evaluation (Variables related to success of	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve
	on student) WHAT should a student know, think, or be able to do upon completion of program/course?	intended outcome) <u>HOW</u> will attainment of the outcome be measured?	results were achieved) <u>WHAT</u> was level of attainment of outcome?	program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
	The student will be able to identify the indications for pulmonary function testing.	85% of all students will answer this question correctly on the examination covering unit one of the course.	63.2% (12/19 students) correctly answered this question on the unit one exam.	This area will be included on the first quiz in addition to the material currently tested.
	The student will be able to interpret Pulmonary Function Test results.	85% of all students will interpret 5 of 6 interpretation questions correct on the examination covering unit 2 of the course.	73.6% (14/19 students) correctly answered at least 5 of 6 PFT interpretation questions on the unit two exam.	A new quiz and an additional homework exercise were added in response to last year's results (69.5%). Although improved from those results, this year's results are still below the desired level. Therefore, an additional, in class, oral exercise will be developed in which the entire class will participate in a group learning environment.
	The student will be able to perform a Flow Volume Loop (FVL) and a Forced Vital Capacity (FVC) Test which meet American Thoracic Society (ATS) guidelines.	85% of all students will correctly perform each test on lab competency examination.	84.2% (16/19 students) were able to perform the tests correctly on the lab competency exam.	Effective coaching appeared to be lacking in those students who failed to achieve ATS standards. In the future, a grade will be given to the student coaching/directing the test in addition to the student performing the test.

#### 2011-2012

PROGRAM: Re	PROGRAM: Respiratory Care Technology Supports PRCC Strategic Goal(s): 1, 3, 8
COURSE LEVEL	COURSE LEVEL: RCT 2434 Respiratory Care Technology III
MISSION STAT	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:	NLS:
1. To prepare	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.
3. To provide	To provide access to college courses and programs using various instructional methods, including distance education.
4. To employ	To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.
5. To provide	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 skills training. 60' 12' 80

PURPOSE OF UNIT: 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.

	concentration opportunities:			
_	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Respiratory Care Technology to students within the PRCC district.	tory Care Technology to students within the	PRCC district.
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a <u>CHANGE</u> or
	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.
	program/course?			
	1 The student will be able to interpret the	85% of all students will correctly	95% of students correctly interpreted 4 of	Based on the results on hemodynamic
	results of diagnostic procedures.	interpret 4 of 5 interpretation questions	5 interpretation questions on the	interpretations, the instructor decided to put
		on the hemodynamic monitoring exam.	hemodynamic monitoring exam.	more emphasis on interpretations and offer
				more examples in class.
	2 The student will be able to identify	85% of all students will correctly identify 8	95% of students correctly identified 8 of	It was decided to make necessary changes
	basic arrhythmias.	of 10 arrhythmias on the ECG chapter	10 arrhythmias on the ECG chapter	in arrhythmias presentation.
		exam.	exam.	
	3 The student will be able to	85% of all students will receive ACLS	10 of 12 (83%) of students received	The instructor decided to review our
	demonstrate appropriate ACLS	certification by demonstrating appropriate	ACLS certification. 8 students did not	expectations with the students. A more
	algorithms according to the American	algorithms during a practical examination.	successfully pass the written portion of	focused explanation of the importance of
	Heart Association.		the exam and therefore, were not	obtaining the ACLS certification will be
			allowed to take the practical exam.	provided. More allotted time will be
				incorporated for lecture and practice.

ונים	PROGRAM OF STUDY: Science, Mathematics, and Business	cs, and Business		Supports PRCC Strategic Goal(s): 1, 3, 7
Z	STATEMENT: Pearl River Commu	ınity College is a public institution committed t	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	oortunities for all who seek (hem.
M	STRATEGIC GOALS:  To prepare students to transfer and be successful in their studies at To provide quality student services. To provide access to college courses and programs using various in To employ qualified faculty and staff, compensate them well, and provide facilities, technology, and support staff in order to improve courses explicitly in the provide facilities.	IC GOALS:  To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful  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 well, and provide opportunities for their professional developm.  To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performed.	il 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 well, and provide opportunities for their professional development.  To provide facultishment with the total community services, and make	nave been prepared. nity services, and make
	College services available via the internet.  To improve communication among campus personnel a To recruit and retain students from a diverse population.  To provide workforce training programs that meet require textiles training.	College services available via the interfice.  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 work retaining programs that meet requirements of business, industry, educational, and public service agencies for basine the training.	College services available via the interior. To interior to make the college goals, objectives, and activities. 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 Inchinical Argining.	pecific job skills, and
1 0 75	PURPOSE OF UNIT: To offer an academic program of study which leads to the those students who plan to complete a degree at a senior college or university.	rogram of study which leads to the Associate e at a senior college or university.	PURPOSE OF UNIT: To offer an academic program of study which leads to the 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.	and/or meets transfer requirements for
1	IONSHIP OF UNIT TO PRCC MISSIO	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	oals of Pearl River Community College.	
1.7	OBJECTIVES - Broad description of departmental goals	ASSESSMENT CRITERIA –Criteria for Evaluation (Variables related to success of intended outcome)	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved).	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to
1 CC -	Phase in the assessment of student learning outcomes for courses taught in the department.	In the Science, Mathematics, and Business Department, thirty-one of the fifty-six courses will evaluate student learning outcomes in the Spring 2012.	Thirty-one courses successfully assessed student learning outcomes. This was done across the board: fulltime and adjunct instructors; day, night, and online courses.	Department decided to add seventeen additional courses to evaluate student learning outcomes in the Spring 2013.
	Insure the curriculum of the Science, Mathematics, and Business Department courses meet statewide standards in order to fulfill the articulation agreement between the Institutions of Higher Learning and Community and Junior Colleges.	Criteria in at least one out of three areas of Science, Mathematics, and Business Department will be evaluated each year.	The Mathematics and Computer Science areas sent representatives to the statewide curriculum meeting.	Instructors have decided to continue attending the annual curriculum meeting. It has been determined that all recommendations are being followed and necessary changes made in the courses.
·- ·	To improve performance, feedback will be provided to the department chair and instructors.	Following the policy and procedures manual schedule, the department chair and instructors will be evaluated by the appointed person(s).	According to the school policy, all members of the department were evaluated this year.	Decided that results from these evaluations will determine the need for additional evaluations in the Fall 2012 and Spring 2013. Following the policy and procedures manual schedule, employees with less than six years of service will be evaluated annually. Employees with six or more years of service will be evaluated at least every three years.
1 4	To prepare students to transfer and be	70% of outcomes on individual	Results of all course assessments can be	It was determined that General Physics

and Business Calculus will be reconsidered for assessment due to the small number of students enrolled during this year. Anatomy and Physiology was not assessed in 2011-2012 due to a change in Biology Coordinator. It will be assessed in 2012-2013	Agreed that Supplemental Instruction will be incorporated into MAT 1233 and MAT 1313 beginning Fall 2012. If this pilot is successful, SI could be expanded to include MAT 0123 and MAT 0113.  A plan of improvement is being suggested to address retention issues in ACC1213 for Fall 2012.  PHY 2524 had a small enrollment which contributed to the lower retention rate.
uments on arts for each	Spring 2012 64.7 92.2 78.8 82.4 81.9 84.1 89.3 86.8 86.8 86.8 82.0 82.5 61.3 60.4 68.7 86.2 87.1 81.3
lanning doc essment ch	Fall 2011 70.4 70.4 70.4 70.4 83.0 91.6 92.7 76.4 83.7 64.6 64.6 64.6 64.6 70.0 69.3 67.4 76.3 69.0 100
found in the planning documents on individual assessment charts for each course.	Course ACC 1213 BAD 2413 BAD 2533 BIO 1133 BIO 1131 BIO 2923 BIO 2923 BIO 2923 BIO 2921 CHE 1213 CHE 1213 CHE 1221 CHE 2431 CHE 2433 CHE 1224 CHE 1223 CHE 1224 CHE 1223 CHE 1223 CHE 2433 CHE 1223 CHE 2433 CHE 2433 CHE 2433 CHE 1223 CHE 2433 CHE 1223 CHE 2433 CHE 2433 CHE 1223 CHE 2433 CHE 2423 CHE 2
assessment charts within the program of study will be achieved.	At least 70% of students enrolled at date of reconciliation will complete the course.
successful in their studies and careers	of the course.

Supports PRCC Strategic Goal(s): 1, 3 COURSE LEVEL: General Biology I and Lab (BIO 1133 & BIO 1131) PROGRAM OF STUDY: Science, Mathematics, and Business

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:

- 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 well, and provide opportunities for their 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. **₹26.4.4** 
  - To improve communication among campus personnel and community members regarding the College goals, objectives, and activities. 6 7. 8
    - 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.

PURPOSE OF UNIT: 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.

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	RELATIONSHIP OF UNIT TO PRCC MISSIO	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	oals of Pearl River Community College.	
	LEARNING OUTCOMES – Measurable indicators (More specific description of	ASSESSMENT CRITERIA – Criteria for Evaluation (Variables related to success	ASSESSMENT RESULTS - Outcomes Assessment (States how well intended	USE OF RESULTS ~ Actionable Knowledge
	impact on student) WHAT should a	of interest outcome) HOW will attainment of the cutome be massized?	results were achieved) WHAT was level of	(How knowledge gained will be used to
	upon completion of program/course?			CHANGE or IMPROVE.
I	Describe the fundamental principles of cell biology	At the end of the lecture course, 70% of the students will identify the importance of cell organelles and their functions. This	Correct-79% Incorrect-19%	It was determined that instructors would encourage the students to learn more about how cell organelles affect an overall processing and cool, they consider the students to t
		item will be assessed on a common instrument prior to final exams.		organism and apply that knowledge to their importance throughout the semester.
	2 Describe the fundamental principles of Mendelian genetics	At the end of the lecture course, 60% of the students will predict the genotypic and	Correct-59% Incorrect-41%	Instructors determined the need to ensure students understand how phenotype is
		phenotypic outcomes in a simple inheritance monohybrid cross. This item		determined by genotype. Instructors will make available videos in Mastering or instructor videos to reinforce this topic
		will be assessed on a confinor instrument prior to final exams.		outside of class.
	3 Describe the molecular basis for	At the end of the lecture course, 60% of	Correct-64%	This is a very hard concept for the student
		students will determine the role of DNA and RNA in the production of oroleins.	Incorrect-36%	to grasp and remember. Instructors agreed that adequate time and activities
				are in place to review this content area.

Instructors will make available either videos in Mastering or instructor videos to reinforce this topic outside of class.	Correct-74% Instructors decided that this topic is taught as a part of every content area as overall theme in biology.	Instructors agreed that valid experimentation and inquiry be stressed in all experimental based labs. The following labs at least should be using an experimental approach- scientific method
At the end of the lecture course, 70% of	students will demonstrate an understanding of the role of adaptation as a key characteristic of life. This item will be assessed on a common instrument prior to final exams.	At the end of the lab course, 60% of students will identify factors that are necessary for a valid experiment. This item will be assessed on a common instrument prior to final exams.
	4 Describe the principles of adaptation and evolution in biology	S Develop laboratory skilts that allow a student to perform experiments through the use of the scientific method and experimentation and analyze data based on the concepts listed in BIO

#### PEARL RIVER COMMUNITY COLLEGE ASSESSMENT Academics - 2011-2012

PROGRAM OF STUDY: SCIENCE, MATHEMATICS AND BUSINESS	1, 3
COURSE LEVEL: General Biology II and Lab (BIO 1143 and BIO 1141)	
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	
<ol> <li>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.</li> <li>To provide quality student services.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To provide access to college courses and programs using various instructional methods, including distance education.</li> <li>To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.</li> <li>To employ qualified faculty and staff in order to improve student learning, enhance faculty and staff performance, augment community services available via the Internet.</li> <li>To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.</li> <li>To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.</li> <li>To recruit and retain students from a diverse population.</li> <li>To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills training.</li> </ol>	
PURPOSE OF UNIT: To offer an academic program of study which leads to the Associate in Ansociate in Applied Science Degree and/or meets transfer requirements for those students who plan to complete a degree at a senior college or university.	

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	USE OF RESULTS – Actionable	Knowledge	(How knowledge gained will be used to	improve program performance). Make a	CHANGE or IMPROVE.	It was decided change assessment from	end of course to during the course with	more in-depth assessment questions. Add	additional questions to increase question
oals of Pearl River Community College.	ASSESSMENT RESULTS - Outcomes	Assessment (States how well intended	of intended outcome) HOW will attainment   results were achieved) WHAT was level of	attainment of outcome?		Correct- 86%	Incorrect- 12%		
RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	LEARNING OUTCOMES - Measurable   ASSESSMENT CRITERIA - Criterion for   ASSESSMENT RESULTS - Outcomes	Evaluation (Variables related to success	of intended outcome) HOW will attainment	of the outcome be measured?		At the end of the lecture course, 60% of	the students will identify and describe the	homeostatic mechanisms which allow	organisms to survive in their respective
ELATIONSHIP OF UNIT TO PRCC MISSIO	LEARNING OUTCOMES - Measurable	indicators (More specific description of	impact on student) WHAT should a	student know, think, or be able to do	upon completion of program/course?	Identify and describe the homeostatic	mechanisms which allow organisms to	survive in their respective environments	
œ	L	_	_			~			

		organisms to survive in their respective environments.		additional questions to increase question pool.
i v	2 Describe the fundamental anatomy and physiology of animats	At the end of the lecture course, 60% of the students will describe the fundamental anatomy and physiology of animals	Correct- 98% Incorrect- 2%	Instructors determined to implement YouTube videos such as Octopus. Assessment has been changed to when concepts are presented instead of upon course completion.
	3 Describe the fundamental anatomy and physiology of plants	At the end of the lecture course, 60% of the students will describe the fundamental anatomy and physiology of plants	Correct-94%	Instructors implemented cooking plant parts student activity and changed herbs grown in the Butterfly Garden. It was decided to have students view "Secret Life of Plants" video. Outcome assessment was transferred to mid-semester.
N	Describe the basic principles of ecology and population biology	At the end of the lecture course, 60% of the students will describe the basic principles of ecology and population biology	Correct-95% Incorrect-5%	A need to relocate assessment was realized. Instructors implemented roleplaying activity - Project Wild: Oh Deer,

#### PEARL RIVER COMMUNITY COLLEGE ASSESSMENT Academics - 2011-2012

Instructors agreed to change outcome to:	"At the end of the laboratory course, 80% of the students will recognize components of plant and animal anatomy, as well as the habitat and interactions therein." It was decided to add a bird beak adaptation lab and incorporate art into animal adaptation lab.
Correct-97%	Incorrect-3%
At the end of the laboratory course, 60%	of the students will recognize components Incorrect-3% of plant and animal anatomy, as well parts of the habitat and interactions therein.
5 Develop laboratory skills that allow a	δ

op laboratory skills that allow a	At the end of the laboratory course, 60% Correct-97%	Correct-97%	Instructors agreed to change outcome to:
nt to recognize and observe the	of the students will recognize components	components   Incorrect-3%	"At the end of the laboratory course, 80%
pts listed in BIO 1143, as well as	of plant and animal anatomy as well parts		of the students will recognize components
op the ability to analyze	of the helitate and internations therein		of plant and animal anatomy, as well as
imental data.	of the habitat and interactions that ear.		the habitat and interactions therein." It
			was decided to add a bird beak adaptation
			tab and incorporate art into animal
			adaptetion lab.

<b>o</b>	PROGRAM OF STUDY: Science, Mathematics, and Business	s, and Business		Supports PRCC Strategic Goal(s): 1,3
<b>'</b>	COURSE LEVEL: Microbiology Lecture and Lab (BIO 2923 & 2921)	.ab (BIO 2923 & 2921)		
2	AISSION STATEMENT: Pead River Commu	nity College is a public institution committed to	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	oortunities for all who seek them.
S C	rrated	uccessful in their studies at baccalaureate institution	SIC 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.	have been prepared.
1646		To provice 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 well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance.	To provice quality student services. To programs using various instructional methods, including distance education. To provide access to college courses and programs using various instructional methods, including development. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, technique, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, And make	nity services, And make
87.6		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 workfrowing programs that meet requirements of business, industry, educational, and public service agencies for basitechnical skills training.	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 workfore training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and technical skills training.	pecific job skills, and
υ ⇒	PURPOSE OF UNIT: To offer an academic program of study which leads to the those students who plan to complete a degree at a senior college or university.	rogram of study which leads to the Associate e at a senior college or university.	PURPOSE OF UNIT: 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.	and/or meets transfer requirements for
<u> </u>	RELATIONSHIP OF UNIT TO PRCC MISSIC	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	oals of Pearl River Community College.	
<u></u>	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA -Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS - Actionable
_	indicators (More specific description of impact on student) WHAT should a	Evaluation (Variables related to success of intended outcome) HOW will attainment	Assessment (States how well intended results were achieved) WHAT was level of	Knowledge (How knowledge gained will be used to
	student know, think, or be able to do upon completion of program/course?	of the outcome be measured?	attainment of outcome?	improve program penormance). Make a CHANGE or IMPROVE.
-		60% of students will be able to make	Fall 2011	The instructors decided the assessment
	structural and functional similarities and	distinctions between gram positive and	87/103 84% success	question will be changed to another
	differences between prokaryotic and	gram negative cell structure.	Spiring 2012 89/110 79% success	aspect of this topic one to repeated success.
		This item will be assessed on a common instrument prior to final exams.		
0	Demonstrate knowledge of microbial	60% of students will be able to identify the	Fall 2011	Instructors agreed the emphasis placed
1			63/112 56% success Soring 2012	on this concept in lectures will be
	common methods to control such arowth.	microbial control method.	61/110 55% success	
		This item will be assessed on a common instrument prior to final exams.		
<b>м</b>	Demonstrate knowledge of innate and specific immunity.	60% of students will be able to demonstrate an understanding of the four general types of acquired immunity.	Fall 2011 88/103 85% success Spring 2012 94/107 88% success	High levels of understanding are being achieved; therefore, instructors determined a need for a more challenging assessment question.
		This item will be assessed on a common instrument prior to final exams.		
]				

Instructors decided that the selected disease will be changed for this assessment.	Instructors determined that the targeted percentage for success will be increased as item assessment continues.	Instructors have decided to increase coverage and to review the media more thoroughly prior to testing.
Fall 2011 90/103 88% success Spring 2012 94/107 88% success	Fall 2011 43/50 86% success Spring 2012 105/123 85% success	Fall 2011 Citrate: 65/117 56% success MSA; 85/117 73% success PRL: 48/107 45% success Spring 2012 Citrate: 64/122 52% success MSA; 64/122 52% success PRL: 61/117 52% success
60% of students will be able to identify the causative agent and mode of transmission for selected infectious diseases.  This item will be assessed on a common instrument prior to final exams.	60% of students will a) correctly perform an assigned staining procedure and b) correctly find and focus on bacteria under oil immersion. These will be assessed using an established rubric.  This will be assessed on Practical 1.	60 %Students will correctly interpret the results of the following differential/selective media; Mannitol Salt agar, Citrate agar, and Phenol Red Lactose in a practical situation.  This will be assessed on Practical 2.
4 Demonstrate knowledge of common interactions between microbes and humans, both beneficial and those leading to disease.	Successfully prepare and visualize microbes and various microbial structures under the microscope.	Demonstrate knowledge of a microbe's metabolic requirements using various selective and differential media.
4	2	Φ

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۵	PROGRAM OF STUDY: Science, Mathematics, and Business	, and Business	St.	Supports PRCC Strategic Goal(s): 1, 3
Ū	COURSE LEVEL: Physical Science Survey II Lecture and Lab (PHY 2253	cture and Lab (PHY 2253 & PHY 2251)		
2	41SSION STATEMENT: Pearl River Community	College is a public institution committed to provit	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	or all who seek them.
S.	STRATEGIC GOALS:			
<del>ر.</del> ۷		uccessful in their studies at baccalaureate institution	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.	ave been prepared.
i ki 4		To provide access to college courses and programs using various instructional methods, including distance education. To amolou qualified faculty and staff concensate them well and provide provides for their professional development.	luding distance education. Per ordessional development	
. Q.		port staff in order to improve student learning, enhances	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	ilty services, and make
. 6		ous personnel and community members regarding the population. That meet requirements of business, industry, educations and manages.	To improve communication among the 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 skills (raining.)	ecific job skills, and
4	PURPOSE OF UNIT: To offer an academic program of study which leads to the A those students who plan to complete a degree at a senior college or university.	gram of study which leads to the Associate in ee at a senior college or university.	PURPOSE OF UNIT: 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.	ind/or meets transfer requirements for
8	ELATIONSHIP OF UNIT TO PRCC MISSION: T	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	of Pearl River Community College.	
	LEARNING OUTCOMES – measurable	ASSESSMENT CRITERIA—Criteria for	ASSESSMENT RESULTS – Outcomes	USE OF RESULTS — Actionable Knowledge
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
	impact on student) WHAT should a	intended outcome) HOW will attainment of the outcome be measured?	were achieved) what was level of attainment of outcome?	Improve program performance). Make a CHANGE or IMPROVE.
	completion of program/course?			
_	1	Of the students completing this course		A decision was made to make minor
	different types of matter.	70% will correctly classify matter by type	2 of 3 or better 88%	adjustments to this activity. This activity should be done to accompany Chapter 12
		inrougn observations z of 3 times in a laboratory setting.		in the textbook.
		Of the students completing this course		Hands-on activities helped the students to
- 2	equations.	70% will correctly balance chemical	2 of 3 or better 67%	better understand this difficult concept.
		equations 2 of 3 times on the final exam.		activities should be spent on this concept in tab and in lacture
	+	Of the students completing this course		This is a very hard concept for the student
က		70% will use the periodic table to correctly	2 of 3 or better 62%	to grasp and remember, Instructor agreed
	substances.	write chemical formulas 2 of 3 times on the final exam.		that more emphasis should be placed on continued use of nomenclature throughout the entire class.
4	The student will interpret the data from groundwater analysis.	Of the students completing this course 70% will correctly determine the type of groundwater analyzed 2 of 3 times in a laboratory setting.	Upon aftempling this experiment, instructor realized that this activity was not feasible for these students.	Instructor decided to rework this activity for next year. May replace with a different activity.

#### 2011-2012

PROGRAM OF STUDY: SCIENCE, MATHEMATICS AND BUSINESS	Supports PRCC Strategic Goal(s): 1,3
COURSE LEVEL: Legal Environment of Business (BAD 2413)	
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	sucational and service opportunities for all

#### 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 well, and provide opportunities for their 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 To prepare students to transfer and be s
   To provide quality student services.
   To provide access to college courses an
   To employ qualified faculty and staff, cor
   To provide facilities, technology, and sur
  College services available via the Internet.
   To improve communication among camy
   To recruit and retain students from a div
   To provide workforce training programs technical skills training.
- 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

PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To support the philosophy, mission, and goats of Pearl River Community College.	SSION: To support the philosophy, mis	ssion, and goals of Pearl River Commur	ity College.
1	LEARNING OUTCOMES -	ASSESSMENT CRITERIA -	ASSESSMENT RESULTS -	USE OF RESULTS - Actionable
	Measurable indicators (More	Criterion for Evaluation (Variables	Outcomes Assessment (States how	Knowledge(How knowledge gained
	specific description of impact on	related to success of intended	well intended results were	will be used to improve program
	student)WHATshould a student	outcome) HOW will attainment of	achieved) WHAT was level of	performance). Make a CHANGE or
	know, think, or be able to do upon	the outcome be measured?	attainment of outcome?	IMPROVE.
	completion of program/course?			
	1 The student will be able to	70% of students will correctly	SPRING 2012	The instructor decide to encourage
	understand the court system and	identify the position of the courts	43 OF 50	students to attend local court
	its role in Misiness	and its impact on hisiness	%98	hearings to gain a better
	(S LOIC III Odollicas)			understanding of the judicial
				system was realized.
_	2 The student will be able to	70% of students will correctly	SPRING 2012	The instructor determined to
—	recognize the elements of	identify business torts,	48 OF 50	increase focus on the theories with
	business torts.	•	%96	modem case updates.
-				
_	3 The student will be able to identify	70% of students will correctly	SPRING 2012	The instructor decided to provide
_	the elements of a contract	identify the elements of a contract.	41 OF 50	sample contracts to give students
_			82%	more hands on experience.
Ļ	4 The student will be able to analyze	70% of students will correctly	SPRING 2012	Instructors decided to develop a
	a contract.	associate the factors that	19 OF 50	new assessment to enforce the
		determine a valid contract.	38%	different elements of contracts.
_				

PROGRA COURSE MISSION 1. 2. 2. 3. 4. 5. Colle 6.	PROGRAM OF STUDY: SCIENCE, MATHEMATICS AND BUSINESS Supports PRCC Strategic Goal(s): 1,3	COURSE LEVEL: Principles of Accounting I (ACC 1213)	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	IC 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 well, and provide opportunities for their 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 skills training.
	PROGRAM OF ST	COURSE LEVEL:	MISSION STATEM	STRATEGIC GOALS:	1. To prepare	2. To provide	3. To provide	4. To employ (	5. To provide i	College services	6. To improve	7. To recruit a	8. To provide	technical skills to

I					7			
e and/or meets transfer requirements for		USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to	improve program performance). Make a CHANGE or IMPROVE.	A decision was made to look at question and test the concept of the accounting equation.	Instructor decided to reword test question so that the instructions are very clear	21% of the students did not even attempt these journal entries. Instructor decided to re-word test question and try a different approach.	It was determined to cover financial statements more extensively and change testing question.	A need to add incentives for students to attend My Accounting Lab so they can get some help in areas of confusion was realized.
PURPOSE OF UNIT: To offer an academic program of study which leads to the Associate in Ants 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.	oals of Pearl River Community College.	ASSESSMENT RESULTS - Outcomes Assessment (States how well intended results were achieved) WHAT was level of	affainment of outcome?	96% of the students tested was able to identify the accounting equation	89% of the students tested was able to classify the accounting system	43% of the students lested was able to do the journal entries set forth	43% of the students were able to do financial statements	64% of the students completed the course with at least a "C"
rogram of study which leads to the Associate at a senior college or university.	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	ASSESSMENT CRITERIA —Criterion for Evaluation (Variables related to success of intended outcome) HOW will attainment	of the outcome be measured?	85% of students will be able to identify the accounting equation. (final exam)	70% of students will be able to classify accounts in the accounting system. (final exam)	70% of students will be able to complete a problem using journats and ledgers in the accounting system. (final exam)	75% of students will be able to prepare a set of financial statements in good form. (final exam)	At least 70% of students enrolled at date of reconciliation will complete the course.
PURPOSE OF UNIT: To offer an academic program of study which leads to the those students who plan to complete a degree at a senior college or university.	ELATIONSHIP OF UNIT TO PRCC MISSION	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a	student know, think, or be able to do upon completion of program/course?	Identify the accounting equation.	Classify accounts in the accounting system.	Complete a problem demonstrating the use of journals and ledgers in an accounting system	Prepare a set of financial statements.	5 To retain students through completion of the course.
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PROGRAM OF STUDY: Science, Mathematics, and Business Supports PRCC Strategic Goal(s): 1, 3	2
COURSE LEVEL: Principles of Macroeconomics (ECO 2113)	
MISSION STATEMENT: Pearl River Community College is a public institution committed to províding 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.	
PURPOSE OF UNIT: 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.	ō.

	tionable will be used to nance). Make a	reinforce the nual rise in	add more ab to reinforce orne.	fications to stion to increase	tion was added to ment in scores. ial homework iterial.
	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a CHANGE or IMPROVE.	Instructor will continue to reinforce the material to show a continual rise in scores.	A decision was made to add more questions from MyEconLab to reinforce the concepts in this outcome.	Instructor will make modifications to current assessment question to increase success rate.	A new assessment question was added to bring additional improvement in scores. Instructor added additional homework exercises to reinforce material.
oals of Pearl River Community College.	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	Fall 2011: 28 of 38 or 74% were successful Spring 2012: 26 of 30 or 87% were successful	Fall 2011: 34 of 38 or 90% were successful Spring 2012: 26 of 30 or 87% were successful	Fall 2011: 26 of 38 or 69% were successful Spring 2012: 21 of 30 or 70% were successful	Fall 2011: 21 of 38 or 55% were successful Spring 2012: 18 of 30 or 60% were successful
RELATIONSHIP OF UNIT TO PRCC MISSION; To support the philosophy, mission, and goals of Pearl River Community College.	ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	70% of students will be able to correctly identify the definition of economics on the final exam.	70% of students will be able to correctly associate the four economic resources with their income sources on the final exam.	70% of students will be able to correctly identify the factors that determine the equilibrium price in the marketplace on the final exam.	70% of students will be able to correctly identify the appropriate fiscal policy for recession and inflation on the final exam.
ELATIONSHIP OF UNIT TO PRCC MISSION	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	Explain the definition of economics and how scarcity and wants affect choices by households, business firms and government units.	2 Identify the various types of economic resources and the types of income associated with these resources.	3 Explain the concepts of supply and demand and their relationship in determining the equilibrium price in the marketplace.	Develop an understanding of fiscal and its various components with an emphasis on American concepts which influence economic stability and

Develop an understanding of the global economy and U.S. trade policy. Identify United States trade patterns on and U.S. trade policy. It final exam.  Explain the functions of money, the final exam.  Explain the functions of money, the final exam.  Influence the economy.  To% of students will be able to correctly define national income, GDP, NDP, exam.  Identify the definition of GDP on the final income, and disposable exam.  Develop an understanding of the global federal Reserves and understanding of this outcome.  Explain the functions of money and U.S. trade policy. Earl 2011: 25 of 38 or 95% were properties and their effect on the monetary policies and their effect on the final exam.  Instructor added supplemental online simulations from the Federal Reserve to simulations of the income, and disposable exam.		pug	ဝယ်
	An updated question to reflect new textbook material was created and the progress will be monitored.	Instructor added new exercises to reinforce the monetary policy material a improve scores.	Instructor added supplemental online simulations from the Federal Reserve taid in the understanding of this outcom
relop an understanding of the global income, and disposable sonomy and U.S. trade policy.  Identify United States trade patterns on the final exam.  To% of students will be able to correctly identify the three functions of money on the final exam.  To% of students will be able to correctly identify the national accounts and sisposable exam.	Fall 2011: 25 of 38 or 66% were successful Spring 2012: 27 of 30 or 90% were successful	Fall 2011: 35 of 38 or 92% were successful Spring 2012: 28 of 30 or 93% were successful	Fall 2011: 33 of 38 or 87% were successful Spring 2012: 28 of 30 or 93% were successful
relop an understanding of the global momy and U.S. trade policy.  Italian the functions of money, the leral Reserve's monetary policies I their effect on the money supply to Lence the economy.  Intify the national accounts and ne national income, GDP, NDP, sonal income, and disposable one.	70% of students will be able to correctly identify United States trade patterns on the final exam.	70% of students will be able to correctly identify the three functions of money on the final exam.	70% of students will be able to correctly identify the definition of GDP on the final exam.
5 Dev eco	Develop an understanding of the global economy and U.S. trade policy.	Explain the functions of money, the Federal Reserve's monetary policies and their effect on the money supply to influence the economy.	Identify the national accounts and define national income, GDP, NDP, personal income, and disposable income.

#### 2011-2012

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ב	PROGRAMI OF SUDDI. SCIENCE, MISTINEIMATICS AND BUSINESS	Supports PKCL Strategic Goal(s): 1,3
8	COURSE LEVEL: General Chemistry I and II and Lab (CHE 1213/1211 and CHE 1223/1221)	
Ξ	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	no seek them.
IZ	STRATEGIC GOALS:	
۲-	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.	in prepared.
ائ	. To provide quality student services.	· ·
က်	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	ices, and make
	College services available via the Internet.	

PURPOSE OF UNIT: 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.

To improve communication among campus personnel and community members regarding the College goats, 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 skills training.

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<u>a</u>	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	o support the philosophy, mission, and goal	s of Pearl River Community College.		
<u> </u>	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA -Criterion for	ASSESSMENT RESULTS — Outcomes	USE OF RESULTS – Actionable Knowledge	
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to	
	impact on student) WHAT should a	intended outcome) HOW will attainment of	were achieved) WHAT was level of attainment	improve program performance). Make a	
	student know, think, or be able to do upon	the outcome be measured?	of outcome?	CHANGE or IMPROVE.	
	completion of program/course?				
_	Think critically and to use appropriate	Of students completing the course		Instructors decided to encourage the	
	concepts to analyze qualitatively a	General Chemistry I: 60%	:	students to think more about the	
	problem or situation involving chemistry.	General Chemistry II: 80%	46 % met the criteria	questions that are being ask.	
		will correctly compare 2 of 3 problems or			
		situations involving chemistry on the final exam.			
7	Use appropriate mathematical	Of students completing the course		Instructors planned to give the students	
	techniques and chemistry concepts to	General Chemistry I: 60%	:	more homework problems to work that	
	obtain a quantitative solution to	General Chemistry II: 80%	46% met the criteria	emphasize the mathematical problems.	
		will correctly answer 2 of 3 quantitative			
		problems on the final exam.			
m	Understand how Periodic Law relates to	Of students completing the course		It was determined that instructors would	
	the relationships between: e.g., atomic	General Chemistry I; 60%		encourage the students to learn more	
	structure, chemical names and	General Chemistry II: 80%	64% met the criteria	about their periodic table and the	
	symbols, characteristics of inorganic			information that is on it.	
	chemicals, etc	will correctly answer 2 of 3 Periodic law problems on the final exam.			
4	4 Collect and analyze data for the	Of students completing the course		Instructors decided to encourage the	

experimental investigation of chemical	General Chemistry I:	%09		students to think critically about what they
phenomena and make meaningful	General Chemistry II:	%08	54% met the criteria	are working on in lab and how it connects
comparisons between experiment and theory	will correctly answer 2 of 3 between experiment and the	s comparisons heoretical data in lab.		to what they are doing in lecture class.

_	PROGRAM OF STUDY: Science, Mathematics, and Business	, and Business		Supports PRCC Strategic Goal(s): 1, 3
	COURSE LEVEL: Organic Chemistry I and II Lecture and Lab (CHE 2423, 2421 and CHE 2433, 2431)	cture and Lab (CHE 2423, 2421 and CHE 243	3, 2431)	
	MISSION STATEMENT: Pearl River Community	College is a public institution committed to provi	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	or all who seek them.
<b>→</b> , ← ()	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in their studies at 2. To provide quality student services.		baccalaureate institutions and/or to be successful in careers for which they have been prepared.	nave been prepared.
	3. To provide access to college courses and 4. To employ qualified faculty and staff, com 5. To provide facilities, technology, and sup	To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performs	To provide access to college courses and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods, including development.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.  College development, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make	nity services, and make
- I- W	College Services available via the internet.  To improve communication among campus personnel at 7. To recruit and retain students from a diverse population. To provide workforce training programs that meet require technical skills training.	Conege services available via fire interiner. To improve a community members regarding the College goals, objectives, and activities. To improve communication among campus personnel and community members regarding the retain students from a diverse population. To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basitechnical skills training.	Conege services available via fire internet.  To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.  To improve communication adviverse 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.	pecific job skills, and
	PURPOSE OF UNIT: To offer an academic program of study which leads to the A those students who plan to complete a degree at a senior college or university.	gram of study which leads to the Associate i ee at a senior college or university.	PURPOSE OF UNIT: 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.	and/or meets transfer requirements for
	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	o support the philosophy, mission, and goals	s of Pearl River Community College.	
	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA—Criteria for	ASSESSMENT RESULTS Outcomes	USE OF RESULTS — Actionable Knowledge
	indicators (More specific description of	Evaluation (Variables related to success of intended outcome) HOW will attainment of	Assessment (States how well intended results were achieved) WHAT was level of attainment	(How knowledge gained will be used to improve program performance). Make a
	student know, think, or be able to do upon completion of program/course?	the outcome be measured?	of outcome?	CHANGE or IMPROVE.
Ţ,	1 The student will determine the basic	Of students completing the course	Of students completing the course	Instructors agreed to have the students
	reaction mechanism for given organic	Fall Semester; 60%	Fall Semester; 25%	determine basic reaction mechanism of
	chemical reactions.	Spring Semester: 80%	Spring Semester; 43%	discussed in class.
		will correctly determine 2 of 3 reaction mechanisms given on the final exam.	correctly determined 2 of 3 reaction mechanisms given on the final exam.	
I	2 The student will name organic	Of students completing the course	Of students completing the course	It was determined to give the students
	compounds.	Fall Semester: 60%	Fall Semester: 50%	more assignments throughout the semester namino organic compounds.
		Spring Semester: 80%	Spring Semester: 86%	
		will correctly name 2 of 3 organic compounds given on the final exam.	correctly named 2 of 3 organic compounds given on the final exam.	
<u>.,</u>	3 The student will use the basic reaction	Of students completing the course	Of students completing the course	A need to provide students more
	mechanisms.	Fall Semester: 60%	Fall Semester: 33%	assignments throughout the semester using basic reaction mechanisms was
		Spring Semester: 80%	Spring Semester: 71%	realized.
		will correctly use the basic reaction mechanisms 2 of 3 times on the final	correctly used the basic reaction mechanisms 2 of 3 times on the final exam.	
_				

		exam.		
4	The student will interpret spectrographs.	Of students completing the course Fall Semester: 60% Spring Semester: 80% will correctly interpret spectrographs 2 of 3 times on the final exam.	Of students completing the course Fall Semester: 17% Spring Semester: 29 % correctly interpreted spectrographs 2 of 3 times on the final exam.	Instructors decided to use the test given on spectrographs earlier in the semester to make this assessment.
ις	The student will analyze experimental data.	Of students completing the course Fall Semester: 60% Spring Semester: 80% will calculate the theoretical yield and the percent yield of the reactions performed in lab 2 of 3 times.	Of students completing the course Fall Semester: 42% Spring Semester: 86% calculated the theoretical yield and the percent yield of the reactions performed in lab 2 of 3 times.	Instructors agreed of the need to remind the students to calculate the theoretical yield and the percent yields of the reactions done in the lab.
σ	The student will set up and use the glassware used in the organic chemistry lab.	Of students completing the course Fall Semester: 80% Spring Semester: 90% will correctly set up organic reaction glassware 2 of 3 times in the lab.	Of students completing the course  Fall Semester. 33%  Spring Semester: 100%  correctly set up organic reaction glassware 2 of 3 times in the lab.	Instructors determined to have each lab group verify the glassware setup of one of the other lab groups.

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ျၓ	COURSE LEVEL: Computer Concepts (CSC 1113 or BAD 2533)	1113 or BAD 2533)	dne	Supports PRCC Strategic Goal(s): 1, 3
Σ	ISSION STATEMENT: Pearl River Commu	nity College is a public institution committed to	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ortunities for all who seek them.
N - 21 24 4 4 6 1 4 8	RATEG	To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in careers for w To provide quality student services. To provide access to college courses and programs using various instructional methods, including distance education. To provide access to college courses and programs using various instructional methods, including distance education. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augme 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 bastechnical skills training.	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 and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, lecthology, 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 improve communication and retain students from a diverse population.  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.	nave been prepared. hity services, and make
ਕ ਵੱ	PURPOSE OF UNIT: To offer an academic program of study which leads to the those students who plan to complete a degree at a senior college or university.	rogram of study which leads to the Associate is at a senior college or university.	ads to the Associate in Arts or Associate in Applied Science Degree and/or meets transfer requirements for iniversity.	and/or meets transfer requirements for
8	ELATIONSHIP OF UNIT TO PRCC MISSIC	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	oals of Pearl River Community College.	
	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA - Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable
	indicators (More specific description of impact on student) WHAT should a	Evaluation (Variables related to success of intended outcome) HOW will attainment	Assessment (States how well intended results were achieved) WHAT was level of	Knowiedge (How knowledge gained will be used to
	student know, think, or be able to do upon completion of program/course?	of the outcome be measured?	attainment of outcome?	improve program performance). Make a CHANGE or IMPROVE.
_	Identify basic terminology associated	70% of students who complete this course	40% success rate	It was decided to consider alternative
	with computers including hardware, software, communications, and computer security.	will identify 3 terms associated with hardware on the final exam.		ways of instructing this material.
2	Give examples of issues involved with	70% of students who complete this course	79% success rate	The instructor added an activity illustrating
	the purchase of a computer system.	will identify at least 3 issues involved with the purchase of a computer system on the final exam.		the process of purchasing a computer stressing computer manufacturers.
က	Demonstrate basic use of a current	70% of students who complete this course	96% success rate	The instructor decided to continue
	designated operating system.	will demonstrate at least 3 functions of the		monitoring student results for fall 2012
		designated operating system on the final exam.		possible adjustments for spring 2013
4	Apply a Web browser along with a	70% of students who complete this course	86% success rate	The instructor decided to expand web
	search engine to conduct research on the web, and send/receive e-mail.	will demonstrate the use of 3 features in a Web browser on the final exam.		browsing activities in classes to include tab browsing.
ഗ	Demonstrate the use of designated application software including a word processor, electronic spreadsheet, presentation software, and a database	70% of students who complete the course will demonstrate 3 of the basic tasks of a word processor on the final exam.	86% success rate	It was determined to reevaluate word processing class activities to ensure inclusion of numbered lists.
	program.			

2011-2012

4	PROGRAM OF STUDY: Science, Mathematics, and Business	and Business		Supports PRCC Strategic Goal(s): 1, 3
ଧ	COURSE LEVEL: Beginning Algebra (MAT 0123)	(1		
Σ	IISSION STATEMENT: Pearl River Community	college is a public Institution committed to provid	MISSION STATEMENT: Pearl River Community College is a public Institution committed to providing quality educational and service opportunities for all who seek them.	or all who seek them.
ı2 +. ε	RATEG	ccessful in their studies at baccalaureate institution	it 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 sentines	nave been prepared.
ાં બ. 4. મા		To provide quainy substances and programs using various instructional methods, including distance education. To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performa College services available via the Internet.	To provide quality student services. The programs using various instructional methods, including distance education. To provide access to college courses and programs using various instructional methods to employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facility 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.	nity services, and make
9,7,8,		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 basi technical skills training.	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 skills training.	pecific job skills, and
ਕ ‡	PURPOSE OF UNIT: To offer an academic program of study which leads to the A those students who plan to complete a degree at a senior college or university.	gram of study which leads to the Associate in e at a senior college or university.	PURPOSE OF UNIT: 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.	and/or meets transfer requirements for
8	ELATIONSHIP OF UNIT TO PRCC MISSION: To	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	of Pearl River Community College.	
_	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS — Actionable Knowledge
	indicators (More specific description of	Evaluation (Variables related to success of	Assessment (States how well intended results	(How knowledge gained will be used to
	impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	intended outcome) HOW will attainment of the outcome be measured?	were achieved) <u>WHAT</u> was level of attainment of outcome?	improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
-	The student will apply the rules for order	70% of students who complete this course	Fall 2011: 75.3% 113/150	Instructors decided that homework
	of operations.	will correctly apply the rules for order of operations on the final exam.	Spring 2012: 61.2% 93/152	assignment for Section 1.3 will be divided into two assignments in order to spend more time on this topic. A review of this topic will be added in Module 4.
7	The student will evaluate algebraic expressions.	70% of students who complete this course will correctly evaluate algebraic expressions on the final exam.	Fall 2011; 88.0% 132/150 Spring 2012; 84.2% 128/152	Instructors agreed to continue to evaluate and review results after changes are made to SLO 1.
က	The student will solve linear equations and linear inequalities.	70% of students who complete this course will correctly solve linear equations and linear inequalities on the final exam.	Fall 2011: 96.0% 144/150 Spring 2012: 87.5% 133/152	A need was determined to divide this module into two SLOs: Solve Linear Equations and Solve linear inequalities.
4	The student will perform arithmetic operations on polynomials.	70% of students who complete this course will correctly perform arithmetic operations on polynomials on the final exam.	Fall 2011: 92.0% 138/150 Spring 2012: 82.8% 125/151	A decision was made to continue to assess and monitor differences in Spring and Fall to determine if changes are needed.

\*Consider adding student learning outcome for factoring, with a total of 6 SLOs.

۵	PPOGRAM OF STILDY: Science Mathematics and Business	and Business		Supports PRCC Strategic Goal(s): 1, 3
ت	COURSE LEVEL: College Algebra (MAT 1313)			
2	11SSION STATEMENT: Pearl River Community	college is a public institution committed to provid	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	or all who seek them.
	STRATEGIC GOALS:  1. To prepare students to transfer and be successful in their studies at 7. To provide quality student services.	ccessful in their studies at baccalaureate institution	baccalaureate institutions and/or to be successful in careers for which they have been prepared.	ave been prepared.
! W. 4. rQ.		To provide access to college courses and programs using various instructional methods, including distance education. To provide access to college courses and programs well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performa	To provide access to college courses and programs using various instructional methods, including distance education.  To provide access to college courses and programs using various instructional methods, including development.  To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make	ity services, and make
0 6 0°		College services available via the Internet.  To improve communication among campus personnel and community members regarding the College goals, objectives, and activities. It 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 bas technical skills training.	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 skills training.	ecific job skills, and
4 =	PURPOSE OF UNIT: To offer an academic program of study which lea those students who plan to complete a degree at a senior college or	yram of study which leads to the Associate in e at a senior college or university.	PURPOSE OF UNIT: 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.	and/or meets transfer requirements for
	ELATIONSHIP OF UNIT TO PRCC MISSION: To	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	of Pearl River Community College.	
	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a	ASSESSMENT CRITERIA—Criteria for Evaluation (Variables related to success of Intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a CHANGE or IMPROVE,
	completion of program/course?			
-	The student will solve linear equations and inequalities.	70% of students who complete this course will correctly solve a linear inequality on the final exam	Fall 2011: 78.9% 301/385 Spring 2012: 74.6% 291/390	Instructors decided it there was a need to include an additional instructional video on this topic.
				Instructors agreed to import the videos on solving equations and inequalities from Intermediate Algebra including the video notes and have the students watch the videos and compete the notes.
7	<u> </u>		Fall 2011: 85.2% 28/385	Instructors decided to require the
	knowledge of functions and their behavior.	will correctly answer a problem related to alreading functions on the final exam	Spirity 2012; 73.9% 290/390	provide a special session on this topic for
				any interested students. Instructors agreed to implement a writing
				assignment to help students express
				domain and range of functions.
က	+	70% of students who complete this course	Fall 2011: 75.1% 287/382	A need was determined for a handout to
	functions.	will correctly graph a polynomial function	Spring 2012: 69.5% 277/390	be developed utilizing several online graphing tools which will be used by
		on the linal exam.		Supplemental Instruction Leaders to reinforce this toolc.

this topic. Instructors decided to require the Test Review as a graded assignment. Instructors will give a paper quiz on this topic. Instructors decided to change the assessment question to remove the quadratic from the problem. Also, the problem was changed from a sum of logs to a difference of logs. It was decided that since the goal has been met satisfactorily for four assessment cycles that the SLO will be	70% of students who complete this course problem on the final exam.  70% of students who complete this course will correctly solve a logarithmic equation the final exam.  70% of students who complete this course by spring 2012: 49.9% 194/389 on the final exam.  70% of students who complete this course will correctly solve a system of two spring 2012: 83.3% 320/384	ation stion source bourse
It was decided that since the goal has	Fall 2011: 89.9% 346/385	is course
to a difference of logs.		
quadratic from the problem. Also, the problem was changed from a sum of loc		
assessment question to remove the	Spring 2012: 49.9% 194/389	will correctly solve a logarithmic equation
Instructors decided to change the	Fall 2011: 49.7% 191/384	ourse
Instructors will give a paper quiz on this		
Review as a graded assignment.	Spring 2012: 73.3% 288/393	
Instructors decided to require the Test	Fall 2011: 73.3% 282/385	
this topic.		70% of students who complete this course
handout without an online component for		$\rightarrow$
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#### 2011-2012

PROGRAM OF STUDY:SCIENCE, MATHEMATICS AND BUSINESS	Supports PRCC Strategic Goal(s): 1,3
COURSE LEVEL: Fundamentals of Mathematics (MAT 0113)	
MISSION STATEMENT: Pearl RiverCommunity College is a public institution committed to providing quality educational and service opportunities for all who seek them.	service opportunities for all who seek them.

#### STRATEGIC GOALS:

- To prepare students to transfer and be successful in their studies at baccatavreate institutions and/or to be successful in careers for which they have been prepared
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  - To provide quality student services. To programs using various instructional methods, including distance education. To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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.
    - 69 1≺ 69
- 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.

PURPOSE OF UNIT: 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.

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AISSION: To support the p
RELATIONSHIP OF UNIT TO PRCC MISSION
RELATIONSHI

RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl RiverCommunity College.  LEARNING OUTCOMES. A SSESSMENT CRITERIA — Criterion indicators (More specific description of program/course) and indicators (More specific description of program/course). Make a indicators (More specific description of program/course) of finended outcome) HOW will attainment of outcome?  1 Without the use of a calculator, the student will add, subfract, multiply, and cound declinals.  2 The student will add, subfract, multiply.  3 The student will add, subfract, multiply.  4 The student will add, subfract, multiply.  4 The student will set up and solve simple  4 The student will set up and solve simple  4 The student will set up and solve simple  5 The student will set up and solve simple  6 Tollog outcome be measured?  7 Tollog outcome be measured?  7 Tollog outcome be measured?  8 Tollog outcome be measured?  8 Tollog outcome be measured?  9 Tollog outcome be measured?  1 Tollog outcome be measured?  2 The student will add, subfract, multiply.  2 The student will add, subfract, multiply.  3 The student will add, subfract, multiply.  4 The student will add, subfract, multiply.  4 The student will add, subfract, multiply.  5 The student will add, subfract, multiply.  5 The student will add, subfract, multiply.  6 Tollog outcome be measured?  8 The student will add, subfract, multiply.  70% of students who complete this course spring 2012:  8 The student will add, subfract, multiply.  9 Tollog outcome be measured?  9 Tollog outcome be measured?  9 Tollog outcome be measured?  1 The student will add, subfract, multiply.  1 The student will add, subfract, multiply.  2 The student will add, subfract, multiply.  3 The student will add, subfract, multiply.  4 Tollog outcome be measured?  5 Tollog outcome be measured?  8 Tollog outcome be measured?
LEARNING OUTCOMES – Measurable indicators (More specific description of student) WHAT should a student know, think, or be able to do upon completion of program/course?  Without the use of a calculator, the student will add, subtract, multiply, divide, and round whole numbers.  The student will add, subtract, multiply, and divide fractions.  The student will set up and solve simple word problems dealing with rates, and proportions.  LEARNING OUTCOMES – Measurable ASSESSMENT CRITERIA – Criterion for intended outcome be measured?  Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?  Took of students who complete this course will correctly subtract decimals on the final exam.  The student will set up and solve simple word problems dealing with rates, and proportions.  Took of students who complete this course will correctly add fractions on the final exam.  The student will set up and solve simple word problems dealing with rates, and proportions.
RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and gastered to Secretarion of indicators (More specific description of intended of indicators (More specific description of intended of indicators (More specific description of intended of indicators
RELATIONSHIP OF UNIT TO PRCC MISSIC LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?  1 Without the use of a catculator, the student will add, subtract, multiply, divide, and round whole numbers.  2 The student will add, subtract, multiply, and round decimals.  3 The student will add, subtract, multiply, and divide fractions.  4 The student will set up and solve simple word problems dealing with rates, ratios, and proportions.
<u> </u>

Instructors decided to implement critical thinking strategies and have students model and require completion of all assigned problems and review problems.	This is a hard concept for the student to grasp and remember. Instructors agreed to continue support and encouragement of students to apply and use the rules of prealgebra.
Spring 2012: 75% 30/40	Spring 2012: 90% 36/40
70% of students who complete this course Spring 2012: will correctly construct an equation from a 75% word problem on the final exam.	70% of students who complete this course Spring 2012: will correctly apply simple concepts 90% 3 dealing with order of operations and exponents on the final exam.
The student will convert whole and mixed numbers to equivalent fractions, decimals, and percents for use in setting up and solving problems involving percent	pply simple concepts of operations and

<u>a</u>	PROGRAM OF STUDY: Science, Mathematics, and Business	, and Business	S	Supports PRCC Strategic Goal(s): 1, 3
[ت]	COURSE LEVEL: Intermediate Algebra (MAT 1233)	233)		
Σ	MSSION STATEMENT: Pearl River Community	College is a public institution committed to provid	MISSION STATEMENT: Pearl River Community College Is a public institution committed to providing quality educational and service opportunities for all who seek them.	for all who seek them.
2 + 5	TRATEG	ocessful in their studies at baccalaureate institution	baccalaureate institutions and/or to be successful in careers for which they have been prepared.	nave been prepared.
બ.4-૧૫		To provide access to college courses and programs using various instructional methods, including distance education. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performa College services available via the Internet	To provide access to college courses and programs using various instructional methods, including distance education.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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 consistency in the Internet	nity services, and make
69 14.89		To improve communication among campus personnel and community members regarding the College goals, objectives, and activities To improve communication among campus personnel and communication students from a diverse population.  To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for bastechnical skills training.	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 skills training.	pecific job skills, and
교부	PURPOSE OF UNIT: To offer an academic program of study which leads to the A those students who plan to complete a degree at a senior college or university.	gram of study which leads to the Associate ir se at a senior college or university.	PURPOSE OF UNIT: To offer an academic program of study which leads to the 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.	and/or meets transfer requirements for
æ	ELATIONSHIP OF UNIT TO PRCC MISSION: To	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	of Pearl River Community College.	
	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA –Criteria for Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) WHAT was level of attainment of outcome?	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a CHANGE or IMPROVE.
-	_	70% of students who complete this course will correctly solve a linear inequality on the final exam.	Fall 2011: 79.1% 242/306 Spring 2012: 84.7% 238/281	Instructors decided to stress concepts of graphing and writing interval notation through an in-class lecture.
8	The student will solve equations containing rational expressions.	70% of students who complete this course will correctly solve rational expressions equations on the final exam.	Fall 2011: 78.2% 222/284 Spring 2012: 65.1% 184/280	A need to divide module 4 after section 5.6 was realized and will be implemented.
m	The student will factor polynomials.	70% of students who complete this course will correctly factor polynomials on the final exam.	Fall 2011; 83.2% 252/303 Spring 2012: 79.9% 226/283	Instructors agreed to divide module 4 after section 5.6.
4	The student will simplify radical expressions.	70% of students who complete this course will correctly simplify radical expressions on the final exam.	Fall 2011: 92.0% 277/301 Spring 2012: 90.8% 257/283	It was determined that a more challenging question will be assessed.
σ	The student will perform operations on polynomials.	70% of students who complete this course will correctly manipulate polynomials on the final exam.	Fall 2011: 82.8% 250/302 Spring 2012: 80.1% 225/281	Instructors decided to change the outcome operation to multiplication.

	blaced	
Most errors occur in the notation;	unererore, greater emphasis will be placed on notation and simplifying.	
Fall 2011: 59.5% 176/296	adratic equations on Spring 2012; 63.7% 179/281	
70% of students who complete this course   Fall 2011; 59.5% 176/296	will correctly solve quadratic equations on	ule malexalli.
The student will solve quadratic	equanons.	
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A	PROGRAM OF STUDY: SCIENCE, MATHEMATICS	CE. MATHEMATICS AND BUSINESS	SS	Supports PRCC Strategic Goal(s): 1,3
ၓ	COURSE LEVEL: Precalculus (MAT 1343)	MAT 1343)		
₹	MISSION STATEMENT: Pearl River Community Colle them.	tiver Community College is a public	institution committed to providing quality edu	ge is a public institution committed to providing quality educational and service opportunities for all who seek
ST	STRATEGIC GOALS:			
	1. To prepare students to transfer and	services	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.	in careers for which they have been prepared.
		ge courses and programs using various i	To provide access to college courses and programs using various instructional methods, including distance education.	
_	<ol> <li>To employ qualified faculty</li> <li>To provide facilities, techno</li> </ol>	and staff, compensate them well, and pology, and support staff in order to impro-	To employ qualified faculty and staft, compensate them well, and provide opportunities for their professional development. To provide facilities, technology, and support staff in order to improve student learning, onhance faculty and staff performance, augment community services, and make	nent. ormance, augment community services, and make
	٠	via the Internet.	College services available via the Internet. To improve communication among campie personnal and community members reportion the College goals, objectives, and addition	Selfix Draw
	<ol> <li>To recruit and retain studer</li> <li>To provide workforce trainitechnical skills training.</li> </ol>	To improve confinentiation already campus personner and confine to recruit and retain students from a diverse population.  To provide workforce training programs that meet requirements of technical skills training.	To improve continuination arrong campus personner and continuing memors regarding the consequences, 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 skills training.	es, and activities. agencies for basic skills, specific job skills, and
<u>ਕ</u> ਭ	PURPOSE OF UNIT: To offer an academic program or requirements for those students who plan to complete	academic program of study which I who plan to complete a degree at a	f study which leads to the Associate in Arts or Associate in a degree at a senior college or university.	PURPOSE OF UNIT: 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.
2	ELATIONSHIP OF UNIT TO PI	RCC MISSION: To support the philo	RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl River Community College.	nmunity College.
	LEARNING OUTCOMES	ASSESSMENT CRITERIA -	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
	- Measurable indicators	Criterion for Evaluation	Assessment (States how well intended	(How knowledge gained will be used to improve
	(More specific description	(Variables related to success of	results were achieved) WHAT was level	program performance). Make a CHANGE or
	of impact on student)	intended outcome) HOW will attainment of the outcome be	of attainment of outcome?	IMPROVE.
	know, think, or be able to	measured?		
	do upon completion of			
	program/course?			
<del>-</del>	Identify properties of	Given the graph of a function	70% of the students that completed the	Evaluated 30 total students.
	Tunctions and their	the course will be able to identify	course correctly answered z of 3 a) domain b)rande c)symmetry	the literactors dedoed to collect more data before implementing significant changes.
	symmetry,	2 of 3 of a) domain, b) range, c)		
	transformations, the	symmetry.		
	algebra of functions and			
	functions.			
7	Graph polynomial,	70% of students that complete	63.3% of the students that completed the	The instructors decided to add a study guide with
	exponential, and	the course will be able to	course correctly identified the graph of z	suggested terminology and practice problems to
	apply those functions to	correctly toerwilly we graph of z	of 5 exponential functions.	ielp grasp ine concepts.
	models.			
ო	Apply properties of	70% of students that complete	43.3% of the students that completed the	The instructors decided to add more exercises for
	exponential and	the course will be able to expand	course correctly expanded or contracted	Inis material.
	logarithmic functions to	or contract 2 of 3 logarithmic	2 of 3 logarinmic expressions.	
	SOLAC ADDITION OF THE PARTY OF			-

	problems.	expressions,		
4	4 Graph trigonometric functions.	70% of students that complete the course will be able to correctly identify 2 of 3 graphs of trigonometric functions.	90% of the students that completed the course correctly identified 2 of 3 graphs of trigonometric functions.	A decision was made to continue to assess and monitor differences in Spring and Fall to determine if changes are needed.
κ	5 Verify expressions using trigonometric identities	60% of students that complete the course will be able to identify the correct verification of a trigonometric identity.	70% of the students that completed the course correctly identified the verification of a trigonometric identity.	The instructors decided to require students to spend more class time on this objective.

#### PEARL RIVER COMMUNITY COLLEGE ASSESSMENT Academics - 2011-2012

PROGRAM OF STUDY; SCIENCE, MATHEMATICS AND BUSINESS	
COURSE LEVEL: Trigonometry (MAT 1323)	
MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	
STEATCH COALS	

- To prepare students to transfer and be successful in their studies at baccataureate 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 well, and provide opportunities for their 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 ege services available vie 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 1. To prepare students
  2. To provide quality s
  3. To provide access t
  4. To employ qualified
  5. To provide facilities,
  College services avaitabl
  6. To improve commun
  7. To recruit and retain
  8. To provide workfore technical skills training.

PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To support the philosophy, mission, and goals of Pearl RiverCommunity College.  LEARNING OUTCOMES – Measurable indicators (Micros specific description of intended outcome) HOW will attainment of outcome a tudent) WHAT should a student know, think, or be able to a controlled outcome be measured?  I learnity exact ingonometric equations.  Solve rigonometric equations.  Solve rigonometric function values as Season to the students will correctly solve in standard position.  A SESESMENT CRITERIA — Criterion for assessment (States how well intended incloding valued) with the standard position.  A SESESMENT CRITERIA — Criterion for assessment (States how well intended intended outcome) HOW will attainment of outcome?  A statement of the sudent will attainment of outcome?  A decision was made to collect more data and reading in degree and radian and degree measure.  Solve rigonometric equations.  Based upon the final exam, seventy percent of the students will correctly solve in the radian and degree measure.  Solve rigonometric function values of equations.  A Determine in genometric function values of equations in standard position.  A Determine in standard position.
LEARNING OUTCOMES – Measurable indicators (More specific description of indeadors (More specific description of program/course? of intended outcome) HOW will attainment of indeadors (More specific description of program/course? Identify exact trigonometric values of the outcome be measured?  Based upon the final exam, seventy percent of the students will correctly solve right triangles using trigonometric equations.  Solve trigonometric cquations.  Determine trigonometric function values of quadrantal angles in standard position.  Salaced upon the final exam, seventy percent of the students will correctly solve trigonometric function values of quadrantal angles in standard position.
RELATIONSHIP OF UNIT TO PRCC MISSION: To support the philosophy, mission, and go LEARNING OUTCOMES – Measurable and cators (More specific description of program/course?)  1 Identify exact trigonometric values of the outcome be measured?  1 Identify exact trigonometric values of the outcome be measured?  1 Identify exact trigonometric values of the outcome be measured?  1 Identify exact trigonometric values of the outcome be measured?  2 Identify exact trigonometric values of the outcome be measured?  3 Solve right triangles using trigonometric equations.  4 Determine trigonometric equations.  Based upon the final exam, seventy percent of the students will correctly solve right triangles using trigonometric equations.  Based upon the final exam, seventy percent of the students will correctly solve trigonometric function values of quadrantal and nonquadrantal angles in standard position.  A Determine trigonometric function values of quadrantal angles in standard position.  Based upon the final exam, seventy percent of the students will correctly solve trigonometric function values of quadrantal and nonquadrantal angles in standard position.
RELATIONSHIP OF UNIT TO PRCC MISSIO LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student)WHATshould a student know, think, or be able to do upon completion of program/course?  I dentify exact trigonometric values of the special angles in degree and radian measure.  Solve right triangles using trigonometric ratios.  Solve trigonometric equations.  Determine trigonometric function values of quadrantal and nonquadrantal angles in standard position.
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#### Academics - 2011-2012

Instructors agreed to review student learning outcome data for three cycles to determine if student learning outcome changes are needed.	Instructors decided to use an interactive website to connect the unit circle with graphs.
Spring 2012: 90.91%.	Spring 2012: 45.45%.
Based upon the final exam, seventy percent of the students will be able to simplify expressions involving trigonometric identities.	Based upon the final exam, seventy percent of the students will be able to graph the basic trigonometric functions and their inverses, and identify the periodic behaviors of each.
Simplify expressions involving trigonometric identities.	6 Graph the basic trigonometric functions, and their inverses, and identify the periodic behaviors of each.

2011 - 2012

PROGRAM: Surgical Technology Supports PRCC Strategic Goal(s): 1, 3, 7	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.	

#### STRATEGIC GOALS

- To prepare students to transfer and be successful in their studies at baccataureate institutions and/or to be successful in careers for which they have been prepared.
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- To provide quality student services.

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

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

  To employ qualified faculty and staff, compensate them well, and provide opportunities for their 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. 9.7.8
- 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.

PURPOSE OF UNIT: 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 UNIT 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

		80-20
USE OF RESULTS — Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a CHANGE or IMPROVE.	A decision was made that numerous things are being put into place to increase retention. GradesFirst is being utilized to communicate and recognize at risk students. We are utilizing our counseling staff to assist students with personal problems that may prevent them from continuing in school. Communicating more information about financial assistance for students. Increasing our recommended ACT score for admission to admit more academically sound students. Our goal is to reach the minimum retention rate by the Fall of 2013.	Instructors decided to continue to track employer and facility needs. Document and communicate with former students any information about potential jobs.
ASSESSMENT RESULTS – Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attaInment of outcome?	61 % of beginning students completed the SUT Program. Graduating students currently working in the field, related field or continuing education is 86 %.	86 % of the December 2011 graduates are working in the field of surgery, related field or continuing their education.
ASSESSMENT CRITERIA —Criteria for Evaluation (Variables related to success of intended outcome) <u>HOW</u> will attainment of the outcome be measured?	Graduation Results: The program shall demonstrate that graduation levels are maintained at a level appropriate to the institution, community, and/or other accrediting bodies. ARCSTSA Benchmark is 70%.	Placement: ARC/STSA Benchmark is 80%.
PROGRAM OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	knowledge and skills which are hecessary for employment in entrylevel positions in the workforce according to State Department of Education framework curriculum.	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

Come up with some type of survey for potential employers by the Fall of 2012.	It was decided to continue to monitor the employer surveys and satisfaction rates.	Instructors decided to continue to track and monitor graduate satisfaction. We only had 88% graduate survey return so we are implementing a charting and tracking system to address the progress of sending out and receiving surveys.		Instructor decided that minutes and possibly sign in sheets will be kept in the future for all meetings. We have also created a chart and tracking info for numerous methods of feedback and consultation from employers, clinical sites, former students, and management.  We now document and follow up on all issues relating to the students, clinical sites, management and needs assessed.
	Our most recent documentation for our accrediting body Annual Report reflects 100% employer satisfaction for the 8/1/2009-7/31/2010 time frame.	Graduation surveys for the most recent reporting requirements for ARC/STSA for the 8/1/2009-7/31/2010 result in 100 % graduate satisfaction.	PAE participation was 100% for the last data required for our current Annual Report for ARC/STSA. Passing rate was also 100% and is above the Benchmark by ARC/STSA. This time frame will be the last PAE exam report info.	1 PAC meeting was held in the past year and we have another one scheduled for Juy26, 2012.
	ARC/STSA Benchmark is 85%.	ARCSTSA Benchmark is 85%.	NBSTSA Program Assessment Exam. ARC/STSA Benchmark is 75%.	Advisory Committee Comments
(continued education is considered equivalent).	3 Employer satisfaction must be demonstrated for entry-tevel graduates who have been in the field for one year.	4 Graduate satisfaction must be demonstrated for entry-level graduates who have been in the field for one year.	The program shall demonstrate acceptable pass rates for the LCC-ST Program	The program shall demonstrate that community needs are assessed routinely through Advisory Committee meeting.

2011-2012

PROGRAM: Surgical Technology
COURSE LEVEL: Advanced Surgical Procedures (SUT 1538)
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 leaming, 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
rechoival skills training

PURPOSE OF UNIT: 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.

<u> </u>	RELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Surgical Technology to students within the PRCC district.	Technology to students within the PRCC dis	rrict.
= o = .c	LEARNING OUTCOMES – Measurable indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of program/course?	ASSESSMENT CRITERIA —Criterion for Evaluation (Variables related to success of intended outcome) <u>HOW</u> will attainment of the outcome be measured?	ASSESSMENT RESULTS — Outcomes Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	USE OF RESULTS – Actionable Knowledge (How knowledge gained will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
	Identify and explain the various disorders related to the Orthopedic specialty and the procedures required to treat them.	100% of students will be able to answer correctly 70% of questions concerning Orthopedic disorders.	86% of students correctly answered an Orthopedic disorder question regarding joint replacement. This question was on the Orthopedic Surgery Chapter Test.	A need for more emphasis to be placed on this disorder with future students was determined.
N	2 Identify the differences in disorders and the specialty procedures designed to treat them in Neurosurgery.	100% of students will be able to answer correctly 70% of questions concerning Neurosurgery and the functioning anatomy.	77% of students correctly answered one chapter test question concerning Neurosurgery and the functioning anatomy. The question was the amount of oxygen required by the brain to properly function.	Instructor decided to focus more on this not only in Neurosurgery, but also in the Nervous System in Surgical Anatomy with next year's students.
m	Identify the various structures and makeup of the Peripheral Vascular System and how it relates in surgery	100% of students will be able to answer correctly 80% of questions concerning Peripheral Vascular surgery and the structures involved.	86% of students correctly answered one question on the Peripheral Vascular surgery test concerning a patient's total blood volume.	It was determined to set a goal of 90% for student correctly answering PV question regarding patient's total blood volume. Review content during PV and CV unit and add questions/s to assessment.
4	Be able to identify the different structures and disorders of Cardiac surgery.	100% of students will be able to answer correctly 80% of questions concerning Cardiac surgery and the disorders involved with surgery	94% of students correctly answered one chapter test question on Cardiac surgery, regarding the disorder of low heart rate, bradycardia.	Instructor decided to more closely monitor student understanding of vital signs and their importance during Clinical requirements.

L				
۲ ا	PROGRAM: Surgical Technology COURSE LEVEL: Specialized Surgical Procedures (SLIT 1528)	(\$111528)		Supports PRCC Strategic Goal(s): 1,3,7,8
2	MICHION CTATEMENT: 0001 Diver Community	MICCION STATEMENT: Book Community College is a public jostitution committed to consider annihity advertised and applicable for all tube and the second second part of the second	all many and the second of the	for all toke and the form
-   -		Confeders a prome institution committee to provi	מייים אלימיייני בישרמניסיומן מיוט אבו יורב סטיסיינים ייינים	s for all wild seek trieffit.
<u>^</u>	RATEG			
<u>ر</u> ۷		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	ns and/or to be successful in careers for which the	y have been prepared.
ı m		To provide access to college courses and programs using various instructional methods, including distance education,	cluding distance education.	
4		To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.	heir professional development.	
vi —		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 are its planet.	ance faculty and staff performance, augment comn	nunity services, And make
9	·	Coincige services available the fire fire fire. The interior of the community members regarding the College goals, objectives, and activities.	he College goals, objectives, and activities.	
, 8,		ements of	business, industry, educational, and public service agencies for basic skills, specific job skills, and	specific job skills, and
٥	technical skills trading.	technical skills trading.  PURDOCE OF LIMITY To offer a technical program which more encreaseful completion will applify students for entry-layel employment in business or industry and for additional	usify etudente for entry-layal amolay/most	in business or industry and for additional
- 0	educational opportunities.	פו מוו אווירו בעסון פרכניפטום כסוושנינוסן אווי ל		מסיווכסט כן ווומסטן ל מוומל כן מממוניסווסן
~	ELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Surgical Technology to students within the PRCC district.	Technology to students within the PRCC dis	trict.
ر ا	LEARNING OUTCOMES – Measurable	ASSESSMENT CRITERIA —Criterion for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS - Actionable Knowledge
_⊆	indicators (More specific description of impact	Evaluation (Variables related to success of	Assessment (States how well intended	(How knowledge gained will be used to improve
ō	on student) WHAT should a student know,	intended outcome) HOW will attainment of	results were achieved) WHAT was level of	program performance). Make a CHANGE or
=	think, or be able to do upon completion of	the outcome be measured?	attainment of outcome?	IMPROVE.
a	program/course?			
	Identify and explain the various	100% of students will be able to answer	79% of students correctly answered a	The instructor decided to focus more on these common disorders in Oobthalmic
	specially and the procedures remitted	disorders related to Ophthalmic diseases	surgery regarding a disease that covers	surgery with future students.
	to treat them.	and the surgery necessary to treat them.	the cornea called pterygium.	
	$\rightarrow$			
7		100% of students will be able to answer	75% of students were able to correctly	This a common procedure in ENT and Oral
	and the specially procedures designed to treat them in ENT	correctly 70% of questions concerning the	identify the procedure required to open the maxillary sinus for removal of	surgery. A need to tocus more on this procedure and the disorders and diseases.
		surgery.	infection, the Caldwell luc procedure	proceeding it with future students was determined.
က		100% of students will be able to correctly	69% of students were able to answer a	Instructor determined to implement more
	su great mervernors required for pediatric patients.	disorders, diseases and the surgical	why airway management is a priority with	wine for this area with the flext group of surgical tech students.
		procedures required to correct them.	Ped's patients due to the decreased	
	+	4000/ of charles and the major to consequent		The second second of both and a second second
4	dentity the differences between	100% of students will be able to correctly identify 85% of directions recogning the	74% of students correctly identified the 3	instructor decided to focus more time with
	procedures. And, be able to identify	necessity of emergent vs. non-emergent	labeled 'areas of impact', the (horacic.	
	the necessary steps needed to take	procedures and areas of the body that it	retroperitoreal, and true.	
	during Trauma Surgery.	involves.		

# PEARL RIVER COMMUN" COLLEGE ASSESSMENT 2011-2012

PROGRAM: Surgical Technology  COURSE LEVEL: Surgical Anatomy (SUT 1314)  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:
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 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 well, and provide opportunities for their professional development.  To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.  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 workfore training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and professional skills training
PURPOSE OF UNIT: 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 UNIT TO PRCC MISSION: To provide industry based training in Surgical Technology to students within the PRCC district.
ASSESSMENT CRITERIA —criteria for Evaluation (Variables related to success of intended outcome) HQW will attainment of the outcome be measured?
70% of the students will be able to answer correctly 3 questions concerning the structure and function of the body systems including cells, tissues, organs, and systems as they relate to physiologic integrity. These questions were taken from a chapter tests and quizzes.
70% of students will be able to locate and describe the basic function(s) and structure(s) of the following systems. These areas were reviewed and lectured through power point presentations, homework assignments, class assignments & quizzes.
70% of students will be able to locate and describe the basic function(s) and structure(s) of the following systems. These areas were reviewed and lectured through power point presentations, homework assignments, class assignments & tests

# PEARL RIVER COMMUNTY COLLEGE ASSESSMENT 2011-2012

	fer.	needs to be an improvement. Instead of combining the 3 circulatory sections together, next time they will be broken down, so more focus can be given to each section.
Learn and understand basic Medical Terminology in Anatomy Structures & Functions in the body, how to read and interpret medical terms in day to day medical discussions and on quizzes.	70% of students will be able to correctly 93%. answer or match specific medical terms to their descriptions and/or definitions. Students are quizzed weekly on specific medical terms in correlation to the anatomy chapter being discussed in class.	It was decided to increase the outcome level of expected achievement.

# PEARL RIVER COMMUI COLLEGE ASSESSMENT 2011-2012

ع ا	PROGRAM: Surgical Technology	1413	S	Supports PRCC Strategic Goal(s): 1, 3, 7, 8
∑ ≥	IISSION STATEMENT: Pearl River Community	MISSION STATEMENT: Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.	ding quality educational and service opportunitie	s for all who seek them.
N - 444 848	<u> </u>	TEGIC 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 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 well, and provide opportunities for their 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 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.	id/or to be successful in careers for which they haw g distance education. rofessional development. faculty and staff performance, augment community allege goals, objectives, and activities. It, and public service agencies for basic skills, spectives.	e been prepared. services, and make ific job skills, and
<u>~</u> <u>9</u>	PURPOSE OF UNIT: To offer a technical progeducational opportunities.	PURPOSE OF UNIT: 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.	ualify students for entry-level employment i	n business or industry and/or additional
æ	ELATIONSHIP OF UNIT TO PRCC MISSION:	RELATIONSHIP OF UNIT TO PRCC MISSION: To provide industry based training in Surgical Technology to students within the PRCC district.	Technology to students within the PRCC dist	trict.
ت	LEARNING OUTCOMES - Measurable	ASSESSMENT CRITERIA Criteria for	ASSESSMENT RESULTS - Outcomes	USE OF RESULTS – Actionable Knowledge
= 2 <del>2</del> 5	Indicators (More specific description of impact on student) WHAT should a student know, think, or be able to do upon completion of	Evaluation (Variables related to success of intended outcome) HOW will attainment of the outcome be measured?	Assessment (States how well intended results were achieved) <u>WHAT</u> was level of attainment of outcome?	(How knowledge galned will be used to improve program performance). Make a <u>CHANGE</u> or <u>IMPROVE.</u>
₫ ~	program/course?    Explain the relationship between     various organisms and their diseases.	70% of students will be able to distinguish between various organisms and their diseases by answering 1 chapter question correctly.	Students were tested on the differences in normal flora, resident flora, and transient flora. Students had to know the differences between the 3 types, whether or not they are permanent, and how each affects the body's chemical balance. Students scored 79% on this area.	Instructor decided that more focus will be put in this area next time.
~	Discuss the infectious process and the body's defense mechanisms against disease.	70% of students will be able to answer one chapter question correctly concerning the infectious process and the body's defense mechanisms against disease.	Students were tested on the interferon response and how the body will release chemical's that will interfere with a virus' reproduction. Students scored 84%.	It was determined to cover the material better and in more detail.
ო	Distinguish between types of wounds and wound healing.	70% of students will be able to answer one chapter question correctly concerning types of wounds and wound healing.	Students were tested on the 3 phases of wound healing & how the body will heal itself during the 1st phase: the lag phase. Students scored 94%	Instructor determined to review future data of assessment criteria performance level. A higher level may be implemented.
4	Identify the techniques of sterilization.	70% of students will be able to answer one chapter question correctly concerning techniques of sterilization.	Students were tested on the gravity displacement sterilization, and the amount of time that is necessary to reach sterilization when an instrument has been dropped and needs to be 'flash sterilized'. Students scored 89%	A need for more class/homework correlated with this unit was determined.

# PEARL RIVER COMMUNITY COLLEGE PROGRAM REVIEW



DEVELOPMENTAL EDUCATION
2008 -2011

# 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.
- To provide facilities, technology, and support staffing 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.

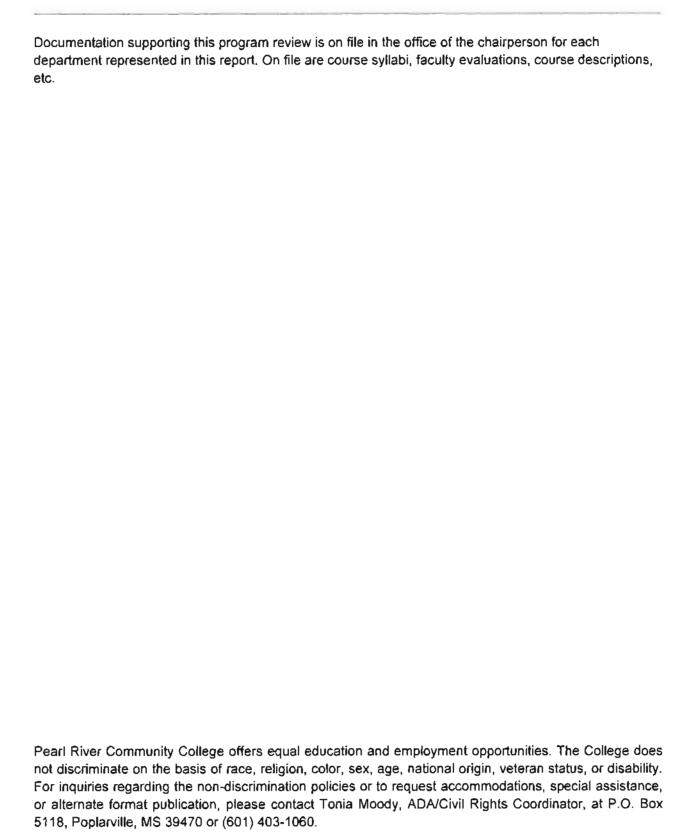
In addition to general program improvement and planning, program review is intended to achieve the following:

- 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 Developmental Education Program Review which includes developmental classes in English, mathematics, and reading. Faculty and staff members in these departments 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.



### Developmental Education Review

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# Developmental Education Program Review

Review Dates
Fall 2008 – Spring 2011

Report Published
June 2012

**Pearl River Community College** 

### Introduction

The information contained in this document is designed to provide insight into the success of developmental education students at Pearl River Community College.

Developmental education at Pearl River Community College is not organized into an individual department or program. Pearl River considers it very important to make students feel an integral part of the college-wide learning community. The mission and goals of Pearl River are committed to helping students of all ability levels succeed. Developmental studies are decentralized within the traditional curriculum so that students are not isolated from non-developmental students.

Developmental English classes are taught by instructors who teach a combination of English composition classes, literature classes, and developmental classes. Developmental English classes are divided into Beginning English and Intermediate English. Students who enter Pearl River with no ACT score or an ACT score of 12 or below are placed in Beginning English. Students entering with an English ACT score of 13, 14, or 15 are placed in Intermediate English. Students entering with an English ACT score of 16 or greater are placed in English Composition I.

Developmental mathematics classes are: Fundamentals of Mathematics, Beginning Algebra, and Intermediate Algebra. These classes are taught by instructors who also teach higher-level mathematics classes. The ACT categorization for placement in the mathematics classes is as follows: no ACT score or an ACT mathematics score of 13 or below, Fundamentals of Mathematics; ACT mathematics score between 14 and 15, Beginning Algebra; ACT mathematics score between 16 and 17, Intermediate Algebra. A mathematics ACT score of 18 or above places students in College Algebra or a higher level course. It is worth noting that students can challenge their placement by exam. The criteria for placement were reevaluated upon the request of the last review committee.

Reading classes are taught by instructors with adequate knowledge in the field of reading education. Any student scoring 15 or below on the reading portion of the ACT is assigned to the Reading Course.

Developmental classes serve a variety of purposes in the two-year community college setting. In Developmental English, students are immersed in the usage of correct grammar, critical thinking skills, and intensive writing assignments. In Developmental Mathematics, students begin with simple adding and subtracting and proceed through into skills that are components of College Algebra. Reading integrates strategies that will help students succeed in classes that traditionally require large amounts of reading such as history, psychology, and literature.

In addition to the expected academic purposes of developmental classes, these classes serve as a transition period for many students. Typically, developmental classes are comprised of students who failed to master skills in secondary education, ESL students, and students who have chosen to return to school after several years. Developmental classes at Pearl River are no exception to this. Students do not enter developmental classes with eager anticipation. Instead, instructors are faced with students who would rather be in classes that are transferable to four-year institutions. To help alleviate this problem, Pearl River has allowed nine hours of developmental classes to count toward the acquisition of an AA degree. However, beginning in the Fall of 2011, developmental courses will not count towards graduation. To help students progress through developmental classes at a faster rate, the Math Department has implemented the Emporium Model of course redesign in all developmental courses as

well as College Algebra. Course redesign allows students to work at an accelerated rate. Students may complete 1, 2, or even 3 courses in one semester.

The data included in this document reviews information from Fall 2008 through Spring 2011.

### Developmental Education Review Program Review Committee:

- Tonyia Benton, English Instructor, Committee Chair
- Karen Bond, Mathematics Instructor
- · Angie Barber, Reading Instructor
- Greg Underwood, English Instructor
- As part of the review process, Brenda Wells, Institutional Research Specialist, Alisha Kimball, Assistant Director of Information Technology, and Marjory Thrash, English Instructor were consulted regarding Pearl River Community College's Developmental Education.

### Pearl River Community College Developmental Education Demographics Overview

The Scholastic Description of Developmental Education Students: Fall 2005 -Spring 2008 provides partial insight into the demographics of developmental education students who are at Pearl River Community College.

The population in developmental classes varies from semester to semester. However, there are more developmental students in the fall semester than in the corresponding spring semester. The variance from fall to spring semesters, over the last three years, ranged from 165 students to 332 students. Of course, there is a typical drop off in general enrollment during the spring, which in part accounts for this trend.

On average, twenty-two percent of Pearl River students are enrolled in at least one developmental education class. That is roughly one out of five students. Based on a three year overview, the majority of the developmental students are white females. The average composite ACT score is 16, and the average age of developmental students is 26.

During the last review, it was noted that the majority of students taking developmental classes also have general studies as their declared major. At that time, it was recommended that individualized career counseling and guidance be provided for those students. Unfortunately, that trend still stands with an average of 71% of developmental students declaring general studies majors over the past three years. The concern for inadequate student support services will be addressed in the support section of this review, as well as, in the recommendations portion.

The following table provides a comprehensive review of the demographics of PRCC developmental students for semesters including Fall 2008 through Spring 2011.

Table 1: Pearl River Community College Developmental Education Demographics: Fall 2008- Spring 2011

	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011	2008 – 2011
Composite ACT	16.44	16.20	16.97	16.67	17.14	16.79	16.70
MAT Subscore	15.41	15.19	15.95	<b>15</b> .57	15.98	15.66	15.60
REA Subscore	17.12	16.76	17.49	17.21	17.82	17.48	17.30
ENG Subscore	15.85	15.47	16.51	16.32	16.51	16.01	16.10
Curriculum	A = 935 TC = 183 VO = 39 NR = 3	A = 774 TC = 156 VO = 26 NR = 2	A = 477 TC = 91 VO = 19 NR = 0	A = 447 TC = 68 VO = 8 NR = 1	A = 480 TC = 87 VO = 9 NR = 0	A = 483 TC = 61 VO = 11 NR = 0	A = 3,596 TC = 646 VO = 112 NR = 6
General Studies	72%	73%	69%	71%	69%	73%	71%
Average Age	26.43	27.15	24.67	25.35	23.95	24.28	25.60
Gender	F = 740 M = 416 NR = 4	F = 619 M = 338 NR = 1	F = 383 M = 202 NR = 2	F = 344 M = 179 NR = 1	F = 364 M = 209 NR = 3	F = 363 M = 188 NR = 4	F = 2,813 M = 152 NR = 15
Race	W = 594 B = 532 H = 19 I = 4 AP = 2 O = 6 NR = 3	W = 492 B = 440 H = 9 I = 1 AP= 2 O = 10 NR= 4	W =336 B =232 H =11 I = 1 AP= 1 O =6 NR=0	W = 281 8 = 225 H = 13 I = 1 AP =1 O = 2 NR =1	W = 345 B = 209 H = 7 I = 1 AP = 5 O = 7 NR = 3	W = 302 B = 234 H = 9 I = 1 AP = 2 O = 6 NR = 1	W = 2,350 B = 1,872 H = 68 I = 8 AP = 13 O = 37 NR = 12

Curriculum: AC – Academic TC – Technical VO – Vocational Gender: F – Female M – Male

NR - Not Reported

Race: W – White B – Black H – Hispanic I – Indian

AP – Asian Pacific Islander

O - Other

NR - Not Reported

### Curriculum, Instruction, and Learning

One of the main objectives of developmental education is to equip students with the skills necessary to succeed in college level courses. The driving force behind this portion of the review is to address three areas:

- Success of developmental education students within the developmental education curriculum
- Success of developmental education students in subsequent non-developmental courses
- Graduation of developmental education students from Pearl River Community College

### Are developmental education students succeeding in developmental courses?

The grade distribution for each developmental course was examined for each semester, Fall 2008 – Spring 2011. Table 2 lists the percentages of the number of students who received a C or above for their final grade in each developmental course.

### Results

The average success rate for students who took Developmental English was 60%. For Developmental Mathematics, the average success rate was 50%. For Developmental Reading, the average success rate was 65%.

### Do developmental education students succeed in classes beyond remediation?

College level course success was measured. These data shows the percentage of developmental students who took the college level course and succeeded. It was calculated by dividing the number of successful remedial students in the college level course by the total number of remedial students in the college level course. Repetitive failing attempts were removed.

### Results

In both Developmental English and Developmental Mathematics, the average success rate for students who attempted to take the successive college level course was fifty-three percent. This average has declined seven percent since the previous review. Table 3 provides percentages of students that took Developmental English and Developmental Math and passed English Composition 1 and College Algebra.

Are developmental education students graduating with either an Associate in Arts or an Associate in Applied Science from Pearl River Community College?

This question is answered by looking at the number of students who have taken at least one developmental course and have graduated within the past three years. A percentage was obtained by dividing that number by the total number of developmental students for the past three years.

### Results

Based on the data, 28% of students that took at least one developmental class graduated from Pearl River Community College. Table 4 that provides specific numbers associated with the information above.

Data collection is challenging with developmental students due to the three year span. Developmental students often take longer than three years to accomplish the core curriculum. They also may take courses out of sequence, putting off a subsequent course two or three semesters. Moreover, there is not a current tracking system for developmental students. It is quite difficult to determine what is truly happening with individuals. Nonetheless, the snapshots give a basic success trend. Students that make it to college level courses, on average, succeed. Unfortunately, it appears that many never get that far; they are lost along the way. This concern is discussed further in the recommendations section of the review.

Please note that Reading Comprehension was not addressed in this section. The course is prerequisite to many of the social sciences making it difficult to determine how to measure further success. This issue will also be addressed in the recommendations section of the review.

Collectively referred to as Table 5, the grade distributions for developmental classes are provided.

Table 2: Developmental Students Receiving a Final Grade of "C" or Better

	Fall 2008	Spring 2009	Fall 2009	Spring 2010	Fall 2010	Spring 2011
ENG 0113	59%	57%	63%	50%	60%	55%
ENG 0123	59%	52%	70%	64%	63%	58%
MAT 0113	56%	54%	63%	53%	51%	61%
MAT 0123	45%	39%	42%	44%	40%	43%
MAT 1233	47%	47%	69%	40%	41%	43%
REA 0113	79%	60%	79%	63%	69%	
REA 0123					72%	70%

Table 3: Developmental Students Success in Classes beyond Remediation

College Level Course	Total College Level Course Attempts	College Level Course Success
Developmental English followed by English Composition	1057	47.6% (503)
Intermediate Algebra followed by College Algebra	1311	57.8% (758)

**Table 4: Developmental Students Graduation Success** 

Target Years	Total Developmental Student Population	Total Graduates with Developmental Courses	Percentage of Success
Fall 2008- Spring 2011	3111	878	28.2%

Table 5: Developmental Courses Grade Distribution - Fall 2008 - Spring 2011

Fall 2008: ENG 1013

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	34	15.2	15.2	15.2
В	42	18.8	18.8	34.1
С	56	25.1	25.1	59.2
٥	17	7.6	7.6	66.8
F	55	24.7	24.7	91.5
w	19	8.5	8.5	100.0
Total	223	100.0	100.0	

Fall 2008: ENG 1023

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	25	8.7	8.7	8.7
8	73	25.3	25.3	33.9
C	72	24.9	24.9	58.8
D	27	9.3	9.3	68.2
F	67	23.2	23.2	91.3
1	2	.7	.7	92.0
W	23	8.0	8.0	100.0
Total	289	100.0	100.0	

Fall 2008: MAT 1013

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	29	19.6	19.6	19.6
AU	1	.7	.7	20.3
В	28	18.9	18.9	39.2
С	25	16.9	16.9	56.1
D	13	8.8	8.8	64.9
F	44	29.7	29.7	94.6
W	8	5.4	5.4	100.0
Total	148	100.0	100.0	

Fall 2008: MAT 1023

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	31	7.9	7.9	7.9
В	57	14.5	14.5	22.4
С	87	22.2	22.2	44.6
D	34	8.7	8.7	53.3
F	110	28.1	28.1	81.4
	2	.5	.5	81.9
W	71	18.1	18.1	100.0
Total	392	100.0	100.0	

Fall 2008: MAT 1233

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	55	11.1	11.1	11.1
В	77	15.6	15.6	26.7
С	99	20.0	20.0	46.7
D	69	13.9	13.9	60.6
F	102	20.6	20.6	81.2
W	93	18.8	18.8	100.0
Total	495	100.0	100.0	

Fall 2008: REA 1013

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	72	24.7	24.7	24.7
В	92	31.5	31.5	56.2
С	65	22.3	22.3	78.4
D	3	1.0	1.0	79.5
F	42	14.4	14.4	93.8
	1	.3	.3	94.2
w	17	5.8	5.8	100.0
Total	292	100.0	100.0	

Spring 2009: ENG 1013

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	18	10.4	10.4	10.4
8	41	23.7	23.7	34.1
С	40	23.1	23.1	57.2
D	9	5.2	5.2	62.4
F	49	28.3	28.3	90.8
	1	.6	.6	91.3
w	15	8.7	8.7	100.0
Total	173	100.0	100.0	

### Spring 2009; ENG 1023

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	21	9.7	9.7	9.7
В	46	21.3	21.3	31.0
С	46	21.3	21.3	52.3
D	23	10.6	10.6	63.0
F	49	22.7	22.7	85.6
W	31	14.4	14.4	100.0
Total	216	100.0	100.0	

### Spring 2009: MAT 1013

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	24	19.0	19.0	19.0
В	23	18.3	18.3	37.3
С	21	16.7	16.7	54.0
D	5	4.0	4.0	57.9
F	39	31.0	31.0	88.9
W	14	<b>1</b> 1.1	11,1	100.0
Total	126	100.0	100.0	

**Spring 2009: MAT 1023** 

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	24	9.2	9.2	9.2
В	35	13.4	13.4	22.5
С	42	16.0	16.0	38.5
D	23	8.8	8.8	47.3
F	91	34.7	34.7	82.1
1	1	.4	.4	82.4
w	46	17.6	17.6	100.0
Total	262	100.0	100.0	

Spring 2009: MAT 1233

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	33	7.3	7.3	7.3
8	79	17.4	17.4	24.6
С	99	21.8	21.8	46.4
D	63	13.8	13.8	60.2
F	120	26.4	26.4	86.6
1	1	.2	.2	86.8
w	60	13.2	13.2	100.0
Total	455	100.0	100.0	

**Spring 2009: REA 1013** 

	Frequency	Percent	Valid Percent	Cumulative Percent
Α_	41	25.8	25.8	25.8
8	38	23.9	23.9	49.7
С	17	10.7	10.7	60.4
D	5	3.1	3.1	63.5
F	43	27.0	27.0	90.6
1	1	.6	.6	91.2
W	14	8.8	8.8	100.0
Total	159	100.0	100.0	

Fall 2009: ENG 0113

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	83	25.5	25.5	25.5
8	72	22.1	22.1	47.5
С	50	15.3	15.3	62.9
D	30	9.2	9.2	72.1
F	64	19.6	19.6	91.7
1	3	.9	.9	92.6
w	24	7.4	7.4	100.0
Total	326	100.0	100.0	

Fall 2009: ENG 0123

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	46	13.1	13.1	13.1
8	119	34.0	34.0	47.1
С	77	22.0	22.0	69.1
D	22	6.3	6.3	75.4
F	58	16.6	16.6	92.0
1	3	.9	.9	92.9
w	25	7.1	7.1	100.0
Total	350	100.0	100.0	

Fall 2009: MAT 0113

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	29	14.7	14.7	14.7
В	46	23.4	23.4	38.1
С	49	24.9	24.9	62.9
D	21	10.7	10.7	73.6
F	39	19.8	19.8	93.4
W	13	6.6	6.6	100.0
Total	197	100.0	100.0	

Fall 2009: MAT 0123

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	35	7.9	7.9	7.9
В	69	15.6	15.6	23.5
C	80	18.1	18.1	41.5
0	45	10.2	10.2	51.7
F	137	30.9	30.9	82.6
	1	.2	.2	82.8
W	76	17.2	17.2	100.0
Total	443	100.0	100.0	

Fall 2009: MAT 1233

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	48	8.2	8.2	8.2
8	96	16.3	16.3	24.5
С	120	20.4	20.4	44.9
D	72	12.2	12.2	57.1
F	157	26.7	26.7	83.8
1	1	.2	.2	84.0
W	94	16.0	16.0	100.0
Total	588	100.0	100.0	

Fall 2009: REA 0113

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	123	31.4	31.4	31.4
В	99	25.3	25.3	56.6
С	88	22.4	22.4	79.1
D	16	4.1	4.1	83.2
F	44	11.2	11.2	94.4
W	22	5.6	5.6	100.0
Total	392	100.0	100.0	

Spring 2010: ENG 0113

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	24	13.2	13.2	13.2
В	39	21.4	21.4	34.6
С	29	15.9	15.9	50.5
D	14	7.7	7.7	58.2
F	42	23.1	23.1	81.3
1	2	1.1	1.1	82.4
w	32	17.6	17.6	100.0
Total	182	100.0	100.0	

Spring 2010: ENG 0123

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	64	20.8	20.8	20.8
8	75	24.4	24.4	45.3
С	59	19.2	19.2	64.5
0	9	2.9	2.9	67.4
F	62	20.2	20.2	87.6
W	38	12.4	12.4	100.0
Total	307	100.0	100.0	

**Spring 2010: MAT 0113** 

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	20	12.3	12.3	12.3
8	38	23.3	23.3	35.6
С	29	17.8	17.8	53.4
D	10	6.1	6.1	59.5
F	52	31.9	31.9	91.4
1	1	.6	.6	92.0
W	13	8.0	8.0	100.0
Total	163	100.0	100.0	

Spring 2010: MAT 0123

	Frequency	Percent	Valid Percent	Cumulative Percent
А	49	14.7	14.7	14.7
8	39	11.7	11.7	26.4
С	60	18.0	18.0	44.4
D	25	7.5	7.5	52.0
F	99	29.7	29.7	81.7
W	61	18.3	18.3	100.0
Total	333	100.0	100.0	

Spring 2010: MAT 1233

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	35	6.7	6.7	6.7
В	70	13.3	13.3	20.0
С	103	19.6	19.6	39.6
D	45	8.6	8.6	48.2
F	152	29.0	29.0	77,1
W	120	22.9	22.9	100.0
Total	525	100.0	100.0	

Spring 2010: REA 0113

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	61	28.5	28.5	28.5
В	46	21.5	21.5	50.0
С	27	12.6	12.6	62.6
D	5	2.3	2.3	65.0
F	61	28.5	28.5	93.5
W	14	6.5	6.5	100.0
Total	214	100.0	100.0	

Fall 2010: ENG 0113

	_			Cumulative
	Frequency	Percent	Valid Percent	Percent
Α	27	8.1	8.1	8.1
ΑU	1	.3	.3	8.4
В	83	25.0	25.0	33.4
С	90	27.1	27.1	60.5
D	25	7.5	7.5	68.1
F	72	21.7	21.7	89.8
ı	1	.3	.3	90.1
w	33	9.9	9.9	100.0
Total	332	100.0	100.0	

Fall 2010: ENG 0123

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	59	16.0	16.0	16.0
В	104	28.2	28.2	44.2
С	71	19.2	19.2	63.4
D	29	7.9	7.9	71.3
F	64	17.3	17.3	88.6
w	42	11.4	11.4	100.0
Total	369	100.0	100.0	

Fall 2010: MAT 0113

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	25	13.2	13.2	13.2
8	49	25.9	25.9	39.2
С	22	11.6	11.6	50.8
D	13	6.9	6.9	57.7
F	54	28.6	28.6	86.2
W	26	13.8	13.8	100.0
Total	189	100.0	100.0	

Fall 2010: MAT 0123

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	25	5.3	5.3	<b>5</b> .3
UA	1	.2	.2	5.5
8	92	19.6	19.6	25.1
C	72	15.3	15.3	40.4
D	27	5.7	5.7	46.2
F	185	39.4	39.4	85.5
w	68	14.5	14.5	100.0
Total	470	100.0	100.0	

Fall 2010: MAT 1233

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	40	6.9	6.9	6.9
8	97	16.8	16.8	23.7
С	97	16.8	16.8	40.5
D	31	5.4	5.4	45.8
F	212	36.7	36.7	82.5
w	101	17.5	17.5	100.0
Total	578	<b>10</b> 0.0	100.0	

Fall 2010: REA 0113

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	33	29.2	29.2	29.2
В	26	23.0	23.0	52.2
C	19	16.8	16.8	69.0
D	3	2.7	2.7	71.7
F	25	22.1	22.1	93.8
w	7	6.2	6.2	100.0
Total	113	100.0	100.0	

**Spring 2011: ENG 0113** 

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	46	13.9	13.9	13.9
В	72	21.8	21.8	35.6
C	105	31.7	31.7	67.4
D	21	6.3	6.3	73.7
F	57	17.2	17.2	90.9
1	3	.9	.9	91.8
w	27	8.2	8.2	100.0
Total	331	100.0	100.0	

**Spring 2011: ENG 0123** 

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	72	18.3	18.3	18.3
В	95	24.1	24.1	42.4
С	78	19.8	19.8	62.2
ם	20	5.1	5.1	67.3
F	93	23.6	23.6	90.9
1	3	.8	.8	91.6
w	33	8.4	8.4	100.0
Total	394	100.0	100.0	

**Spring 2011: MAT 0113** 

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	42	22.5	22.5	22.5
8	55	29.4	29.4	51.9
С	16	8.6	8.6	60.4
D	4	2.1	2.1	62.6
F	52	27.8	27.8	90.4
1	1	.5	.5	90.9
w	17	9.1	9.1	100.0
Total	187	100.0	100.0	

**Spring 2011: MAT 0123** 

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	29	6.7	6.7	6.7
В	105	24.3	24.3	31.0
С	50	11.6	11.6	42.6
D	14	3.2	3.2	45.8
F	168	38.9	38.9	84.7
l I	1	.2	.2	85.0
W	65	15.0	15.0	100.0
Total	432	100.0	100.0	

**Spring 2011: MAT 1233** 

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	31	5.0	5.0	5.0
8	147	23.9	23.9	28.9
C	87	14.1	14.1	43.1
D	15	2.4	2.4	45.5
F	235	38.2	38.2	83.7
	1	.2	.2	83.9
w	99	16.1	16.1	100.0
Total	615	100.0	100.0	E

Spring 2011: REA 0123

	Frequency	Percent	Valid Percent	Cumulative Percent
Α	53	13.6	13.6	13.6
AU	1	.3	.3	13.9
В	132	33.9	33.9	47.8
С	87	22.4	22.4	70.2
D	19	4.9	4.9	75.1
F	68	17.5	17.5	92.5
1	1	.3	.3	92.8
W	28	7.2	7.2	100.0
Total	389	100.0	100.0	

### Staffing and Resources

### Staffing

A dissemination of part-time versus full-time developmental faculty for the semesters included in this review is provided Table 6. The data includes the faculty members from all PRCC locations. Most developmental education faculty also teach non-developmental general education courses.

### Resources

The Reading Comprehension budget and the Developmental English budget are components of the Department of Humanities and Social Sciences budget. The budget for Developmental Mathematics, Beginning Algebra, and Intermediate Algebra classes are components of the Department of Science, Mathematics, and Business budget. There is no line item distinguishing developmental classes from other classes.

Reading English **Mathematics** Full Time Full Time Part Time **Full Time** Part Time Part Time 9 3 3 9 14 Fall 2008 2 Spring 2009 S 10 10 6 2 Fall 2009 9 4 3 4 11 16 9 13 7 3 3 Spring 2010 6 8 4 6 Fall 2010 б 14 14 9 4 6 6 10 15 Spring 2011

Table 5: Status of Developmental Education Faculty

### **Developmental Education Review Support Services**

The Garvin H. Johnston Library and the Student Support Services (SSS) Program support developmental classes. The Learning Lab is a component of the Library, and developmental Reading and English students spend time each week using computers in the lab to reinforce skills. Certified instructors are also present in the Learning Lab to assist students with each area of developmental education. This component is primarily academic support and does not include advisement and career counseling. Developmental Mathematics students utilize Math Labs staffed by qualified mathematics instructors.

Student Support Services (SSS) is funded by a federal grant and provides tutorial services and career counseling to students who qualify. Qualifications involve meeting one of the following three criteria: a first generation college student, low-income, or a documented disability. A student must also be a US citizen or permanent resident. The program must have at least 167 students a semester to operate, but

can take only 180 - 190 students each semester.

From Fall 2008 to Spring 2011, the average enrollment per semester for developmental students was 727 which is lower than the previous review. SSS is funded by a grant that may or may not be renewed in the future. Therefore, the issue of inadequate support will be further addressed in the recommendations section of the review.

In October 2009, Pearl River Community College was awarded a five year Title III grant of approximately \$2 million dollars from the U.S. Department of Education's Strengthening Institutions Program and the Higher Education Act entitled Integrated Learner Support System. The PRCC Title III Grant aims to increase student success and retention through three key components: the development of an integrated Learner Support System, the development of online services and advisement tools, and the development and piloting of Supplemental Instruction supported Developmental Mathematics and English, English Composition I and English Composition II, College Algebra, Biology, Psychology, and World Civilization.

Another aspect of the Title III grant is the Student Success Center. Both the Poplarville Campus and the Forrest County Center have Student Success Centers available to students to help them achieve their educational goals through target support programs and on-line tools. The Student Success Center assists all students from those who are thinking about coming to PRCC to those who have been here a couple of years and are ready to transfer. The following services are some of the offerings of the SSC:

- Academic Support
- Peer Mentoring
- Supplemental Instruction
- Computer Lab
- Quiet Place to Study
- E-Portfolios
- On-line Study Tools
- Career Development
- Transfer Assistance
- Degree Evaluation
- Pre-Core Advisement

Pearl River Community College also has counseling and career planning services provided by the staff of the Counseling, Advisement, and Placement Center.

None the less, some of the registration improvements, from this department, that have been implemented in the last three years include the following. Teachers have received a thorough copy of information needed to advise students adequately. Students have been assigned an advisor at the beginning of each semester registration, and those lists have been posted in easily accessible places for teachers and students.

Some of the class registration weaknesses still in place include the following: Students are able to register themselves for classes before completing the prerequisites. Instructor overrides still exist within

the different academic departments.

### Response to 2008 -20011 Report and Recommendations

### Strengths

A recommendation was made in the previous report to create a standing committee of developmental teachers to help implement recommendations made by this report and others like it and to review developmental education across the disciplines on a continuous basis. This recommendation has been implemented, and a standing committee is now in place.

### Weaknesses

Of the eight recommendations made in the previous report, only one of them has been fully implemented. Since only one of the recommendations was implemented, this committee decided to continue to work on the implementation of the previous recommendations and the provide some additional recommendations for this Review.

### Recommendations

- The committee recommends including data from Essential College Skills in future Developmental Education Program Reviews.
- The class override button should be limited to department chairs and their specific department. (For example, the English chair could not override a mathematics course.)
- Analysis of Banner processes must be a priority in order to ensure the enforcement of programmed prerequisites.
- Developmental Instructors from all campuses will meet as a group to discuss scheduling, curriculum, and improvements to developmental courses.
- A more concerted effort should be made to track developmental students through their Pearl
  River Community College career. This will be more easily attained by more clearly defining the
  parameters within which the data is being requested.
- Data needed to complete the Developmental Review and other similar reports should be easily
  accessible to Department Chairs and Standing Developmental Committee. Again, the specifics
  of this data will be more clearly defined.
- A concerted effort should also be made to determine the reasons developmental students do not successfully progress through the developmental courses to college level courses. Is it due to

sociological issues, academic issues, or both? A simple course exit survey administered upon withdrawal of a developmental course could provide useful data. The Course Exit Survey is included in this document in Appendix B.

## **Appendix**

Appendix A – Developmental Education Review Meeting Minutes

Appendix B – Course Exit Survey

#### Appendix A

## Developmental Education Review Meeting Minutes Monday, March 30, 2009

Identify the purpose of program review

Title chair shared the following with the committee. Program review is the opportunity to provide ideas and methods for improving the current developmental education offered at PRCC. It should be comprehensive and it should not be focused on merely producing another report.

· Identify the purpose of the committee

The chair shared the following with the committee. The committee is responsible for providing information today and ongoing, as well as, labor to accomplish the purposes of the program review.

Review 2005 -2006 program review recommendations

Members of the committee went one-by-one through the previous review. Ultimately, the committee noted that most of the recommendations had not been accomplished. However, the committee also noted that most of the recommendations were still extremely valid and needed to be implemented.

Determine data needed for program review

Members of the committee wanted to see overall successes for the developmental courses, including graduation rates. Members also wanted to look at developmental placement. Are students being put in developmental courses correctly? Are the problems that the last committee tried to address still in existence?

Mrs. Sabrina Brown voiced a concern for the developmental reading program and wanted the issue of two classes condensed to one to be readdressed.

Determine time lines

Tentatively, assignments, questions, and communication with committee members will be sent via electronic mail. The report should be finished early May.

In Attendance:

Kelly Tucker, Mathematics Instructor, Chair Brenda Wells, Institutional Research Specialist Sabrina Brown, Developmental Reading Instructor Barbara Mathis, English Instructor Karen Bond, Mathematics Instructor

### Appendix B

## Developmental Course Exit Survey

Course	e:Semester:	
Please answer the following questions to the best of your ability.		
1. Are you withdrawing completely from school or just from this class?		
2. If you are withdrawing from class, circle the primary reason for taking this action.		
а.	avoid being cutout due to absences	
b.	attendance has affected your understanding of the material	
C.	an effort to evade failing the course	
d.	difficulty understanding the instructor	
e.	financial issues	
f.	family, home, or social issues	
g.	other:	
3. If you are withdrawing from school, circle the primary reason for taking this action.		
a.	taking on a full-time or part-time job	
b.	avoiding multiple failures in courses	
C.	family crisis	
d.	health concerns	
e.	financial concerns	
f.	other:	

Please feel free to provide additional information concerning the circumstance of your withdrawal.

## Pearl River Community College

## Appendices

Strategic Planning Policy
Major Committee Minutes
Institutional Effectiveness Newsletters
Program Performance Indicators and Measures
Annual Report

# Pearl River Community College Appendices

Strategic Planning

## 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 Economic and Community Development; Vice President for Planning and Institutional Research; Vice President for Poplarville Campus and Hancock Center; Vice President for Forrest County Operations; Vice President for Enrollment Management; Vice President for Business and Administrative Services; Vice President for General Education and Technology Services; Director of Development Foundation and Alumni Association; Director of Public Relations; Chief Technology Officer; Director of Career and Technical Education Programs (Poplarville); Director of Counseling, Advisement, and Placement Center; Director of Financial Aid; Director of Retention and Adult Services; Director of Physical Plant; Director of the QEP; Director of Hancock Center; Director of Athletics; Title III Director, Director of Recruitment and Orientation; President of the Faculty Association (Poplarville Campus and Hancock Center); 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 Planning and Institutional Research, Institutional Research Specialist, Director of Hancock Center, faculty representatives, and others as appointed by the President.

- Policy and Procedure Committee is chaired by the Vice President for Forrest County Operations. Its members are the Vice President for Poplarville Campus and Hancock Center, Vice President for Business and Administrative Services, Director of Career and Technical Education Programs (Poplarville), Vice President for Planning and Institutional Research, the Student Government Association President, faculty representatives, staff members, and others as appointed by the President.
- Section IV Fiscal Management Committee is chaired by the Vice President for Business and Administrative Services. Its members are the President, Vice President for Poplarville Campus and Hancock Center, Vice President for Forrest County Operations, Vice President for General Education and Technology Services, and Director of Career and Technical Education Programs (Poplarville).
- Section V Instructional Council is chaired by the Vice President for General Education and Technology Services. Its members are the Vice President for Forrest County Operations; Director of Career and Technical Education Programs (Poplarville); Vice President for Enrollment Management; Director of College Libraries; Director of Counseling, Advisement, and Placement Center; Director of Nursing Education; 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 Institutional Research Specialist, Vice President for Planning and Institutional Research, Director of Hancock Center, faculty representatives, staff members, and others as appointed by the President.
- Section VII Student Services Committee is chaired by the Vice President for Poplarville Campus and Hancock Center. Its members are the Director of Recruitment and Orientation, Director of Student Life, Director of Financial Aid, Vice President for Enrollment Management, faculty representative(s), 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 Vice President for Economic and Community Development. Its members are the WIN Job Center Computer Instructor, Workforce Training Project Manager, WIN Office Technology Program Coordinator/Instructor, Director of Nursing Education, Workforce and Economic Development Specialist, Dislocated Worker Program Representative, Leadership Development, Secretary to Workforce Education, Director of Career and Technical Education Programs (Poplarville), GIS Training Manager, Director of Adult Education Services, and the Secretary to the Vice President for Economic and Community Development.

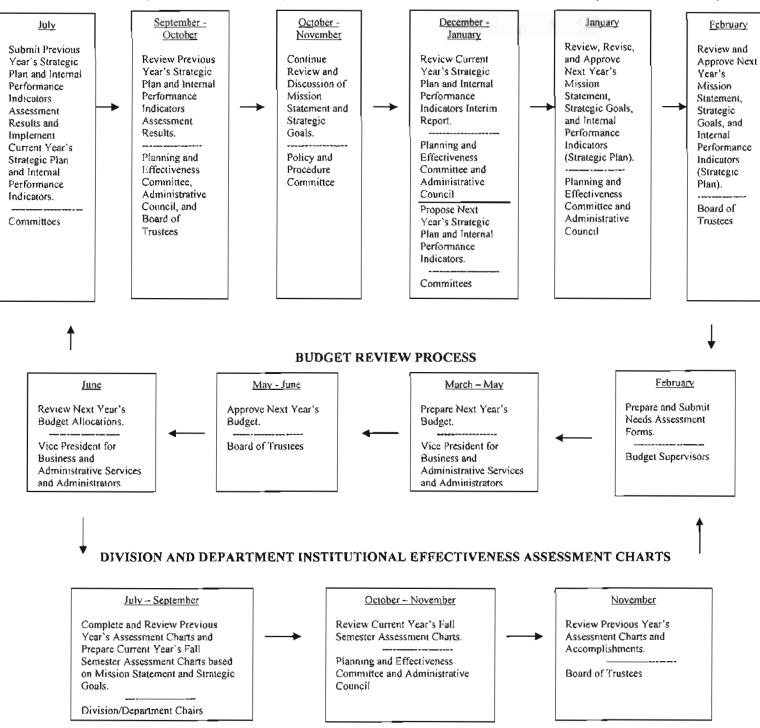
## REVIEW, REVISION, AND EVALUATION PROCESS

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 Vice President for Business and Administrative Services.
Step VII	In June, the Vice President for Business and Administrative 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)



# Major Committee Minutes

## Pearl River Community College

## **Appendices**

## Major Committees' Minutes

Administrative Council / Management Committee
Planning and Effectiveness Committee
Policy and Procedure Committee
Fiscal Management Committee
Instructional Council
Professional Development Committee
Student Services Committee
Workforce Education Committee

## PEARL RIVER COMMUNITY COLLEGE

## **Administrative Council Meeting Minutes**

## August 24, 2011

The Pearl River Community College Administrative Council held its regular quarterly meeting at 8:30 a.m. on Wednesday, August 24, 2011, in the President's Conference Room in the Alexander Administration Building. The following Council members were in attendance and/or absent:

#### Attendance:

- Dr. William Lewis, President
- Mr. Roger Knight, Vice President for Business and Administrative Services
- Dr. Martha Lou Smith, Vice President for General Education and Technology Services
- Mr. Raymunda Barnes, Director of Hancock Center
- Ms. Gwen Smith, Director of Career & Technical Education Programs (Poplarville)
- Dr. Adam Breerwood, Vice President for Poplarville Campus and Hancock Center
- Dr. Barbara Gandy, Director of Retention and Adult Services
- Dr. Cecil Burt, Vice President for Forrest County Operations
- Dr. Becky Askew, Vice President for Planning and Institutional Research
- Dr. Jennifer Seal, Director of QEP (Quality Enhancement Plan)
- Mr. Steve Howard, Chief Technology Officer
- Mr. Dow Ford, Vice President for Enrollment Management
- Dr. Ann Moore, Director of Counseling Center (Poplarville)
- Dr. Amy Townsend, Title III Director
- Dr. Ryan Ruckel, Faculty Association President, Hattiesburg Campus
- Ms. Valerie Home, Director of Financial Aid
- Ms. Casey Rawls, Director of Recruitment and Orientation
- Ms. Marjory Thrash, Faculty Association President, Poplarville Campus/Hancock Center
- Mr. Chuck Abadie, Director of Public Relations
- Dr. Arlene Jones, Director of Nursing Education (attending for Dr. Scott Alsobrooks)
- Ms. Marilyn Dillard, Administrative Assistant (Minute Recorder)

#### Absent:

- Dr. Scott Alsobrooks, Vice President for Economic and Community Development
- Mr. Craig Tynes, Director of the Physical Plant
- Mr. Ernie Lovell, Director of Development Foundation & Alumni Association
- Mr. Richard Mathis, Director of Athletics
- Dr. Lewis chaired and opened today's meeting by welcoming Council members. The following reports were then presented by Council members.

Dr. Lewis stated that the first item of business is the approval of the June 15, 2011, Administrative Council Meeting Minutes. These minutes were previously emailed to all Council members for review prior to today's meeting. Upon Dr. Lewis's recommendation for approval, a motion was made by Dr. Adam Breerwood, and seconded by Chuck Abadie, to approve said minutes. The motion was unanimously approved.

Dr. Lewis then requested that Steve Howard provide a review of the enrollment report. After a review of the report, Steve stated that the College is experiencing a decrease in enrollment for the 2011 Fall semester. Dr. Lewis stated that a decreased enrollment presents critical issues with the College's projected budget. He stressed that student retention, especially through the first six weeks, is extremely important. He emphasized the importance for Council members to focus on student retention.

#### Forrest County Operations

- Pointed out that we had a bid opening on September 1 for the Career and Technical building
- Reported that the Title III Success Lab is near completion
- The Math Labs which will accommodate Math Redesign are complete and operating, but the new furniture hasn't arrived yet.

#### Planning and Institutional Research

- The evaluation results for the August 2011 Professional Development Program were very positive regarding the location, format, and speakers.
- Evaluations of instruction are scheduled for October 3 November 11 with 100 percent of college personnel being evaluated according to the PRCC policy.
- The review of the evaluation files of randomly selected supervisors has been completed, and the results have been submitted to the President.
- Since assessment charts are being completed at this time, the revised cycle of review (with the appropriate vice presidents included) was distributed to department chairs and directors.
- The Fifth-Year Report is being prepared for submission to SACSCOC before September 15.

#### Faculty Association (Hattiesburg)

- FCC Faculty Association has already been active at the state level:
  - Doug Donohue, long-time state and local Treasurer, has been elected State Faculty Association Vice-President.

- o FCC FA has agreed to take on the responsibility of updating the State FA website.
- o Three of us from FCC FA met with other FA leadership from around the state to discuss the best way to participate in shaping the performance-based funding initiatives that are slated to be written and voted upon within the next two legislative sessions, as well as our options in regard to the Governor's PERS initiative.
- We continue with our goal of 100 percent regular (non-adjunct) faculty enrollment. We all but achieved this goal last year among the academic faculty, so we have high hopes of doing so this year in the wake of the recent hiring and elevating to full-time permanent status some nine academic faculty members at FCC.
- We continue to reach out to our large contingent of adjunct faculty, some of whom have already joined.
- FCC Phi Theta Kappa (Beta Tau Gamma chapter) is now entering its first full year of operation, and we intend to make the most of it by competing at the regional and International level.
  - Our region, the Miss/La Region, won the top honor at April's International Convention.
  - o Beta Tau Gamma holds the Miss/La Regional Webmaster office.
    - As a result, we have been able to send Chris Pfalzgraf to International Convention in Seattle, Washington, this spring and Kimberly Williams to Boston, Massachusetts, this summer to participate in PTK leadership training and conferences.
  - o In an effort to increase activity and enrollment, we are moving Induction ceremonies forward in the semester to:
    - Monday, September 26, 2011, at 6:00 p.m. in the Multi-Purpose Room at FCC
    - Monday, February 27, 2012, at 6:00 p.m. in the Multi-Purpose Room at FCC
  - o We will attend (for the first time) the Miss/La Regional Fall Leadership Conference at Ole Miss on September 16 and 17, 2011.
  - o We are participating in PRCC Homecoming and the Alzheimer's Foundation fund-raising event.

#### Recruitment and Orientation

- Selecting and Training River Navigators:
  - o Eight selected for the 2011-2012 Recruitment Team
  - o Revamping campus tours by increasing the number of stops and the amount of history students use to narrate the tours
  - o Training of the River Navigators will begin this week

- Developing Relationships with High School Counselors:
  - o Mailed a letter introducing myself
  - O Scheduling meeting times to make face-to-face contact with each by the end of September
  - o Making plans to attend many of their college fairs
- Online Orientation:
  - o Information Technology provided a list of all first-time college students, those with zero hours attempted
  - o Emailed each with instructions on how to complete this
  - o Distributed flyers to every dorm room on campus
  - o Plan to mass registered these students for the courses by the end of week
- Plans for upcoming events:
  - o Working with Teri Ward on GED college day September 15
  - o Making preparations for Wildcat Fest tentatively set for October 4
  - o Pack the Stadium tentatively set for October 6 (PRCC vs Co-Lin)

#### Career and Technical Education Programs (Poplarville)

- Reported that the Fall 2011 enrollment for Career-Technical Education remains strong
- Discussed plans to develop some on-line/hybrid courses
- Announced that the operating hours for the College's Daycare Center is 7:30 a.m. until 4:30 p.m. and the cost is \$75.00 per week
- Announced that Tina Coleman is the new secretary for Career-Technical Education.

#### **QEP** (Quality Enhancement Plan)

The MathPower Lab on the Poplarville campus and at the Forrest County Center is implementing extended hours to further meet student needs.

#### Community and Economic Development

- Dr. Arlene Jones reported that Breast Cancer Awareness Day is October 7
- The Nursing Pinning Ceremony is December 12, 7:00 p.m., in the Olivia Bender Cafeteria

#### Retention and Adult Services

- GED Day is October 15
- Commercial for Home Savers has been aired on WDAM-TV
- Completing study halls for student athletes in Marion Hall and Shivers Gum
- Planning a visit in September to Ole Miss to observe Grades First

#### Financial Aid

- Reported that the Office of Financial Aid is busy reviewing financial aid applications
- Credits will be applied to students' business office accounts on September 19

#### **Business and Administrative Services**

Roger Knight shared with the Council the financial impact of the decreased enrollment on the College. He reported that a budget analysis will be conducted early September to determine the need for any potential budget amendments. In the area of Maintenance, he reported that a number of our air conditioning systems have failed due to the extreme heat, and asked that everyone be patient with our maintenance crews as they work late evenings and weekends to repair the units. He also reported some progress with FEMA in getting the M. R. White Coliseum and new Lamar Hall projects moving forward.

#### Faculty Association (Poplarville/Hancock County Chapter)

- Faculty Association Meetings are scheduled for September 6 and 27.
- The State Faculty Association Meeting is scheduled for September 30.

#### **Counseling Center**

- One thousand three hundred fifteen (1,315) students were advised and preregistered for summer and/or fall classes in the Counseling, Advisement, & Placement Center on the Poplarville campus during the months of June and July 2011. This figure represents only the students whose signatures were placed on the "sign in sheets." This figure does not include advising and pre-registration sessions in response to e-mails, phone conversations, or those who simply neglected to sign in.
- The <u>2011-2012 Advisor's Guide</u> has been revised and has been placed in River Guide for faculty members to download and print. Hard copies have been printed and distributed to advisors who participated in the August registration. Additional hard copies will be printed for distribution before early advisement and registration for returning students begins in November.
- Training for faculty in advisement procedures and Banner functions was conducted on an individual basis throughout the summer. Intense training was provided for the new academic counselor at the Forrest County Center.
- Training on the ACT COMPASS Ability to Benefit examination was conducted for counselors and advisors. Counselors and advisors passed the proficiency test and were certified by July 1, 2011.
- College Fair will be held September 21 in the Great Hall.
- Career Fair will be held March 14, 2012.

#### Enrollment Management

- Mr. Ford stated that Enrollment Management issues have already been reported and discussed in other areas (Financial Aid, Counseling, etc.)

#### Title III

- Dr. Maggie Culp made a site visit and continues to assist with designing/implementing of the advising model
- Presidential Taskforce's new focus will be on designing training for new advising model under the direction of Dr. Culp
- Launched 5 new pilot projects this fall:
  - o GradesFirst two faculty groups taking attendance and one utilizing GF for advising documentation; Continue to work on GradesFirst customizations
  - o E-portfolios being piloted this fall with several instructors and peer mentors
  - o Supplemental Instruction 6 English courses piloting SI on both campuses
  - Essential Skills redesign piloting with two instructors and 40 students
  - Pre-Core Advising Model working with cohort of approximately 60 students who placed in two or more developmental courses; held F2F orientation
- Renovations for new SSC at the FCC are almost complete; waiting on furniture; plan to hold open house sometime in September.

#### General Education and Technology Services

- Dual Enrollment is being offered at several area high schools this year.
- At the end of registration, online enrollment was up by about 5 percent.

#### Hancock Center

- We are pleased to announce that we have transitioned our Welding Program from a grant program to a For Credit Program. We were able to enroll 13 full-time/tuition paying students into the program. This demonstrates the need and the desire by the citizens of Hancock County for more Vocational & Career-Tech Options for the Hancock County Community.
- The Bay/Waveland Rotary Club has expressed a very strong interest in sponsoring several scholarships to students who attend the Hancock Center. With that being said, we have begun the process in starting a ROTARACT Club at the Hancock Center. I was pleased to attend last week's meeting where United States Senator Roger Wicker was the guest speaker.

- On August 1, the Hancock Center represented PRCC by being a proud sponsor of the Hancock County Teacher Appreciation Dinner. We teamed up with the Hancock County School District and other local businesses-vendors and politicians to provide all teachers in Hancock County a hearty meal on their first day back from summer break. We also provided door prizes and items for the "teacher appreciation" gift bags
- We have also provided Casey Rawls, the new Director of Recruitment and Orientation, with important dates and events for the area high schools. We look forward to working closely with Ms. Rawls and establishing a new and very aggressive strategy for our recruitment process in Hancock County.

#### Information Technology

- Mr. Howard reminded everyone to login to RiverGuide and update their emergency contact information. Employees can receive emergency alerts in the form of phone calls, text messages and emails. He invited everyone to sign up to receive messages and to keep their contact information current.
- The Division of Information Technology is experiencing a higher than normal volume of work order requests. Mr. Howard asked for patience while the three technicians that serve all four College locations get around to completing the requests.
- It was reported that the telephone switch has been experiencing problems for several days. Technicians are on campus again today and it is anticipated that the problem will be resolved soon.
- Mr. Howard mentioned that the position of College Webmaster is currently accepting applications. Deadline to submit an application is August 30, 2011.
- The fall 2011 Enrollment report was distributed to the council.

#### Public Relations

- Work is underway on our first Drawl of the fall semester. It will be printed in mid-September, right after Labor Day.
- The 2011 football program is nearly complete. It will feature team photos as well as photos of the band, cheerleaders and so forth.
- We are in the final stages of lining up our radio broadcast network for this football season. We will have 3 or 4 radio stations carrying our games as well as on the website.
- Early planning is underway on the first *RiverSide* of the school year.

#### Poplarville Campus and Hancock Center/Athletics

- Meet the Wildcats is tonight at 5:00 p.m.
- The soccer teams have a home opener Friday night.

#### Development Foundation and Alumni Services

No report provided.

#### **Physical Plant**

No report provided.

#### President's Report

- Requested that Steve Howard review the current enrollment report for the fall semester; emphasized the need to focus on student retention.
- PTK Statewide Recognition Luncheon is scheduled for March 7.
- Suggested that Council members become familiar with Early Colleges.
- Short-term on-line courses are being developed at other state colleges. We need to consider the possibility.
- Dual enrollment/dual credit is going to be a growth area for the future.
- Information Technology programs are going to be reviewed by the state board office in the coming year. Peer review process is being developed.
- Social networking and electronic recruitment was the topic of a discussion at the latest President's Association meeting.
- Contracts for institutional audits will now require a third party signature approval by the State Auditor's Office.
- Discussed the commission recently appointed by the Governor to review the state employees' retirement system and make recommendations for change to the state legislature.
- Reviewed the Cabinet meeting held with Title III Consultant, Dr. Maggie Culp.

There being no further business to come before the Administrative Council, the meeting adjourned at 10:15 a.m.

William Lewis, President

12/15/11 Date

## PEARL RIVER COMMUNITY COLLEGE

## **Administrative Council Meeting Minutes**

## November 17, 2011

The Pearl River Community College Administrative Council held its regular quarterly meeting at 8:30 a.m. on Thursday, November 17, 2011, in the President's Conference Room in the Alexander Administration Building. The following Council members were in attendance and/or absent:

#### Attendance:

- Dr. William Lewis, President
- Mr. Roger Knight, Vice President for Business and Administrative Services
- Dr. Martha Lou Smith, Vice President for General Education and Technology Services
- Mr. Raymunda Barnes, Director of Hancock Center
- Ms. Gwen Smith, Director of Career & Technical Education Programs (Poplarville)
- Dr. Adam Breerwood, Vice President for Poplarville Campus and Hancock Center
- Dr. Barbara Gandy, Director of Retention and Adult Services
- Dr. Cecil Burt, Vice President for Forrest County Operations
- Dr. Becky Askew, Vice President for Planning and Institutional Research
- Dr. Jennifer Seal, Director of QEP (Quality Enhancement Plan)
- Mr. Steve Howard, Chief Technology Officer
- Mr. Dow Ford, Vice President for Enrollment Management
- Mr. Chuck Abadie, Director of Public Relations
- Mr. Ernie Lovell, Director of Development Foundation & Alumni Association
- Mr. Richard Mathis, Director of Athletics
- Dr. Ann Moore, Director of Counseling Center (Poplarville)
- Dr. Amy Townsend, Title III Director
- Ms. Valerie Home, Director of Financial Aid
- Ms. Casey Rawls, Director of Recruitment and Orientation
- Ms. Marjory Thrash, Faculty Association President, Poplarville Campus/Hancock Center
- Ms. Marilyn Dillard, Administrative Assistant (Minute Recorder)

#### Absent:

- Dr. Scott Alsobrooks, Vice President for Economic and Community Development
- Mr. Craig Tynes, Director of the Physical Plant
- Dr. Ryan Ruckel, Faculty Association President, Hattiesburg Campus
- Dr. Lewis chaired and opened today's meeting by welcoming Council members. The following reports were then presented by Council members.

#### Administrative Council Meeting Minutes

November 17, 2011

#### Forrest County Operations

- Dr. Ryan Ruckel, Humanities Teacher of the Year, recently presented his lecture entitled "Secret Garden": Italians, the Delta and the American Dream.
- Respiratory Therapy pinning on December 8
- Practical nursing and Surgical Technology pinning on December 9
- Reported that the Policy and Procedure Committee approved the Mission Statement and Strategic Goals and the next step is to request approval from the Administrative Council. Dr. Burt made a motion to approve the Mission Statement and Strategic goals. Dr. Breerwood seconded the motion. After discussion, a vote was called, the motion carried. Dow Ford and Richard Mathis opposed the motion.

#### Planning and Institutional Research

- Evaluations of instruction will be completed this week, and results will be compiled for distribution after the holidays. Additional information regarding the 2012 Spring Semester schedule of evaluations was shared and reviewed, and personnel lists which are to be updated by each supervisor were distributed.
- Meetings with committees to review and make recommendations regarding the Strategic Goals and Internal Performance Indicators are being scheduled. In addition, meetings with those responsible for the HEOA consumer information have been held, and those responsible for updating each area have either sent the updated information to be included on the web site or are finalizing their updates.

#### Career and Technical Education Programs (Poplarville)

- Reported that registration is in process
- Work is in process to end the fall semester and planning the spring semester.

#### **OEP** (Quality Enhancement Plan)

- The Forrest County Center is completing the first semester in course redesign with a respectable number of students having successfully finished one developmental mathematics course and enrolled in a subsequent one.
- Pearson Education requested the mathematics faculty submit data and course redesign information which will be included in the "Making the Grade" report published by the company.
- Students have participated in the Math Lab's extended hours of operation.

#### Planning and Effectiveness Committee:

- The 2011-2012 Fall Semester Assessment Charts were reviewed. The instructional charts were approved with no recommendations. Although many

were approved, several of the administrative charts needed revisions and were to be resubmitted to the Planning and Effectiveness Committee for review before November 29.

#### Recruitment and Orientation

- Hosted around 650 high school seniors for Wildcat Fest in October
- Attended 15 College/Career Fairs
- Made seven site visits to speak with high school juniors/seniors
- Hosted and provided personal tours for 39 individuals and several large group campus visits, including Prentiss High School's senior class and Picayune High School's career/technical students
- Collected requests for further information throughout all of these events, totaling 1,348 email addresses that we plan to send a series of email messages to
- Currently working to make updates to both the online orientation and other recruitment materials such as brochures
- Planning for upcoming Counselors' Day in February

#### Development Foundation and Alumni Services

- Foundation Scholarship Donor Recognition Dinner is tonight at 6:30 p.m. in the Olivia Bender Cafeteria. An estimated 200 250 donors and students are expected to be present. This event provides the opportunity for the student to meet the scholarship donor.
- The Foundation Holiday Kickoff Fundraiser will be Thursday, December 1, at Southern Oaks Home and Gardens in Hattiesburg.
- The Distinguished Alumni Class and Lifetime Achievement Award Hall of Fame Dinner will be held at the Train Depot in Hattiesburg on Thursday, March 15.

#### Retention and Adult Services

- To date, 1,300 applications have been received for the Home Saver Program; 219 applications have been rejected; 83 applications in the PRCC district have been approved or are awaiting approval (24 of these are from PRCC).
- Visiting all GED sites
- December 6, 7, and 8 registration and Financial aid workshop in Columbia, Hattiesburg and Waveland
- Advised approximately 75 athletes from baseball, soccer and football.
- Registered approximately 50 athletes (not on any type of hold)

#### Financial Aid

- Reported that a new employee recently resigned and the search process is underway.

November 17, 2011

#### Business and Administrative Services

Informed Council members that progress has been made on the Point of Sales system recently installed in the Bookstore. The I.T. Department is to be commended for a job well done in orchestrating the installation process as well as their work on the required Banner interface. Mr. Knight also shared with the group the upcoming Payment Plan System that was recently contracted for the college. This service will provide students with assistance in financing out of pocket balances on their student accounts. Mr. Knight recognized Steve Howard for his work in getting the link set up within the River Guide.

#### Counseling Center

- The Counseling, Advisement, & Placement Center Advisory Board consisting of PRCC Department Chairs, met October 25, 2011 at 10:50 for training and for distribution of materials in preparation for early advisement and registration. The meeting combined with lunch included sharing new ideas, suggestions, and information to improve advisement services.
- Early advisement and registration for currently enrolled students began November 1, 2011.
- MS-CPAS Testing for December 2011 graduates in career and technical programs was conducted November 8 and 9 for the 78 students who are completing programs. The MS-CPAS exam measures skill attainment and is required by the Community College Board and the Mississippi Department of Education.
- Mrs. Jennifer Blalock from College Fish provided training to faculty and students on November 14. College Fish is a free online educational service affiliated with Phi Theta Kappa Honor Society to assist all interested students who are transferring from community colleges to four-year institutions. Mississippi is one of five states chosen to receive the free services, and PRCC is one of Mississippi's six community colleges participating in this program. College Fish provides vast scholarship opportunities and educational information to transferring students.
- Two training sessions were conducted in the Information Technology Center with 25 faculty members and administrators from all three PRCC locations participating. Hundreds of students signed cards requesting information at the display table in the Crosby Great Hall. Several of those interested students were registered and trained in the Counseling, Advisement, and Placement Center lab for participation in the College Fish Program. Mrs. Blalock will return to the Poplarville campus November 30, and she will serve students at the Forrest County Center December 1.

#### Faculty Association (Poplarville/Hancock County Chapter)

- January 27, 2012, state wide organizational meeting in Jackson for the Faculty Association.
- February 7, 2012 PRCC Faculty Association will host the Legislative Breakfast at the Capital.
- March 20, 2012, during Spring Break, is the Community and Junior College Day at the state capital. PRCC Poplarville/Waveland Faculty Association will take a bus for instructors and selected students.

#### **Athletics**

- Reported that a home basketball game will be played tonight in Shiver's Gym
- Fall sports are now recruiting
- Spring sports are preparing for their games.

#### General Education and Technology Services

- Online registration is up by 10 percent compared to the same time last year.
- Preparation of the next two-year calendar is a new learning process; requested/invited assistance from Council members. The new catalog will have a slightly different look.
- Briefly discussed requests for short term classes and should the College consider classes during the Christmas Holiday.

#### Enrollment Management

- Reported that multiple projects are in process and that more information will be provided at a later time.

#### Title III

- Y2 External Evaluation completed by Dr. Lou Ann Norman
- Will submit Annual Performance Report for review today; final submission by December 12
- Progressing as expected on each of our pilots:
  - o GradesFirst- continue with pilot in spring expanding to include all course formats; fully implement by fall 2012
  - o Essential Skills/Peer Mentors
  - Supplemental Instruction with English continue pilot in spring; increase number of sections offering SI
  - o Pre-Core Advising working with executive cabinet to institutionalize; fully implement by fall 2012

- o Regular Advising Model working on final modifications with Presidential Taskforce; fully implement by fall 2012
- Series of training for all faculty members will be developed for spring semester on GradesFirst and new advising models
- Academic sophomore students scheduled to graduate by next August are needed to help populate our Y3 cohort; will utilize e-portfolios and transfer advising strategies as intervention; will be measured by graduation and transfer rates objective requires an increase of 6 percentage points over baseline data
- SSC for FCC is up and running successfully
- Christmas Open House for SSC at Poplarville is December 1 come and go all day

#### Hancock Center

- Reported that an increased effort is being made to provide additional focus and attention on the Hancock County Schools.

#### Information Technology

- Presented Enrollment Report (see attached spreadsheet)
- We continue to work with Mr. Ford's office and Michelle to develop the Banner online applications for admissions.

New Student Admission Application type – built in TEST database, currently being tested in PROD database

Transfer Student Admission Application type – built in TEST database, currently being tested in PROD database

Returning Student Admission Application type – under construction in TEST database

- Continue to work on Banner conversion to windows platform from HP-UX platform. This transition will save the College 10s of thousands of dollars over the lifecycle of the equipment.
- Nebraska POS. The customer file export programs have been completed and are being tested. Working with Brenda Burge and Michelle to build Banner financial aid codes so that amount of aid totals flow properly from Banner to the POS. Much work to be completed in the import of data from the POS back into Banner.
- Webmaster position is currently being advertised again. Hope to fill the position before Christmas break.
- Mississippi Power has scheduled a power outage for the Poplarville campus on Tuesday, November 22 for most of the day. No email or other services. Our Internet provider will also be at the FCC that day performing upgrades to our data circuits so the Internet and all other services will be unavailable that day.

#### Public Relations

- We will have a new television commercial completed soon, in time to begin running the first of December.
- We are working on the final Drawl of the fall semester. It will be published the week after Thanksgiving.
- The final *RiverSide* for 2011 for alumni and friends of the college will be published in December.
- Advertising efforts to promote the future coming of the Center for the performing arts is ongoing.

#### Poplarville Campus and Hancock Center/Athletics

- Campus clean-up project utilizing student community service.

#### Physical Plant

No report provided.

#### Faculty Association (Hattiesburg)

No report provided.

#### **Economic and Community Development**

No report provided.

#### President's Report

- Dr. Lewis recommended approval of the August 24, 2011, Administrative Council Meeting Minutes. These minutes were previously emailed to all Council members for review prior to today's meeting. Upon Dr. Lewis's recommendation for approval, a motion was made by Ernie Lovell, and seconded by Dr. Cecil Burt, to approve said minutes. The motion was unanimously approved.
- Report on MACJC President's Meeting: PERS discussion Dr. Clark heeded caution and urged everyone to pay attention to what is going on with this issue. The report will be delayed until end of November.
- Institutional Research: Accountability Report Card is being developed for all higher education institutions in the state. The Report Card has been developed with a lot of input from the colleges and universities. The Education Achievement Council will give approval to the final document.

- Buildings and Grounds Report:
  - o Performing Arts Center project is now underway
  - o M. R. White Coliseum bid opening is January 17, 2012
  - o New Men's Dorm: Finalizing plans subject to FEMA approval
  - o Moody Hall Courtyard: Plans are complete and bids have been received. Construction should start after Thanksgiving.
  - o FCC Career Education Center: Waiting on notice to proceed.
- Changes in athletic recruitment policy: Recruiting is now statewide with the out of state parishes/counties that had been assigned to the colleges are now eliminated.
- Leadership Class Graduation: November 29, 2911, at 1:30 p.m. The keynote speaker will be Mr. Bubba Hudspeth, Chair of the Mississippi Community College Board.

There being no further business to come before the Administrative Council, the meeting adjourned at 9:40 a.m.

William Lewis, President

Date:

## PEARL RIVER COMMUNITY COLLEGE

## **Administrative Council Meeting Minutes**

## February 15, 2012

The Pearl River Community College Administrative Council held its regular quarterly meeting at 8:30 a.m. on Wednesday, February 15, 2012, in the President's Conference Room in the Alexander Administration Building. The following Council members were in attendance and/or absent:

#### Attendance:

- Dr. William Lewis, President
- Mr. Roger Knight, Vice President for Business and Administrative Services
- Dr. Martha Lou Smith, Vice President for General Education and Technology Services
- Mr. Raymunda Barnes, Director of Hancock Center
- Ms. Gwen Smith, Director of Career & Technical Education Programs (Poplarville)
- Dr. Adam Breerwood, Vice President for Poplarville Campus and Hancock Center
- Dr. Barbara Gandy, Director of Retention and Adult Services
- Dr. Cecil Burt, Vice President for Forrest County Operations
- Dr. Becky Askew, Vice President for Planning and Institutional Research
- Dr. Jennifer Seal, Director of QEP (Quality Enhancement Plan)
- Mr. Steve Howard, Chief Technology Officer
- Mr. Dow Ford, Vice President for Enrollment Management
- Mr. Chuck Abadie, Director of Public Relations
- Mr. Craig Tynes, Director of the Physical Plant
- Mr. Ernie Lovell, Director of Development Foundation & Alumni Association
- Dr. Ann Moore, Director of Counseling Center (Poplarville)
- Dr. Amy Townsend, Title III Director
- Ms. Valerie Horne, Director of Financial Aid
- Ms. Casey Rawls, Director of Recruitment and Orientation
- Ms. Marjory Thrash, Faculty Association President, Poplarville Campus/Hancock Center
- Ms. Marilyn Dillard, Administrative Assistant (Minute Recorder)
- Ms. Brenda Wells, Institutional Research Specialist

#### Absent:

- Dr. Scott Alsobrooks, Vice President for Economic and Community Development
- Dr. Ryan Ruckel, Faculty Association President, Hattiesburg Campus
- Mr. Richard Mathis, Director of Athletics
- Dr. Lewis chaired and opened today's meeting by welcoming Council members. The following reports were then presented by Council members.

#### President's Report

- Dr. Lewis recommended approval of the November 17, 2011, Administrative Council Meeting Minutes. These minutes were previously emailed to all Council members for review prior to today's meeting. Upon Dr. Lewis's recommendation for approval, a motion was made by Ernie Lovell, and seconded by Dr. Cecil Burt, to approve said minutes. The motion was unanimously approved.
- The Mississippi Department of Transportation has approved the installation of a traffic light on Highway 49 south in Hattiesburg to facilitate traffic going and coming from the Forrest County Center.
- Governor Phil Bryant announced his Executive Budget Recommendations earlier this month. His recommendations included a 5.53 percent reduction in state funding for community colleges and universities.
- Discussed the progress of the legislatively-required Performance and Accountability Report Card for community colleges.

#### Forrest County Operations

- Surgical Technology had 100 percent of this past graduating class to pass the national certification exam.
- Respiratory Therapy had 95 percent of its' past graduating class pass the national certification exam. The national average is 57 percent.
- Medical Laboratory Technology had an excellent exit conference with the site visit team. There were no findings.
- The "Pastries and Politics" sponsored by the Faculty Association of FCC was a wonderful success.
- Dr Ryan Ruckel is Pearl River's Humanities Teacher of the Year. He will be attending a recognition dinner in Jackson on February 24.
- The Forrest County Center held its' 6<sup>th</sup> annual Black History Lecture on February 14 with Dr. Eddie Holloway as speaker.
- Council members were provided a copy of the Proposed Revision of Procedures of the Substance Abuse Policy. On behalf of the Policy and Procedure Committee, Dr. Burt made a motion to approve the Proposed Revision of Procedures of the Substance Abuse Policy as presented. He stated that the Policy and Procedure Committee has approved the revision of procedures as stated. The motion was seconded by Dr. Breerwood, and the motion carried.

#### Planning and Institutional Research

- An update regarding the Institutional Effectiveness Assessment Charts and the Strategic Plan and Internal Performance Indicators was given by Dr. Jennifer Seal, Chair of the Planning and Effectiveness Committee. She stated that the 2011 Fall Semester Institutional Planning and Effectiveness document has been

reviewed by the Planning and Effectiveness Committee and the Administrative Council. The 2012 – 2013 Strategic Plan and Internal Performance Indicators document was reviewed by the Administrative Council with several recommendations being made regarding one goal and several indicators; therefore, this document will be returned to the Planning and Effectiveness Committee for further review.

- The schedule of evaluations was reviewed with emphasis being placed on the performance review of supervisors and personnel evaluations.
- A report was given regarding the success of the sixth annual Women's Health Symposium which had approximately 360 participants along with many additional health professionals who provided valuable information to the participants.

#### Recruitment and Orientation

- Hosted Counselor's Day on February 3, 2012. The event was a great success with 39 high school counselors from PRCC's district in attendance. Appreciation is extended to all who assisted with and presented at the event.
- Planning to host a Career/Technical Student Conference on March 6; working with the Career/Technical Education Department staff and instructors to provide hands-on sessions for each program. Campus tours will be provided. Several high schools have already registered.
- Continuing to provide campus tours and attend college fairs every week.
- Working to update the online orientation. Please submit any changes that need to be made.
- Collecting information from district high school counselors on ACT and Career/Technical student scholarship recipients to prepare certificates for distribution at high school awards days in May.

#### QEP (Quality Enhancement Plan)

- Course redesign is progressing positively. Results will be presented at a NCAT meeting in Dallas, TX on March 30.
- Two QEP classes plan to be added at the Hancock Center in Fall 2012.

#### Retention and Adult Services

- Non-traditional student recruitment is being done in the classrooms.
- A Home Savers Program Meeting will be March 5 at the Woodall Center. Morning group will be a roundtable discussion with Dr. Mokrey and Jenny Layton. The general public can attend the afternoon session from 1:00 to 3:00 and apply for a grant.
- The Pink Game will be March 6. T-shirts are on sale. This year's fundraising will be for supporting Sabrina Brown, PRCC faculty member.
- 22 Student Athletes attended the FCA retreat last weekend.

- Mailing recruitment packets to new recruits.
- Adding and deleting new student athletes to files and well as deleting students who did not return for spring semester.

#### Development Foundation and Alumni Services

- Announced that the PRCC Alumni Lifetime Achievement Hall of Fame Dinner will be held Thursday, April 19, 2012, at 6:30 p.m. at Southern Oaks House and Garden in Hattiesburg. Inductees in this first class include Dr. Thomas Malone of LaGrange, Georgia; Mr. Sidney Malone of Hattiesburg; Mr. James McQueen of Hattiesburg; the late Mr. Henry Thomas formerly of Hattiesburg; and Mrs. Jean Baughman Wessel of Huntsville, Alabama. The dinner is a fundraiser for the foundation and tickets are \$100 per person.
- The Little Black Dress Fundraiser for the PRCC Alumni Association will be held on Saturday, April 14, at the President's Home. Tickets are \$50 per person. Contact Candace Harper for more information.
- The PRCC Employee Recognition Dinner will be held Thursday, May 3, at 5:00 p.m. on the grounds of the President's Home. It will be a Mexican Theme Event this year.
  - Hancock County Alumni Chapter will host the Scholarship Golf Tournament at "The Bridges" Golf Course in Bay St. Louis on Friday, May 4. Lunch is at noon and tee time is at 1:00 p.m.

#### Financial Aid

- Eligibility for Pell Grant will be reduced from 18 semesters to 12. As before, semesters are counted based on the portion of a full-time equivalent, so that half-time enrollment is counted as half a semester toward the 12-semester unit.
- The maximum EFC for which a student may receive Pell Grant during the 2012-2013 award year has been lowered to 4995 as opposed to the 5273 as it was during the 2011-12 award year.

#### Enrollment Management

- Reported that an on-line application for admission will be available in the near future.

#### Business and Administrative Services

- Reminded council members that the Needs Assessment forms are due February 29.
- Reported that student financial aid refunds are now being processed.

- Reported that the new Point of Sale system recently implemented in the College's Bookstore is a huge success. Information Technology staff was commended for their efforts in getting this system up and running.
- Announced the rental book program will be re-introduced in the Bookstore.
- The implementation of the auto-payment plan is also a huge success.

#### Career and Technical Education Programs (Poplarville)

#### - Skills USA Competition

For the fifth year, on February 13, 2012, PRCC hosted the Regional Skills USA Competition. Over 280 high school students participated from the South Mississippi area. Approximately 55 judges helped among the 18 competitions held throughout our career technical classrooms and labs. We appreciate our Electronics Instructors, Lourie Barnett and Ellie Ratliff for coordinating this outstanding event, which serves as a primary recruitment tool for our career tech programs. We also appreciate Dr. Lewis and PRCC employees who served as judges in the competitions and your help in making the event so successful. Winners will advance to the state competition to be held in Jackson in April.

The state Skills collegiate competition will also be held in Jackson in April in; PRCC Career Tech students will be participating.

#### - CTE Recruitment Team

We are working with Casey Rawls to promote each career tech program. We have put together a team of instructors to develop a recruitment strategy with the goal of increasing enrollment in all career technical programs.

#### CTE Month-Student Conference

February is designated as Career Tech Month. We will be using this month to increase recruitment activities. We are working with Recruitment to host a Career Technical Education Student Conference for high school students. Due to conflicts in February, the conference has been set for Tuesday, March 6, on the Poplarville campus.

#### - DECA

Our marketing students are preparing for the DECA State Competition on February 29 to be held in Jackson. Winners will proceed to national competitions to be held in Utah this year.

#### Student Services Coordinator

Mrs. Kaycee Hairston, is our new Student Services Coordinator (previously Judy Wells - Special Pops Coordinator). We are in the process of implementing a model that is designed to increase graduation and completion rates through rigorous retention activities and more instructor involvement in remediation. In addition to these student services, Mrs. Hairston is on a 12-month contract and will be assisting Dr. Moore with placement testing and advisement throughout the year.

#### Career Technical Directors' Meeting

On January 13, a Career Technical Directors' Meeting was held to provide an update of PRCC's overall campus goals and activities, admissions, testing, financial aid, scholarship information and dual enrollment/dual credit overview and direction. Administrators from all Career Technical Centers in our consortium either attended or were represented at the meeting.

#### Faculty Association (Poplarville/Hancock County Chapter)

- Reported that March 20 is Community College Day at the Capitol. The Faculty Association has reserved a bus to transport faculty delegates and students to this event.
- Faculty members are continuing work on SLO reports.
- Faculty members are doing textbook selection right now. Textbooks in printed form are extremely expensive; some instructors are experimenting with e-books.
- MFACIC (Mississippi Faculty Association of Community and Junior Colleges) met in January. The primary focus areas were the Community College Report Card now in development and Legislation concerning high school preparedness for college. Faculty Association members are ready and willing to support the Community College Report Card as long as we clearly understand how the data is collected and developed. The Faculty Association members support the Community and Junior College Presidents in suggesting the ACT be adopted as the college readiness indicator. It is cheaper to administer and has the added benefit of completely matching the admission standard for all institutions of higher learning in the state.

#### Counseling Center

- COMPASS Placement Testing was administered at all of PRCC's locations in the January registration sessions.
- COMPASS ABILITY TO BENEFIT EXAM will no longer be acceptable for receiving Federal Financial Aid beginning July 1, 2012. ACT has notified all testing sites that the US Department of Education issued a policy that prospective students who have neither graduated from high school nor possess passing scores on the GED will be eligible for Federal Financial Aid.
- The MS-CPAS testing order has been completed and electronically transmitted to the Mississippi Assessment Center at the RCU. Dr. Joe Wesley and Dr. Ann Moore will attend the MS-CPAS workshop February 28, 2012.
- Fees for GED Test administrations increased to \$75 for the full battery beginning February 1, 2012. The fee will increase to \$120 in 2014 when the GED examination will be computer based.
- Counselors at the Forrest County Center and Poplarville campus will attend the ACT College Readiness Workshop on February 29, 2012.

- The Counseling, Advisement, & Placement Center held the annual College Transfer Week February 6-10. Colleges and universities provided information to assist PRCC's students in transitioning to the last two years of their program. Participation of students and colleges was excellent.
- Poplarville Counseling, Advisement, & Placement staff and the director of Recruitment and Orientation are in the process of planning the annual early advising and registration for students who are to receive scholarships. This activity will take place in April 2012.
- The staff at the Counseling, Advisement, & Placement Center served as judges for the Regional Skills USA Competition Job Interview Contest on February 13, 2012.
- PRCC Counselors will host the Community College Counselors Association Convention in February 2013. Dr. Ann Moore is president elect of the Association.
- Dr. Moore is serving on the University of Southern Mississippi Advisory Board for its School Counseling Program. Dr. Moore and other board members along with the faculty and administration at USM are redesigning the program where the emphasis is placed on academic success for students; less emphasis is being placed on the mental health and psychotherapy model that was prevalent in the 1960s and continued to the end of twentieth century. The twenty-first century has placed different demands on counselors, and PRCC is fortunate to be able to participate in redesigning the program.

#### Physical Plant

- Provide reports on the renovation of the Visual Arts Building, Forrest County.
- Center's Career Education Center, Brownstone Performing Arts Center, Moody Hall Landscaping project, and the parking lot adjacent to the Visual Arts Building.
- Reported that new roofs will be installed on the Physical Plant Building, Science Building, and Garvin Johnston Library.
- Announced that the PRCC Wellness Center has received a grant that will include an outdoor walking track. The walking track is expected to be complete in September 2012.

#### General Education and Technology Services

- The statewide enrollment trends in online classes were reviewed in the Unduplicated Headcount and Assessment Count charts. Spring 2012 saw Pearl River up approximately 20 percent in both of these areas.
- Creation of schedules for FY13 is underway. The goal is to develop a year-long schedule that will assist in advisement.

#### Title III

- Check Your Email Campaign Marilyn emailed announcement on Tuesday afternoon.
- GradesFirst pilot extended to 60+ faculty; impacting around 3,000 students; faculty praise continues.
- Student e-Portfolios have launched; approximately 90 accounts have been created and students are continually building various components; will have a display gallery by the end of the semester; in process of redesigning homepage.
- Peer Mentoring sessions have increased participation; connected to Essential Skills and College Study Skills.
- SI English pilot continued through spring; initial discussion with math instructors for incorporating SI by the fall 2012 semester.
- Pre-Core Advising working with executive cabinet to institutionalize; fully implement by fall 2012.
- Series of training for all faculty will be developed for fall semester on GradesFirst and new advising models.

#### Information Technology

- Presented student enrollment data for the Spring 2012 semester.
- New webmaster, Eric Reid, has been hired and is now working to redesign the public website and to create a mobile version of the public site.
- The legislatively mandated accountability and transparency website is now online. IT is working with the Business Office to populate this site with the required data.
- Media3 has installed most of the equipment for the new 50Mbs circuit that will provide Internet to the residence halls. This circuit will move all dorm Internet traffic from the student, faculty and staff network to their own dedicated circuit. Once the installation is complete, this circuit will free additional bandwidth to be used in the classroom and for computer lab instruction.

#### **Hancock Center**

- Discussed recent meetings with the counselors from both Bay High and Hancock High discussing and planning events related to recruitment. Dialogue between the two schools and the Hancock Center is at an all-time high. Commitments to serve at these schools have increased this spring semester.
- The Hancock Center's Spring Fling will be held March 13 from 3:00 to 6:00 p.m.
- A Financial Aid Night for Bay High School is planned for April 25. Casey Rawls and Donna O'Quinn will be assisting in a seminar on financial aid. We will be addressing how to complete the forms and give insight to the many changes on the horizon.

- The Hancock High School Senior Scholarship Night is May 10. The Hancock Center distributes all academic and career-tech scholarships.
- With all of the increased efforts in recruitment, we are focusing on our greatest needs. Current students are crying out for an increase offering of science classes. Students who have transferred to senior institutions tell us that their Hancock Center/PRCC experience would have been better if they could have at least satisfied their eight hour science/lab requirement at the Hancock Center.
- The Hancock Center has also seen an increase in the number of people stopping by the campus inquiring about our Career-Tech offerings at the Hancock Center. These two areas (science offerings/lab facility and another career-tech offering) are the greatest needs at the Hancock Center. Dr. Breerwood and I are exploring options that will provide these services to the student base in Hancock County.

#### **Public Relations**

- The PR Department has published the first edition of The Drawl for the spring semester. The second edition will be released in March.
- We are currently working on the quarterly RiverSide alumni edition. It will come out the first week or so in March and include various nomination forms for PRCC Sports Hall of Fame, Alumnus of the Year and so forth.
- PRCC will be as part of the Miss. Community College Sports Hall of Fame ceremony in Jackson on Thursday, April 19, in Jackson. Each school is allowed one inductee and our inductee is Mack Cochran, who played football at Pearl River from 1958-60. He was an all-state and All-American quarterback, playing for PRCC's first national championship team.

#### Poplarville Campus and Hancock Center/Athletics

- The Marion Hall Dormitory has been permanently closed. The male students have been relocated to other campus dormitories.
- The PRCC Wellness Center is now providing free usage of the Center to all PRCC employees.
- Men's and Women's Basketball have qualified for the state playoffs.

#### Faculty Association (Hattiesburg)

No report provided.

#### Economic and Community Development

No report provided.

### Administrative Council Meeting Minutes

February 15, 2012

There being no further business to come before the Administrative Council, the meeting adjourned at 9:30 a.m.

William Lewis, President

Date

# **Administrative Council Meeting Minutes**

# **April 25, 2012**

The Pearl River Community College Administrative Council held its regular quarterly meeting at 8:30 a.m. on Wednesday, April 25, 2012, in the President's Conference Room in the Alexander Administration Building. The following Council members were in attendance and/or absent:

#### Attendance:

- Dr. William Lewis, President
- Mr. Roger Knight, Vice President for Business and Administrative Services
- Dr. Martha Lou Smith, Vice President for General Education and Technology Services
- Mr. Raymunda Barnes, Director of Hancock Center
- Ms. Gwen Smith, Director of Career & Technical Education Programs (Poplarville)
- Dr. Adam Breerwood, Vice President for Poplarville Campus and Hancock Center
- Dr. Barbara Gandy, Director of Retention and Adult Services
- Dr. Cecil Burt, Vice President for Forrest County Operations
- Dr. Becky Askew, Vice President for Planning and Institutional Research
- Dr. Jennifer Seal, Director of QEP (Quality Enhancement Plan)
- Mr. Steve Howard, Chief Technology Officer
- Mr. Dow Ford, Vice President for Enrollment Management
- Mr. Chuck Abadie, Director of Public Relations
- Mr. Craig Tynes, Director of the Physical Plant
- Mr. Ernie Lovell, Director of Development Foundation & Alumni Association
- Dr. Amy Townsend, Title III Director
- Ms. Valerie Horne, Director of Financial Aid
- Ms. Casey Rawls, Director of Recruitment and Orientation
- Dr. Scott Alsobrooks, Vice President for Economic and Community Development
- Dr. Ryan Ruckel, Faculty Association President, Hattiesburg Campus
- Ms. Marjory Thrash, Faculty Association President, Poplarville Campus/Hancock Center
- Ms. Brenda Wells, Institutional Research Specialist
- Ms. Marilyn Dillard, Administrative Assistant (Minute Recorder)

#### Absent:

- Dr. Ann Moore, Director of Counseling Center (Poplarville)
- Mr. Richard Mathis, Director of Athletics
- Dr. Lewis chaired and opened today's meeting by welcoming Council members.

The first item of business was the approval of the February 15, 2012 Administrative Council meeting minutes. These minutes were previously emailed to all council members for review

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prior to today's meeting. At the request of Dr. Lewis, a motion was made by Ms. Horne, seconded by Dr. Breerwood, to approve said minutes. The motion was unanimously approved.

The following reports were then presented by Council members.

## Forrest County Operations

- Reported on the Spring Fling event held April 24.
- Announced that Awards Day will be held May 2 at 11:00 a.m.
- Recommended for approval the new Substantive Change Policy. A motion was made by Dr. Smith, seconded by Mr. Lovell, to approve the new Substantive Change policy. The motion passed unanimously.
- Recommended approval of a procedure change in the Grading Policy. A motion was made by Dr. Alsobrooks, seconded by Dr. Breerwood, to approve said procedure change in the Grading Policy. The motion was unanimously approved.
- Reported that a procedure change to the Students' Payments and Refunds policy will be presented at a later date.

## Planning and Institutional Research

- Plans for the August professional development sessions are being finalized. Dr. John E. Roueche, a nationally recognized authority in community college education, has agreed to be the Keynote Speaker.
- Plans for professional development sessions for support staff were implemented on the Poplarville Campus (for Poplarville Campus and Hancock Center employees) and at the Forrest County Center.
- An update regarding the Institutional Effectiveness Charts and the Strategic Plan and Internal Performance Indicators was given by Dr. Jennifer Seal, Chair of the Planning and Effectiveness Committee. She stated that the 2012-2013 Goals and Internal Performance Indicators have been reviewed and accepted by the Planning and Effectiveness Committee, Administrative Council, and Board of Trustees.
- Completed Fall 2011 Instructional Assessment Charts were reviewed and accepted by the Planning and Effectiveness Committee.
- Significant grants have been received from the Lower Pearl River Valley Foundation for the Honors Institute (\$120,000) and the Wellness Center walking track (\$68,000).
- The annual evaluations of personnel have been completed except for a few instructors who are new.
- Cabinet members are continuing to work on responses for the SACS Fifth Year Report.
- The Institutional Research Specialist is continuing to meet with the Council for Institutional Research and Effectiveness in order to finalize details regarding the State Report Card which will include community college data.
- College committee recommendations are being finalized for submission to Dr. Lewis.

## Career and Technical Education Programs (Poplarville)

#### Program Maintenance:

- Revisions for new catalog are complete to include program listings, faculty listings and course descriptions.
- All standardized Career Technical curriculum has been analyzed and modified to comply with State guidelines, PRCC policy and SACS requirements.
- New profile sheets or programs of study have been created based on these modifications. These revised profiles are available to any department needing them for advisement, scheduling or admissions purposes.
- New state curriculum revisions have been submitted to and approved by the Instructional Council. The new curriculum will begin August 2012.
- For FY 2012, a total of \$395,141.76 of instructional equipment has been purchased, received, and reimbursed through Carl Perkins Federal funds for Career Technical Programs at all three campuses. In addition, we are completing the purchase of software and instructional aides for this fiscal year.

## Ongoing:

- Dual Credit with High School Career Technical Directors Meeting April 12, 2012 –
   Business Marketing
- SLO Assessments
- Clock hour to Credit Compliance
- Overload and other Policy Revisions
- Website Renovation
- Grades First Pilot
- Course schedules for year out
- ELearning course lists
- Ongoing industry visits
- Tech Prep proposal

#### **OEP** (Quality Enhancement Plan)

- Fall 2011 course redesign data indicate withdrawal rates significantly decreased. Semester-to-semester retention increased compared to historical data.

#### Recruitment and Orientation

- Online orientation module has been updated.
- This week we are hosting orientation for high school seniors within our district who have an ACT score of 21 or higher. They will learn about and receive their log in for the River Guide and other online tools. They will attend sessions on housing, campus

- life, financial aid, and strategies to being a successful student at PRCC. They will meet with advisors and register for their summer or fall classes. We plan to continue this format throughout June and July and invite all new students to attend.
- Have collected information on all scholarship eligible students within our district.
   Printing their award certificates and planning to attend each high school's Awards Day ceremony throughout May to present these scholarships.
- Continuing to provide campus tours for both individual students and larger groups of prospective students.

#### Financial Aid

- Busy closing out the spring 2012 semester
- Preparing for the 2012 summer terms and fall semester

## Retention and Adult Services

- In the Non-traditional center, advisement for Student Athletes for summer and fall classes is underway.
- Report that the first Wildcat Club/alumni reception for sophomore student athletes was held April 23.

#### Development Foundation and Alumni Services

- Employee Recognition Dinner is scheduled for Thursday, May 3, at 6:00 p.m. on the grounds of the President's Home. The theme is Cajun Swamp Fest. We have 230 signed up as of today. RSVP is requested by the end of today.
- Hancock County Alumni Chapter Scholarship Golf Tournament is Friday, May 4, at Bridges Golf Course in Bay St. Louis. Lunch buffet begins at 12:00 noon and tee time is 1:00 p.m. It is \$125 per player or \$500 for a team. Contact Mr. Frank Ladner or the Foundation Office to register.
- Forrest/Lamar County Alumni Chapter Scholarship Golf Tournament is Saturday, June 2, at Pine Creek Golf Course in Purvis. Cost is \$60 per player. Tee time is 7:30 a.m. An Awards Party Lunch will be held at the end of the tournament. Contact is Verlene Cole or the Foundation Office.
- Little Black Dress Fundraiser for the College Alumni Association was Saturday, April 14, at the President's Home. The event was a great success with 60 ladies in attendance.
- First Annual Lifetime Achievement Hall of Fame Class Induction was Thursday, April 19, at Southern Oaks House and Garden in Hattiesburg. Dr. Tom Malone, Mr. Sidney Malone, Mrs. Jean Baughman Wessel, Mr. James McQueen, and the Late Henry Thomas were inducted. Over 200 people attended this gala event.
- Wildcat Booster Club hosted a reception for the sophomore athletes on Monday, April 23, at 6:00 p.m. in the Back Dining Room of Bender Cafeteria. Over 40 athletes were

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present. They received a framed certificate, a Wildcat Club T-Shirt, and a free year membership to the Wildcat Club.

## Information Technology

- Handed out the fall 2012 and summer 2012 early registration reports.
- Information Technology is currently processing a large number of data requests. Some of the requests include the enrollment audit files, Aspen Institute data files and the Community College Report Card report.
- The new 50Mbps data circuit has been installed in the residence halls. The AT&T circuit from Poplarville to the MCCB will be upgraded in mid-May to provide for "ondemand" burstable bandwidth.
- The College has signed an agreement with Rare Designs to create a new logo, color scheme and marketing brand for both web and print medium. Once the brand assessment is completed the new school website will be developed.
- Mr. Howard gratefully acknowledged the work performed by Mr. Tynes and crew in replacing the A/C units for the computer center equipment room.

#### Business and Administrative Services

No items to report.

## Physical Plant

- Reported that the steel beams are being erected on the Brownstone Performing Arts Center; this project is well-underway.
- Reported that the contract has received a notice to proceed with the re-construction of M. R. White Coliseum.
- Construction on the outdoor walking track for the Wellness Center is underway and should be completed by late summer.
- Renovation to the former Visual Arts Building is well underway. This building is being renovated to house the Public Relations Department.
- The new men's dormitory bid date is May 25, 2012. This facility will be constructed on the location where the Transportation Shop was located prior to Hurricane Katrina.
- The new M. R. White Coliseum parking lot will be completed within a week.

#### Faculty Association (Poplarville/Hancock County Chapter)

- PRCC Faculty Association representatives and a small group of students from the FCC campus traveled to Jackson on March 20 for the Legislative Day. Community college attendance was much lower than in previous years; we were one of the few community colleges to bring students.
- PRCC Poplarville/Waveland Faculty Association held elections Tuesday, April 10. Beginning in July Dr. Justin Williamson will serve as President, Mr. Jason Ramshur

will serve as Vice-President, Mr. Jim Walsh will serve as Secretary/Treasurer, and Mrs. Maggie Smith will serve as Legislative Liaison. Their term will be 2012-2014.

Instructors from all areas are noticing increased incidents of cheating and plagiarism. Although the PRCC policy for cheating and plagiarism is clearly stated in the Wildcat Country Guide, students persist in "reinterpreting" and challenging the policy. Our instances reflect results from national studies - up to 100 percent of the students surveyed report that they WILL cheat when given the opportunity. The PRCC policy give instructors free rein for penalties; we are recommending that instructors add the complete plagiarism policy to their syllabi AND state specific penalties for the first and second instances. At some point, PRCC may need to institute a reporting process to Administration.

## Enrollment Management

- Reported that the on-line application for admission is now available.

## Faculty Association-Outgoing President Dr. Ryan Ruckel (Hattiesburg)

- I am at the end of my two-year tenure as FCC Faculty Association President. We are holding our elections next week. Two of the goals I set were:
  - Increase faculty participation in the FCC Association.
    - o We now have 50 FA members at FCC and have been very active:
      - 2nd Annual Biscuit Breakfast event whereby our legislators have breakfast with our students.
      - This year Tom King was able to return to report on the traffic light at the Highway 49 entrance to the campus. Work is now in progress.
      - Eight FCC students and three FCC faculty joined Marjory Thrash of Poplarville FA to attend State Faculty Association Capitol Day and spent the day with Sen. John Polk
      - Active in the State Association Doug Donohue is state VP and the FCC chapter is updating the state FA website to include a clickable map of all the House and Senate districts in Mississippi.
  - Increase awareness college-wide of the work performed by FCC faculty and increase FCC faculty participation in college-wide events.
    - FCC faculty have been made aware of and have whole-heartedly participated in the following areas:
      - Phi Theta Kappa and
      - Sigma Kappa Delta honor society inductions,
      - Homecoming,
      - Fall Fest,
      - Spring Fling,
      - Appreciation and Awards events,

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- Leadership Coaching and Candy leadership training (often at their own expense for travel to Poplarville).
- Grades-first attendance-advising software pilot
- Faculty Association (FCC) Officers for 2012-2014 are as follows:

President: Jana Causey, ABD Vice-president: Tim Crowe, Ph.D. Secretary: Terri Ruckel, Ph.D. Treasurer: Doug Donohue, ABD

#### General Education and Technology Services

- A schedule for fall 2012 summer 2013 is nearly complete and will be available to assist in the advisement process.
- Faculty will soon be receiving instructions regarding how to electronically submit grade books at the end of the semester.
- Plans for graduation are proceeding. Students will receive an empty diploma cover at graduation. Diplomas will be mailed within six to eight weeks after graduation.
- Registration for summer 2012 and fall 2012 is in its fourth week. Summer 2012 enrollment is down approximately 25 percent while Fall 2012 enrollment is up approximately 25 percent.

#### Title III

- Check Your Email Campaign concluded this week; 163 students signed up at FCC and 7 door prizes were awarded at spring fling; 165 students signed up at Poplarville and 9 door prizes were awarded. SSC worked in conjunction with SGA
- Grades First pilot 6 faculty focus groups were held during May to collect feedback; moving forward to plan campus wide training for fall semester to be conducted during fall Professional Development days.
- Team of four made site visit to Central Piedmont Community College to observe SSC and internal processes relative to advising and SI/
- Student e-Portfolio pilot still underway; approximately 200 accounts have been created and students are continually building various components; in the final stages of
- collecting data for grant measures.
- SI English pilot continued through spring; initial discussion with math instructors for incorporating SI by the fall 2012 semester.
- Pre-Core Advising working with executive cabinet to institutionalize; fully implement by fall 2012.

## Hancock Center

- Everything is flowing quite well at the Hancock Center. We have had strong dialogue with the Academic Center at Stennis Space Center. Starting in the fall, we will begin a

- five semester rotation of classes that will give employees at Stennis an opportunity to at least complete the "core forty". Organizing and offering these classes in this manner allows PRCC to tap into a very promising pool of students.
- I'm very pleased to announce that our welding program produced five welding students that passed the welding exam for Ingalls Shipbuilding. This is the first group, under Instructor Raymond Jarrell, here at the Hancock Center to be hired at Ingalls. We have other students in the program that will be testing later. This accomplishment is a testament to the quality of instruction given here at the Hancock Center by Mr. Raymond Jarrell. I just wanted to share the good news and give Mr. Jarrell credit for a job well done.
- Our first cohort of CDT students, who are actually employed by the Navy at Stennis, will be completing their degrees within the next two semesters. This also solidifies why our career-tech options in Hancock County are desperately needed.
- I would like to thank Dr. Martha Lou Smith for her presence at the local high schools. She accompanied me at Bay High and three days later at Hancock High to discuss Dual Enrollment to the upcoming junior classes at both schools.

## Economic and Community Development

- Announced that the College has been selected to compete for the Aspen Prize for the second consecutive year. A proposal is being developed for the Aspen Institute.

#### **Public Relations**

- Our final edition of the *Drawl* school newspaper will be published during the week of final exams.
- The day after graduation (May 15), assignments and deadlines for this year's annual report will be sent to all appropriate department heads. We hope to have it finalized in June.
- The Mississippi Community & Junior College Sports Hall of Fame induction ceremony was April 24 in Jackson. The PRCC inductee was Mack Cochran of Buckatunna, who quarterbacked our first national championship team in 1960.
- The folks who are producing a movie about Mississippi junior colleges, which includes PRCC, hope to have a rough draft for Ronn and myself to view in the coming weeks. The movie is due to be released sometime in August.
- The 2011-12 year disk is in the hands of the production company. We plan to have them back before final exams. If they are not, we will have tables set up for students to pick them up at finals. Meanwhile, we are still working to finalize plans for faculty, staff and students to order the printed version of the yearbook. It will go through Amazon like last year and the cost will be known as we get ready to have it available to order.

April 25, 2012

## Poplarville Campus and Hancock Center/Athletics

- Awards Day will be held April 26 at 3:00 p.m. in the Olivia Bender Cafeteria.
- Baseball is currently in the state playoffs.

## Counseling Center

- In the absence of Dr. Ann Moore, Dr. Breerwood briefly reported on an annual job placement workshop, the recent Career Fair, and the early advising/registration process.

## President's Report

- Provided an update on the current status of legislative issues as the session heads into the final two weeks.
- Reminded the Council of the upcoming Employee Appreciation Dinner on May 4.
- The college has received the preliminary draft report on the demographic study that was prepared on the PRCC district. The final report will be presented to the Board of Trustees at the July board meeting.
- Reminded the Council of the Graduation Luncheon to honor this year's graduation speaker, Lt. Governor Tate Reeves. The luncheon will be held in the Woodall Technology Center at noon following the graduation ceremony.
- Announced that, for the second year in a row, PRCC has been selected as a first round finalist for the Aspen Prize for Community College Excellence. There were 120 institutions nationwide that were announced as first round finalists.
- Reminded Council members that all professional employees (faculty and staff) are required to attend the College's graduation ceremony. To be excused from graduation, employees are required to submit a request in writing to the president.
- Reminded Council members that final exams must be given according to the Final Exam Schedule. Early testing will not be allowed.

There being no further business to come before the Administrative Council, the meeting adjourned at 10:15 a.m.

William Lewis, President

Date

# **Administrative Council Meeting Minutes**

# June 13, 2012

The Pearl River Community College Administrative Council held its regular quarterly meeting at 8:30 a.m. on Wednesday, June 13, 2012, in the President's Conference Room in the Alexander Administration Building. The following Council members were in attendance and/or absent:

#### Attendance:

- Dr. William Lewis, President
- Mr. Roger Knight, Vice President for Business and Administrative Services
- Dr. Martha Lou Smith, Vice President for General Education and Technology Services
- Mr. Raymunda Barnes, Director of Hancock Center
- Ms. Gwen Smith, Director of Career & Technical Education Programs (Poplarville)
- Dr. Adam Breerwood, Vice President for Poplarville Campus and Hancock Center, Interim Athletic Director
- Dr. Barbara Gandy, Director of Retention and Adult Services
- Dr. Cecil Burt, Vice President for Fortest County Operations
- Dr. Becky Askew, Vice President for Planning and Institutional Research
- Dr. Jennifer Seal, Director of QEP (Quality Enhancement Plan)
- Mr. Steve Howard, Chief Technology Officer
- Mr. Dow Ford, Vice President for Enrollment Management
- Mr. Chuck Abadie, Director of Public Relations
- Dr. Ann Moore, Director of Counseling Center (Poplarville)
- Mr. Craig Tynes, Director of the Physical Plant
- Mr. Ernie Lovell, Director of Development Foundation & Alumni Association
- Dr. Amy Townsend, Title III Director
- Ms. Casey Rawls, Director of Recruitment and Orientation
- Dr. Scott Alsobrooks, Vice President for Economic and Community Development
- Ms. Jana Causey, Faculty Association President, Hattiesburg Campus
- Ms. Marjory Thrash, Representative of Faculty Assoc., Poplarville Campus/Hancock Center
- Ms. Brenda Wells, Institutional Research Specialist
- Ms. Marilyn Dillard, Administrative Assistant (Minute Recorder)

#### Absent:

- Ms. Valerie Horne, Director of Financial Aid
- Dr. Lewis chaired and opened today's meeting by welcoming Council members.

The first item of business was the approval of the April 25, 2012 Administrative Council meeting minutes. These minutes were previously emailed to all council members for review

June 13, 2012

prior to today's meeting. At the request of Dr. Lewis, a motion was made by Dr. Burt, seconded by Dr. Smith, to approve said minutes. The motion was unanimously approved.

The following reports were then presented by Council members.

#### Forrest County Operations

- The beginning summer enrollment was 743 students.
- The construction of the Career Technical Education building is progressing well.
- Finalized the Administrative Council's approval of the Payment & Refund policy's procedure changes.
- The College will be hosting the 2012 Lamplighter Conference September 18-20, 2012.

#### Planning and Institutional Research

- The PRCC Institutional Review Board (IRB) met and reviewed current grants and recent petitions for research. Since January, the IRB has required those with petitions that have been approved to submit final reports to the Board. In addition, the IRB decided to share the reports with appropriate PRCC personnel for informational purposes.
- Dr. Jennifer Seal, currently the Director of the QEP, will become the Director of Institutional Effectiveness on July 1, 2012. Mrs. Brenda Wells will continue her research responsibilities as Director of Institutional Research. Additional training in a variety of areas will be provided during the 2012 2013 school year.

## Faculty Association (Hattiesburg)

- Jana Causey reported that this is her first meeting as a member of the Administrative Council. A report will be provided at the August meeting.

#### Recruitment and Orientation

- Successfully made it through our district high schools' Awards Day ceremonies. Scholarships were presented to over 2200 students throughout our district. Thank you to everyone who assisted me in covering these ceremonies.
- Currently focused on orientation for the fall semester. All first-time college students are encouraged to attend a face-to-face orientation session. This new orientation concept includes sessions where students review financial aid and scholarship opportunities; learn about and receive their log in for the RiverGuide and other online tools; discuss housing and campus life; and review strategies to being a successful student at PRCC. Then, at the conclusion of the event, they meet with an advisors and register for their fall classes.

- o We held four sessions in April for high school seniors within our district who scored a 21 or higher on the ACT. This was a very successful week where we oriented and registered 57 new students.
- o We held our first Poplarville orientation session last Thursday and successfully oriented and registered 50 students. Our next session is tomorrow and we currently have 80 students signed up to attend. Also, a meeting is scheduled with the softball team today.
- o I am working closely with Dr. Burt to determine a format and dates in July for the Forrest County Center orientation sessions. Plans are to meet with Mr. Barnes in the near future to discuss process for the Hancock Center.
- o We will continue to offer orientation throughout the fall open registration dates as well.
- Online orientation module has been updated. This will be used to orient transfer students. It is also serving as a follow up tool for students who have attended a face-to-face orientation session.
- Continuing to provide campus tours for individual prospective students on a daily basis.

## Retention and Adult Services

- Baseball registration for new athletes is June 18 and 19.

## Development Foundation and Alumni Services

- The foundation is in the process of notifying all of our scholarship donors on the financial status of their scholarships and the scholarship endowments. This should be completed by Monday, June 18.
- The foundation is notifying all students who will receive foundation scholarships for the fall. The students will be advised of the meeting of August 10 where they will be informed of the date of the scholarship dinner and what they need to do to maintain their scholarship for the year.
- The foundation is hosting the State Inter Alumni Conference in Bay St. Louis on June 24-26. Attendees include Foundation Directors, Alumni Coordinators, and Public Relations Directors from the state's other 14 colleges as well as some key alumni from those colleges. Business leaders from the PRCC district will be making presentations on topics such as: The State Legislature and the Community Colleges, estate Planning for College Alumni, and The Latest in Marketing Concepts and Technology for college promotions.
- On July 2, the new Director of the Environmental Protection Agency at Stennis Space Center and his staff will be coming to the college to meet with Ernie Lovell and Dr. Stephen Black. The purpose is to discuss some projects and collaborative efforts between EPA and the PRCC Honors Institute. Consideration will also be given to developing proposals for grant funding that could benefit EPA and the Honors Institute.

## **Information Technology**

- Distributed the summer 2012 and fall 2012 enrollment totals. Summer 2012 headcount enrollment is -26.6 percent lower as compared to the summer of 2011. Credit hour enrollment is -31.1 percent lower for the same period. While it is still early, fall 2012 headcount enrollment is approximately -20 percent lower as compared to this same time last year.
- Mr. Howard stated that the power outage scheduled for this Friday, June 15, 2012, will require all systems to be shut down due to the lack of a generator for the Information Technology building.
- Mr. Howard urged everyone to complete the brand audit survey. The information collected from this survey will be used to develop a new marketing plan, tag line, logos and publication guidelines for the College. Rare Designs has been retained to complete the marketing plan and they are scheduled to complete their work by December 2012.
- A discussion was held regarding the development phases of the public website redesign. The interim version of the site will be placed into production by August 1, 2012, with the mobile and PC based final versions targeted for completion by spring 2013.

## **QEP** (Quality Enhancement Plan)

- As the QEP continues, data analysis will focus on course retention rates and successful completion rates.

## Physical Plant

- Reported that the construction of the Brownstone Performing Arts Center and M. R. White Coliseum is progressing on schedule.
- Reported that the College will have a planned power outage on Friday, June 15. The outage is planned for work to the construction sites.
  - The Wellness Center's outdoor walking track is progressing on schedule. The walking track is expected to be complete by September 2012.

#### **Business and Administrative Services**

Roger Knight shared with the Council that the FY 2013 budget was approved by the Board of Trustees during yesterday's (June 12) board meeting. He highlighted the fact that the budget included a 2 percent pay increase for the employees. He also noted that the budget would be available for public viewing on line very soon. The FY 2013 departmental budgets will be turned on within Banner in a couple of weeks allowing departments to view as well.

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- Mr. Knight also briefed the Council on worker's compensation requirements to report any incident utilizing the information provided on the worker's compensation posters located on each campus.
- Mr. Knight informed the Council that the PRCC Bookstore has reactivated the rental book program this summer. He also announced that the Bookstore plans to roll out eversions of some textbooks this fall.

## **Enrollment Management**

- Mr. Ford reported that there are major changes in the Mississippi Department of Education's admission requirements that will affect pell grants this fall. He stated that if a student enrolls in college for the first time after July 1, 2012, in order to be eligible for federal student aid, that student must have either a high school diploma or a General Educational Development (GED) certificate or have been home schooled. He added that these changes have been incorporated into the College's Admission Policy.
- Announced that registration will not be allowed after school begins on August 13, 2012.

## Counseling Center

- Announced that in 2014 some changes will be made to the General Educational Development program.
- Reported that Compass scores will be placed in the Banner system.
- Reported that the Counseling Center is beginning to encourage students to take the National ACT instead of the Residual ACT.
- Announced that the 2013 Career Fair will be held on March 6.

## Faculty Association (Poplarville/Hancock County Chapter)

- Reported that 60 to 80 percent of all college freshmen are required to take at least one developmental course.
- Discussed Grades First and on-line grades.

#### Title III

- Evaluation Quarterly evaluation with Dr. Lou Ann Norman conducted June 12; second semester assessments being analyzed for each of the pilot projects
- GradesFirst pilot moving forward to plan campus wide training for fall semester to be conducted during fall Professional Development days. Professional advisors will be trained July 11, 2012 and faculty training will be during the fall semester.
  - The staff is working with various groups to iron out scheduling issues. We will continue to work with GradesFirst developers to complete needed customizations.
- FCC Pilots working throughout the summer for pilot implementations in the fall semester; pilots will include 1<sup>st</sup> year advising cohort, SI with math, and training

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- Pre-Core Advising working with executive cabinet to institutionalize; fully implement by fall 2012
- Endowment match working with Ernie Lovell to submit grant proposal to fund Title
   III endowment match; these are designated funds that will sustain the work of Title III pilots for future generations
- Orientation Assisting with orientation by exposing entering students to the services of SSC, tips on how to be successful as a new student, and separate parent sessions on how to be an effective parent of first year students.

## Career and Technical Education Programs (Poplarville)

## FY 2011-2012 Summary Report

Year 2011-2012 has proven to be a year of discovery. During this past year, the Career Technical Faculty and Staff (CTE Team) have discovered those things we are great at and things we are not so great at. We have identified our areas of strengths and weaknesses. The team has worked hard to streamline and create necessary standard procedures of operations. We have analyzed our curriculum and are in complete compliance with State standards. We have made the first steps in the utilization of Grades First, Black Board, Drop Box, and Shared Microsoft Calendars Career Techwide. The CTE Team has identified our technology training and professional development needs in anticipation for next year.

Personal observations of CTE Employees as CTE Director this past year are as follows:

- 1) CTE Chairpersons are the key players in our overall success. They are responsible for implementing new concepts and the positive changes that have occurred.
- 2) CTE Instructors are flexible and easy to work with; care about their students on a personal level; strive to do what is asked although they may not like the task; understand that the direction of CTE is changing; want their programs to be relevant and sustainable; make necessary changes to improve student performance and/or program outcomes; and give input to moving CTE forward.
- 3) CTE instructor's additional responsibilities are extensive. In addition to teaching, our instructors are effective year after year in implementing the following: student advisement, career guidance, industry networking, placement of students, program recruitment, industry advisory committee formation and maintenance, skills competition, institutional and committee involvement, and campus and community projects. As a result, I have developed a healthy respect and admiration for these peers.
- 4) CTE Secretaries are instrumental in the organization of CTE efforts and information exchange within CTE and among other campus departments. They are behind all inner workings of our daily tasks, small and great. Their assistance to

administrators and faculty is invaluable to the increased efficiency and use of technology in CTE.

#### 2011-2012 Successes

- 1. Goal: 100 percent of Career Technical Programs offer at least one national certification or credential in addition to and upon completion of the one year certificate of two year degree.
  - Goal Attainment: Instructors from 19 of 22 CTE programs have begun or will be implementing a total of over 29 national industry certifications within their curriculum structures. Students in seven of these programs can receive two or more national credentials beyond their degree thanks to the hard work of our instructors.
- 2. Goal: Utilize data for decision-making Goal Attainment: Data such as enrollment, graduation rates, CPAS Test Scores, student and instructor evaluations have been used for the following purposes: allocate program funding and equipment purchases, launch program improvement plans, and provide a basis for making personnel decisions.
- 3. Goal: All CTE Instructors will increase their use of technology
  Goal Attainment: Instructors in 14 of 22 programs are utilizing Blackboard (3
  instructors became Blackboard certified). Many have incorporated the use of
  PowerPoint, You Tube, Google docs and other advanced media as instructional aids in
  the classroom. Six instructors taught on-line this year with two additional prepared to
  teach next year. Approximately ten instructors have participated in both semester
  pilots of Grades First. All instructors are now able to communicate and send scanned
  images and reports through email. All six Chairpersons are using Drop Box as a
  management tool.
- 4. Goal: All CTE Instructors will be encouraged to participate in professional development and training Goal Attainment: Many instructors attended workshops, participated on new state curriculum revision teams, and obtained or upgraded their certifications. CTE instructors represent us well at off-site meetings and events. Approximately 10 participated in the Statewide CTE Summer Conference this past year.

#### Acknowledgement of Appreciation:

Many members of the Administration Council have been a part of identifying problems, helping with suggestions, providing data and information, developing helpful procedures and solutions and partnering with us on projects. As a whole, CTE faculty and staff have collaborated and received a great deal of support from most everyone on the Council. For this, we share our success with all PRCC administrators. Without the guidance and help this past year from Council members, we would not have accomplished very much.

#### FY 2012-2013 Plans

This summer, 55 CTE Instructors from both the Poplarville and Forrest County Campuses are registered to attend the Statewide CTE Summer Conference to be held on August 2, 2012 at Hinds Community College in Pearl, MS.

Currently, we are in a planning mode for FY 2012-2013. Plans are underway to: 1) improve and adjust instruction and level of projects where necessary, 2) identify scheduling issues, 3) increase efficiency with computer and electronic solutions; our desire is to move towards paperless correspondence and reporting, 4) develop a professional development timeline to implement prescribed instructor training as needs or deficiencies are identified, 5) create an infrastructure of "input" teams (including faculty and students) to address issues and/or produce strategies that lead to improved conditions and circumstances, 6) inventory all CTE courses that may be a candidate for online or hybrid formats, 7) support state initiatives such as dual credit, 8) implement Grades First, including student e-portfolios, 9) continue to identify additional industry certifications for each program, 10) conduct a return on investment on each program, and 11) provide math and reading remediation, enhance employability skills and increase retention with the newly acquired SkillsTutor Program through our Student Services Coordinator.

On behalf of the CTE Team, we look forward to the continued support and collaboration of the Administration Council members as we strive to reach a new level of effectiveness and excellence this coming year.

#### General Education and Technology Services

- Dr. Smith reported that the new graduation requirement is the completion of 62 credit hours instead of 64.

#### Economic and Community Development

Reported on attending a meeting with Jim Barksdale. Creating a larger job market was discussed at the meeting.

## Hancock Center

Reported that this past year was a low enrollment period but the Hancock Center still had a great year. Many events are being planned for the upcoming year.

#### **Public Relations**

We are in the final stages of the 2012 President's Report. We expect to finish it up this week and begin the printing process next week (week of June 18).

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- On-site promotion of the 2<sup>nd</sup> annual Tuition Giveaway, in conjunction with Hattiesburg Coca-Cola and local radio states SL-100 and Wild 106 are underway. We will be in Petal this week, followed by Columbia, Sumrall, Petal and some other places. We are very appreciative of these efforts. We are giving T-shirts to all those folks who pick up an application for the contest.
- Letters will be going out later this month to advertisers for the 2012 Football program. Football schedule cards are also printed and ready for distribution
- We currently have radio and newspaper ads going this month for the SNAP program (folks who are on food stamp programs and want to go to school but cannot quality for Pell Grants). These folks have to contact the Department of Human Services, who in turn contact our folks for advisement.
- If you know of some students who may want to help work on the yeardisk staff for this coming fall, please steer them our way. Most of the students we are talking to do not seem inclined to do it unless we provide scholarship monies, more than we have to offer.

## Poplarville Campus and Hancock Center/Athletics

- Handbook updates should be sent to my office ASAP.
- We will have 1500 Students on campus for Summer Camps.
- We are looking into access control (card swipes) for residence halls.
- Housing Numbers are up for Fall 2012.
- Maghan James was named Coordinator of Residence and Student Life.
- Mr. Raymunda Barnes has received a title change. He is now the Dean of the Hancock Center.

#### Financial Aid

No report provided.

#### President's Report

- The Board of Trustees, at its June meeting, approved the 2012-2013 college budget which includes a 2 percent salary increase for all employees.
- A review of the personnel evaluations from randomly selected areas indicated a need to improve the thoroughness of the process. Dr. Askew was asked to randomly select another five areas of responsibility and to conduct an audit of the personnel reviews for those areas.
- A reminder was provided regarding the importance of answering phone calls and responding to voice mail requests for service.
- The Council was reminded to carefully review personnel leave forms each month for completeness and accuracy.

June 13, 2012

- New federal financial aid regulations may have a limiting effect on future enrollments. A discussion of the new regulations was presented with a reminder that the entire faculty and staff are responsible for recruitment.
- The demographic study that has been developed for the college will be presented to the Administrative Council and the Board of Trustees on July 17.

There being no further business to come before the Administrative Council, the meeting adjourned at 10:30 a.m.

William Lewis President

Date '

# Planning and Effectiveness Committee September 29, 2011

Committee Members Present: Raymunda Barnes, John Gibson, Anita Morrow, Jennifer Seal, Brenda Wells, Barbara Whiddon, and Justin Williamson

Call to Order Jennifer Seal welcomed everyone and called the meeting to order.

New Business The committee reviewed the 2010-2011 Strategic Plan and Internal

Performance Indicator Report. The committee unanimously

approved the report.

November meeting The next meeting of the Planning and Effectiveness Committee will

be held on Thursday, October 20, 2011 at 1:00 p.m. in the Administration Building Conference Room. The committee will review 2011-2012 Fall Semester Assessment Charts which will be provided to each committee member prior to the meeting. The

committee will also discuss schedules for the next meeting.

Adjournment There being no further business to discuss, the meeting was

adjourned.

Respectfully submitted,

Jennifer Seal, Chair

Planning and Effectiveness Committee

## Planning and Effectiveness Committee

## October 20, 2011

Committee Members Present: Dr. Becky Askew, Mike Bass, Dr. Adam Breerwood, John Gibson, Dr. Jennifer Seal, Evelyn Wallace, Brenda Wells, and Barbara Whiddon

Call to Order:

Dr. Jennifer Seal called the meeting to order and welcomed everyone by conveying the importance of the SACSCOC assessment requirements. Comprehensive Standard 3.3.1 was cited from the SACSCOC "The Principles of Accreditation" handbook.

New Business:

The Committee reviewed and discussed the 2011-2012 Administrative, Student Services, and Instructional Assessment Charts. The following changes and concerns were acknowledged regarding Career Technical assessment charts:

John Gibson suggested the Construction Equipment Management student learning outcomes. Also, he suggested acronyms to be spelled out on all assessment charts. John Gibson explained the 50% placement rate in the Construction Management program was due to the economy. He questioned the criteria and assessment tool used in the Lineman program.

Dr. Askew asked if a 60% attainment goal is too low on assessment charts. Dr. Breerwood suggested goals be raised to a minimum of 70%. Because Career Technical programs have to meet pre-established certification agency goals, the Committee decided to support the submitted percentages.

Evelyn Wallace indicated the Related Studies program used grades; therefore, the chart needs to be sent back for revisions.

Dr. Askew stated that 3-6 student learning outcomes should appear on assessment chart. The Committee agreed to return charts with less than this amount back for additions.

The following changes and concerns were acknowledged regarding General Education assessment charts:

Dr. Breerwood indicated a set specific standard goal needed to be set in all General Education courses. The Committee agreed student learning

outcomes had to be written with a minimum of 70% attainment. Fine Arts and Communication courses were cited with a 60% attainment level.

Dr. Seal suggested course-level assessment charts such as World Civilization be returned because it is written in the form of what the department plans to achieve and not as a specific objective as to what the student will learn.

Dr. Breerwood questioned if the General Education charts should include retention data. Following discussion, the Committee decided to require this information. Retention would be defined from the date of reconciliation to end of the semester in all courses.

The following changes and concerns were acknowledged regarding Administrative assessment charts:

The Committee agreed the Administrative assessment charts are too broad and contain too much information. Dr. Askew suggested this analysis to be addressed in an Administrative Council workshop. Also, she indicated that some of the areas do not have all responsibilities listed under the different jobs. The charts should reflect how each area is working to retain students, recruit, and help students.

October meeting:

The next meeting of the Planning and Effectiveness Committee will be held on Thursday, October 27, 2011 at 1:00 p.m., in the Administration Building Conference Room. Dr. Seal will email the Nursing, Allied Health, and Student Services assessment charts for the Committee to review prior to the meeting. The Committee discussed the remaining assessment cycle. Changes from assessment charts will be forwarded to Dr. Scott Alsobrooks and Dr. Martha Lou Smith. Upon review and revisions, they will forward them to the instructors. After the instructors revise the charts, the chairs will review before submission to the appropriate instructional Vice-President. Brenda Wells and Dr. Jennifer Seal will present the charts to the Committee.

Adjournment:

There being no further business to discuss, the Committee members were thanked and the meeting adjourned.

Respectfully submitted,

## Planning and Effectiveness Committee

October 27, 2011

Committee Members Present: Dr. Becky Askew, John Gibson, Valerie Horne, Dr. Jennifer Seal, and Barbara Whiddon

Call to Order:

Dr. Jennifer Seal called the meeting to order by thanking the Committee members for their help and efforts in reviewing the assessment charts. A recap from the previous October 20 meeting reiterating the fact that the successful completion rate would be increased to 70% in General Education courses.

**New Business:** 

The Committee reviewed and discussed the 2011-2012 Nursing Education assessment charts, Student Services assessment charts, and Allied Health assessment charts. The following changes and concerns were acknowledged in the Student Services assessment charts:

John Gibson questioned if the Campus Police assessment was current and if it is viable. The Committee agreed to send the chart back including the comments.

Dr. Askew suggested more objectives be added to the only one submitted by Health Services. Dr. Seal indicated the objective could be divided into several objectives.

Dr. Askew was raised concerns about the Recruitment and Orientation assessment charts. The Committee agreed the chart needed to be rewritten indicating the evaluation should be of the orientation.

The following changes and concerns were acknowledged in the Allied Health assessment charts:

John Gibson stated that all acronyms should be spelled out. Dr. Seal indicated this would benefit readers.

Barbara Whiddon indicated an assessment tool was needed in the Nursing Care of Children assessment chart.

John Gibson stated an assessment tool was needed in Medical Radiologic Technology assessment chart.

Regarding Nursing Education, Barbara Whiddon stated a clinical setting or exam needed to be specified followed by Jennifer Seal indicating the need of assessment tools.

November meeting: The next meeting of the Planning and Effectiveness Committee will be held on Thursday, November 10, 2011 at 1:00 p.m., in the Administration Building Conference Room. The Committee will review the remaining 2011-2012 assessment charts. Dr. Seal explained that most of the Committee reviewed assessment charts were in the second or third cycle. The new charts to be reviewed will be entering their first assessment cycle.

Adjournment:

There being no further business to discuss, the Committee members were thanked and the meeting adjourned.

Respectfully submitted,

## Planning and Effectiveness Committee

## November 10, 2011

Committee Members Present: Dr. Becky Askew, Raymunda Barnes, Michael Bass, Dr. Adam Breerwood, Valerie Horne, Steve Howard, and Dr. Jennifer Seal

Call to Order:

Dr. Jennifer Seal called the meeting to order by thanking the Committee members for their attendance. Several Committee members were unable to attend, but forwarded their assessment chart comments to the Chair.

New Business:

The Committee reviewed and discussed the remaining 2011-2012. The following changes and concerns were acknowledged in the reviewed assessment charts:

Dr. Breerwood noted improvement in the Career Technical and General Education assessment charts.

Dr. Seal noted the Forrest County Center Career Technical assessment charts had not been received.

The Committee agreed with the concern raised by Dr. Askew of less than 3 student learning outcomes. These charts will be returned for additions.

Dr. Breerwood stated concerns with the Brick, Block, and Masonry assessment chart which was concurred by Dr. Askew. The Committee agreed to return chart.

Dr. Askew questioned the Health Science assessment chart with one objective. Dr. Seal asked Brenda Wells to check if this could be part of the Student Services assessment chart.

Next meeting:

Dr. Seal explained that she would be meeting with the Administrative Council the following week. Depending upon this discussion, a notification will be sent to Committee members announcing the next meeting date, time, location, and agenda.

Adjournment: There being no further business to discuss, the Committee members

were thanked and the meeting adjourned.

Respectfully submitted,

## Planning and Effectiveness Committee

## December 8, 2011

Committee Members Present: Dr. Becky Askew, Valerie Horne, Dannell Roberts, Dr. Jennifer Seal, Brenda Wells, and Barbara Whiddon

Call to Order: Dr. Jennifer Seal called the meeting to order and welcomed everyone.

New Business: The Committee reviewed and discussed proposed revisions to the 2011-

2012 Internal Performance Indicators. The following changes and

concerns were acknowledged:

Goal 1, Indicator 5: The Committee agreed to delete this indicator.

Goal 1, Indicator 9: It was decided to add the AAS degree and Certificate

of Completion along with the AA degree.

Goal 1, Indicator 20: The Committee agreed to delete this indicator.

Goal 2, Indicator 3: The Committee agreed to delete this indicator.

Goal 2, Indicator 4: The indicator will be revised to read "services

provided by" instead of "personal attention".

Goal 3, Indicator 6: The Committee agreed to delete this indicator.

Goal 5, Indicator 1: The Committee agreed to delete this indicator.

Goal 5, Indicator 4: The indicator will be revised by adding "and key

service areas" after "website services"

Goal 7, Indicator 6: The Committee agreed to delete this indicator.

Within the Quality Enhancement Plan indicators, Dr. Seal requested Goal 1, Indicator 8 be deleted. Also, she suggested that Goal 3, Indicator 3 replace "at a rate of at least two classrooms per year until all mathematics classrooms are enhanced" with "by replacing outdated equipment as needed". The Committee approved the changes.

Dr. Seal asked the Committee for suggestions in reviewing the Administrative assessment charts. Dr. Askew suggested publishing the charts with small group discussions to be held during the Spring semester with each administrator. The Committee concurred and sent the charts to the Administrative Council for approval.

Regarding Allied Health assessment charts, Dr. Seal indicated at least one more Dental Assisting (DAT 1215) student learning outcome needed to be added.

Dr. Seal stated that Dr. Breerwood wanted to add the following student learning outcome to all General Education assessment charts: "To retain students through completion of the course". Note: all retention should be measured from date of reconciliation to the end of semester. The Committee approved and agreed to add to all General Education charts.

Next meeting: Dr. Seal explained a notification will be sent to Committee members

announcing the next meeting date, time, location, and agenda.

Adjournment: There being no further business to discuss, the Committee members

were thanked and the meeting adjourned.

Respectfully submitted,

## Planning and Effectiveness Committee

## January 26, 2012

Committee Members Present: Raymunda Barnes, John Gibson, Dr. Jennifer Seal, Brenda Wells, and Barbara Whiddon

Call to Order: Dr. Jennifer Seal called the meeting to order and welcomed everyone.

New Business: The Committee reviewed and discussed the 2011-2012 Internal

Performance Indicator Interim Report. The following changes and

concerns were acknowledged:

Goal 1, Indicator 4: Dr. Ann Moore should be sending updated information. John Gibson commented the need for percentage increase. No action taken.

Goal 4, Indicator 7: The Committee questioned the wording. Brenda Wells affirmed this wording was provided by Roger Knight, but agreed to

discuss the wording with him.

Goal 7: Dr. Seal stated more information is needed. John Gibson said that Career-Technical programs will be forming a recruiting committee in the near future. Raymunda Barnes said the Hancock Center information was missing. Dr. Seal believed the point of contact for the goal should come from recruiting office.

Goal 8, Indicator 2: Dr. Seal suggested the GED program report their success rates and locations. Brenda Wells stated that "Commitment Statement for 2012-2013" needs to be changed.

Goal 8, Indicator 3: The last line under Fall Progress Report 2011-2012 needs to be corrected.

In closing, the Committee agreed that No Show students would not be counted in retention rates.

Next meeting: Dr. Seal explained a notification will be sent to Committee members

announcing the next meeting date, time, location, and agenda.

Adjournment: There being no further business to discuss, the Committee members

were thanked and the meeting adjourned.

Respectfully submitted,

## Planning and Effectiveness Committee

March 13, 2012

Committee Members Present: Dr. Jennifer Seal, Brenda Wells, and Barbara Whiddon

Call to Order: Dr. Jennifer Seal called the meeting to order by thanking the Committee

members for their attendance. Several Committee members were unable to attend, but did forward the Chair their assessment chart comments.

New Business: Completed Fall 2011 assessment charts were discussed and changes

recommended. Since the assessment charts had only minor grammatical errors, the corrections will be made by the Institutional Research staff.

Dr. Seal asked the Committee to consider placing the retention rates on

the Program of Study charts instead of the course level charts as a

student learning outcome. The Committee agreed. Dr. Ross Setze sent a suggestion regarding retention. He asked that instead of using the date of reconciliation when monitoring retention, use the Banner rolls at the end of the semester to compare with how many students sat for the final exams. This would be a more accurate number. The Committee asked if this is satisfactory for the State Report Card. Brenda Wells will provide feedback regarding this guestion following an Institutional Researchers

conference held in Jackson, MS.

Next meeting: Dr. Seal explained that she will email the next meeting date, time,

location, and agenda.

Adjournment: There being no further business to discuss, the Committee members

were thanked and the meeting adjourned.

Respectfully submitted,

## Planning and Effectiveness Committee

June 14, 2012

Committee Members Present: Dr. Becky Askew, Dr. Adam Breerwood, Dr. Jennifer Seal, Brenda Wells, and Barbara Whiddon

Call to Order: Dr. Jennifer Seal called the meeting to order and welcomed everyone.

New Business: The Committee reviewed and discussed the 2011-2012 completed

Program and Course Level assessment charts. The following changes and concerns were acknowledged in the reviewed assessment charts:

Dr. Burt and Dr. Alsobrooks had been notified of missing assessment charts. Brenda Wells agreed to check with Sharon Kelly regarding

possible storage in the Drop Box.

Some assessment charts need to reflect the current assessment cycle

year.

Dr. Askew recommended the assessment charts be approved with plans

to use as a future teaching tool. The Committee agreed.

Program chairs will be notified of missing charts.

July meeting: The next meeting of the Planning and Effectiveness Committee will be

held on July 9, 2012 at 9:00 a.m. in the Administration Building Conference Room. The Committee will review the remaining

Administrative assessment charts.

Adjournment: There being no further business to discuss, the Committee members

were thanked and the meeting adjourned.

Respectfully submitted,

#### POLICY AND PROCEDURE COMMITTEE MEETING

## Tuesday, December 6, 2011

#### 10:50 a.m.

#### **Minutes**

Members Present: Dr. Cecil Burt (Chair), Mr. Raymunda Barnes, Ms. Susan Bedwell, Dr. Glenn Dale,

Ms. Kimberly Ellis, Mr. Dow Ford, Ms. Belinda Holden, Mr. Steve Howard, Mr. Roger Knight, Ms. Jacki Runnels, Ms. Angelia Ryals, Ms. Gwen Smith,

Ms. Marjory Thrash, Mr. Jim Walsh

## Minutes from April 28, 2011, Meeting

A motion to approve was made by Ms. Gwen Smith.

The motion was seconded by Mr. Raymunda Barnes.

The motion was passed unanimously.

## Proposed Revision of Procedures

## Substance Abuse Policy

A motion to approve was made by Ms. Jacki Runnels.

The motion was seconded by Dr. Glenn Dale.

The motion was passed unanimously.

#### Other Business

#### Work Load Policy Subcommittee

Dr. Burt discussed a need for a study of the Work Load Policy. He appointed a subcommittee composed of the following members: Mr. Roger Knight (Chair), Ms. Susan Bedwell, Ms. Bettye Clark, Mr. James Elbers, Ms. Gwen Smith, and Mr. Jim Walsh.

A sample substantive change policy was reviewed. No action taken.

Ms. Belinda Holden suggested that the Committee gives consideration to a policy on social media.

A motion to adjourn the meeting was made by Dr. Glenn Dale.

The motion was seconded by Mr. Roger Knight.

The meeting adjourned at 11:25 a.m.

#### Fiscal Management Committee Meeting Minutes Fall 2011

The institution's Fiscal Management Committee did not meet during Fall 2011 semester. Budget decisions for the year had been made and there was no urgent budgetary business to review. The committee plans to meet as often as needed during Spring 2011 in order to review necessary budget concerns, discuss allocation of funds and avenues of potential savings as the committee sets budgetary plans for the upcoming year.

## Fiscal Management Committee Meeting Spring 2012

The Fiscal Management Committee met during February 2012 to establish the Budget Process for FY 2013. This process included the initiation of the budget process during the month of February with the budget being finalized during the month of May, and presented to the Board of Trustees during the June board meeting for approval and adoption.

The established budget process was followed, and the process was completed within the allocated period of time.

Submitted by:

Roger Knight
Dean of Business Services

#### **MINUTES**

#### Instructional Council

#### October 18, 2011

Members Present: Kenny Adams, Susan Anderson, Wendy Aube, Stephen Black, Karen Bond, Lonnie Burchell, Cecil Burt, Jeanne Dyar, Dow Ford, Arlene Jones, Ann Moore, Ryan Ruckel, Martha Lou Smith, Martha Willoughby

Members Absent: Raymunda Barnes, Archie Rawls

- I. Career/Technical
  - A. Automotive Currently requiring many more electives than state requires. Will reduce number of electives for Certificate.
    - i. Motion Susan Anderson
    - ii. Second Ken Adams
    - iii. Clarification This is a 2-yr certificate program.
  - 8. BOT Change BOT Office Systems Technology to a Certificate (request only for Poplarville); discontinue BOT Accounting Technology
    - i. BOT Accounting Technology
      - 1. Motion Susan Anderson
      - 2. Ann Moore
    - ii. BOT Office Systems Technology
      - 1. Motion Susan Anderson
      - 2. Second Cecil Burt
      - 3. Clarification This program is now a 1-yr in Poplarville but still a 2-yr in Hattiesburg.
  - C. ELT Change class to an elective (ELT 1223)
    - i. Motion Cecil Burt
    - ii. Second Kenny Adams
  - D. MMT Add MMT 2613, 2333; change MMT 2914 to 291-6
    - i. Motion Susan Anderson
    - ii. Second Ann Moore
  - E. Utility Lineman Changed from a grant program to a degree program. Classes are now in Banner.
    - i. Motion Lonnie Burchell
    - ii. Second Arlene Jones
    - iii. Clarification This is no longer a grant funded program. The program and course descriptions are provided by the state.
  - F. WDT 2263 Add course due to state revision of curriculum
    - i. Motion Ann Moore
    - ii. Second Ken Adams

- II. Academic
  - A. BIO 1111/1113 Add Principles of Biology
    - i. Motion Lonnie Burchell
    - ii. Second Cecil Burt
  - 8. CRJ 2623, 2723, 2733 Add three courses needed for the CRJ program
    - i. Motion Ryan Ruckel
    - ii. Second Martha Willoughby
  - C. ENG 2923 Add Professional Writing
    - i. Motion Ryan Ruckel
    - ii. Second Cecil Burt
  - D. HIS 2813 Add Special Problems in History/Social Studies
    - i. Motion Stephen Black
    - ii. Second Martha Willoughby
  - E. HUM 1113 Add Introduction to Humanities
    - i. Motion Cecil Burt
    - ii. Second Martha Willoughby
  - F. PSY 2553 Add Psychology of Personal Adjustment
    - i. Motion Ryan Ruckel
    - ii. Second Arlene Jones

All items were voted on and approved.

10/20/11 mlbs To: Dr. William Lewis, President

From: Martha Lou Byrd Smith, Vice President for General Education and Technology Services

Date: Thursday, August 23, 2012

RE: Curriculum Proposals

The Instructional Council met during the Spring 2013 semester and recommends the following actions. (All courses and their respective numbers are in compliance with the State Uniform Course Numbering System.)

- Career/Technical
  - A. ATT 293(1-6) (Special Problems II in Automotive Technology) (2-8 hours) New class added to the curriculum & will be used as an elective & 291(1-3) to 291(1-6) (Special Problems I in Automotive Technology) (2-8 hours)
    - i. Motion Cecil Burt (293(1-6))
    - ii. Second Archie Rawls
    - iii. Motion Cecil Burt (291(1-6))
    - iv. Second Kenny Adams
  - B. BOT 1443, 2423, 2463 Remove these classes from the catalog since the BOT accounting option has been discontinued.
    - i. Motion Arlene Jones
    - ii. Second Martha Willoughby
  - C. CPT 1214 changing to IST 1314 (Visual Basic Programming Language) (2 lecture; 4 lab) –Was an old curriculum change (when the state when to IST). Is a programming elective for networking and want to have the option to teach it if industry dictated the need
    - i. Motion Raymunda Barnes
    - ii. Second Kenny Adams
    - iii. Susan Anderson clarified that this is a framework change.
  - DDT 2233 (Structural Drafting) changing to DDT 2213 (Structural Drafting I) (1 lecture; 4 lab)
     Curriculum changes. The drafting program added a Structural Drafting II with the DDT
     2233 course number.
    - i. Motion Arlene Jones
    - ii. Second Jeanne Dyar

- E. CTE 1001 (CPAS Prep) (1 lecture) and CTE 200(1-3) (CPAS Prep) (1-3 lecture) Will be for all CTE courses and all teachers will be able to teach it (not towards graduation). CTE 1001 to be used to prep for the CPAS exam for all programs that have a 1 year exit point. CTE 200(1-3) to be used for all programs with a 2 year exit point. Will likely only be offered as a 1 hour class.
  - i. Motion Cecil Burt
  - ii. Second Martha Willoughby
  - iii. It was pointed out that these are electives and will be offered by the program instructors as needed.
- F. WLV 2812 changing to WLV 2813 (Welding Metallurgy) (2 lecture; 2 lab) Curriculum change that needs to be updated.
  - i. Motion Martha Willoughby
  - ii. Second Jeanne Dyar
- G. CTE 1113 (Occupational Math) (2 lecture; 2 lab) Designed primarily for students who are seeking a certificate, and will be customized toward majors
  - i. Motion Kenny Adams
  - ii. Second Stephen Black
  - iii. This course will serve as an elective.
- H. ELT 1434 (Solid State Devices and Circuits for Electrical Technology) (2 lecture; 4 lab) –
   Requesting to add course
  - i. Motion Archie Rawls
  - ii. Second Kenny Adams
  - iii. The change is due to curriculum revisions.
- BBV 1723 Name change (from Steps, Arches, & Brick Floors to Arch Construction) (1
   lecture; 4 lab) based on state curriculum change; 8BV 1823 (Steps, Patios, and Brick Floors)
   (1 lecture; 4 lab) Requesting to add course
  - i. Motion Raymunda Barnes (BBV 1723)
  - ii. Second Arlene Jones
  - iii. Motion Kenny Adams (BBV 1823)
  - iv. Second Martha Willoughby
- J. Radiology To inform the committee of a change per the Joint Review Committee on Education in Radiologic Technology
  - i. This item did not need a vote. It was included to inform the Instructional Council of the change.

- K. NUR Dosage & Solutions Rather than listed as NUR 1110 should probably be NUR 1111(Nursing I) (9 lecture; 8 lab)
  - i. Motion Cecil Burt
  - ii. Second Raymunda Barnes
  - iii. The course will need to be listed as NUR 1111 in order to reflect the fact that the course will be an eleven hour course.
- L. NUR Quality in Healthcare Recommend that it be numbered NUR 1002
  - i. Motion Cecil Burt
  - ii. Second Archie Rawls
  - ili. There was discussion regarding the appropriate numbering of this course because there is no state course numbering guide for nursing. Dr. Jones was instructed to consult with her state contact regarding the appropriate numbering. Janette McCrory of IHL directed Dr. Jones to coordinate the course numbering with the PRCC registrar. The result is that the course will be NUR \_\_\_\_\_.
- M. OTA 1233 (Pathology of Developmental Conditions) (4 lecture hours) Requesting to change from a 3 hour to a 4 hour course.
  - i. Motion Arlene Jones
  - ii. Second Kenny Adams
  - iii. This course should be OTA 1234 rather than the above OTA 1233.
- N. SUT 1703 (Certification and Role Transition) (3 lecture hours) Requesting to add new course
  - i. Motion Arlene Jones
  - ii. Second Susan Anderson
- O. CON 262(3-6) Name Change (From Internship in Construction Management Technology to Internship in Construction Engineering Technology II)
  - i. Voted and approved via email "meeting"
- P. CON 261(3-6) Name Change (From Internship in Construction Management Technology to Internship in Construction Engineering Technology I)
  - i. Voted and approved via email "meeting"
- Q. MST 291(-3) Name Change (From Special Problem, in Machine Shop Technology to Special Problem in Precision Manufacturing and Machining Technology)
  - i. Voted and approved via email "meeting"
- R. MST 292(1-6) Name and Hour Change (From Supervised Work Experience in Machine Shop Technology to MST 291(1-3) Supervised Work Experience in Precision Manufacturing and Machine Technology)

- i. Voted and approved via email "meeting"
- Electroneurodiagnostic Technology (END) New program being introduced at the Forrest County Center.
  - i. Voted and approved via email "meeting" (Note: While this item passed in the vote, there was discussion generated. Concern regarding cost was noted as well as the need to efficiently provide this information to the correct government entities to ensure financial aid funding.)

#### II. Academic

- A. 8IO 1121/1123/1124 (Principles of Biology II) (3 lecture; 1 lab) course already exist in the UCNG course designed for students not majoring in Biology, Pre-Professional, Pre-Medical, or Nursing
  - i. Motion Raymunda Barnes
  - ii. Second Gwen Smith
- B. HPR 2412 (Individual and Team Sports Officiating) (2 lecture hours) course already exist in the UCNG – requesting to add this course to the PRCC catalog and to increase it by one hour (HPR 2413)
  - i. Motion Cecil Burt
  - ii. Second Martha Willoughby
  - iii. This course cannot be increased by one hour. It will remain HPR 2412. The request was then made to research the number of hours that this course is allowed at universities versus the number it is allowed at the community colleges. If there is a consensus that the course is a three hour course at universities, then the course will be presented to the state Academic Dean's Association for a review of increased hours.
- C. HPR \_\_\_\_\_ Introduction to Sport Coaching is HPR 204 at USM requesting that course be presented to the state Dean's group to be added to the state Articulation Agreement
  - i. Item was discussed in an effort to keep open communication with the Instructional Council regarding the request for additional classes.
- D. SPT 0113 Basic Speaking (3 lecture hours) course already exist in the UCNG course is developmental by nature of the numbering.
  - i. Motion Gwen Smith
  - ii. Second Martha Willoughby
  - iii. Some clarifications about admittance to this course:
    - 1. ENG ACT of 14-15, OR have a C or better in ENG 0113 AND

- 2. REA ACT of 16, <u>OR</u> be enrolled in REA 0123, <u>OR</u> have a C or better in REA 0123.
- E. Change in Graduation Credit Hours Reduce (from 64 hours to 62 hours) the required number of credit hours to graduate with an AA degree from PRCC. The change is based on the university requirements for graduation from many programs.
  - i. Voted and approved via email "meeting"

All items were vo	oted on and approved.	
Approved:		
	Dr. William A. Lewis, President	Date

## POLICY AND PROCEDURE COMMITTEE

## 2011-2012 Accomplishments

The Policy and Procedure Committee met on December 6, 2011. Accomplishments for 2011-2012 are listed below:

- Approved substance abuse policy
- Formed subcommittee to study Work Load Policy
- Reviewed sample substantive change policy
- Discussed development of policy on social media

#### Professional Development Committee

#### Minutes

#### November 11, 2011

Members present: Becky Askew, Jana Causey, Scott Kimball, Archie Rawls, Brenda Wells

The meeting was called to order by Brenda Wells. The evaluation reports for the August 2011 Faculty/Staff Professional Development meetings were distributed and results were discussed. The format which allowed departmental meetings and office time on Tuesday and Thursday was well-received as evidenced by 94 percent of the faculty who indicated that they liked the schedule. Ninety-four percent of the faculty also indicated that they like the format for the meetings on Wednesday (general session with Dr. Lewis followed by concurrent sessions, lunch, keynote speaker, and concluding with faculty meetings).

Suggestions for future professional development sessions included discussion about retention issues, differentiated instruction, legal issues, and the possibility of inviting former students to speak. The committee members requested that a planning session be scheduled during the spring semester with committee members, department chairs and coordinators, Dr. Breerwood, Vice President for the Poplarville Campus and the Hancock Center, and Dr. Dannell Roberts to discuss legal obligations and limitations of faculty members. Also discussed was the need for a licensed counselor to be available for troubled students. Committee members also expressed a desire that sessions concerning Asperger's syndrome continue to be offered.

Jana Causey shared her plan for an instructional sharing session concerning best practices for college instructors. This session will be scheduled during spring semester on both the Poplarville Campus and at the Forrest County campus.

Professional development for support staff to be scheduled during spring semester was also discussed. The committee unanimously agreed that customer service would be a relevant and timely topic for the spring semester.

# Professional Development Committee April 24, 2012 Minutes

The Professional Development Committee met on Tuesday, April 24, 2012, at 11:00 a.m. in the Great Hall Conference Room of the Olivia Bender Cafeteria. Members present included: Becky Askew, Archie Rawls, Scott Kimball, Raymunda Barnes, Tonyia Benton, Christina Meador, and Brenda Wells.

The following topics were discussed:

August 2012 Faculty/Staff Development
 Date: Monday, August 6, 2012 – for everyone
 Scheduled keynote speaker – Dr. John Roueche

August 7, 2012 – Forrest County Center faculty meeting @ 8:30 a.m.

Departmental meetings - Poplarville & Hancock Schedule to be determined

Grades First training – Dr. Townsend – To be determined

- Support Staff Professional Development Report
  - o Meetings were conducted on April 19 for support staff at the Poplarville campus and the Hancock Center. A meeting was held on April 20 for the support staff at the Forrest County Center
  - o Speaker Diana O'Toole
  - o Topic The Important Role of Support Staff in Student Retention
- Next Meeting The committee will meet again prior to the August Faculty/Staff Meeting
  to finalize details for the upcoming Faculty/Staff Meeting. The meeting date will be
  announced at a later date.
- Meeting was adjourned at 11:25 a.m.

# Student Services Committee

Dr. Adam Breerwood, Chair

Date: October 18, 2011

Location: 2<sup>nd</sup> Floor Conference Room / Administration Building @ 10:00am

Members Present: Dow Ford, Tom Smith, Barbara Gandy, Bob Escudero, Adam

Breerwood, Casey Rawls, Heather McClain, Sarah Friday

Members of the committee discussed the following issues:

1. Improved Resident Assistant Program

- 2. Community Service Program
- 3. Night Time Student Activities
- 4. Purchase new TV's for all dorms
- 5. Final Phase of Security Camera System

# Student Services Committee

Dr. Adam Breerwood, Chair

Semester: Spring 2012

Location: 2<sup>nd</sup> Floor Conference Room / Administration Building @ 10:00am

Members Present: Dow Ford, Tom Smith, Barbara Gandy, Bob Escudero, Adam

Breerwood, Casey Rawls, Heather McClain, Sarah Friday

Members of the committee discussed the following issues:

- 1. Discussed need to establish athletic study hall utilizing space in Moody Hall
- 2. Moving all intramural and athletic student programs to Wellness Center to better serve students
- 3. Importance of developing needs assessment for final phases of camera system and security card swipe
- 4. Establishment of plans to revitalize game day atmosphere for home events
- 5. Construction on White Hall for Honors Institute

## WORKFORCE EDUCATION COMMITTEE

## FALL 2011

Although the committee did meet during the 2011 Fall Semester, due to the untimely illness and death of the employee responsible for keeping the records, minutes for the Workforce Education Committee are currently unavailable.

#### **Workforce Education Committee**

#### Spring 2012 Minutes

The Workforce Education Committee met during Spring 2012 and discussed the following:

- The need to establish a Lineman Alumni board composed of graduated students who are now working in the industry.
- Progress of all workforce training and education projects, including, but not limited to:
  - Win Job Center training report
  - o Dislocated Workers Report
- The National Science Foundation Grant that began on October 1, 2008, is reaching the end of year
  two
- Progress concerning the two South Mississippi Planning and Development District grants which were again funded for this fiscal year. In the computer training program funded in this effort, 153 students have completed 759 courses. The dislocated worker grant effort has offered counseling to 866 individuals that are unemployed seeking educational guidance and assistance.
- Report for The National Emergency Grant, which was an extension of the Pathways to
  Reconstructing the Gulf Coast effort, which was funded for this fiscal year at approximately \$500,000.
  Students affected by Hurricane Katrina received training in Construction Equipment Operations (65),
  Commercial Drivers Licensure (71), Geographic Information Systems (4), Welding (23), and Culinary
  (29).

# Utility Lineman Board Meeting

# **Meeting Minutes**

April 20, 2012

# 1. Call to order

Randy Henry called to order the regular meeting of the Utility Lineman Board at 1:00 p.m. on April 20, 2012 in the Technology Training Center Conference Room.

#### П. Roll call

Randy Henry conducted a roll call. The following persons were present:
Jeremy Guidry, Co-Chairman, Coast Electric
Taylor Williams, Chain Electric
Ben Ezell, Chain Electric
Colton Hall, MS
Jon Raybon, Pearl River
Will Gipson, Pearl River
Randy Henry, Chairman

# III. Open issues

- a) Discussion of how best to promote the School.
- b) Discussion of how to improve support of the School.
- c) A general discussion and examination of curriculum for the program followed.
- d) Promotion of Alumni from the program was discussed.
- e) The next meeting was scheduled for July 27, 2012 at 1:00 p.m.

#### IV. Adjournment

Randy Henry adjourned the meeting at 3:00 p.m.

Minutes submitted by: Tina Coleman

Minutes approved by: Randy Henry

# Institutional Effectiveness Newsletters

# Institutional Effectiveness Newsletter

August 2011

#### PRCC 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 well, 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.

# Faculty and Staff Professional Development August 2011

Three outstanding speakers provided excellent sessions for PRCC's faculty and professional staff during the August 2011 Faculty and Staff Professional Development meetings. The three speakers emphasized the need for a renewed focus on creating a culture conducive to student success for today's student.

Results of the evaluations of the sessions are summarized in the following paragraphs:

Dr. Maggie Culp (seen below





less in conversation with Dr. Janet Thornton) discussed the latest tesearch concerning today's community college students. Ninety-three percent of faculty/staff agreed or strongly agreed that Dr. Culp's information was useful to them.

Ms. Amy Whitten (pictured above) presented legal information concerning the use of social media and the pitfalls to avoid. Of faculty/staff responding to the survey, 99 percent found this information to be useful.

Following lunch, Dr. Rod Risely, Executive Durector, Phi Theta Kappa Honor Society, (below) discussed the importance of improving retention and graduation rates. Eighty-seven percent of faculty/staff participating in the evaluation found his information useful.

Results from 87 percent of those participating in the survey indicate that the overall program on Wednesday was above average or excellent.



# **Graduate Report**

Survey results indicated that 69.7 percent of the 2011 PRCC graduates planned to continue their education beyond the community college, while 27.6 percent of students surveyed planned to enter the workforce after graduation.

Approximately 68 percent of students surveyed responded that they either had been employed full-time or part-time while enrolled as a student at PRCC. Of graduates surveyed, 96 percent indicated that PRCC had prepared them

more than adequately or exceptionally well to either continue their education or enter the workforce. Of the graduating students surveyed, 88 percent indicated that they would choose PRCC if they could start college again.

# OFFICE OF PLANNING AND RESEARCH

# SCHEDULE FOR EVALUATIONS

2011 - 2012

#### STUDENT EVALUATIONS OF INSTRUCTION

October 3 - Student Evaluations of Instruction begin

October 3 - November 11, 2011 - Student Evaluations of Instruction

January 10 – Student Evaluations of Instruction results distributed to administrators/supervisors

#### PERFORMANCE REVIEWS OF SUPERVISORS

January 19 - Performance Reviews of Supervisors emailed to employees

January 19 - 27, 2012 - Performance Reviews of Supervisors

February 24 – Performance Reviews of Supervisors results distributed to administrators/supervisors

#### PERSONNEL EVALUATIONS

February 28 – Personnel Evaluations emailed to administrators/supervisors

March 5 - Schedules for Personnel Evaluations sent to Office of Planning and Research

March 1 - 30, 2012 - Personnel Evaluations

# 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.

# Institutional Effectiveness Newsletter

#### March 2012

#### PRCC MISSION

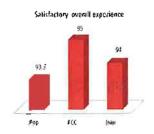
PRCC IS A PUBLIC
INSTITUTION COMMITTED
TO PROVIDING QUALITY
EDUCATIONAL AND
SERVICE OPPORTUNITIES
FOR ALL WHO SEEK THEM.

#### 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 well, 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.

# **Campus Climate Survey**

The Campus Climate Survey was administered to students during 2011 Fall Semester. Some of the results follow:

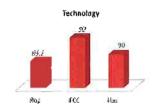


Students are satisfied with their overall experience at PRCC as indicated by a 94 percent satisfaction rating. Poplarville campus results reflected a 93.3 percent satisfaction level; students at the Forrest County Center indicated a 95 percent satisfaction level; and the students at the Hancock Center indicated a satisfaction level of 94 percent

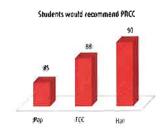
Ninety (90) percent of students surveyed indicated they had received fair and equitable treatment while attending PRCC.

Students are satisfied with the emphasis that PRCC places on academic achievement as follows: 86.7 percent satisfaction at the Poplarville Campus, 89.5 percent satisfaction at the Forrest County Center, and an 88.3 percent satisfaction level at the Hancock Center.

Overall, 90 percent of students expressed satisfaction with technology for learning in the classroom. At the Poplarville Campus, 89.2 percent of students were satisfied with technology for learning. Students at the Forrest County Center expressed a satisfaction level of 92 percent, and the Hancock Center students expressed a satisfaction level of 90 percent with technology for learning.



Student satisfaction with services provided by the library at the Poplarville Campus was at 97.7 percent. The satisfaction level of the Forrest County Center was 96.4 percent. The Hancock Center student responses reflected a satisfaction level at 97.4 percent.



When students were asked if they would recommend PRCC to another person, the majority responded favorably as evidenced by the following results: Eighty-eight (88) percent of students at the Forrest County Center, 90 percent of students at the Hancock Center, and 85 percent of students at the Poplarville Campus agreed or strongly agreed that they would recommend PRCC.

The Campus Climate Survey report can be found online at http://pr10.prcc.edu/opr/OPR/surveys\_reports.html

# PEARL RIVER COMMUNITY COLLEGE

# Professional Development for Support Staff

The professional development sessions for support staff have been scheduled for the 2012 Spring Semester. Ms. Diana O'Toole is the scheduled guest speaker and will be discussing the important role of support services in student retention.

Ms. O'Toole, a Mississippi native, was born in Franklin County but grew up in Jackson, Mississippi. She attended Belhaven University where she graduated with a Bachelor of Science degree in psychology and a double minor in speech/drama and secondary education. She has twenty-two years experience in the travel and tourism industry, eight as a professional leisure travel agent, and fourteen years with the Mississippi Development Authority in the Tourism and Asset Development Division. Believing that customer service is the key to the success of any organization, Ms. O'Toole was instrumental in the development of an innovative approach to Hospitality/Customer Service Training for the State of Mississippi.

# Poplarville Campus:

#### Session I:

Thursday, April 19, 2012 8:30a.m.-10:30a.m.

#### Session II

Thursday, April 29, 2012 12:30p.m.-2:30p.m.

# Forrest County Center:

Friday, April 20, 2012 9:00a.m.-11:00a.m.

# 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,

# Pearl River Community College

Appendices

Program Performance

# Mississippl Community and Junior Colleges PROGRAM PERFORMANCE INDICATORS AND MEASURES

_		_		1					
Average & Totals	3.08	21	%98	100%	82%	\$5,619	109	175	4001
SW	3.04	20	85%	100%	87%	\$6,528	9	4	yes
PR	2.98	23	%06	100%	%68	\$6,819	21	17	yes
ΜN	3.01	21	%96	100%	71%	\$5,192	8	25	yes
N E	3.13	21	%£6	100%	%89	\$4,725	Q	4	yes
<b>M</b> G	3.13	21	%68	100%	91%	\$5,158	0	21	yes
Q₩	3.08	17	%06	100%	%08	\$5,530	9	10	yes
Ā	3.21	21	87%	100%	%68	\$5,127	80	12	yes
or	3.12	23	87%	100%	85%	\$4,948	ဧ	ç	səń
느	3.15	20	%49	100%	%26	\$4,877	8	ε	sək
유	3.10	20	%06	100%	87%	\$6,178	8	14	yes
표	3.03	17	%68	%66	%06	\$5,018	12	28	yes
ER	2.97	20	, WA	4001	84%	\$6,602	2	9	yes
EC	3.17	20	80%	%66	%22	\$5,219	ဖ	က	yes
ت ت	3.09	20	91%	100%	81%	\$5,813	14	15	yes
03	3.06	24	%11	100%	72%	\$6,556	1	8	yes
TARGETED OUTCOMES:	1) Cumulative GPA of CC transfer students attending IHLs will equal or exceed GPA of native students (native student gpa =3.05) - AY2010 Baccalaureate Recipients (Report obtained from IHL).	2) Average class size will be 21 students - Fall 2010	3) 92 percent of ADN graduates will pass state nursing board on first write (MBON 2010 Annual Report).	4) 100 percent of full-time and adjunct faculty will have met criteria for academic and professional preparation - Fall 2010 (CJC Self Reported Based on SACS Standards)	5) 91 percent of career-tech students who complete a program will be positively placed - (Perkins Consolidated Annual Report on 2008-2009 CTE Students)	6) Total cost per FTE student will be \$5,945 - 2010-11	7) There shall be 91 or fewer student injuries on community college grounds - 2010-11 (CJC Self Reported)	8) There shall be 100 or fewer employee injuries on community college grounds - 2010-11 (CJC Self Reported)	9) 100 percent of community colleges will have a written safety and health program - June 2011 (CJC Self Reported)

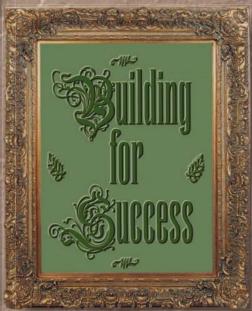
\*East MS CC was only recently approved for an Associate Degree Nursing Program, and therefore does not yet have program graduates.

# Pearl River Community College

Appendices

Annual Report





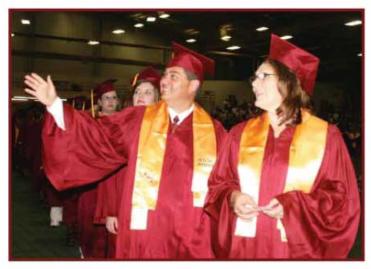
2012 President's Report Pearl River Community College





# GRADUATION MAY 15, 2012







Clockwise from top left: Holly Kirkland of Carriere helps Candace Stockstill of Picayune with the sash signifying Stockstill is a member of Phi Theta Kappa International Honor Society. Both received associate degrees in nursing. Ken Stalnaker waves to his mother, Gail Duhe, as he and his sister, Danielle Stalnaker, march into the Forrest County Multi Purpose Center. New graduate Charles Taylor II of Hattiesburg poses for a photograph with friends, from left, Nick Ray, Lashawn Johnson and Javon Cooper, all of Hattiesburg. Andrew Bell of Franklinton, La., texts his wife before receiving the associate in applied science degree in drafting and design technology. Jessica Breakfield of Columbia crosses the stage with her degree. Lakeisha Barber of Laurel, from left, Amber Baker of Hattiesburg and Devora Allen of Columbia wait to march into the Forrest County Multi Purpose Center. Barger received a degree in surgical technology while Baker and Allen both earned associate in arts degrees.



PRCC students earned 860 degrees or certificates between July 1, 2011 and May 22, 2012, a record number.



# **MISSION**

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.

RiverSide is produced by the Pearl River Community College Public Relations Department. Items for publication should be sent to: RiverSide editor, 101 Highway 11 North, Poplarville, MS 39470; to contact by phone, call 601-403-1328.

- Chuck Abadie. Public Relations Director
- Mitch Deaver, Assistant Director & Drawl Advisor
- Kenny Russell, Compositor & Master Printer
- Ronn Hague, Digital Media Coordinator
- Janet Braswell, Public Relations Assistant

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 601 403-1060.



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## **BOARD OF TRUSTEES**

Forrest County: Brian Freeman, Herbert Ray Nobles, vice chairman Hancock County: Alan Dedeaux,

Frank Ladner, chairman

Jefferson Davis County: Ike

Haynes, Tony Waits

Lamar County: Dr. Ben Burnett,

**Dale Purvis** 

Marion County: Al Brooks, Craig

Robbins

**Pearl River County:** Dr. Gale Harris, M.L. "Sonny" Knight, secretary; Alan Lumpkin, P.W. Polk, Teresa Stafford, Don Welsh

Board Attorney: Martin Smith PRCC PRESIDENT

Dr. William Lewis

# BUILDING FOR SUCCESS

# **PRESIDENT**

# DR. WILLIAM LEWIS

Community colleges across America have received a challenging message from the U.S. Congress and from state legislatures.

That message requires all institutions of higher education to focus on and to increase the number of graduates and program completions. With this embellished focus on graduation and completion, many states have begun to link state funding to how well students are progressing towards this goal.

Pearl River Community College has embraced this concept and has taken numerous steps to increase its productivity in terms of graduates and program completers.

The latest data comparing colleges and their graduation rates indicates that PRCC has earned the number one ranking among Mississippi community colleges. Despite this most significant ranking, it is imperative that our institution continues its efforts to improve our productivity relative to the percentage of students who earn a degree.

The college was fortunate that three years ago we were awarded a federal Strengthening Institutions grant to focus on student retention and advisement. Significant progress is being made in assisting students with the completion of their programs of study because of the availability of this Title III grant.

The College also created a new recognition program for Pearl River graduates who have excelled during their careers. The Lifetime Achievement Hall of Fame was introduced this school year and the first inductees were honored with a special recognition ceremony. These inductees all achieved ultimate success in their chosen professions and are now being asked to be role models for our students.

The Lifetime Achievement inductees have been interviewed by PRCC students who are participating in the College's Honors Institute. Memorial



plaques, individual career biographies and videos of the interviews of the inductees will be on permanent file in the new home for the Honors Institute.

Finally, for the second year in a row, the College has been recognized as a national first-round finalist for the prestigious Aspen Prize for Community College Excellence. Only 120 colleges in America received the recognition of being named first-round finalists. Pearl River is most pleased to have been recognized for the productivity and employment placement of its students.

From an on-going evaluation and revamping of the College's Developmental Education Program to the initiation of the Honors Institute that challenges the most academically talented students, Pearl River Community College continues its priority institutional focus on the teaching/learning process.

These efforts are helping PRCC students to be prepared to be successful in future pursuits. Whether it be to enter the workplace immediately upon graduation or to continue to pursue additional higher education, our students will be among the most prepared in the country.



The Spirit of the River Marching Band, led by drum major Allen Grace, performed in front of the Dobie Holden statue during Homecoming for a scene in a movie about Mississippi community college football. The film is to be released this fall.

The 2011 homecoming court was, from left, freshman maid Emily Patton of Hattiesburg, sophomore maid Olivia Ryals of Columbia, Forrest County Center freshman maid Hannah Herring of Petal, Hancock Center maid Austa Chasez of Waveland, queen Sarah Friday of St. Martin, student body maid Courtney Lee of Ovett, Forrest County Center sophomore maid Einnor Rankins of Hattiesburg, sophomore maid Danielle Rogers of Petal and freshman maid T'Kia Smith of Hattiesburg.

Ryan Wardlow of Baldwin, from left, Jonathan Dos Ramos of Picayune and Michael

Buckley of Columbia show off the winning model they built from house plans in architectural drafting instructor Jesse Walker's class.

Walker's class.



PIONAL

Choral director LaDona Tyson stepped in as vocalist, above, when the JazzCats performed at Poplarville's Blueberry Jubilee.

# **BUILDING FOR SUCCESS**

- ★ The \$10.4 million Ethel Holden Brownstone Center for the Performing Arts is under construction with projected completion in spring 2013.
- ★ Site work is finished for the Marvin R. White Coliseum and construction has started on the \$8.9 million facility. Construction is expected to take about a year.
- \* Renovation of the former Visual Arts building is underway to provide new offices for the public relations department.
- ★ The parking lot west of the Brownstone site has been resurfaced and striping will take place before the fall semester.
- ★ A band practice/intramural field with a wooden observation platform is under construction across from the Wellness Center.



The water tower on the Poplarville campus was cleaned and repainted this summer.

 Association chairman - Dr. William Lewis begins a two-year term July 1 as chairman of the Mississippi Association of Community and Junior College's Presidents Association.



# LIFETIME ACHIEVEMENT HALL OF FAME

# Five outstanding alumni named to first class

Pearl River Community College inducted the first class of outstanding alumni into the PRCC Lifetime Achievement Hall of Fame on April 19.

Sidney Malone of Hattiesburg, Dr. Thomas J. Malone of LaGrange, Ga., Jim McQueen of Hattiesburg, the late Henry Thomas of Hattiesburg and Jean Baughman Wessel of Huntsville, Ala., were honored.

The dinner not only honored them but introduced them to some of today's brightest students - members of the new Honors Institute inaugural class. An honors student interviewed each of the honorees for a short oral history of their time at PRCC and sat with the honoree during the dinner.

The five inductees into the Lifetime Achievement Hall of Fame have all become successes in their chosen fields after starting college at Pearl River.

Sidney Malone attended Pearl River in 1962-64 and played on the Wildcat football team. After earning a degree from the University of Southern Mississippi, he began a career as a real estate and business developer in Mississippi and Colorado.

"Since I was 18, I've been a part of the Pearl River family," Malone said. "Pearl River has made a huge difference in my life. Most of whatever success I've had, Pearl River has been around me."

His brother, Thomas Malone, also played Wildcat football and attended Pearl River in 1957-59. After being inducted into the Phi Theta Kappa honor society at Pearl River, he earned both the bachelor's and doctoral degrees in chemical engineering from Georgia Tech University.

Malone joined Deering Milliken Inc. as a chemical engineer in 1966 and rose through the company ranks, retiring as executive vice chairman of Milliken & Co. in 2004.

"Pearl River has had an enormous impact on me," he said. His years at Pearl River began his transformation from a teen-ager to a maturing individual with much of the influence coming from his football coach and mentor, the late Dobie Holden.

"His lessons on how to win in football translated incredibily well into how to win in life," Malone said.

McQueen, a native of Picayune, attended Pearl River from 1950-52 before earning degrees from USM and the University of Mississippi.

After teaching high school art, he was hired to illustrate golf columns written by Jack Nicklaus, starting a 40-year career as a freelance sports illustrator.

"This is a very humbling experience," he said. "It's a tremendous honor to be a member of the first Lifetime Achievement Hall of Fame. Those two years more than adequatedly prepared me for Southern Miss and beyond."

Thomas, who passed away in 2011, attended Pearl River in his hometown of Poplarville from 1957-58.

He earned degrees at USM and studied at Mississippi State University but it was Pearl River that captured his heart.

"Dad loved Pearl River," said his son
Phillip Thomas. "I can't imagine anyone Henry Thomas
loving it more than Dad did. It meant more to him than
any other place he went to school. He would be very, very
honored by this award."

The late Mr. Thomas taught school before joining Coast Electric Power Association where he was manager for 13 years and then South Mississippi Electric Power Association which he managed for 19 years.

Wessel spent only the 1954-55 school year at Pearl River but was a busy student - serving as a Wildcat cheerleader and writing for both the campus newspaper and the Future Business Leaders of America newsletter.

"We had such a good time, a wonderful time," Wessel said. "I love the school. I loved being a cheerleader. I wrote a newspaper column called 'Fashions and Fads'." She described the teachers as superior.

Wessel moved on to what she called a "wonderfully interesting life."

She earned her bachelor's degree at Eastern Michigan University and was an airline stewardess and instructor before she and her husband, Fred, opened a Burger King franchise in Huntsville, Ala.

After Fred Wessel's death in 1995, she became president and CEO of Westfam Restaurants Inc., which owns and operates 27 Burger Kings in northern Alabama.

# LIFETIME ACHIEVEMENT HALL OF FAME GALA



Recognized at the inaugural Pearl River Community College Lifetime Achievement Hall of Fame induction were, from left, Dr. Thomas Malone of LaGrange, Ga., Jean Baughman Wessel of Huntsville, Ala.; Jim McQueen of Hattiesburg, Holly Arnoult, representing her late father, Henry Thomas of Hattiesburg; and Sidney Malone of Hattiesburg.





Clockwise from top left: Dr. Thomas J. Malone and Mrs. Earlora Holden; Jean Wessel and Sofia Tent; Kent and Sandy Bass with Sidney Malone; Jim McQueen and sons (from left) James Craig McQueen, Blair McQueen and Alan McQueen; Betty and Herbert Ray Nobles





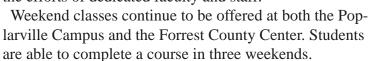




# GENERAL EDUCATION AND TECHNOLOGY SERVICES DR. MARTHA LOU SMITH, VICE PRESIDENT

There were a number of highlights within the area of General Education during the 2011-2012 academic year.

The college stresses academic excellence for all of its students and the record enrollment in the fall presented us with some challenges, but they were all met by the efforts of dedicated faculty and staff.



The growing popularity of Dual Enrollment continues to create opportunities for the college to reach students

who want to begin college studies prior to high school graduation.

Nine high schools participated in Option 1 Dual Enrollment by providing college classes during the day to their high school students.

Students from several other schools participated in Option 2 Dual Enrollment by attending college classes at one of the college's approved locations during the day, at night, on weekends or online.

PRCC will offer mini-term sessions beginning in December 2012. Students will have the opportunity to take a course during the break between the fall and spring semesters.

# **HIGHLIGHTS**

- PRCC awarded a record 860 dea Bay St. Louis Little Theater production grees and certificates in 2011-12. of "Cat on a Hot Tin Roof".
  - ⋆ Voice instructor Dr. Pamela Jones portrayed Anna in "The King and I" with the Hattiesburg Civic Light Opera.







Berry

Center. The Honors Institute was invited to join The Mississippi State Conference, the first community college invited to join the coalition of state honors institutions. Sofia Tent of Carriere was elected outreach officer.

★ The Mississippi Community Col-

students transferring to four-year

college GPAs.

institutions in FY 2011 is consistent

lege Board reports the GPA for PRCC

with statewide and national community

★ Dr. Stephen Black, history instruc-

tor, was selected to lead the new Hon-

ors Institute. Up to 30 students can be

accepted on the Poplarville campus

and up to 20 at the Forrest County

- Honors Institute students assisted with several college events, including the Women's Health Symposium, The Little Black Dress Charity Luncheon and the Lifetime Achievement Hall of Fame Gala.
- Band directors Dr. Kyle Hill and Mike Bass, department chair Archie Rawls and choral director LaDona Tyson served as adjudicators for several band and choral festivals this year.
- Theater instructor Christopher Flynn played the role of Big Daddy in

- Debra Thompson of Carriere was named the college's 2012 student HEADWAE honoree. She has been accepted into the dental hygiene program at the Forrest County Center. The faculty honoree was public speaking instructor Laura Berry. Ms. Berry teaches at the Poplarville campus and online through the Mississippi Virtual Community College.
- ⋆ Debra Thompson also was named to the Phi Theta Kappa All-Mississippi Academic First Team. Gineca Garriga of Catahoula was named to the All-Mississippi Academic Second Team. They represented the lota Mu PTK chapter on the Poplarville campus.
- The two Phi Theta Kappa chapters at Pearl River Community College have achieved Five Star Chapter status. The

- designation is the organization's highest chapter award.
- ★ Twenty-six faculty and staff members graduated in November from a nine-month Leadership Coaching program. The program was taught by Lee Reid, a Workforce Education trainer at PRCC's Woodall Advanced Technology Center in Hattiesburg. A second class began in February.
- ★ Doug Donohue, math instructor at the Forrest County Center, and Michelle Wilson, social sciences instructor and librarian at the Hancock Center, attended the three-day Lamplighter's Conference at Northeast Mississippi Community
- The Mississippi Organization of Associate Degree Nurses selected Rachel Aultman of Sumrall to receive the Outstanding ADN Student Award for 2011-12. She received the associate degree in nursing in May.
- ★ Seven creative writing students at the Forrest County Center had their work selected for competition at the Southern Literary Festival held in March at Lipscomb University in Nashville.
- ★ Forrest County Center English and history instructor Dr. Ryan Ruckel was named PRCC's Humanities Instructor of the Year by the Mississippi Humanities Council.

# GENERAL EDUCATION AND TECHNOLOGY SERVICES

# College completion pledge



Several hundred PRCC students signed a pledge to complete their community college degrees or certificate programs. Both Phi Theta Kappa chapters participated in the Community College Completion Corps, the student-led initiative to raise awareness of the importance of college completion, and sponsored the pledge signing events.

Below, Jessie Breakfield of Columbia, right, PTK leadership vice president hands an "I'm Committed" sticker to Daterris Rogers of Wayne County after he signed the pledge.





Kelly Smith of Ocean Springs was the first art major to have an exit show in the new

Moody Hall gallery. The piece on top is entitled "All That Jazz" while the lower piece is called "Breaking Dawn." Smith graduated in May and transferred to William Carey University.

# TITLE III



DR. AMY TOWNSEND, DIRECTOR

The PRCC Title III initiative is committed to creating a new

Integrated Learner Support System for students by developing and piloting online services and advisement tools, integrating student services, and incorporating Supplemental Instruction in select courses.

The overall goal of these programs is to increase student success and retention. Now in our third year of implementation, we have succeeded in developing services for the students of our college, and these services are increasing student success.

- ★ The Student Success Center opened at the Forrest County Center and is outfitted with a computer lab, peer zone and a training/conference room equipped with the latest technology. The SSC is open to all PRCC students.
- ★ Peer Mentoring services are now available to all students. Peer Mentors are model students who work with students enrolled in either Essential Skills or College Study Skills courses and who serve in the Student Success Center. Peer Mentors are available to all students and can help with study strategies, time management, test taking skills, and a host of online advising tools.
- \* English courses utilizing Supplemental Instruction (SI) are now available to any student wishing to enroll in an SI English course. SI Student Leaders offer outside SI sessions to assist students in developing learning strategies for mastering course materials; students learn how to learn. SI Math supported courses will be piloted in the fall.
- ★ PRCC Student e-Portfolios are now available to all students. This dynamic tool allows students to present themselves professionally by showcasing their academic accomplishments whether their goal is to transfer to a four-year college or university or to enter the workforce.



# POPLARVILLE CAMPUS AND HANCOCK CENTER DR. ADAM BREERWOOD, VICE PRESIDENT

In accordance with its mission statement and purpose, this office embraces the concept of total development - that is the intellectual, cultural, social, moral and physical development of its faculty, staff and students - and employs it as a guiding principle in its delivery of services and programs.



In doing so, it recognizes the need to understand and know the extent and levels of effectiveness and efficiency.

With increasing technology and the trend of enrollment reaching record numbers over the past several years, we have many challenges that lie ahead.

The expansion of services to the Poplarville Campus and the Hancock Center, the expansion of the scholarship programs especially to recruit and retain a diverse student population and the continuation of strong student and faculty development programs are vital in



The Hancock Center hosted its first Spring Fling in 2012.

enhancing the quality of education at PRCC.

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 and intellectual development is our primary concern.

- ★ The Honors Institute started its first year in White Hall where renovation work continues on the second floor. Part of a \$120,000 Lower Pearl River Valley Foundation grant will help furnish the library for the institute.
- ★ The Fine Arts and Communication Department relocated to beautifully-renovated Moody Hall with spacious classrooms and offices with full technological capabilities, art gallery, renovated choral rehearsal hall, visual art instructional area and a music/art lab with 15 iMac computer stations. The move was welcome after six years in portable classroom units after Hurricane Katrina.
- ★ A new men's residence hall opened for the fall 2011 semester. The two-story, 108-bed hall features suite-style rooms, the residence director's apartment and two common areas.
- ★ In an effort to improve the health of our campus, faculty and staff were afforded the opportunity to join the Wellness Center free of charge.
- ★ The Mississippi Organization of Associate De-

- gree Nurses selected Rachel Aultman of Sumrall as the Outstanding ADN Student for 2011-12.
- ★ About 30 employers took part in the annual Career Fair in March, giving students the opportunity to find out about careers and to apply for jobs.
- ★ The new chapter of Fellowship of Christian Athletes met weekly at Malone Chapel. Forrest Dungan of Columbia was elected as president.
- ★ The Hancock Center hosted the first PRCC Night at Hancock High School in November to give high school students and their parents a preview of the educational opportunities available at Pearl River.
- ★ The RiverRoad showchoir hosted the 23rd Mississippi Showchoir Contest at William Carey University in February with over 30 junior and senior high school choirs in competition.
- ★ Business marketing students Raqi Beech of Carriere and Heather Duckett of Picayune attended the Collegiate DECA's International Career Development Conference in Salt Lake City, Utah.

# POPLARVILLE CAMPUS AND HANCOCK CENTER

#### FINE ARTS HIGHLIGHTS

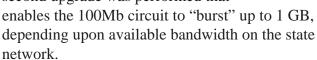
- ★ The String of Pearls dance team won the American All-Star Collegiate Division State Championship for the 12th consecutive year in February. The Pearls also were crowned as National Champions in the College Large Ensemble Division and placed in the top four among all college teams in the Open Division at the International Dance and Drill Team Championship at the University of North Texas in March. Kara Fleming is String of Pearls Director.
- ★ Twelve musicians were selected by audition for the Community College All-State Band clinic and concert at the University of Southern Mississippi.
- ★ Twenty-four choir students spent part of spring break in Washington, D.C., performing at a senior center and participating in a performance exchange at Woodrow Wilson High School.



# INFORMATION TECHNOLOGY STEVE HOWARD, CHIEF TECHNOLOGY OFFICER

The division of Information Technology accomplished many goals during the past year to meet the ever changing technology needs of the college.

The college Internet circuits were upgraded from 50Mb to 100Mb. A second upgrade was performed that



These upgrades have more than doubled our bandwidth. An additional 50Mb circuit was installed and is dedicated solely for use by students living in residence halls on the Poplarville campus. Plans have been finalized to add a 200+Mb burstable circuit later this year.

Work is progressing on a complete overhaul of the current public website. The new site will be unveiled in two primary phases. The first phase will transition the current website onto the Drupal content management system platform. As part of this phase the college is currently conducting a brand assessment that will result in the development of standards for all electronic and print communications.

Once these standards are finalized they will provide guidelines for communicating a consistent unified message across all areas of the college. Phase two of the website overhaul will see the unveiling of a new public website with versions that can be easily viewed from mobile devices such as smartphones and tablets.



- ★ Worked with Title III to implement the Grades First attendance and early alert system. Interfaces to extract data from the student information system (SIS) and import it into Grades First were written and tested. Programs were written to export the attendance data captured in Grades First into Banner and display that information in the attendance audit rolls.
- ★ Worked with bookstore personnel to implement a new point-of-sale (POS) system. Data interface between the POS and Banner have been implemented.
- ★ Assisted with the installation and configuration of the Pharos print management system kiosk. This kiosk will provide students with the convenience of adding funds to their print account without requiring help from library personnel.
- ★ Installed instructional technology equipment for the renovated Moody Hall, White Hall and other classrooms. The equipment includes iMac lab, smart classrooms, data projectors, interactive Smartboards, Sympodiums and personal computers for classrooms and instructor offices.
- ★ Revamped the online admissions application to provide for direct integration into Banner.
- ★ Installed a bandwidth management appliance called Exinda to provide more effective bandwidth management and provide greater visibility into data circuits and Internet traffic.



# ECONOMIC AND COMMUNITY DEVELOPMENT DR. SCOTT ALSOBROOKS, VICE PRESIDENT

A large percentage of the future jobs in Mississippi are predicted to require some sort of post-secondary credential, whether it be a certificate of proficienicy or an associate's degree.

Pearl River Community College and all of Mississippi's community colleges are fully vested in meeting the governor's plan for producing a trained workforce capable of meeting the economic needs of the state.

Community colleges are adept at changing or creating programs to meet economic needs. At PRCC, we're continuually evaluating what we're offering and what we're not offering to meet the changes in our state's economy.

The new Stion plant in Hattiesburg and the new Highland Community Hospital under construction in Picayune are prime examples of changes and growth in the local economy. These major investments in our community serve as a cataylyst for further growth and develop-



ment, providing additional opportunities for the college to meet community needs and educational requirements for the workforce.

The college has applied for grants to begin a two-year health care data program in Poplarville and a two-year

electroneurodiagnostic technology program at the Forrest County Center will begin in the fall of 2013. Both are in response to workforce development needs.

Through the Student Career-Technical Conference and high school Skills USA events, we are trying to send a message to young people in the college's six-county district about the career opportunities that exist and how they can increase their earning potential by obtaining a two-year degree or a one-year certificate through our college.

# WORKFORCE EDUCATION HIGHLIGHTS

- ★ PRCC served almost 9,000 people in 2010-11 from those who dropped out of high school to current employees wanting to improve job skills.
- ★ PRCC served 1,812 students by utilizing Mississippi Community College Board Adult Basic Education funding of \$411,235. Three hundred eighty-two earned GEDs and 684 GED graduates enrolled at PRCC. The college provides one or more GED instruction sites in each of the six counties it serves.
- ★ Through Department of Labor Workforce Investment Act Funding of \$194,454 awarded through the South Mississippi Planning and Development District, 1,389 students received certificates for computer training completed at the Hattiesburg, Picayune and Waveland WIN Job Centers. The training primarily targeted unemployed and underemployed individuals who needed additional computer skills to obtain or advance in employment.
- ★ With this same funding, PRCC's Dislocated Worker program served 1,015 workers through Rapid Response and Profiling sessions.



Approximately 350 high school juniors came to campus on March 6 for the first Student Career-Technical Conference. The students, who were enrolled in career and technical programs in their home school districts, each visited three of PRCC's 22 programs.

In the photo above, Brittany Hall of Bassfield and Wade Nelson of Purvis try their hands at bricklaying during the conference.

PRCC also hosted the District V Skills USA competition for several hundred high school students.

# **ECONOMIC AND COMMUNITY DEVELOPMENT**

- ★ Career-technical students earned 62 percent of the 860 degrees and certificates awarded this year.
- ★ Two career-technical students placed first in state-wide Skills USA competition and are eligible for national competition in June.
- ★ Students in eight career-technical programs ranked first in the state on the Career Planning and Assessment System (CPAS) tests in fall 2011 or spring 2012.
- ★ Students in the utility lineman technology program helped PRCC staff install new street lighting on campus.
- ★ PRCC's overall pass rate for 13 programs requiring state certification or licensure was 90 percent and graduates of dental assisting, dental hygiene, medical laboratory technology, physical therapist assistant technology and surgical technology recorded 100 percent pass rates last year.
- \* An 88.4 percent placement rate for PRCC graduates of career-tech programs is well above the state goal of 79.1 percent.
- ★ PRCC is pursuing grants to start a two-year health information technology program.
- ★ PRCC provided pre-employment testing for Stion, which opened a solar panel manufacturing plant in Hattiesburg in 2012. PRCC continues to provide training.
- ★ Instructors in the construction equipment operators program took the academic part of the program to a half dozen local governments and businesses to meet their needs for employee certification.
- ★ The business marketing and management technology program began offering courses online in the fall 2011. Courses are also taught at the Woodall Advanced Technology Center.
- ★ The utility lineman technology program received 11 used transformers from Coast Electric Power Association. They will be used to construct an outdoor transformer banking lab. The donation is worth an estimated \$8,000.
- ★ Students in construction equipment, utility lineman and masonry programs are helping to build the outdoor walking track at the Wellness Center.



Mississippi Public Broadcasting shot footage of the PRCC utility lineman technology program in October for "The Job Hunter" show.



Tyler Parker of Bogalusa, La., drives the clean-energy electric go cart he and Conner Johnson of Carnes built from a gas-powered vehicle for their electronics special projects class.



Electronics technology students Charles Quinn of Picayune, left, and Austin Matthews of Poplarville test a motor for the air conditioning system before reinstalling it in a Pearl River Community College truck cab.



# FORREST COUNTY OPERATIONS

DR. CECIL BURT, VICE PRESIDENT

This has been a busy year at the Forrest County Center.

One of the most visible activities is the construction of the Career and Technical Center which will house welding, air-conditioning and refrigeration as well as electronics. This project will also provide much-needed addition-



al parking. The relocation of these existing programs will create additional room near the library for additional academic facilities.

The Missisisppi Community College Board approved creating the Electroneurodiagnostic Technology program, one of the few of its kind in the southeastern U.S.

This program, to begin in fall 2013, will teach students to read and record electrical activity from the brain, the spinal cord or nerves. Students learn how to prepare patients for tests and obtain patient medical histories.

The recordings of electrical potentials, calculation results, as well as equipment maintenance, are skills developed throughout the program. Students are trained to understand neurophysiology and how to recognize normal as well as abnormal electrical activity.

The Southern Association of Colleges and Schools has recognized the Lowery Woodall Advanced Technology Center as being a part of the Forrest County Center. This will allow the college to teach courses at the facility which can be applied toward a degree.

Courses leading to the Associate in Applied Science degree in Business Marketing and Management Technology are now being offered at the Woodall Center.



Chelsee Johnson, left, and Lennzee Lawrence, both of Petal, 14 received the William A. Lewis Presidential Scholarship.



The Forrest County Center Science Club donated a tree and a memorial stone in memory of Jessica House of Hattiesburg, a student who passed away in 2010. Pictured are House's fiance` Rob Benfer of Hattiesburg; John House of Hattiesburg, her father; PRCC instructor Jana Causey and Science Club members Elizabeth Catlett and Kim Kolinsky.

## HIGHLIGHTS

- ★ The Surgical Technology program was recognized by the National Board of Surgical Technology and Surgical Assisting for achieving 100 percent pass rate on the Certified Technologist examination for 2011.
- ★ The Dental Hygiene graduating class of 2012 had 100 percent passing on the Clinical Boards and the National Boards.
- ★ The Electronic Technology program had 100 percent passing the CPAS exam. They also piloted a national certification exam in which six students received national certification.
- ★ Eddie Hodges of Purvis and Sarah Brand of Sumrall were named to the PTK All-Mississippi Academic Second Team.

(Continued on page 15)

## FORREST COUNTY OPERATIONS



Larry J. Sumrall Contractors Inc. of Laurel is building the \$3.6 million Career Education Center north of the Allied Health Center. Construction will take about a year.

#### **HIGHLIGHTS**

- ★ The Phi Theta Kappa Beta Tau Gamma Chapter received Five-Star Chapter recognition in its first year as an independent chapter. The chapter also won the Regional Honors in Action Issue Award in Technology. Chapter president Will Smith also serves as Regional Web Master. Pamela Snyder was presented the Order of the Golden Key Award. Smith, Hope Lucas, Melissa Fahrenbruch and Carolyn Lucas attended the summer Honors Conference in Denver
- ★ The Student Government Association was active in assisting at registration and sponsored both Fall Fest and Spring Fest.
- ★ The Debbie Hinton Memorial Scholarship was established in memory of Hinton who was chair of the surgical technology program until her death in June 2011.
- ★ Susan Donohue, Director of General Education at the Forrest County Center, was recog-

- nized by PTK by being presented one of PTK's Distinguished Administrator awards at the International Convention in Nashville, Tenn.
- ★ Dr. Benny Hornsby, social sciences instructor, is president of Mississippi Professional Educators.
- ★ HPR instructor Camille Soulier represented Mississippi on the Southern Section team at the 2011 USTA National Women's Intersectional Team Tennis Event.
- ★ Dental hygiene students in conjunction with the South Mississippi Dental Society hosted Give Kids A Smile Day for approximately 60 kids.
- ★ Dr. Eddie Holloway from the University of Southern Mississippi was guest speaker for the annual Black History Month Observance.
- \* Student members of Sigma Kappa Delta/Sigma Tau Delta English Honor Society attended a conference in New Orleans. Vice president Eddie Hodges received special recognition from international author Naomi Shihab Nye for a poem he wrote.



# PLANNING AND INSTITUTIONAL RESEARCH DR. BECKY ASKEW, VICE PRESIDENT

The Office of Planning and Institutional Research is the primary unit for activities relating to institutional planning and assessment, institutional research, personnel evaluations, professional development and grant proposals.



One of the priorities of this office is to ensure that each unit of the College documents efforts to meet the Mission and Strategic Goals of the college, with the primary focus being on the improvement of student learning outcomes. This is accomplished primarily through the collection and review of the Institutional Effectiveness Assessment Charts, evaluations of instruction, and numerous performance indicators.

In order to provide documentation for decisions to be made and information about the College which is of interest to the general public, statistics regarding all areas of the college are provided by the Office of Institutional Research.

The Office of Planning and Institutional Research also provides documentation regarding College accomplishments and improvements to the Southern Association of Colleges and Schools (SACS) Commission on Colleges. In addition, grant proposals are submitted through this office by faculty and staff to various foundations and organizations throughout the school year. A few of these are listed for review with this article; however, detailed information is available upon request.





Top photo: Nancy Reagan and Dr. Gloria Taylor, both of Hattiesburg. visit during the Women's Health Symposium continental breakfast. Bottom photo: Jennie Smith of Poplarville enjoys the paraffin treatment during the symposium health fair.

#### HIGHLIGHTS

- ★ The College received a grant of \$286,269 from the Blue Cross and Blue Shield of Mississippi Foundation for the Wellness Center equipment and an outdoor walking track.
- ★ The Lower Pearl River Valley Foundation provided the College with grants of \$120,000 for a speaker series and library furnishings for the Honors Institute, \$68,030 for the Wellness Center outdoor walking track and \$15,000 for the Women's Health Symposium.
- ★ A total of more than \$2,150,000 in funds was made available to the College through numerous federal and state grants.
- ★ PRCC was named as a finalist for the Aspen Prize for Community College Excellence sponsored by the Aspen Institute. The prize carries with it a \$1 million award. The colleges that were recognized were chosen because of their demonstrated performance in student outcomes.
- ★ Leadership training for 26 select faculty and staff began in March and ended in November with graduation. Three new leadership classes have begun, with a total of 39 participants.
- ★ A variety of professional development activities were provided throughout the year and included presentations for faculty, staff, and administrators.
- ★ The sixth PRCC Women's Health Symposium brought approximately 360 women to campus for free health screenings, sessions on health-related topics and a luncheon. Grand Sponsor was the Lower Pearl River Valley Foundation. The 2013 Symposium will be held on Saturday, Jan. 26, on the Poplarville campus.



#### ENROLLMENT MANAGEMENT

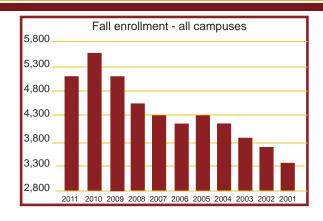
#### DOW FORD, VICE PRESIDENT

Pearl River Community College continues to have a healthy enrollment going into the 2012-13 school year. In fact, applications for admission come in at an overwhelming rate.

New procedures have been put into place to relieve the stress of increased

applications and to process those applications in a more efficient manner.





#### HIGHLIGHTS

- ★ Online applications for admission are now "pushed" into the data system automatically, eliminating hours typing applications into the system.
- \* Notifications to students of items needed for admission are processed electronically through email, reducing the cost of materials and postage.
- ★ Automated Acceptance letters will be introduced this year.
- ★ The Office of Recruitment has instituted summer orientation sessions on
- Thursday throughout the summer. The sessions are designed for small groups of students and parents and provide a more personal and intimate introduction to college.
- ★ The Office of Recruitment has set ambitious goals for 2012-13, including targeted recruiting for the top students in the 27 schools in PRCC's six-county district.
- ★ The Office of Financial Aid continues to find creative ways to assist our

students in financing their education.

- \* New regulations from the Department of Education, including limiting of Pell Grants, restructuring of student loans and increased monitoring of student standards of progress require financial aid officers to be constantly aware of changes and corrections to federal policy.
- ★ Nearly 80% of PRCC students receive federal, state, local or institutional financial aid.

# BUSINESS AND ADMINISTRATIVE SERVICES ROGER KNIGHT, VICE PRESIDENT



#### Unrestricted funds FY13

	Revenues		Expenditures		
		Increase (Decrease)			Increase (Decrease)
Student fees County support State support	13,600,096 3,156,587 16,143,759	1,135,910 0 630,075	Instructional - academic Instructional - career/tech Instructional - part-time &	9.037,738 5,746,589	404,932 (25,960)
Federal support Private support* Investment income Sales and service Other sources	418,140 154,373 76,552 158,245 134,147	(174,635) (20,627) (11,890) 28,011 (170,438)	adjuncts Instructional support - library Student services Institutional support Operation of plant	1,418,607 1,170,542 4,055,893 7,907,393 4,505,137	72,718 30,857 213,302 646,413 74,144
	33,841,899	1,416,406		33,841,899	1,416,406



# DEVELOPMENT FOUNDATION AND ALUMNI SERVICES

ERNIE LOVELL, EXECUTIVE DIRECTOR

Now entering the 25th year as a supporting arm of Pearl River Community College, the Development Foundation continues to grow its efforts in support of the student and our institution.

The numerous activities and events hosted by the Foundation each year include many hours of alumni involvement.

The Foundation continues its direction of homecoming festivities, Scholarship Recognition Dinners, Major Donor Recognition Dinners, Pacesetter Dinner Fundraisers, and Employee Recognition Dinners.

Our College Alumni Association has assisted our county alumni chapters in developing events that help fund scholarships for students from each respective county.

The Foundation alumni coordinator has led numerous association activities such as tailgate parties at athletic events, The Little Black Dress fundraiser, and support for the Miss PRCC Wildcat Pageant.

The Foundation led in the organization of a new Lifetime Achievement Hall of Fame Gala that was held in April. More than 200 friends and supporters of Pearl River Community College attended this first event.

The Foundation has been heavily involved in the development of the new Honors Institute. Funding in the amount of \$120,000 was provided by the Lower Pearl River Valley Foundation in support of the institute's speaker series and the development of a new Honors Library.

The Foundation continues to place student scholarship support as one of the highest priorities. Thanks to the generous financial support of our alumni and friends of the college, the Foundation provides hundreds of thousands of dollars in scholarships annually.

Those wishing to provide scholarship support for our students or make a financial investment in the programs or facilities of the college may contact Ernie Lovell at 601-403-1191. Your support is tax deductible.



#### HIGHLIGHTS

- ★ The Foundation awarded 281 scholarships valued at \$274,539 in 2011-12.
- ★ About \$2 million of the Foundation's \$4.9 million in assets are designated for scholarship endowment and funding.
- ★ Sixty women attended The Little Black Dress Charity Luncheon on April 14 at the President's Home. The event raised more than \$7,000 for the Foundation and the Sav-A-Life Center of Picayune.
- ★ The 1961 National Champion football team held a reunion during Homecoming 2011 and was honored on the field at Dobie Holden Stadium, named for their coach.
- ★ The Poplarville High School Class of 1961, the last to attend school on the Pearl River campus, also held a 50th reunion during Homecoming.
- ★ The Forrest-Lamar Alumni Chapter fish fry in October raised \$4,000 for scholarships.
- ★ The Marion-Jefferson Davis Alumni Chapter steak dinner in November brought in \$7,300 for scholarships.



Gene Owens, chairman of the Foundation board, presented plaques to Don Robbins of Columbia, above, and Wayne Alexander of Poplarville when their terms on the board expired in May.



### **ALUMNI ACTIVITIES**



Brenda Wells, from left, Gwen Grant, Shirley Wiltshire and about 40 others attended the Pearl River County Alumni Chapter Scholarship Fundraising Dinner on May 31 at the Italian Grill and Pizzeria in Picayune. The dinner raised the money for three half-tuition scholarships.

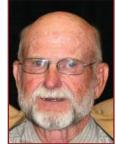


Seven teams participated in the annual Forrest-Lamar Alumni Chapter benefit golf tournament June 2 at Pine Creek Golf Club in Purvis. The tournament helped raise funds for five full-tuition scholarships. The first-place team, from left Jeff Brown, Craig Rogers, Joey Campbell and Michael Robinson, shot 56.



Fourteen teams took part in the Hancock County Golf Tournament, which raised funds for four full-tuition scholarships.

Mack Cochran of Clara was inducted into the Mississippi Community and Junior College Sports Hall of Fame in April. He was quarterback of the 1961 state and national champion Wildcat football team and was named to the



All-State and All-American teams.

#### In memory of ...

- Alumnus and long-time PRCC supporter **Ott Brockman** who died March 25, 2012, at Forrest General Hospital in Hattiesburg. He was a charter member of the Development Foundation board and was honored as Alumnus of the Year in 1993.
- **Dr. Milam S. Cotten** who died Feb 2, 2012 in Madison. A Hattiesburg opthamologist with a wide range of interests, he received a welding degree from PRCC in 1986. The Hattiesburg Rotary Club established a vocational scholarship at PRCC in his name.
- Alumnus **Raymond Hartfield** who died June 12, 2012, in Round Rock, Texas, where he was active in educational and civic organizations. He graduated from Pearl River in 1967 and was the PRCC graduation speaker in 2010.

- **Debbie Hinton**, director of the surgical technology program at the Forrest County Center, who died June 8, 2011, at Wesley Medical Center in Hattiesburg. She chaired the program since its beginning in 1992.
- **James T. McKee**, who died March 3, 2012 in California. He attended Pearl River in 1935-37. A retired colonel in the U.S. Air Force, he made substantial donations to the Development Foundation's endowment.
- **Deborah "Dee Dee" Reid** of Baxterville who died Sept. 11, 2011, following a brief illness. Reid was the Workforce Development administrative assistant, a position she had held since 2008.
- Freshman **Jezmine Sims**, 17, of Foxworth who died Sept. 2, 2011, in a traffic accident in Marion County. Sims played flute in the Spirit of the River marching band.



#### ALUMNI IN THE NEWS

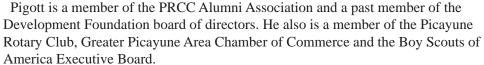
#### Pigott appointed to community college board

Pearl River graduate John Pigott of Picayune has been appointed to a six-year term on the Mississippi Community College Board, beginning July 1.

Pigott graduated from Pearl River Junior College in 1970 and earned a business degree from Mississippi State University.

He has been an Allstate Insurance agent in Picayune for 39 years. Pigott agreed to serve on the state board because he understands community colleges not only prepare students who want to continue their education but they also prepare students for the workplace.

"Having been a junior college graduate myself, I know the important role that community colleges play in Mississippi," he said. "I feel like we're probably one of the best community college systems in the country. If this is a way I can be of assistance, I'm glad to do it."



His wife, Dot, is also a PRCC graduate. They are the parents of four adult children, two of whom also attended Pearl River.

Pigott will be succeeding May Huey of Picayune on the state board. Huey, a former member of the PRCC Board of Trustees, was named in 2007 to an unexpired term.

#### Raine honored as valedictorian at MVSU

Rickey Raine of Poplarville acknowledges he took his time finding his way when he attended Pearl River. But once he found it, he is making his mark.

Raine graduated this spring from Mississippi Valley State University with a 3.97 grade point average, a full point higher than his GPA at PRCC. The high mark gave him the distinction of being the university's 2012 Valedictorian.

"To tell you the truth, I played around a lot while I was at Pearl River," he said. He enrolled in 2003 and but didn't earn his computer science degree until 2008. "When I saw so many people graduate with honors, I was determined to do something," Raine said.



And do something he did, racking up numerous honors at MVSU - President's Scholar, Men's College President, Music Department Outstanding Student, Gospel Choir music director, Mr. Senior 2011-12 and University Ambassador, to name a few. He also was inducted into Alpha Chi and Alpha Kappa Mu honor societies.

"If everything goes well, I'm planning to go to Ole Miss to receive a master's in music education," Raine said. "Long-range, I really want to be a high school choral director or a college director. I want to get a PhD in music education."

While at PRCC, Raine sang with the PRCC Singers and was involved in the BSU and Student Support Services.

He is the son of Valarie Raine and Peter Raine. His brother, Pierre Raine, attended PRCC and his sister, Valdericka Raine, is currently a PRCC student.

Melanie Ladner was named Teacher of the Year for the Hancock County School District and Hancock North Central Elementary where she teaches gifted education. She graduated from PRCC's taccelerated business



course in 1980 and earned an associate's degree in 1997. Her bachelor's degree is from the University of Southern Mississippi. She has been teaching since 2000.

Michele Bedwell was named Teacher of the Year for the Marion County Schools and West Marion Primary School. Bedwell teaches second grade. She attended Pearl River before earning her bachelor's



degree from the University of Southern Mississippi. Bedwell also holds the master's degree from William Carey University. She has taught for 11 years.

**Dr. Calvin White** of Ada, Okla., was named 2012 Veterinarian of the Year by the Oklahoma Veterinary Medical Association. The son of Mrs. Marjorie White and the late Dr. Marvin White, he graduated from Pearl



River in 1971. He received his veterinary degree from the Auburn University College of Veterinary Medicine. He is a mixed animal practitioner.

Kathy Hodge was honored as Hancock Middle School Teacher of the Year. Hodge attended Pearl River in 1984-86. She holds a bachelor's in education from USM and teaches special education.



Sundee Lewis of Hattiesburg received the Richard 'Pepper' Jones Endowed Scholarship at William Carey University. She was a PRCC President's List scholar, vice president



of Delta Epsilon Chi, Miss PRCC 2010, a member of River Navigators and Phi Theta Kappa. She graduated in 2010.

#### AROUND CAMPUS ...





The Wildcat mascot (Emily Patton of Hattiesburg) danced with the String of Pearls at the pep rally on Sept. 29 before the game against Gulf Coast.

Freshman **Kelcey Whitfield** of Carriere was named Pearl River County's Miss Hospitality.

Captain of the 2012
String of Pearls, she
plays in the Symphonic Band and
sings with the PRCC Singers and
RiverRoad. She will compete in the
state Miss Hospitality pageant in
July in Hattiesburg.



Ivory Smith, 30, of Dixie attended a nineday Entrepreneurship Bootcamp for Veterans with Disabilities at the University of Con-

necticut. A native of Poplarville, he served 10 years in the National Guard and was dual-enrolled at the Forrest County Center and William Carey University.

Sophomore **Sarah Wells** of Poplarville served as vice president of the Mississippi Organization of Associate Degree



Nursing Students Association and attended the national convention in Chicago in November.

Alayna Bridges of Oak Grove received a Mississippi Department of Transportation scholarship through MDOT and the Mississippi

Transportation Commission. Only 20 of the scholarships are awarded annually.



Gineca Garriga of Catahoula received the Coca-Cola Leaders of Promise scholarship through Phi Theta Kappa. She

also was named to the All-Mississippi Academic Second Team.



Sophomore **Zach Howell** of Dixie
received the Mississippi State University
Presidential Partnership Scholarship.



Sarah Friday of St. Martin and Adam Naguin of Poplarville were elected Miss and Mr. PRCC. Sophomore class favorites were Antoine Armstrong of Pascagoula and Ashlee Arnau of Oak Grove. Freshman favorites were Justin Keys of Hattiesburg and Sirri Seats of Picayune. Forrest County Center favorites were **Chelsee Johnson** of Petal and **Dustin Wactor** of Carriere, sophomores, and Kevin Grzenia of Oak Grove and Jonna McGlaughn of Brookhaven, freshmen. Sophomore Hancock Center favorities were Jarrett Lee of Lakeshore and Jamie **Thompson** of Diamondhead. Freshman Hancock Center favorites were Casey Butler and Amanda Leigh Fouasnon, both of Bay St. Louis.



Art student Jane Beard of Poplarville took first place in the 2012 Pearl River County Arts League Spring Show with this painting of her Arabian horse, Leader of the Band.

# Retirees, employees honored

Pearl River Community College lost eight valued employees to retirement at the end of the 2011-12 year.

They are library director Jeanne Dyar, nursing instructor Frances P. "Pat" Hartfield, Dr. Stanley Hill, director of the dental hygiene program at the Forrest County Center; custodian Helen Jarvis, nursing instructor Elaine Kersh, athletic director and head basketball coach Richard Mathis, printer Kenny Russell and Forrest County Center biology instructor Harold Schultze.

As is customary at PRCC, other employees have been recognized for their years of service to the college. They include:

- 40 years Dr. Cecil Burt, vice president for Forrest County Operations.
- 35 years Dr. Joe Wesley, counselor at the Forrest County Center.
- 30 years Elaine Kersh and English instructor Julia Ferguson.
- 25 years math instructor Judy Roane.
- 20 years Dr. Stan Hill, Marilyn Dillard, administrative assistant to the president; Cheryl May, president's secretary; Beverly Lewis, Forrest County Center director of business and financial services; band director Dr. Kyle Hill, child development lab manager Carrie Hales and dental assisting instructor Emy Addison.
- 15 years nursing instructor Pam Waddle, Dr. Adam Breerwood, vice president for Poplarville Campus and Hancock Center; Gloria Wasmund, secretary to vice president for economic and community development;



Dr. Ryan Ruckel, Forrest County Center history instructor; practical nursing instructors Linda Griffis and Barbara Whiddon, physical therapist assistant instructor Karinna Lee, office systems technology instructor Teresa Alexander, nursing lab coordinator Sharon Nightengale and Forrest County Center bookstore employee Julie Brown.

• Ten years - math instructor Debbie Crovetto, softball coach Leigh White, accountant Julie Ray, Dr. Jennifer Seal, Quality Enhancement Plan director; computer science instructor Charles Cavalier, business instructor Jennifer Rester, WIN instructor Lori Allemand, Spanish instructor Robin Nix, occupational therapy assistant director Tim Pulver, head resident Linda Fulks, dental hygiene instructor Donna Lunn, library assistant Eileen Hall, Sherry Brown, recruitment and orientation secretary; and Woodall Center custodian Eddie Cooley.



Staff, students and community members raised money for the fight against ALS or Lou Gehrig's disease with a Zumabathon, above, at the Wellness Center in Poplarville. The PRCC family on all campuses also raised money for Alzheimer's research, the American Heart Association, the American Cancer Society, cancer survivor Sabrina Brown and Sav-A-Life Center in Picayune. Student and staff groups also collected canned food for Brother's Keepers in Poplarville and the Salvation Army in Hattiesburg.

#### Student leaders



Presley Stiglets of Oak Grove, right, has been elected executive president of the Student Government Association for 2012-13. Justin Keys, left, and Zaccheus Husband, both of Hattiesburg, were elected executive secretary and executive vice president, respectively. Stiglets also was crowned Miss PRCC WIldcat in the annual scholarship pageant.

#### **GRADUATION**



### Record number of graduates receive diplomas

A record-setting 860 students completed degree or certificate programs between June 2011 and May 2012 at Pearl River Community College.

More than 500 of them participated in traditional graduation ceremonies on May 15 at the James Lynn Cartlidge Forrest

Graduates are listed by hometowns:

Baldwin - Ryan D. Wardlow. Bassfield - Hattie M. Baker, Shaunda S. Harper, Jalon J. Jones, Latoya King, Justin J. Lombardo, Kevin Dwayne Moore, Austin Na Kell Oatis, Fadrian T. Oatis, Lauren Wirt.

Bay St. Louis - Shawn Marie Benson, Kristy Lynn Biddle, Jessica Leigh Fiorella, Shayna N. Garcia, Amanda M. Ginn, Whitney LeDet Hamm, Clelie A. Hecker, Derek C. Kerley, Brandy R. Moran, Raven J. Moran, Jessica M. Nesom, Benjamin Northrup, Beckey A. Ortiz, Heather E. Richardson, Michael S. Roques, Whitney L. Sellier, Cassie L. Sandrock, Kelly Sue Smith.

**Beaumont** - Lasasha M. Bolton. **Biloxi** - Lauren Elizabeth Bertucci, Louise A. Boquet, Ashley C. Bull, Brittany Nicole Davis, Brooke O. Walker.

**Brandon** - Keri Lum, Joshua C. Reed.

Brooklyn - Sean
Daniel Baughman, Jody
L. Breazeale, Hope E.
Breland, Krista K. Cameron, John Mark Clinton,
Jeffrey Eli Darbonne,
Cindy M. Jefferson, Beau
David Lee, Courtney M.
Ready, James T. Rutland.

**Canton** - Dexter Cornelius Smith.

Carriere - Natalie L. Adams, Ross Anthony Aden, Sasha L. Anderson. Tazonia Louis County Multi Purpose Center in Hattiesburg, receiving associate in art or associate in applied science degrees or certificates of proficiency.

Lt. Gov. Tate Reeves was commencement speaker, encouraging the graduates to make learning a life-long endeavor.

Arena, Candus A. Avery, Adam P. Bealer, Sudesna Narottam Berg, Brandi A. Britt, William Brown, James Adam Brunet, Dawn Burks, Joshua E. Burks, Lauren E. Burks, Summer L. Carrington, Heather Dillard, Kelsee J. Dillard, Erin Dobbs, Jordan A. Flynt, Jacob T. Foulon, Kyla Kristen Griffin, John Guidry, Shana L. Harrison, Jillian Rhyan Hendrix, Sherri D. Hutchison, Dillon Troy Jarrell, Keagan Renee Johnson, Maranda L. Johnson, Sharon K. Kelly, Amanda Faith Kerry, Charity E. Kinchen, Holly N. Kirkland, Joshua D. Koepp, Caitlyn Nicole Ladner, Cody Ladner, Analejsia M. Lee, Kelley A. Lee, Nathan C. Lee, Ethan K. Martin, Victor M. Matesi, Lauren L. Miller, Sherry Morgan, Samuel Robert Murray, Jessica C. O'Brien, Max W. Parish, Garry Don Pennington, Jill C. Poupart, Lacie Y. Robertson, Adam L. Robin, Lizeth B. Rubio, Maria Elena Rubio, Billy J. Rush, David Yu Sampson, Jennifer C. Seals, Nicole Lynn Shaw, Tracey F. Sipe, Russell Landon Skipper, Hannah E. Smith,

> Heather Marie Smith, Joycelyn N. Smith, James Wesley Spiers, Cody J. Stroupe, Joshua Alexander Taggart, Courtney A. Thompson, Dajaneir Erica Thompson, Megan R. Trahan, Candice Marie Vandrell, Michael David Wegener, Premanjana Weltmer, Garrett W. Williams, Jemika Robin Williams, Kristina N. Williams, Aaron



Stephen Adams and his father,

precision machinery instructor

Kenny Adams

Carson - Jessica L. Eason, Monica



Dr. William Lewis and Lt. Gov. Tate Reeves

Paulette Eason, Joshua C. Lee. **Collins** - Lesli J. Burnham, Lera Collins, Dewayne Lindsey.

Columbia - Christie Shani Abram. Devora Daniel Allen, David Anderson, Lannve Olivia Arinder, Jonathan Ashe, Ashley Baudean, Joanna Lashay Baughman, Derrick D. Bourne, Carla Suzanne Bowman, Cynthia Ann Branch, Jessica L. Breakfield, Todd A. Broom, Michael W. Buckley, Courtney E. Carter, Andrea Denise Daniels, Mark Carroll Foster, Laken Marynell Hooten, Yvonne Hutto, Michael Ingram, Patricia Ann Jones, Jerry C. Lee, Paulina R. Lewis, Jasper Loftin, Shannon K. Maliden, Andrew Price May, Lisa L. McCance, Joshua A. McCovery, Robbie A. McDaniel, David R. McKenzie, Robert Alexander McKenzie, David L. McLeod, Christopher L. Morgan, Michael R. Morris, Tra G. Nelson, Jaquaa Z. Peters, Karen L. Pittman, Shakita D. Rawls, Ernestine Nicole Rios, Tyetraunda D. Roberts, Brian Christopher Roney, Olivia C. Ryals, Orry M. Sanders, Amanda K. Skidmore. Joseph Nathan Varnado, Tiffany A. Var-

**Columbus** - Cameron Beall, Davie Ann Puckett.

Crosby - Donelle Lyn Crum.
Diamondhead - James K. Abraham,
Frances L. Calix, Allison Nicole Davids, Helen R. Haas, Calvin McCaine
Kinchen, Callie Marie McCleskey, Christopher Joseph Trahan.

**Ellisville** - Bobbie Swinney, Mary L. Wigley.

Foxworth - Nathanie I. Carey, Michael D. Diaz, Alex R. Fortenberry, Luke Gould, Sabrina E. Lee, MaKayla Oxner, Sheneka N. Pittman, Stacie A. Revette, Melissa Michelle Speights, Laura N.

Story Schuckman, Kenzie Turnage. **Gautier** - Julian Thomas Williams. **Gloster** - Andrew Thomas Bell, Rebecca A. Rushing.

**Gulfport** - Sharonda L. Jackson, Joshua Emmanuel Shaw.

Hattiesburg - Stephen E. Adams, Johnny A. Allen, Vanessa C. Anthony, Amber Shantell Baker, T'Anna Nicole Baptiste, Sophia Denise Barnes, Christopher Rashard Berry, Cory J. Bester, Chelsey Bishop, Seth Michael Blackmon, Sharon D. Bolton, Joseph K. Booker, Binyoka Booth, Lacey N. Bounds, Daryl A. Bourne, Larry Brent, Rochelle Marie Broom, Takeesha Michelle Brown, Tracey Annette Buchanan, Stacey L. Sykes Burnett, Ashanti T. Burton-Allen, Lanyrtra Bush, Austin Benjamin Carney, Rhonda L. Carter, Raychele Nicole Coleman, Nicholas West Coley, April Forrest Collum, Russell Lee Colvin, Ebony S. Core, Melissa Clare Cotrone, Carly A. Courtney, Michelle Ann Cowan, George C. Curry, Rebecca Herndon Danner, Deborah D. Darby, Tokya M. Dauphine, Marcus Larenza Dean, Conner J. Drennan, Lauren E. Dyess, Jonathan Eashmond, Monica Joy Easterling, Keren L. Ellis, Celeste Shere Evans, Channel DonEse Evans, Joannie E. Evans, Chelce Lashun Fairley, Tonne R. Forquer, Stephanie R. Foster, Lacey LeAnne Freeman, Nicholas Goff, Matthew Franklin Goins, Jennifer R. Goode, Emily Grace, Samanta



Caleb Soley, son of masonry instructor Porter Soley

Gracia, Charisse Graham, Tiffany N. Gray, Michael C. Green, Samantha V. Grillo, Collandra Amne Hall, Fenessa Arleana Halsell, Nigel Alexander Harris, Brian J. Hartfield, Kimberly Aleshia Hartfield, Michael Bryan Harvey, Michelle D. Haynes, Margaret Carlton Heithaus, Hannah Elaine

Hendrix, Crystal A. Herring, Lauren N. Hickman, Benjamin Kyle Hicks, Ebony K. Hinton, Robert A. Hinton, Hunter Alexander Hope, Kyle Hopton, Roderick J. Horton, Latangelia Howard, Gwen-

dolyn A. Hubbard, Mareno C. Jackson, Andronneka M. Jefferson, Charlotte Ann Jefferson, Adrain E. Jones, Mary H. Jones, Stephanie Presley Jones, Iris Patrice Keys, Vernon Lee Kinabrew, Magan M. Knapp, Marissa R. Landingham, Courtney E. Lee, Ammerial Logan, Hillaire B. Long, Deondra Marie Magee, Laura Sue Magee, Rebekah Ann Magee, Lisa Denise Marshall, Andrea Michelle Maxwell, Jennifer L. May, Monica McClellan, April M. McDonald, Amber Gail McEntyre, Katonya F. McLaughlin, John Alferd McNair, Marlena McNair, Roger B. McNair, Karen L. McPhail, Kennie E. Middleton, Monica L. Middleton, Juan C. Molina, Jolisa Moore, Christopher Munn, Anthony H. Murphy, Christopher Lee Nelson, Whitney O'Hara Nelson, Albert A. Newell, Robert Wayne Nichols, Jeanna Marie Norris, Brandy L. Overstreet, Britny Owens, Garrett Anthony Pace, Stephanie A. Pace, Miranda Nicole Parker, Diane Renee Patrick, Amanda Alice Perkins, Ashley Letice Perkins, Donna Alaine Perry, Diana R. Pointer, Debra Lynn Pope, Rebecca Sue Potter, Ashley Simone Price, Lyssa C. Prine, Romona Pruitt, Warren A. Randle, Masheka Roberts, Zachary R. Robinette, Abbie D. Robinson, Leeann Marie Rogers, Stacy A. Rose, Darnelle DeShaun Sanford, Brittany Nichole Scarbrough, James Darryl Scott, Tiffany S. Shanks, Charles D. Silas, Stephen P. Sledge, Jordan Dallas Smalley, Jessica Rose Smith, Myra A. Smith, TaMirica Lakia Smith, Terence J. Smith, Pamela C. Snyder, Tiffany N. Speights, Lauren C. Spiers, Fran R. Starr, Shalonda Sharee Stokes, Courtney S. Sutton, Hannah N. Swan, Eric D. Taite, Charles Taylor, Cynthia Denise Thomas, Kimberley Nicole Thomas, Tanisha N. Thurman, Leda Allison Tretbar, Dan William Vega, Alex L. F. Walker, Anna Christian Wall, Brittanny R. Walley, Nancy L. Warden, Sherry Delane Weeks, Timothy J. Wheat, Sim Wheeler, Terrance David Whittington, Jennifer Joyce Williams, Sophia S. Williams, Kayla Fay Wilson, Toya L. Woods, Chad A. Woullard, Michael Jerica Yonce, Keandria Lildora Young, Yelena Zemtsova.

**Kiln** - Kelsey K. Crago, Lakrisha N. Dedeaux, Brittney S. Eakins, Lacie J. Garber, Cagen H. Garriga, Drew E. Giveans, Heather M. Green, Jeniffer

M. Grigsby, Stephan L. Haas, Michael P. Harris, Cheryl Ann Ladner, Brandi L. Leake, Arielle M. Lege, Brandon C. Necaise, Terry Necaise, Calvin L. Rose, Sandra Lynn Searles, Lorraine Elizabeth Stockstill, Adriann C. Wolfe.

**Kokomo** - Timothy P. Martin. Lakeshore - Patricia Ann Williams. Laurel - Lakeisha Barber, Acy A. Harris, Monika Danyel Phillips, Lemorice Williams.



Brittney Allemand Brewer and her mother, instructor Lori Allemand

Leakesville - Caitlin G. Churchwell. Liberty - Jessie Danielle Morales. Long Beach - William Wicks. Louisville - Steven B. Jernigan. Lucedale - Dwight Jerome.

Lumberton - Toni M. Adkins, Kimberly D. Allen, Michael L. Allen, Michael Glenn Berry, JoelE. Bilbo, Rokecia L. Bowens, Terri JoAnn Burge, Wendy Carpenter, Lakesha Conerly, James C.Eaton, Candice Fairley, William Tell Ford, Dunzie Lee Goins, Shellie Lea Smith Golden, Brandi C. Hall, Mary Rebekah Hannaford, Jonathon C. Herndon, Perry Wayne Holder, Johnathan Dewayne Housley, Justin K. James, Allen Killough, James W. Lee, Ross E. Lee, Claire M. Loper, Ira D. Martin, Hollis A. Mason, Dillon Taylor McCardle, Ashley Nichole Merritt, Jessica M. Miller, Kayla D. Miller, Amanda Lynn Morris, Angela C. Pounds, LaCreisha Nasha Rattley, Gregory Michael Raynes, Deborah S. Reid, Misty Dawn Shows, Caleb Andrew Soley, Dee Sweeney, Samantha H. Wise.

Magee - Myrtis Elena Lee.

McHenry - Kirsten D. Flurry.

McNeil - Jamison Navo, Rebecca Ann
Stewart Rushing, Meagan Elizabeth
Spiers, Penny Burnor Taggart.

Mendenhall - Jamie Shows.

**Meridian** - Brittany L. Butler, Harold F. Clark, Jeffrey J. Vawters.

Mize - Jared Z. Sullivan.

**Monticello** - Rishawn K. Haynes, Breanna Patrice Peyton, Heather B.

Russell.

**Moselle** - Bridgette Brady, Justin I. Webb.

**Moss Point** - Brandy Bolton, Ashton Dearman, Jeremy L. Jackson, LeRena Alease Hill.

**Natchez** - Amanda Crockett, Jalesia Shontelle' Dent, Amanda S. Trippe.

New Augusta - Doris Nell Moody. New Hebron - Joe Milton Buckley. Osyka - Allison Marie Viator.

**Ovett** - Carol J. Byrd-Brown, Erica B. Sutton.

Pascagoula - Toynetta L. Johnson,



Allen Killough, husband of instructor Camille Killough

Candice Nicole Weathers, Arrealle L. Windham.

Pass Christian - James Neil Bradford, Henry Joseph Labat, Tara R. Stapleton, Jennifer Torgeson.
Pearlington - Heather Nicole Elliot.
Perkinston - Brittney L. Brewer, Drake O. Brignac, Vincent P. Campos, Janessa Dedeaux, Jamie Martha Ferguson, Janice Ashley Garrett, Jessica Lynn Gentry, Maegan T. Moran, Felicia M. Necaise, Lindsey N. Palmour, Richard Clyde Schield, Boyd D. Walker.

Petal - Jackie D. Baker, Michael Wayne Berry, Anna K. Brown, Jessica Burns, Britney S. Collins, Zach Anthony Collins, Courtney D. Davis, Katrina Kashay Davis, Heather Michelle Denning, Kara D. Dyess, Chasity Hawthorne, Armondo I. Jackson, Breanna S. Klem, Rebecca Ellen Laubscher, Laurin D. Locke, Tindell Oneedia Mabry, Anneliese Shay McDuffie, Morgan N. McMurry, Gregory F. Molette Jr., Fatma Abdalla Otwane, Chase G. Richard. Brittany Nicole Roach. Sherial A. Robinson, Gabriel C. Rule, Chyna R. Salie, Jessica Marie Silas-Newton, Danielle M. Stalnaker, Kenneth W. Stalnaker, Tamara E. Walker, Austin P. Wilson.

Picayune - Sarah A. Baughman,

Daniel Beavers, Hannah Bell, James A. Bennett, Shaun K. Bennett, John K. Booth, Byron Brooks, Jerrica K. Brumfield, Jennifer L. Burks, Eric Matthew Burleigh, Rebecca AliciaCarpenter, James Eric Cochran, Audrea Lace Collier, Tori Ann Daigrepont, Ashley M.Daw, Yonn T. Dean, Cory Dedual, Lana Rachelle Dillard, Samantha English, Benjamin S. Ezell, Cory M. Flous, Branson L. Ford, Jeremy A. Foulon, Sierra Brooke Fowler, Maegan N. Futch, Gineca Garriga, Derek L. Gill, Brett C. Grantham, Cody D. Guidry, James Anthony Guillotte, John M. Haller, Kim Monique Hansen, Jacqueline Ann Harbeson, Sarah E. Haselmaier, Heather Grace Hester, Raymond Rush Howell, Brenton B. James, Christine K. Johnson, Colin M. Johnson, Irene R. Johnson, Morgan Leigh Killen, Collin M. Knight, Melissa Gaye Kutch, Tracy Ladner, James D. Lambert, Anthony P. Laterrade, Leanne R. Manning LeBoeuf, Michael R. LeBoeuf, Angela Jo Lee, Roseanna Elaine Lee, Malinda Lineske, Misty A. Litchfield, Sarah E. Malley, Dorothy R. Martin, Michael G. Massey, Pamela Anne Massey, Rachel Marie Maximo, Amanda M. McKay, Shoshannah McKinsie.Wenona J. Mellott. Paula P. Meyer, Alexis L. Miller, Justin L. Miller, Sinclair Louis Mixon, Jennifer Lynn Morales, Dustin Anthony Nave, Evan M. Nichelson, Amber L. Parker, Christina M. Pearson, Leslie Michelle Peek, Bethany Pierce, Brett G. Poche, Angelia M. Powell, Justin B. Prince, Robert L. Pullens, Brandon Lee Quinlan, Tonilynn Marie Reynolds, Alvin B. Richard, Kayla Rebecca Rigsby, Alexandra Jude Roberts, Travis S. Roberts, Derrick V. Robinson, Lee W. Russell, Pamela Marie Scheuermann, Crystel L. Schultz, Elizabeth Mae Seal, Richard A. Seal, Amanda N. Sentilles, Mark A, Shepherd, Hannah Seal Skipper, Joshua Brian Smith, Travis Michael Smith, Haley J. Spence, Dorothy M. Spencer, Francis A. Spiers, Michael J. Spotts, Candace N. Stockstill, Silesia M. Strong, Jaron D. Stubbs, Aaron James Tanguis, Jessica A. Teston, Celena Denise Thomas, Joseph Thorman, Ashley Michele Westbrook, Vanessa L. Whaley, Aaron Dewayne Whitehead.

**Piney Woods** - Yondarius Johnson. **Poplarville** - Joseph M. Anderson, Sean Robert Beck, Kristen N. Brewer,

Michael R. Broadus, Emanuel S. Brooks, Dylon Q. Burge, Joshua Wallace Closson, Drew Matthew Cotton, Sharon Ruth Cuevas, Daniel Curtiss, Calynn R. Davis, Christina M. Dunn, Luke H. Ferguson, David F. Fondren, Ashton Charles Goodwin, Alyssa M. Graeter, Jonathan Kyle Graeter, John Paul Hancock, Jamie B. Harris, Rebecca Dawn Harris, Stephen A. Harris, Shelbi Harrison, Morgan A. Head, Christopher James Hebert, Kristin J. Herbert, Lisa S. Herndon, Brennan Kirk Hoelzel, Logan Holden, Shaderrika T. Houston, Rachel Leah Huff, Jessica Leigh Jacob, William C. Kirkland, Zachary Kirschenheuter, Bradley P. Ladner, Olgie Candice Smit Lee, Donald O. Magee, Hali Ragon Martin, Madison V. Mathis, Kimberly Michelle McAndrew, Jordan McGill, Erika A. McNeese, Brian Lee Melton, Jacqueline S. Mura, Adam J. Naquin, Erin E. Norra, Justin Odom, Robert J. Pizzuto, Daisy J. Raine, Erica Rector, James Randall Rogers. Dain Wesley Saucier, Kelly B. Sheppard, Loren Shorba, Brad L. Smith, Megan April Smith, Tara Naomi Smith, William Allen Smith, Lindsay



Robert Pullens, son of nursing instructor Rebecca Pullens

Stanford, Lori Lee Stines, Candace Stogner, Jeanie Breanna Toney, Myka Jade Trahan, Whitney D. Vamos, Heather Michele Van Slyke, Amanda Lynn Walker, Benjamin C. Wells, Sarah Anne Wells, Taylor G. Whitten, Eskaletha Wood, Jonathan C. Young.

**Prentiss** - Walter F. Berry, Joshua E. Broom, Brandon Chaz Dyess, Antonio R. Gary, Leanne E. Griffith, Johnathan Dontreal Weathersby, Amber Noel Welch.



# All-American

Emmaleigh Davis of Pascagoula is the first Lady Wildcat to be named an All-American soccer player since 2005.

The daughter of Davy and Pamela Davis, she played high school soccer at Resurrection High School in Pascagoula. She was named to the team as a midfielder but also plays forward and defender.

Davis has signed to continue her college career with the Lady Crusaders of William Carey University in Hattiesburg. She plans to major in sports medicine



Purvis - Alison F. Anderson, Jaci M. Aymond, Dawn M. Birchfield, Kylan L. Bosarge, Christina Elizabeth Bright, Leissa N. Burch, Candice Marie Cameron, Jeffrey L. Carter, Ashley R. Cordova, Kacee M. Courtney, Monique Shantell Crosby, Chandra R. Dantzler, KaTrisha Dale Dickinson, Anthony Felipe, Shannon L. Fielder, Matthew A. Fillingame, Joni Moraine Fithen-Garza, Nicholas A. Ford, Vivian D. Gill, Jeremy G. Hartfield, Katie D. Hartfield, Samuel Heath Herring, Linda Ann Hilbun, James Edward Hodges, Joseph S. Johnson, Lauren D. Johnson, David A. Lee, Magen D. Lee, Jennifer S. Lewis, Leah Marie Lewis, Kaylee A. McKnight, Deborah J. Miller, Vanessa F. Mitchell, ,Jerome Tyrice Moffett, Melissa L. Montgomery, Keimaela Nixon, Sara Corinn Purvis, David S. Pylant, Ashley D. Rayborn, Heather N. Rayburn, Kaleb A. Riser, Christopher Andrew Robinson, Steven Andrew Simmons, Janee J. Townsend, Brennan Foster Vaughn, Megan Brook Walters, Corey A. Waltman, Haley M. West, Stephanie Jo Wheatcroft, Angela T. Whiddon, Samuel E. White, Lacey D. Yawn.

**Quitman** - Porchia Samone Smith. **Richton** - Brandi N. Brewer, Jon Colby Kendal Moore, Andrew Jacob Weatherford.

**Sandy Hook** - Lisa C. May, Matthew D. Stafford.

Saucier - Dexter Ladner.

**Seminary** - Cathy Nicole Anderson, Melissa Dannielle Byrd, Taylor Lynn Magee, Natalie Kate Rogers, Jessica N. Speed.

**SoSo** - Joshua Bo Hinton. **Starkville** - Bennie Keith.

State Line - Amber L. Whigham.

Sumrall - Rachel Renee Aultman, Jodi Leigh Berry, Sarah Alyssa Brand, Quentessa Bullock, David B. Carter, Debra Ann Craft, Richard Cranford, Daniel John Dunaway, Taryn E. Graham, Jennifer R. Hutchinson, Brittany K. Jackson, Sarah D. Landrigan, Ronald J. Loftin, Jarvis C. Lowe, Rachel V. Palmer, John Edwin Parker, Sara Brooke Patterson, Misty L. Pittman, Ella D. Preston, Brittni D. Prine, Clinton Wayne Riley, Blake N. Robbins, Joseph C. Runnels, Candis Marie Saucier, Katie E. Sharplin, Lyndsey Parker Sims, Frank W. Smith, Ashton A. Taormina, Laken J. Taormina, Jonathan A. Waldrop, Stephen A. Waldrop, Ramona B. Waller, Amanda C. Wells.

**Taylorsville** - Britton V. Ford.

Terry - Timothy Naylor.

Tunica - Katrina K. Reed.

**Tylertown** - Erica R. Cook, Karen Denise James, Joshua A. Murray, Catherine E. Shepherd.

Vancleave - Dianna R. Hebert.

Vicksburg - Eric R. Norwood.

Waveland - Anthony Barbetta, Ashley

J. Bermond, Jordan Hubbard, Corey D. Ladner, Philip Ladner, Cynthia J. Mahner, Elizabeth C. Marshall, Julie Moore, Laura K. Stevens.

Waynesboro - Erica Hope Sumrall.

**West Point** - Quanta Dyrone Gibson. **Wiggins** - Shelby N. Bolling, Ben W.

Bowman, Lauren Angela Hunt, April Lavern Johnson, Colby J. Kirby, Catherine Turner Lambert, Jason D. Mott, William K. Simmons, Tyler C. Szura.

**Mobile, Ala.** - Phillip M. Crawford. **Silas, Ala.** - Tara Nichole Williams.

Spanish Fort, Ala. - Laura Katherine Robinson.

**Angie, La.** - Netsheca Harry, Elizabeth C. Moses.

**Bogalusa, La.** - Adam V. Jones, Laura Olivia Keaton, Marie Louise Martin, Mark Paul Stewart.

**Bush, La.** - Gary T. Parker, Trevor Ford Parker.

**Covington, La.** - Krystal G. Goff, Kristina Marie Williams.

**Geismar, La.** - Jessica Bellamy. **Metairie, La**. - Daniel J. Kopelman.

Pearl River, La. - Renee Carney,

Vincent R. Wright.

**Slidell, La.** - Lindi Cooper Bay, Lauren M. Hernandez, Chad Andrew Livingston, Charlene Belle Nunzir.

Pasadena, Md. - Bridget K. Carr. Dallas, Texas - Kenji R. Harris. Red Oak, Texas - Jordan M. Vaughan.

#### ATHLETICS

The women's and men's **SOCCER** programs boasted outstanding seasons with both squads making it to the MACJC State Tournament championships only to fall to Mississippi Gulf Coast by identical 1-0 scores in the title games.

The women finished at 15-2, and the men ended at 12-4-1, losing to MGCCC at the regional tournament.

Emmaleigh Davis of Pascagoula, Jordan Organ of Brooklyn and Garrett Head of Oak Grove made the All-Region 23 teams. Ashlee Arnau of Oak Grove, Stephanie Fratesi of Leland, Carleigh Holley of Tupelo, Ana Lee of Picayune, Antoine Armstrong of Pascagoula and Drew Kirkwood of Lucedale were named to the All-MACJC South Division teams. Coaches are Jack Byrd and Paul Martin.

The men's **BASKETBALL** team lost to rival Mississippi Gulf Coast in the state title game for the second straight year and finished at 15-12 after losing to nationally-ranked East Mississippi in the regional semi-finals..

The women lost to Itawamba in the state semi-finals and to Holmes in the regional quarter-finals, finishing at 16-9.

Guard Yondarius Johnson of Plain Dealing, La., and center Zane Knowles of Nassau, Bahamas, made the All-MACJC men's team. Forward Shante Echols of Sumrall and point Toy Johnson of Pascagoula made the women's All-MACJC second team.

Richard Mathis completed his 22nd season as Wildcat head coach while Toby Bush finished his fourth season as women's head coach.





Janessa Dedeaux

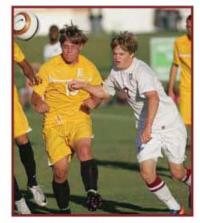


Zane Knowles

The Lady Wildcat SOFTBALL team finished at 21-24 after falling to Northeast Mississippi in the state semi-finals and losing to Itawamba in the opening round of the Region 23 tournament.

Coach Leigh White, who guided PRCC to its first-ever MACJC championship in 2009, boasts a 215-160 overall win-loss record.

Catcher Janessa Dedeaux of Poplarville, who sported a .313 batting average, was named to the All-MAJCC team and signed to play for William Carey University's Lady Crusaders in 2013.



Midfielder Garrett Head of Oak Grove - All-Region 23 and All-MACJC South Division



Braxton Lee

Pearl River's BASEBALL squad failed to make the post-season tournaments with records of 25-19 and 10-14 in MACJC South Division under second-year head coach Josh Hoffpauir.

Center fielder Braxton Lee of Picayune made the All-Region 23 and All-MACJC teams. Lee batted .364 in 143 plate appearances, driving in 21 runs and stealing a team-high 30 bases on 32 attempts.



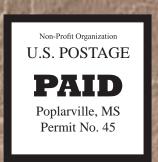


PRCC observed its Centennial season of **FOOTBALL** in 2011 only to post its first losing mark, 4-5, in more than a decade. The Wildcats finished at 3-3 in the MACJC South Division, tied with arch-rival Jones County for third place.

The River's record marked the first losing season for head coach Tim Hatten since he arrived on campus in 2002. Hatten boasts a 77-24 overall record.

Linebacker Chris Bermond of Hancock County High, wide receiver Jonathan Duncan of Oak Grove, and offensive lineman Chandlor Matthews of St. Stanislaus College made the All-Region 23 and All-MACJC teams. Defensive back Steve McNair Jr. of Oak Grove High made the All-MACJB first team and wide receiver Seth Roberts of Tallahassee, Fla., the second team. Steve McNair Jr.







The 2012 PRCC Board of Trustees includes, seated from left, attorney Martin Smith of Poplarville, P.W. Polk of Picayune, Teresa Stafford of Carriere, Pearl River County Superintendent Alan Lumpkin, Al Brooks of Columbia, chaiman Frank Ladner of Bay St. Louis, vice chairman Herbert Ray Nobles of Petal, secretary Sonny Knight of Poplarville, Jefferson Davis County Superintendent Ike Haynes, Hancock County Superintendent Alan Dedeaux; back row, PRCC President Dr. William Lewis, Tony Waits of Prentiss, Lamar County Superintendent Dr. Ben Burnett, Marion County Superintendent Craig Robbins, Forrest County Superintendent Brian Freeman, Don Welsh of Carriere, Dale Purvis of Purvis and Dr. Gail Harris of Poplarville.