

**UofA**  
**PHILLIPS COMMUNITY COLLEGE**  
**DEWITT | HELENA-WEST HELENA | STUTT GART**



**HLC VISIT  
APRIL 2015**

**MULTI CAMPUS REPORT  
DeWitt Campus**

**PHILLIPS COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS  
P.O. BOX 785  
HELENA-WEST HELENA, AR 72342  
(870) 338-6474 EXT. 1241**

## DeWitt Multi-Campus Overview

### Date of Inception

DeWitt campus was formerly Rice Belt Technical Institute (RBTI). In June of 1996 the State of Arkansas transferred the former RBTI to Phillips College and on July 1, 1996 Phillips County Community College became part of the University of Arkansas System and RBTC became PCCUA DeWitt campus.

### Programs

All students on the DeWitt campus are able to acquire an Associate of Arts or an Associate of Applied Science degree. PCCUA offers many of the courses needed to complete that degree through the University of Arkansas On-line Consortium. We have four programs which students cannot acquire in DeWitt: Associate Degree in Nursing, Medical Lab Technology, Phlebotomy, and Cosmetology.

Programs Offered with Enrollments and Projections			
Associate Degree	#	3-yr proj	
Associate of Arts	40	120	
Associate of Science	1	3-6	
Associate of Applied Tech	#	3-yr proj	
Advanced Manufacturing	0	3	
Behavioral Health Tech	6	18	
Business Management	3	9	
Early Childhood Edu	4	12	
Graphic Communications	3	9	
Information Systems Tech	1	3	
Office Technology	6	18	
Renewable Energy Tech	0	Merge/AM	
Pre-Nursing *	7	21	
Medical Lab Tech *	1	3	
Technical Certificate	#	3-yr	
Advanced Manufacturing	0	3	
Behavioral Health Tech	1	3	
Early Childhood Edu	0	3	
Renewable Energy Tech	0	Merge/AM	
Practical Nursing	3	9	
Pre-Practical Nursing	6	18	
Welding	0	9	
Cosmetology *	1	3	
Phlebotomy *	1	3	
Certificate of Proficiency	#	3-yr proj	
Advanced Manufacturing	0	0	
Agri-Mechanics and Equip Machine Tech	0	6	75
Business Management	0	3	
Early Childhood Edu	1	3	
Computer Art and Design	0	3	
Graphic Communications	0	3	
Maintaining and Managing PC	0	3	
Medical Coding	2	3	
MS OS Desktop Support	0	3	
Renewable Energy Tech	0	Merge	48
Nursing Assistant	0	Varies by Need	
General Welding	0	144	
Inert Gas Welding	0	3	
Mile Steel Welding	0	3	
Emergency Medical Tech	0	Varied by Need	
Medical Professions Edu	0	150	
Criminal Justice	0	66	
			33

### Campus Enrollment

Total Headcount: 532 students

High School Concurrent Headcount: 417 students

### Faculty/Administrators/Staff

Full-time Faculty: 12 and another 8 shared with Stuttgart

Part-time Faculty: 13

Administrators on Site: 7

Staff on Site: 17

**Student services available at the campus:** all student services available on the Helena campus are available in DeWitt.

**Financial Aid:** Work Study Awards-6/41

Pell Awards-69/602 (Fall 2014), 63/519 (Spring 2015)

**Students with Disabilities:** 5 (Fall 2014), 2 (Spring 2015)

**Student Support Services (SSS):** 24/235

**Career Pathways:** 51/260

### Adult Education

GED	2014-15	2013-14
GED Enrollment	4/108	5/186
GED Graduates	0	2

**Additional locations linked to the campus:** Dumas

**Campus-specific information which might function differently than the University's standard branch campus practices:** Community service and continuing education are reflective of the community needs. DeWitt Foundation activities are designed to raise funds for scholarships and education focused endeavors for the DeWitt campus. Student organizations are Phi Theta Kappa (located on all campuses), and the Arkansas County Ambassadors located in DeWitt and Stuttgart.

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\* These programs cannot be obtained on this campus but this campus is the home location for these students (they are registered on this campus). To get their final certificate or degree, they will have to complete the required courses either online or at a different campus.

## I. History, Planning and Oversight (Assure Appropriate Governance to Sustain Quality)

The DeWitt campus is located in a rural, agricultural community of 3,255. Seventy-five percent of the population is white and a little over twenty percent of the population is African-American. The Department of Labor Statistics Data **APPENDIX A** reflects that DeWitt is less economically disadvantaged than other areas that PCCUA serves, but the unemployment rate and median household income are well below the state and national average. United States Census Bureau Data **APPENDIX B** indicates that the educational level is lower than county, state, and national averages.

PCCUA DeWitt campus was the former Rice Belt Technical Institute (RBTI). **APPENDIX C** It offers associate degrees, technical certificates, and certificates of proficiency. In March of 1996, the people of Arkansas County voted on a referendum to annex the County into the Phillips County Community College taxing district and approved a half cent sales tax measure. **APPENDIX D** The Board of Trustees changed the name of PCCUA to Phillips Community College of the University of Arkansas (PCCUA). In June of 1996, RBTI was transferred by the State of Arkansas to Phillips County Community College. On July 1, 1996 Phillips Community College became a member of the University of Arkansas System. **APPENDIX E**

The RBTI **APPENDIX C** became a member of PCCUA with an intact campus, faculty, staff, and numerous programs. This was an advantage for the College because it did not require significant building improvement. Staff and faculty were retained as instructors and viable programs continued to be offered.

PCCUA has always operated as one college with three campuses. If a service or process is available on one campus, great effort is made to ensure that services are available on each campus. DeWitt has faculty, staff, and professional staff to support this work as reflected in the DeWitt Multi-Campus Overview (page 1).

In an effort to create ownership of the one College perspective, PCCUA has rewritten its mission, vision, and values. **APPENDIX F** All employees worked developing these guiding principles so there would be shared ownership of these foundational beliefs which drive student success.

From the date of the merger, the Board of Visitors has had a representation reflective of the student population for DeWitt and the other campuses. The BOV is composed of twelve persons. The PCCUA Policy Manual states that at least three of the Board members must be from Arkansas County; **APPENDIX G** however, five of the current members are from Arkansas County and two of those members are from DeWitt. The BOV meets eight times per year and the meetings are rotated among the three campuses.

The DeWitt Campus Vice Chancellor reports to the Chancellor and sits on the Chancellor's Cabinet. Teams do much of the College work, and all teams have representation from each campus. These teams are College Council, Instruction and Curriculum, Student Success, Institutional Planning and Effectiveness, Strategic Planning, Informational Technology. **APPENDIX H** The Distance Learning Committee **APPENDIX I** has multi campus

representation. The Special Events Committee [APPENDIX J](#) is campus specific and the Arkansas County Graduation Committee [APPENDIX K](#) is County specific. The Arkansas County Graduation Committee [APPENDIX L](#) work is equally divided by members from DeWitt and Stuttgart, and graduations are held in the Grand Prairie Center on the Stuttgart Campus.

The Student Success Team [APPENDIX M](#) is slightly different from other teams because much of the work done by this group is very campus focused. The Student Success Team organizes events related to retention, admission, advising, enrollment registration, scheduling, financial aid, placement, and student activities.

DeWitt employs staff dedicated to admissions, testing and placement, advising (one full-time advisor, and three support advisors), registration, planning, scheduling, and numerous campus activities. DeWitt campus employees meet regularly and minutes from Team DeWitt [APPENDIX N](#) are shared.

Faculty on the DeWitt campus are active in Faculty Senate. The Senate operates as one organizational structure and maintains an even balance among the campuses to accomplish equal representation for each of its committees: Academic Standards, Curriculum Committee, Faculty Development. [APPENDIX O](#)

Community education, continuing education, and workforce development [APPENDIX P](#) are under the direction of the DeWitt Vice Chancellor and the Director of Community and Continuing Education who reports to the DeWitt Campus Vice Chancellor. The Director of Community Education also guides much of the workforce development training. This is reflected in schedules, activities, and events unique to the DeWitt campus. [APPENDIX Q](#) The DeWitt Foundation [APPENDIX R](#) is designed to raise funds to promote academic scholarships, instructional equipment, carefully planned facilities projects (expansion of the Community Room and which will include a large catering kitchen), and cultural arts.

An examination of the College organizational charts reflects that the PCCUA Chancellor [APPENDIX S](#) reports directly to the U of A System President and supervises the multi-campus administrative functions of the VC for Instruction, [APPENDIX T](#) VC for Student Services, [APPENDIX U](#) VC for Finance, [APPENDIX V](#) and VC for College Advancement and Resource Development. [APPENDIX W](#) The DeWitt Vice Chancellor [APPENDIX X](#) is part of the Chancellor's Cabinet.

PCCUA considers the provision of accurate management information a key in assisting with the effective allocation and utilization of the College's limited resources. The College effectively manages resources to accomplish its mission. An examination of the DeWitt facilities and staff are indicators of the College's commitment to continued operation of programs and services to the DeWitt community.

The College's accounting structure includes the general fund, auxiliary funds, restricted funds, debt service funds, plant (building and improvement) funds, and agency funds. Each month all bank statements are reconciled, and the Business Office presents a cumulative financial report concerning the status of each area at every BOV meeting. [APPENDIX Y](#) The College's annual financial statement audit is conducted by the Arkansas Department of

Legislative Audit. **APPENDIX Z** Each year the College is also subject to various internal audits by the University of Arkansas' System. **APPENDIX AA**

Input for budgeting is gathered from faculty, staff, and administrators. The funding requests **APPENDIX AB** usually begin in February for the July 1 funding of the new fiscal year. It is always a challenge to allocate dollars to each of the three campuses. Several factors are considered in this allocation **including** head count, full-time equivalents, and total square footage of each campus.

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## **II. Physical and Technological Resources Dedicated to the Campus**

The PCCUA DeWitt campus **APPENDIX AC** is located on a 29 acre tract, with approximately 46,266 square feet of space. The main campus building provides faculty, staff, and students with the office, laboratory, and classroom space necessary to fulfill the College mission.

The southwest area houses an entry and reception area for greeting the public and for placement of student information. It also houses the offices of vice chancellor, registrar's assistant, business coordinator, South Arkansas County business and industry trainer, high school relations coordinator, financial aid and testing coordinator, developmental education instructor, and the early childhood education director for Arkansas County. There are also work spaces for clerical support, a copy room with vault, a mailroom with copier, a COMPASS testing lab, a conference room, and classrooms. A community room with kitchen is located in this area of the building.

The central part of the building houses two business division computer labs, a nursing computer lab, a nursing lab, the fitness center, classrooms, faculty offices for the nursing staff, and an office shared by adjunct faculty. The computer technician's office, the computer server room, and the bookstore are located in this area.

The east end of the building houses custodial storage, the maintenance office and shop, two compressed video classrooms, the library, an applied technology laboratory, the I CanLearn® Math Lab, the Adult Education classroom, additional classrooms, and faculty offices. A student center and restrooms are located in the central part of the building.

The northwest area of the building houses a classroom and a laboratory for the welding program. Storage areas and an office are a part of this area.

A separate building is located on the property and is used primarily for storage.

In 2008, the former National Guard Armory was renovated to include three classrooms, a computer-based lab, office spaces, and a hands-on training lab. Agriculture, Advanced Manufacturing, and Renewable Energy Technology classes, along with regular science

classes, are taught in this facility by the faculty in the Career and Technical Center as well as other departments. PCCUA conducts a Facilities Audit Program Survey of facility conditions (FAP) **APPENDIX AD** annually for the entire College and DeWitt is part of that survey.

Technology has been a high priority at PCCUA. Recognizing that it is critical for college operations and instruction, there has been a serious commitment to maintaining and upgrading technology. The College and the DeWitt Campus rely on IT support for institutional communication and the department oversees office computers and related services which include e-mail, LYNC, Windows operations, and numerous other communication tools. IT also has oversight responsible for the instructional support provided in maintenance of reading, writing, math, and business labs and the student learning center labs. Often the purchase of the equipment is through a grant, and the operation and replacement of the labs is supported by college funding. IT has a regularly scheduled **IT Maintenance and Replacement Schedule**. **APPENDIX AE** College records, files, and reports are generated using Datatel and Zogotech and administration of these functions fall under IT. DeWitt has an IT technician dedicated to the ongoing support of the campus. The IT Director visits the DeWitt campus frequently and sometimes sends Helena or Stuttgart assigned technicians to DeWitt if there are IT issues which need to be resolved. The IT Department evaluates all on-going site demands for computing and technological services and works closely with the Distance learning Coordinator to ensure that DL support is reinforced when IT issues emerge.

### **III. Human Resources Dedicated to the DeWitt Campus and Their Qualifications**

There are ample staff and faculty **APPENDIX AF** to provide programming to DeWitt students. The Vice Chancellor for the DeWitt has oversight of activities and operations on the DeWitt campus. Seven professional staff/administrators and seventeen classified staff report to the Vice Chancellor for DeWitt while Instruction, Student Service, and Finance offices are headquartered on the Helena campus, each of these departments has full-time DeWitt campus employees assigned to run the daily operations of registering, advising, library services, enrollment management, and many other college operations. There is one full-time librarian who reports to the PCCUA Librarian. Hiring of new employees is completed on the DeWitt campus by DeWitt employees.

The DeWitt campus has twelve full-time faculty, eight shared faculty, and thirteen adjunct faculty. All meet the instructional qualifications required to teach the course.

### **IV. Student Support Services and Academic Resources**

PCCUA has kept the student service and support of each campus fully maintained. The overall direction of student services is under the supervision of the Vice Chancellor for Student Services.

All College Initiatives **APPENDIX AG** have DeWitt faculty and staff engaged in that work. Registration, testing, placement, financial aid, work-study, advising, disabilities services, student support services (SSS), and tutoring are part of Student Services. All of these services are available to all students and are free of charge. The Catalog is the framework for all academic and student support information for students. The Student Handbook/Planner is

very important to students for support and assistance with information about navigating college life. This document is reviewed annually and changes are made each spring for the publication in the summer. The Student Handbook/Planner is given to each student at the mandatory orientation for all new and returning students.

### **Testing and Placement** APPENDIX AH

DeWitt has open and free COMPASS testing for students. Students interested in taking the COMPASS Test must complete the COMPASS Test Preparation. Once a student completes the review, that student is tested and after testing, provided with a testing report. PCCUA assigns every student an advisor and once COMPASS Test results are available, that student is sent to meet with an advisor.

### **Advising** APPENDIX AI

The DeWitt campus has one full time advisor and some faculty advisors (early childhood, nursing, business). Advisors assist students with selecting a majors, career exploration, schedule building and a variety of other support activities. An Individual Career Plan (ICP) will be implemented in the Fall 2015. This ICP will provide a map and advisors will help students identify and select a major facilitating a more direct pathway to completing a certificate or degree.

### **Financial Aid** APPENDIX AJ

One full-time employee on the DeWitt campus is dedicated to student financial aid. Students seeking financial aid and other kinds of scholarships are assisted with preparing the application, preparing the FAFSA, and given information and guidance about the process of receiving aid.

### **Admission and Registration** APPENDIX AK

Students may register for classes in DeWitt from semester to semester when pre-registration begins for the fall and spring or anytime during the summer.

### **Student Support Services (SSS)** APPENDIX AL

SSS serves low-income, first-generation college students, and individuals with disabilities evidencing academic need. It is designed to increase retention, graduation, and rates of eligible students. Services include instruction in study skills, tutoring, transfer assistance, campus visits, advice and assistance in course selection, career exploration, and financial literacy. About 24 students are being served by SSS on the DeWitt campus.

### **Students with Disabilities** APPENDIX AM

Students can make an appointment to meet with a Disability Coordinator on the DeWitt campus as early as possible during a particular semester, preferably before a semester begins. The Disability Coordinator in DeWitt is Phyllis Fullerton. Students may obtain an [Application for Disability Services Form](#) APPENDIX AN from the coordinator or online at [www.pccua.edu/studentswithdisabilities](http://www.pccua.edu/studentswithdisabilities).

### **Tutoring** APPENDIX AO

Tutoring is available to students on the DeWitt campus and that service can be accessible by contacting the Learning Center Coordinator. The College encourages the faculty to provide tutoring because it is difficult to find tutors in certain disciplines (science and

math). It is also difficult to train and retain tutors; however, the WFSNCC Grant has a special focus on improving tutoring offered on all three campuses with a special emphasis on the Arkansas County campuses of DeWitt and Stuttgart.

### **Bookstore** APPENDIX AP

The BBA Solutions Bookstore, located on each campus, can provide not only textbooks, but also has classroom supplies, college apparel and gift items. Bookstore hours are posted on the DeWitt campus. Book buy back dates are during the week of finals in December and May and after the last week of Summer II.

### **Complaints** APPENDIX AQ

PCCUA students are always encouraged to seek informal resolution to issues or problems. The Vice Chancellor for Student Services and Registrar will travel from one campus to another to address formal complaints. The DeWitt Campus Vice Chancellor may also hear complaints. College policy is to address all complaints informally at the lowest level, if possible, by the institutional officer who is responsible for the area in which the complaint is made. If the student decides to submit a written complaint, PCCUA will record the complaint in a log.

## **V. Educational Programs and Instruction**

All instructional programs are under the supervision of the Vice Chancellor for Instruction. There are four academic divisions: Allied Health, Arts and Sciences, Business and Information Systems, Applied Technology. There are two departments which provide instruction: High School relations which includes the NACEP accredited Concurrent Enrollment Program APPENDIX AR and the Secondary Area Technical Center. APPENDIX AS. The College Catalog is the primary source which documents all instructional program and college information, and it is published annually. Each spring it is reviewed for changes, those changes are made, and the Catalog is published on the Web. A few hard copies are printed and available for student use upon request.

### **Instruction**

Most College programs are available to students on the DeWitt campus. The programs which are not available on the DeWitt campus are the Associate Degree in Nursing, Phlebotomy, Medical Lab Technology, and Cosmetology. The DeWitt campus is the center for the Practical Nursing program. All general education courses are available on the DeWitt campus and students have access to the online courses as well.

The College values instruction, and numerous development and improvement activities are provided to assist faculty with improving instruction. This year's development focus has been on learning and the text used as the foundation for faculty discussion is *Make It Stick: the Science of Successful Learning* by Brown, Roediger, and McDaniel. The fall in-service engaged faculty in discussions about the first four chapters (half) of the book about

memory and learning. **APPENDIX AT** Faculty will discuss the remaining four chapters in a summer 2015 in-service.

### **Remediation**

PCCUA follows Arkansas law which requires mandatory testing and placement. PCCUA has a formal Student Success Plan **APPENDIX AU** incorporates testing and placement, support strategies (supplemental instruction, focused advising, student success courses, Early Alert, and mandatory orientation, student learning center use). It also identifies curriculum in developmental education (advanced courses, basic courses), exit assessment, and pilot programs. PCCUA's high remediation rate requiring students placing less than 19 on the ACT or comparable Compass **APPENDIX AV** scores to take remediation in reading, writing, and/or math.

Students scoring below 15 on the ACT or a 62 on the COMPASS Reading will be assigned a focused academic advisor and provided with an individual learning plan called an Ability to Benefit Plan. **APPENDIX AW** "Conditional/PREP enrollment" students will be placed in specific courses based on their performance on the COMPASS. Participation in the individual course plan will continue for two semesters.

### **Adult Education**

The Adult Education program **APPENDIX AX** is designed to allow students over the age of 16 who have not completed high school studies the opportunity to acquire the skills necessary to pass the General Educational Development (GED) test or to meet other educational goals. The Adult Education/Learning Skills Department offers two components in this curricula: Adult Basic Education (ABE), and Adult Secondary Education (ASE).

### **High School Enrollment**

PCCUA has a NACEP accredited Concurrent Enrollment Program **APPENDIX AY** offering college courses on high school campuses. DeWitt has the highest high school enrollment of all the campuses. The largest high school enrollment is in the Secondary Area Technical Center (SATC) where students can take courses which count toward a college degree or certificate. The areas assigned to the SATC are: Agriculture, Criminal Justice, Medical Professions Education, Renewable Energy Technology, and Welding.

### **Library Services** **APPENDIX AZ**

DeWitt Library services offer the latest technology including online catalog accessibility. Library holdings consist of traditional print materials such as books and journals as well as a growing collection of electronic resources. More information regarding PCCUA libraries can be found on the Website under the current student menu. The library follows the PCCUA calendar for all holidays and other scheduled closings. DeWitt Library Hours: Monday, Tuesday and Thursday, 7:30 am-4:30pm; Wednesday, 9:30 am-6:30 pm; Friday 7:30 am-1 pm.

### **Initiatives Supporting Instruction**

DeWitt faculty and staff have actively engaged in initiatives supporting instruction. Several majors initiatives which are transforming student interaction reinforce our student success work in DeWitt. The College Initiatives **APPENDIX BA** are aligned and promote

student success. The initiatives are Academy for College Excellence (ACE), Arkansas Guided Pathways (AGP), Mathways which is tied to Arkansas Guided Pathways, and the Working Family Success Network Community College (WFSN-CC). None of the initiative are defining new work, and all are strategically aligned with the progress the College is making toward improving student learning and support for learning.

#### **Career Pathways** **APPENDIX BB**

The Arkansas Career Pathways (ICP) initiative is a comprehensive project designed to improve the earnings and post-secondary education attainment of Arkansas's low-income Temporary Assistance for Needy Families (TANF)-eligible adults. The initiative provides funding for two-year colleges to develop career pathways programs that assist TANF-eligible adults to earn a marketable educational credential for immediate entry into a high demand occupation. The CP Director and a CP specialist are located on the DeWitt Campus.

#### **Student Success (Financial and Career Coaching)** **APPENDIX BC**

PCCUA uses Student Success coaches to provide career and financial coaching strategies. DeWitt coaches are trained and present the same curricular activities as the other two campuses. Student Success courses are tied to enrollment in Basic Writing II and Composition I. This allows the College to reach almost all student with Student Success support.

#### **Student Support Labs** **APPENDIX BD**

The DeWitt Learning Lab is a multi-purpose computer lab open for students to use. Students can receive tutoring or small group tutoring or COMPASS testing and review. Many students go there to study or work on assignments. DeWitt faculty and staff volunteer to work with students in this lab.

#### **Academic Appeal** **APPENDIX BE**

DeWitt students have full access to the academic appeal process information and forms. This process begins with the student's instructor. The Faculty Senate Academic Standards Committee hears the appeal. It is composed of faculty from all three campuses and various disciplines. This in many ways assures impartiality, something which might be hard if the Committee members were only from the DeWitt campus.

### **VI. Evaluation and Assessment-Capacity to Sustaining and Improve Academic Quality, Student Learning, Student Persistence, and Completion**

PCCUA has become a more data informed institution relying on information provided from student learning outcomes, discussions, interviews, and student focus groups to inform the student success work. While the College has much more to learn about data, it has become comfortable with examining progress or lack of progress related to gender and ethnicity gaps, and retention, and completion outcomes. The Data and Core Team at the College includes representation from DeWitt faculty and staff. Data analysis and discussion have assisted the College with decision-making. This has resulted in improving

the learning environment and working with students, many of whom face extraordinary barrier to success.

### **Academic Quality.**

The general education courses at PCCUA are all Arkansas Course Transfer System (ACTS) approved. **APPENDIX BF** This means that every ACTS course offered uses a syllabus template which includes specific student learning outcomes for the course being taught. These outcomes were established by teams of faculty representing colleges from all public colleges and universities in Arkansas; the PCCUA syllabi were approved by discipline faculty committees who reviewed content and student learning outcomes.

All faculty teaching any course are appropriately prepared for the course(s) taught.

**APPENDIX BG** Sometimes it is difficult to find a master's prepared instructor in DeWitt but we will seek someone outside the community if necessary. All technical courses are taught by appropriately credentialed instructors, and the syllabi are reviewed by other faculty and deans.

### **Persistence and Completion**

PCCUA tracks persistence and completion rates per campus **APPENDIX BH** and college-wide. Lead faculty provide student completion reports in reading, English, and math.

**APPENDIX BI** This tracking takes place within all academic divisions and is shared in the annual assessment of student learning.

### **Program Review**

Arkansas Department of Higher Education (ADHE) requires that every program have a comprehensive review every ten years. **APPENDIX BJ** In addition, every three years ADHE provides enrollment information about college programs viability **APPENDIX BK** which is shared and discussed with each department.

### **Enrollment and Graduation Trends**

College and campus enrollment and graduation trends are collected, analyzed, shared, and discussed by departments, divisions, and college-wide. **APPENDIX BL** Graduation trends are shared in faculty discussions, newsletters, and with the Instruction and Curriculum Team and other committees

## **VII. Process to Assure Continuous Improvement of the Quality of the Campus and Equivalency of the Offerings**

Several processes are in place to assure continuous improvement of the DeWitt Campus and to ensure the offerings and services are equivalent to the main campus. The Instruction and Curriculum Team **APPENDIX BM** has the responsibility of assessing academic and program viability, improvement, and course and program offerings for each campus.

This Team works to ensure that the quality and equivalency of what is offered in DeWitt is consistent with programs and services on the Stuttgart and Helena campuses.

The Advising Council **APPENDIX BN** is focused on student services and support. The Committee has already begun to examine enrollment barriers related transfer courses, directed electives, and barriers to advancement of students. For example, discussion among members of this Council have resulted in an examination of our online enrollment policy which requires a higher GPA than other courses at the institution. **APPENDIX BO**

Strategic Planning is another factor which ensures continuous improvement and quality assurance for the DeWitt campus. The Strategic Plan **APPENDIX BP** has includes six strategic goals for the College:

1. Support for Student Learning
2. Professional Development for Faculty and Staff
3. Implementation of Processes and Practices for Budgeting and Planning
4. Development of Distance Learning Opportunities
5. Development and Support of Emerging Technologies (responding to ever changing technology)
6. Confirmation and Expansion of Industry, Business, and Community Partnerships.

The Functional Areas Goals/Strategies/Results **APPENDIX BQ** for the Plan is the accountability and evaluation of the work completed. Each academic division, department, and functional area contributed to the document. The outcomes template identifies the goal and sets smaller goals and strategic actions to meet the primary goal. It also documents people responsible for completing the work, the time frame for the work to be completed. The Institutional Effectiveness/Strategic Planning Team meets twice a year to review the document. When the Plan was developed, the intention was for the May/June meeting to be to assess progress and the September meeting was to set the direction of work.

Participating in Achieving the Dream has helped the College establish realize the importance of identifying, tracking, and understanding key indicators to measure progress: course completion, course success, term to term and fall to fall retention and completion. **APPENDIX BR** Frequently throughout the academic year, this information is shared and discussed. When possible, this information is disaggregated by campus. DeWitt campus employees serve on the committees doing much of this work. Each May PCCUA submits its ATD Annual Reflections **APPENDIX BS** of the work the College has completed; this helps the College identify instruction, service and administrative gaps and areas which need improvement for the next year.

Another quality improvement measure is the use of Faculty Evaluation **APPENDIX BT** or improvement. The DeWitt faculty participate fully in the faculty evaluation process. The faculty performance review uses an evaluation tool (questionnaire, portfolio, course

evidence) which measures instructional delivery, instructional design, and course management. College service, professional development, and community service are part of what is included in evaluating a faculty member's performance.