



HLC VISIT
APRIL 2015

MULTI CAMPUS REPORT
Stuttgart Campus

**Phillips Community College of the University of Arkansas
Stuttgart Multi-Campus Overview**

Date of Inception: In March of 1996, Arkansas County passed a referendum to annex the County into the PCCC taxing district. The PCCUA Board of Trustees changed the name of the College to Phillips Community College to reflect the multi-county support and began plans to expand the off campus support in Stuttgart. July 1, 1996 Phillips Community College with its expanded Stuttgart campus became part of the University of Arkansas System.

Programs: All students on the Stuttgart 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 Stuttgart: Medical Lab Technology, Phlebotomy, and Cosmetology, Practical Nursing.

Programs Offered with Enrollments and Projections			
Associate Degree	#	3-yr proj	
Associate of Arts	115	345	
Associate of Science	5	15	
Assoc. of Applied Tech	#	3-yr proj	
Advanced Manufacturing	1	12	
Behavioral Health Tech	4	12	
Business Management	4	12	
Early Childhood Edu	3	12	
Graphic Communications	7	21	
Information Systems Tech	7	21	
Office Technology	6	18	
Renewable Energy Tech	0	Merging	
Assoc. in Nursing (ADN)	20	60	
Pre-Nursing	42	126	
Medical Lab Tech *	2	2	
Technical Certificate	#	3-yr proj	
Advanced Manufacturing	0	12	
Behavioral Health Tech	0	12	
Early Childhood Edu	0	12	
Renewable Energy Tech	0	merge	
Practical Nursing *	2		
Pre-Practical Nursing	3	9	
Welding	8	24	
Pre-Phlebotomy *	1	3	
Certificate of Proficiency	#	3-yr proj	HS
Advanced Manufacturing	0	57	19
Agri-Mechanics and Equip Machine Tech	0		1
Business Management	0		0
Early Childhood Edu	0	6	0
Computer Art and Design	0		0
Graphic Communications	2	6	0
Maintaining and Managing PC	1	3	1
Medical Coding	3	12	0
MS OS Desktop Support	0		0
Renewable Energy Tech	0		0
Nursing Assistant	0		0
General Welding	1	6	0
Inert Gas Welding	2	6	0
Mile Steel Welding	0	6	0
Emergency Medical Tech	0	Varies	0
Medical Professions Edu	0	240	80
Criminal Justice	0	183	61

Campus Enrollment

Total Headcount: 454 students
High School Concurrent Headcount: 182 students

Faculty/Administrators

Full-time Faculty: 11 plus 9 shared
Part-time Faculty: 7
Administrators on Site: 5
Staff on Site: 22

Financial Aid: Work Study Awards-10/41;

Pell Awards: 144 (Spring 2015), 168 (Fall 2014)

Students with Disabilities: Spring 2015-3, Fall 2014-3

Student Support Services (SSS): 56/235

Career Pathways: 52/260

Adult Education

GED	2014-15	2013-14
GED Enrollment	25/108	47/186
GED Graduates	3 (early)	14

Student service available at the campus: all student services available on the Helena-West Helena campus are available on the Stuttgart campus.

Additional locations linked to the campus: None

Campus-specific information for any campus that might function differently than the University's standard branch campus practices: Community service, continuing education, and workforce development activities are reflective of the community needs. The Stuttgart Foundation activities are designed to raise funds for scholarships and education focused endeavors for the Stuttgart campus (40 student scholarships). Student organizations vary except Phi Theta Kappa (located at all campuses).

** 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 Stuttgart campus is located in a rural, agricultural community of 9,241. Fifty-nine percent of the population is white, and thirty-seven 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. The unemployment rate is 4.2%, and the median household income of \$40,394 is close to the State median income. United States Census Bureau Data **APPENDIX B** indicates that 86% of the adult population has a high school diploma which exceeds the state and national average, but only about 12.2 % have bachelor's degrees.

The Stuttgart campus was a branch campus which began meeting in the Stuttgart High School. **APPENDIX C** 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. The purpose of the tax was to pay for the cost of a new Stuttgart campus **APPENDIX D** On July 1, 1996, Phillips Community College became a member of the University of Arkansas System. **APPENDIX E** The Board of Trustees changed the name of PCCUA to Phillips Community College of the University of Arkansas (PCCUA).

The Stuttgart Campus **APPENDIX C** has adequate faculty and staff, to meet the community need. As part of PCCUA, it offers numerous programs providing associate degrees, technical certificates, and certificates of proficiency

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. Stuttgart has faculty, staff, and professional staff to support this work as reflected in the Stuttgart 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 Stuttgart 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 three of those members are from Stuttgart. The BOV meets eight times per year and the meetings are rotated among the three campuses.

The Stuttgart 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.

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

Faculty on the Stuttgart 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 Stuttgart 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 Stuttgart campus. **APPENDIX Q** The Stuttgart Foundation **APPENDIX R** is designed to raise funds to promote academic scholarships, instructional equipment, faculty development, and cultural arts. The Grand Prairie Center was constructed with the support of Foundation funds.

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 Stuttgart Vice Chancellor **APPENDIX X** is part of the Chancellor's

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 Stuttgart facilities and staff are indicators of the College's commitment to continued operation of programs and services to the Stuttgart 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.

II. Physical and Technological Resources Dedicated to the Campus

The PCCUA Stuttgart campus **APPENDIX AC** is located on a 61 acre tract, with approximately 50,180 square feet of space. The main campus provides faculty, staff, and students with the office, laboratory, and classroom space necessary to fulfill the College mission. The wings of the main building on the Stuttgart campus are catalogued according to the prefix A, B, and there is a building designated as D behind the main structure. The campus leases the War Memorial Training Center (WMTC) which is approximately 30,000 square feet of space. The newest Building is the Grand Prairie Center which is 63,000 square feet.

A Wing-the A Wing houses offices for the Stuttgart Vice President, a Business and Industry trainer, the director of high school relations, the College librarian, adult education, the business office coordinator for the campus, the financial aid officer, the professional advisor for the Stuttgart campus, the chair of arts and science for Arkansas County. It contains the library, bookstore, two distance learning classrooms, the Seminar Room and three faculty offices.

B Wing-The B wing houses seven traditional classrooms, one computer classroom. The I CanLearn® Math Lab, the Learning Center, five faculty offices, an adjunct faculty office, and a student lounge.

C Wing-The C wing houses three computer classrooms, a chemistry/physics laboratory, a biology/anatomy laboratory, the ADN nursing classrooms and meeting areas, and five faculty offices.

D Building-D building is located behind the main building, and it houses offices for four plant personnel, several workshop, and storage areas.

War Memorial Training Center-In the summer of 2003, PCCUA leased the Grand Prairie War Memorial Auditorium from the Grand Prairie War Memorial Association governing board to use as a technical training center. The building has been renamed the War Memorial Training Center, and it contains classrooms, offices, and a large meeting and office space. Its primary use is for the Secondary Center classrooms and lab areas.

Grand Prairie Center- Construction on the Grand Prairie Center was completed in spring 2011. This building offers a meeting room, a conference room, four classrooms, two salons, a box office, office space for the director of the center and an assistant, four offices (housing two each) for faculty and staff, a catering kitchen, a small kitchen, an auditorium that seats 749 and can be expanded to seat over 1279. The stage area is backed by dressing rooms, a green room, and a loading dock. Rooms in this building are available to the public to rent for meetings, parties, conferences, and other events. The Performance Series, sponsored by the

Foundation, provides entertainment for the public that ranges from military bands, to musicals, to ballet, to children's theater.

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 Stuttgart campus rely on IT support for institutional communication and the department oversees office computers and related services. 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. 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. Stuttgart has two IT technicians dedicated to the ongoing support of the campus. The IT Director visits the Stuttgart campus frequently and sometimes sends Helena or DeWitt assigned technicians to Stuttgart 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 Stuttgart students. The Vice Chancellor for the Stuttgart has oversight of activities and operation on the Stuttgart campus. Seven professional staff/administrators and seventeen classified staff report to the Vice Chancellor for Stuttgart. Instruction, Student Service, and Finance offices are housed on the Helena campus, each of these departments has full-time Stuttgart 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 who is housed on the Stuttgart campus.

The Stuttgart campus has eleven full-time faculty, nine faculty, and seven adjunct faculty who teach one or more classes. 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 and Registrar.

All College Initiatives **APPENDIX AG** have Stuttgart faculty and staff engaged in that initiative work. Almost all the initiatives enhance student support or instruction. 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 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

Stuttgart 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, which is immediately after testing, that student is sent to meet with an advisor.

Advising APPENDIX AI

The Stuttgart campus has one full-time advisor and some faculty advisors (early childhood, nursing, business). Advisors assist students with selecting majors, career exploration, schedule building and a variety of other support activities. An Individual Career Plan (ICP) will be implemented in 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 Stuttgart campus is dedicated to student financial aid. Students seeking financial aid and other kinds of scholarships are assisted with preparing the application, the FAFSA, and given information and guidance about the process of receiving aid.

Admissions and Registration APPENDIX AK

Students may register for classes in Stuttgart 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 transfer 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. SSS serves 56 students on the Stuttgart campus.

Students with Disabilities APPENDIX AM

Students can make an appointment to meet with a Disability Coordinator on the Stuttgart campus as early as possible during a particular semester, preferably before a semester begins. The Disability Coordinator in Stuttgart is also a full time advisor. Students may obtain an Application for Disability Services Form APPENDIX AN from the coordinator or online at www.pccua.edu/studentswithdisabilities.

Tutoring APPENDIX AO

Tutoring is available to students on the Stuttgart 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. Stuttgart has a volunteer corps of tutors, many of whom work at the Stuttgart Research Center.

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 Stuttgart 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 Stuttgart 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 for instruction, and it highlights all instructional programs and college information. It is published annually. Each spring it is reviewed for changes, those changes are made, and the Catalog is published on the Web.

Instruction

Most College programs are available to students on the Stuttgart campus. The programs which are not available on the Stuttgart campus are Practical Nursing, Phlebotomy, Medical Lab Technology, and Cosmetology. The Stuttgart campus has an Associate degree Program available on campus. All general education courses are available on the Stuttgart campus, and students have access to the online courses.

The College values instruction, and we provide numerous development and improvement activities 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, Roedigger, 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. Stuttgart has a strong high school enrollment. The Secondary Area Technical Center (SATC) enrolls high school students taking courses which count toward a college degree or certificate. The areas assigned to the SATC are: Education and Training, Advanced Manufacturing, Criminal Justice, and Medical Professions Education.

Library Services **APPENDIX AZ**

Stuttgart 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. Stuttgart Library Hours: Monday, Tuesday 8:00 am-5:00pm; Wednesday and Thursday 9:30 am-6:30 pm; Friday 8:00 am-2:00 pm.

Initiatives Supporting Instruction

Stuttgart faculty and staff have actively engaged in initiatives supporting instruction. Several major initiatives which are transforming student interaction reinforce our student success work in Stuttgart. 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. One CP specialist is located on the Stuttgart Campus.

Student Success (financial and career coaching) **APPENDIX BC**

PCCUA uses Student Success coaches to provide career and financial coaching strategies. Stuttgart 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 students with Student Success support.

Student Support Labs **APPENDIX BD**

The Stuttgart campus Learning Center is a multi-purpose computer lab open for students to use. Students can receive tutoring. It is also used for COMPASS testing and review. Many students go there to study or work on assignments. Stuttgart faculty and staff can volunteer to work with students in this lab.

Academic Appeal **APPENDIX BE**

Stuttgart 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 appeals and is composed of faculty from all three campuses from various disciplines. This in many ways assures impartiality, something which might be hard if the Committee members were only from the Stuttgart campus.

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

PCCUA works hard to improve its evaluation and assessment of student learning, and Stuttgart faculty and staff are engaged in that work. The College 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 Stuttgart faculty and staff. Data information has helped the College make decisions which result in improving the learning environment and working with students, many of whom face extraordinary barriers 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 Stuttgart, 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

The 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 which is shared and discussed with each department. **APPENDIX BK**

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 Stuttgart 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 Stuttgart is consistent with programs and services on the DeWitt 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 Stuttgart campus. The Strategic Plan **APPENDIX BP** has includes six strategic goals for the College:

1. Support for Student Learning
2. 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.

Being part of Achieving the Dream (ATD) has helped the College identify 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. Stuttgart 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 Stuttgart 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. Peer reviews are an important part of the process.