

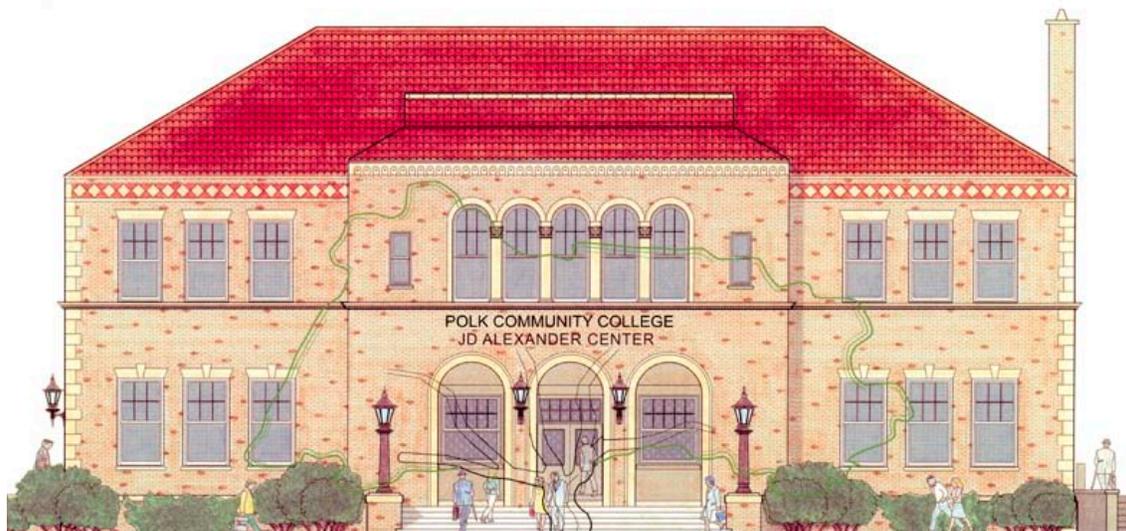
# Polk Community College

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**JD Alexander Center**

**Lake Wales**

152 East Central Avenue  
Lake Wales, FL 33853



## Substantive Change Prospectus

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Prepared for: **Commission on Colleges**  
**of the Southern Association of Colleges and Schools**  
**May 15, 2009**

## **SUBSTANTIVE CHANGE PROSPECTUS – COVER SHEET**

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**Submitted by:** *Polk Community College*

**Type of Change:** *Expanding programs at an existing off-campus site from less than 50%, to 50% or more of credits toward degree*

**Program(s):** *Associate in Arts (A.A.) Degree*

**School/Unit:** *Polk Community College, JD Alexander Center*

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**Off-Campus sites at which 50% or more of a program's credits are available:**

*None*

**Off-campus sites at which 25%-49% of a program's credits are available:**

*Airside Center, Lakeland  
JD Alexander Center, Lake Wales*

**Programs for which 50% or more of program credits are approved for electronic delivery:**

*Associate in Arts (A.A.)*

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**Certificate and/or degree programs which are related to the proposed program(s):**

*This is not applicable, as this prospectus does not pertain to a newly proposed certificate or degree program, but instead to the expansion of the existing Associate in Arts degree program to deliver 50% or more credits toward the program requirements during the Fall Term of academic year 2009-2010 at an existing off-campus site (Center).*

**Institutional strengths which facilitate the offering of the proposed program(s):**

*This is not applicable, as this prospectus does not pertain to a newly proposed certificate or degree program, but instead to the expansion of the existing Associate in Arts degree program to deliver 50% or more of the credits toward the program requirement during the Fall Term of academic year 2009-2010 at an existing off-campus site (Center).*

**The List of degrees which PCC is authorized to grant:**

*The current list of degrees, as per the PCC Catalog 2008-2009, is shown on the following page.*

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## PROGRAMS OFFERED AT POLK COMMUNITY COLLEGE

### ASSOCIATE IN ARTS (AA)

(Advising Tracks)	
11000	Liberal Arts
11050	Library Sciences
11100	General Transfer – FSC
11111	General Transfer-PCSB
11200	Animal Science
11210	Plant Sciences
11220	Soils Science
11230	Horticulture Science
11240	Food Science
11247	Nutritional Sciences
11250	Agriculture Science
11260	Agriculture Economics
11300	Citrus and Environ. Hort- FSC
11500	Business Administration
11510	Actuarial Sciences
11550	Business Administration - FSC
11555	Accounting - FSC
11570	Business Administration - WC
11700	Computer Information Systems
11725	Computer Science
12000	Elementary Education
12010	Elementary Education - USF
12050	Education - FSC
12190	Agricultural TeacherEd (Vocational)
12200	Biology TeacherEd
12210	Business TeacherEd (Vocational)
12220	Chemistry TeacherEd
12225	Dance/Drama Education
12230	English Teacher Ed
12240	Foreign Languages Teacher Ed
12250	Home Economics TeacherEd
12260	Mathematics Teacher Ed
12265	Music Teacher Ed
12280	Physics Teacher Ed
12290	Science/Math TeacherEd - FSU
12300	Social Studies TeacherEd
12540	Engineering
12550	Eng Information Systems - USF
12575	Surveying
12600	Civil Engineering Technology
12610	Construction Engineering Tech
12625	Design Engineering Technology
12650	Electronic Engineering Tech
12655	Mechanical Engineering Tech
12675	Manufacturing Engineering Tech
12800	Foreign Languages
12900	Addictions Studies
12903	Athletic Training
12905	Community Health
12910	Health Information Mgmt
12920	Health Services Administration
12925	Health Sciences (B.S.)
12930	Medical Technology
12940	Nursing
12950	Pharmacy
12955	Physical Therapy
12970	Radiologic (Medical) Technology
12975	Rehabilitative Services
12980	Respiratory Therapy
12990	Dietetics/Nutritional Services
13000	Economics & Policy Specialization
13020	Environmental Management
13040	Human Resources Development
13060	Waste Mgmt & Util & Water Mgmt
13100	Art
13200	Music
13500	Mass Communications
13520	Mass Communications - FSC
13600	Mathematics and Statistics
13700	Exercise Science/Wallness

13720	Leisure Services - Management
13740	Leisure Services - Professional
13760	Natural Resources
13780	Therapeutic Recreation
13800	Philosophy and Religion
13900	Astronomy/Atm Sci/Meteorology
13950	Biological Science
13975	Biological & Physical Sciences
14000	Botany/Zoology
14050	Chemical Sciences
14100	Chemistry
14200	Entomology
14250	Environmental Science
14255	Wildlife Ecology and Conservation
14260	Forest Resources and Conservation
14300	Forensic Science
14350	Physics
14400	Radiation Physics
14500	Economics - Social Sciences
14550	Geography
14650	History
14700	Political Science and Government
14750	Psychology
14800	Public Administration
14850	Social Work
14900	Sociology
14925	Human Services

### ASSOCIATE IN SCIENCE (AS)

25020	Accounting Technology
25030	Bus Admin/Mgt: (BA/BS CareerPath)
25060	Financial Services
25120	Medical Office Administration
25130	Office Administration
25140	Office Management Administration
25240	Computer Info Systems Analysis
25261	Computer Netwk Eng. MCSE
25263	Computer Netwk Eng. CISCO
25264	Computer Netwk Eng. CCNP
25265	Computer Netwk Eng. LINUX
25266	Computer Netwk Eng. Security
25267	Computer Netwk Eng. Wireless Admin
25320	Early Childhood Ed & Mgmt
25450	Emergency Medical Services
25480	Health Information Management
25510	Nursing - Preadmissions
25530	Occupational Therapy Assistant
25540	Physical Therapist Assistant
25560	Invasive Cardiovascular Technology
25580	Respiratory Care
25590	Diagnostic Medical Sonography
25610	Nursing – Bridge Program – Preadm.
25710	Supply Chain Management
25745	Electrical Distribution Tech
25840	Multimedia Technology
25900	CJ Law Enforcement (Exam)
25905	CJ Law Enforcement (Pre-Exam)
25910	CJ Corrections (Exam)
25915	CJ Corrections (Pre-Exam)
25930	CJ Law Enforcement (Pre-1988)
25935	CJ Corrections (Pre-1988)
25980	Fire Science Technology

### ASSOCIATE IN APPLIED SCIENCE (AAS)

A5020	Accounting Technology
A5041	Bus Admin/Mgt: Business Admin
A5042	Bus Admin/Mgt: Marketing-Program
A5043	Bus Admin/Mgt: Insurance-Program
A5060	Financial Services
A5120	Medical Office Administration
A5130	Office Administration
A5140	Office Management Administration

A5240	Computer Info Systems Analysis
A5261	Computer Netwk Eng. MCSE
A5263	Computer Netwk Eng. CISCO
A5264	Computer Netwk Eng. CCNP
A5265	Computer Netwk Eng. LINUX
A5266	Computer Netwk Eng. Security
A5267	Computer Netwk Eng. Wireless Admin
A5320	Early Childhood Ed & Mgmt
A5450	Emergency Medical Services
A5480	Health Information Management
A5530	Occupational Therapy Assistant
A5540	Physical Therapist Assistant
A5570	Radiologic Technology
A5572	PCC-LRMC-Artic Radiograph Prog
A5745	Electrical Distribution Tech
A5840	Multimedia Technology
A5850	Supply Chain Management
A5900	CJ Law Enforcement (Exam)
A5905	CJ Law Enforcement (Pre-Exam)
A5910	CJ Corrections (Exam)
A5915	CJ Corrections (Pre-Exam)
A5930	CJ Law Enforcement (Pre-1988)
A5935	CJ Corrections (Pre-1988)
A5980	Fire Science Technology

### APPLIED TECHNICAL DIPLOMA

B8130	Emergency Medical Tech
B8060	Medical Transcription

### CREDIT CERTIFICATES

68030	Coding Specialist
68160	Paramedic
68228	Office Support Tech Certificate
68229	Office Specialist Tech Certificate
68230	Office Management Certificate
68310	Microcomputer Repair/Install Certificate
68320	MCSE Certificate
68340	Cisco (CCNA) Certificate
68350	Advanced Cisco (CCNP) Certificate
68360	Computer Programming Microsoft

### VOCATIONAL CERTIFICATES

58500	Correctional Officer Certificate
58510	Cross-Over Corrtro Law Enf
58550	Corr Officer To Corr Probation
58610	CMS Basic Law Enforcement
58650	Correctional Probation Officer

### LINKAGE (In Cooperation with other Inst)

27700	Dental Hygiene (VCC)
27701	Dental Hygiene (SPJC)
27702	Nuclear Medicine Tech (HCC)
27703	Dental Hygiene (PHCC)
27709	Radiation Therapy Tech (HCC)
27711	Dental Hygiene (HCC)

### NON-DEGREE SEEKING

30060	Honors
38888	Non-Degree Seeking
39020	Teacher Recertification
F9025	Educator Prep Institute (EPI) Certificate
39030	Transient
39070	Post Baccalaureate
39080	Post Associate of Arts Degree
39085	Post Associate of Science Degree

2008-2009 Catalog

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## **Abstract**

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Polk Community College is requesting a substantive change to offer 50% or more of the A.A. degree program credits at the JD Alexander Center, an off-campus instructional site. The JD Alexander Center street address is:

- PCC JD Alexander Center; 152 East Central Avenue; Lake Wales, FL 33853.

The JD Alexander Center was created to address an immediate need for instructional space required to meet the demand for a trained workforce by local employers, and to provide for residents seeking jobs or job advancement. At this site, the College mainly offers General Education courses as part of its A.A. degree programming. In partnership with the Lake Wales Charter Schools and local agencies, the College also uses this site to address unmet needs in literacy competency and remedial course work in reading, math, English, and English as a Second Language (ESL).

The JD Alexander Center (the former Lake Wales City Hall) is a two-story brick building built in the 1920s, and is an example of Mediterranean Revival architecture. Further, it has been listed in the National Register of Historic places. In 1997, the city government and its various departments vacated the building as they required larger accommodations. Until PCC's renovation began in 2007, the building had fallen into disrepair; this condition had been exacerbated by damage from the Hurricanes of 2004. After significant renovations, classes started at the JD Alexander Center on January 7, 2009.

The center has the capacity to support approximately 80 course offerings per term.

## **Background Information**

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The creation of the JD Alexander Center and the request to offer 50% or more of A.A. degree program credits at this location reinforces the College's mission through the strategic planning process. Polk Community College has engaged in a College-wide process of soliciting broad-based input from faculty and staff to develop strategic goals and objectives for a rolling 5 year strategic plan. Four College Goals and associated objectives resulted from this process. Goal #1 aligns most closely with the proposed change (See Appendix A, *PCC Strategic Plan 2007-2012*).

- Goal #1: Enhance the College's contributions to Polk County through quality programs and services that ensure the highest level of student achievement.
- Objective 1.1: Improve student access by adding new PCC site locations.
- Objective 1.2: Increase student retention and annual FTE enrollment across credit and non-credit courses.

This change will allow students in the Lake Wales region to take more of their coursework at the JD Alexander Center, supporting the community partnerships listed below.

- Lake Wales Literacy Coalition
- Lake Wales Charter School Systems
- Workforce Training Programs (certificate and degree programs—TBD)

- Corporate College Offerings (Quick Response training, customized business and industry training, and Community Outreach)
- Literacy efforts (GED preparation, career counseling, job readiness, and self-sufficiency training)
- Competency-based College Preparatory courses in reading, mathematics, English, and English as Second Language (ESL)

## Assessment of Need and Program Planning/Approval

The creation of the JD Alexander Center and the request to offer 50% or more of the A.A. degree program credits are the result of a lack of available classroom space on the existing PCC campuses due to unprecedented growth in FTE enrollment (see Appendix B, *PCC FactBook 2007-2008*) and the subsequent need to find a location to house additional course offerings for the A.A. degree program that is aligned with the *PCC Master Plan* (see Appendix C, *Site Designation Request and Approval*).

Since academic year 2007/2008, a significant enrollment increase has continued and at the end of Spring Term 2009, PCC's enrollment reached 6,064 FTE. This signifies a 30.6% enrollment growth since academic year 2005/2006. The need for an additional off-campus location in close proximity to the Winter Haven Campus (the distance to the JD Alexander Center is just 15 miles) was recognized by early foresight and the creation of the new Center was approved by the Polk Community College District Board of Trustees at its November 26, 2007 meeting.

## Description of the Change

The proposed change involves the expansion of the off-campus site, the Polk Community College JD Alexander Center, where students in A.A. degree programs can earn 50% or more of the credits toward their course of study. This change would start in the Fall Term of 2009 pending the approval of SACS.

### **Program/Course Detail**

The courses planned for the 2009 Fall Term at the JD Alexander Center are shown in the three tables below. Classes scheduled to start August 17, 2009.

<b>Developmental Education Classes</b>		
<b>Course</b>	<b>Title</b>	<b>Credits</b>
ENC0001	Essentials of Writing I	3
ENC0010	Essentials of Writing II	3
MAT0012	Arithmetic with Pre-Algebra	3
MAT0024	Basic Algebra	3
REA0001	Essentials of Reading I	3
REA0002	Essentials of Reading II	3

<b>General Education Curriculum</b>		
<b>Course</b>	<b>Title</b>	<b>Credits</b>
ACG2001	Principles of Financial Accounting I	3
AMH1010	American History I	3
BSC1930	Biological Issues	3
CCJ1001	Introduction to Criminology	3
CCJ1020	Introduction to Criminal Justice	3
CJC1000	Introduction to Corrections	3
CGS1061C	Intro Computers and Information Systems	3
CGS1100	Business Applications on Microcomputers	3
DEP2004	Human Development	3
ENC1101	College Composition I	3
ENC1102	College Composition II	3
HUM2020	Introduction to Humanities	3
LIT1000	Introduction to Literature	3
MAC1105	College Algebra	3
MAT1033	Intermediate Algebra	3
PHI2600	Ethics	3
PSY2012	General Psychology	3
SLS1101	College Success	3

<b>Early Childhood Education Classes</b>		
<b>Course</b>	<b>Title</b>	<b>Credits</b>
CHD1440	Early Learning Practicum	3
CHD2220	Child Growth/Development	3

## **Faculty**

The existing faculty resources adequately support the program and no significant changes in faculty workload will result from this change. A complete faculty roster for each program, including a description of those faculty member's qualifications and other experiences relevant to the programs offered, can be found in the attached faculty roster (see Appendix D, *Faculty Roster Forms*).

## Library and Learning Resources

Polk Community College's learning resources consist of libraries and facilities known locally as the Teaching/Learning Computing Centers (TLCC). Full-service library and TLCC facilities are located at the Lakeland and Winter Haven campuses. Services provided by these facilities are extended to all JD Alexander Center students, as well as the faculty members teaching at the Center. Learning resources and services at the JD Alexander Center have been incorporated into the Student Success Center.

### **Library Services**

Library services are available at the JD Alexander Center on an in-house and electronic basis. Library office space, an information desk, a dedicated storage area, 32 wired and wireless computers, and a printer and copier are available in the Student Success Center. While the only physical library collection at the facility is a reference collection that does not circulate, a librarian (with a Master of Library Science degree, and significant experience with electronic reference service and information literacy instruction) is assigned to this area for a total of 40 hours per week. Other PCC librarians from the Winter Haven Campus Library are also available for coverage.

JD Alexander Center Library Services Operating Schedule: Spring Term 2009
Monday – Friday 8:00 a.m. – 9:00 p.m.

Students, faculty, and staff at the JD Alexander Center have full access to the PCC Library's array of online resources. All electronic resources are Web-based and accessible with an authenticated login through the Internet. An authorized user may type his or her Library Borrower ID and PIN to authenticate. Once signed in, individuals have access to over 100 commercial, full-text databases and over 42,000 electronic books. Librarians maintain the PCC Library website and provide locally-created content, including a subject guide to librarian-reviewed websites, tutorials, course-specific content, links to local libraries, and information about the PCC libraries (including operating schedules, locations and directions, policies, and a staff directory).

General and Academic Subject-Specific Databases	
Academic One-File (Gale)	Business Source Complete (Wilson)
Academic Search Complete (EBSCO)	COIN Career Library (EBSCO)
ARTstor	Computer Database (Gale)
Biography Reference Bank (Wilson)	Physician's Desk Reference (PDR) (Micromedex)
Current Issues, Reference Shelf Plus (Wilson)	Psych Articles (EBSCO)
Health and Wellness Resource Center (Gale)	Education Full-text (Wilson)
Health Source Consumer Edition (EBSCO)	Education Research Complete (EBSCO)
Encyclopedia Britannica	Grove Art Online (Oxford)
	Hoovers Premium
	Lexis-Nexis Academic

While there is no library collection of circulating books and other materials at the Center, students, faculty, and staff may request available circulating materials from any PCC campus library or other LINCC library. Requested items are delivered directly to students (through Books-by-Mail) within two working days. Requests can be made directly from the library's online catalog, by in-person request from a JD Alexander Center Librarian, by telephoning the Center's library, or via the library's *Ask-a-Librarian* online e-mail reference service. Borrowed materials may be returned by mail to the Winter Haven Campus Library, in person to any other PCC campus library, or to the Lake Wales Public Library by special arrangement. Over 100 general and discipline-specific reference resources are available electronically through PCC's subscription databases (such as the *Gale Virtual Reference Library*, *Biography Resource Center*, *Health and Wellness Resources Center*, *Encyclopedia Britannica*, *World Book Online*, etc.)

The librarians at the JD Alexander Center provide reference and consultation services to students, and they are available to teach information literacy sessions upon request from the faculty. The Center has computer and multi-media facilities available for information literacy instruction. The librarians serve as liaisons to the library staff at the Winter Haven campus, which has administrative responsibility for JD Alexander Center library services.

In addition to the in-person services provided by the JD Alexander Center librarians, PCC e-mail library reference service is available. Additionally, an online chat service created by a consortium of colleges and universities is available. This chat service serves as a virtual reference desk and is staffed by librarians from Florida's community colleges, universities, and private institutions; it is available seven days per week.

### **Teaching/Learning/Computing Center**

The Winter Haven Campus TLCC houses and maintains a student-use computer lab. The student-use computer lab at the JD Alexander Center contains 32 computers. Each computer has full Internet access, applications software such as *Microsoft Office 2007*, and specialized courseware such as *Skills Tutor* and *MyMathLab*. Librarians are available to assist students in using this facility.

Tutoring services are available for JD Alexander Center students taking General Education courses in math and English. Online tutoring tools such as *SmartThinking* are also available, as are in-person peer and professional tutoring. PCC's online course management program, *Polk Access to Learning (PAL)*, is available to all faculty members for distance-learning programs and for supplementing face-to-face instruction. Faculty may request to use PAL for a particular course through the College's Instructional Technology Department. This department trains faculty and provides an instructional technologist liaison through the Winter Haven campus. PAL provides convenient access to both the PCC Library and TLCC websites for use by students enrolled in distance learning classes. PAL is also the system used to provide access to online tutoring through links from online and hybrid classes.

## Physical Resources

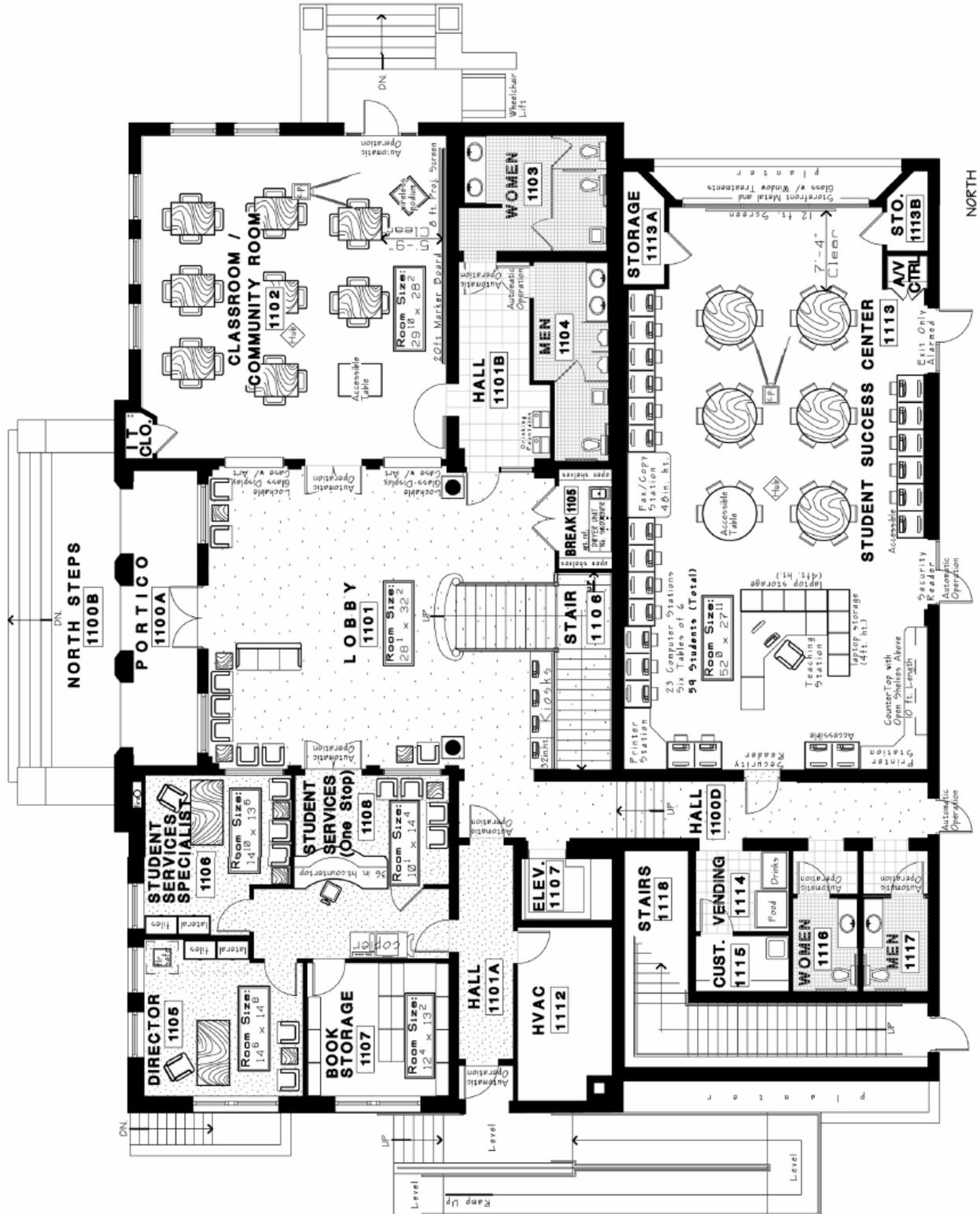
The building hosting the JD Alexander Center was given to the College as a donation by the City of Lake Wales and is now owned by Polk Community College. Detailed descriptions of the facilities are listed below. These descriptions are supported by the floor plans on the following two pages.

After significant renovations, the following facilities are now available:

- Approximately 15,907 gross square feet of instructional and support space.
- (4) General education classrooms: Rooms 1201, 1202, 1203, and 1212.
- (1) Computer classroom: Room 1213.
- (1) Classroom/community meeting room: Room 1102.
- (1) Space for tutoring, testing, and student success: Room 1113.
- Office space for student services: Rooms: 1105, 1106, 1107, and 1108.
- Male and female restrooms.
- Space for mechanical and electrical utilities.
- Space for a server and the telephone-communication systems.
- The renovation honored the building's architectural history wherever it was possible and plausible.
- The latest technology for the delivery of instruction in all classrooms and laboratories (similar to the technology at both the Winter Haven and Lakeland campuses).
- The latest technology for all office spaces and meeting spaces (similar to the technology at both Winter Haven and Lakeland campuses).
- A gathering space in the lobby for students, staff, and visitors.
- Approximately 121 parking spaces available for all building occupants.

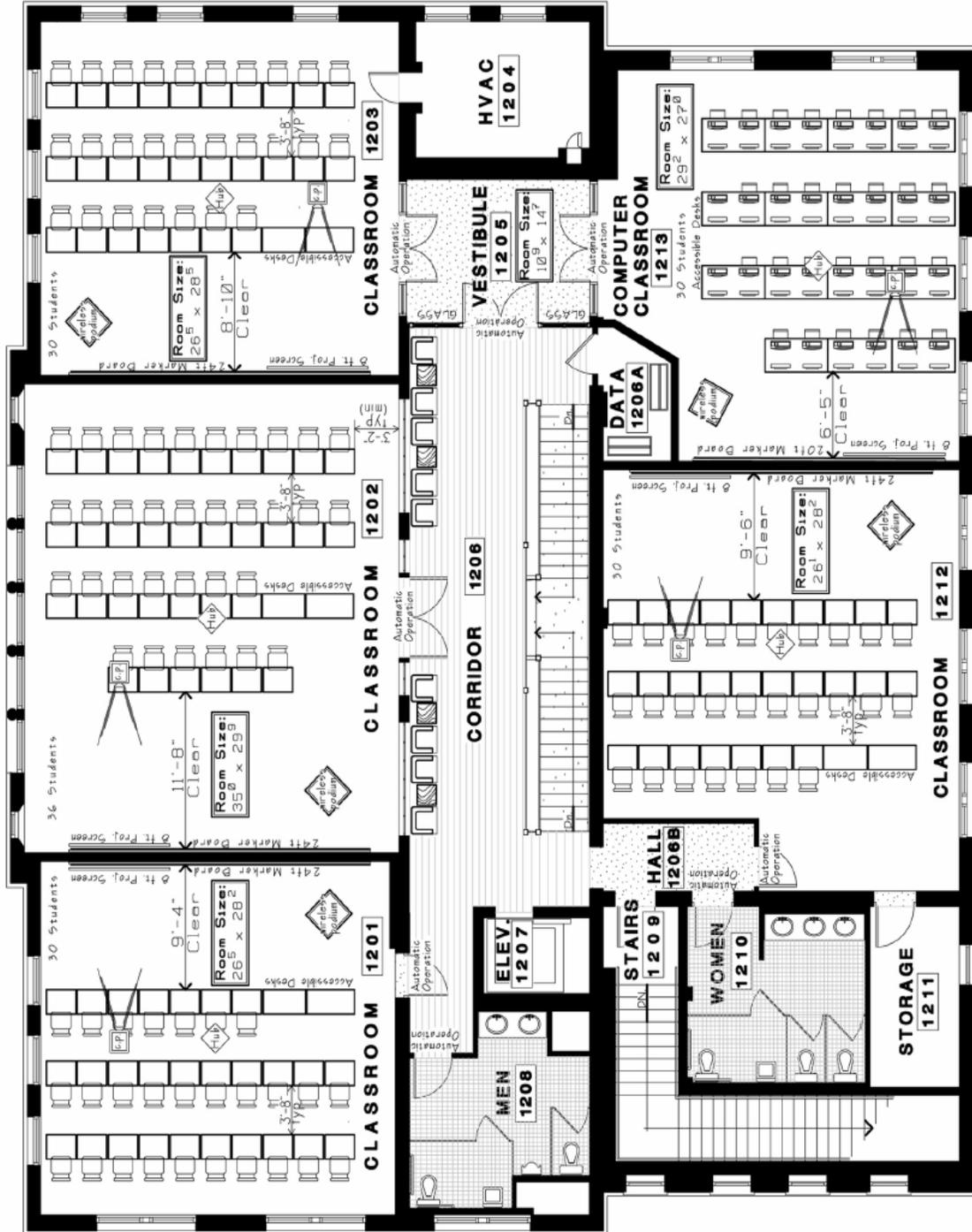
# JD Alexander Center Floor Plan

## FIRST FLOOR:



# JD Alexander Center Floor Plan

## SECOND FLOOR:



## Financial Support

Please find below the summary of the annual revenue and operating budget projections for the JD Alexander Center. The Center is expected to produce a net gain of \$125,140 during its first full academic year of operation (starting Fall Term 2009).

JD Alexander Center Annual Operating Budget Projections							Total		
Proj FTE	per FTE Revenue	AV Services	Student Services	Facilities	TLCC/Library	IT Services	Instruction	Marketing	Total
160.00	\$6,515								\$ 882,400.00
		1,000.00	2,500.00	5,900.00	3,500.00	500.00			\$ 7,500.00
Travel									
Repairs & Maintenance									
Postage			500.00		5,000.00				5,900.00
Cell Phone Allowance			360.00						360.00
Printing/Advertising			3,750.00		2,750.00		7,500.00	13,700.00	27,700.00
Rentals				1,100.00					1,100.00
Software					2,000.00				2,000.00
Contracted Services				156,800.00					156,800.00
Supplies			6,500.00	17,000.00	7,900.00		1,000.00		32,400.00
Subscriptions					4,500.00				4,500.00
Utilities				82,200.00		14,400.00			96,600.00
Subtotal General Expenses:									<u>\$ 340,360.00</u>
Staffing			46,300.00						\$ 46,300.00
			30,300.00						30,300.00
			20,500.00						20,500.00
			70,200.00						70,200.00
			27,300.00						27,300.00
			18,500.00						18,500.00
			15,600.00						15,600.00
				38,200.00					38,200.00
							150,000.00		150,000.00
Subtotal Personnel:									<u>\$ 416,900.00</u>
Total Annual Cost:									<u>\$ 757,260.00</u>
Net Gain									<u>\$ 125,140.00</u>

## Evaluation and Assessment

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Polk Community College engages in all Institutional Effectiveness (IE) processes as defined in SACS Core Requirement Five. The planning and evaluation process is ongoing and integrated across all College units, and focuses on systematic, improvement-oriented measures in support of the College's mission, vision, and goals.

- The Office of *Institutional Research, Effectiveness, and Planning* (IREP) reports directly to the President and coordinates all IE activities.
- The *College Planning Council* (CPC) involves a broad participation by all College constituencies and governs unit-level planning across the annual planning cycle.
- The *Institutional Effectiveness Council* (IEC) is the oversight committee for institution-wide review and evaluation efforts.

Within this framework, the CPC is a key component of the College's planning process. Its purpose is to advise the President on matters related to PCC's annual planning and IE process. The Council is actively involved in determining future plans and serves as an important link between the College community, the IEC, and the *Budget Council*. Council members are liaisons for the various areas of the College and act as experts on planning within their areas.

The IEC serves as the overall coordinating body for institutional effectiveness. It provides an on-going, comprehensive, broad-based, and institutionally-integrated system for assessment and evaluation. Its main purpose is to improve institutional and student success, and to demonstrate the degree to which PCC has been effective in fulfilling or achieving its stated mission and goals. It involves a process of continually reviewing and articulating the mission and goals of the College, defining and assessing intended outcomes, analyzing assessment data, and using the results for improving educational programs and services.

During the 2007/2008 planning cycle for fiscal year 2008/2009, the College moved from a partially paper-based planning process to an integrated planning software application that was previously piloted by other community colleges in Florida. The *Strategic Planning Online* (SPOL) solution is specifically designed to automate the strategic planning process (manage strategic objectives, institutional goals, and accreditation requirements), while ensuring that budgets are supporting the strategic planning effort. The annual Planning and IE Cycles, are illustrated in further detail in Appendix A (*PCC Strategic Plan 2007-2012*) and in Appendix E (*PCC Level Change Application, Part B*).

### Core Evaluation and Assessment Processes

While departmental objectives and strategies are established and measured on an institutional planning unit level, there are several overarching cycles that are mainly governed by the IREP Office and feed also into the annual planning and review process of the College. Overall, there are six distinct areas of related IE activities:

1. **Planning Review:** The College's Strategic Plan is currently in the second year of its 5-year cycle. Typically, there would be a one year latency period in between strategic plans that is used for a more detailed review of environmental and College data. During this time the previous strategic plan still provides some orientation markers for all planning units, unless some goals and measures are explicitly excluded based on data at hand. While PCC's strategic plan is defined as a "rolling plan", meaning that certain sub-goals/objectives can be adjusted annually, the

current plan “expires” with fiscal year 2011/2012. The following fiscal year will be used for the development of a new strategic plan, which will involve all College constituencies, its advisory boards, community stakeholders, and the District Board of Trustees (DBOT). Other aspects of the strategic planning process at PCC are described above and can be reviewed within the *Strategic Plan 2007 to 2012* document in Appendix A.

2. **Gen-Ed Review:** The review of student learning outcomes across the General Education (A.A.) curriculum is currently in its second year of a proposed four-year cycle. It has to be noted, however, that the current cycle is somewhat different due to changes in academic leadership at PCC and the recommendation of state-wide General Education Goals. As a result, the College engaged in a complete redesign of its General Education Goals, which led to a trickle-down effect of change, including a comprehensive review of all Basic Course Information (BCI) sheets that detail the course content and learning outcomes, and the development of new PCC Assessment forms that are currently used to conclude the remapping of PCC’s Gen-Ed matrix (scheduled to be completed by the end of Spring Term 2009). As a result, the assessment and evaluation schedule has been shortened for some program areas in order to provide new Gen-Ed data for the ongoing SACS compliance review process.
3. **Workforce Program Review:** This assessment area pertains mainly to the College’s A.S. and A.A.S. degrees and certificate programs. Since most of these programs face additional requirements from their respective professional accrediting bodies that typically exceed SACS standards in many details, their assessment follows by necessity those specific compliance timelines and contents. Starting with the SPOL Assessment Module implementation this spring, all programs will, however, use the new central assessment repository to post their IE data. In addition, a new *Program Review Form* and a unified *Performance Success Indicator* sheet will be used to facilitate the administrative programs’ review.
4. **Educational Support Review:** Many assessment and review activities take place as part of department-internal, service-level reviews that use student surveys, utilization data, and focus group results. In addition, the IREP Office administers College-wide surveys on a regular basis and provides reports via the Office’s website ([www.polk.edu/ir](http://www.polk.edu/ir)) or by direct dispersal to the department. In particular, the *ACT Student Opinion Survey* and the *Community College Survey of Student Engagement* (CCSSE) have been very instrumental in assessing student perceptions and experiences at PCC.
5. **Administrative Service Review:** Evaluation activities for this area reflect mechanisms similar to those described in *Section 4: Educational Support Review*. In addition, a College-wide climate survey, the *Personal Assessment of the College Environment* (PACE) was administered in 2003 and 2006, which will be replaced by a PCC-designed climate survey, the outcome of a Faculty Senate initiative, during spring 2009. The new instrument will provide more differential insight into PCC’s workflow efficiencies and leadership development needs within and across functional areas.
6. **State Accountability Review:** Underlying data is provided by the FLDOE, including comparative information across the Florida College System. This data is also used within the state’s funding calculations and is part of the President’s annual evaluation by the DBOT. Data and cross-college rankings are published as part of *PCC’s FactBook* (see Appendix B).

## **Closing the Loop across IE Activities**

General Education Goals for the A.A. degree have been revised during the previous two academic years and can be found on page 46 of the current *PCC Catalog* (see Appendix F). The resulting student learning outcomes serve as the source for the objectives of the designated General Education core courses. These core courses are ones that all students are required to complete as part of the A.A. degree and have individual student learning outcomes that are directly linked to the established General Education Goals of the College. Associated with each student learning outcome are measures and success indicators that determine the extent to which the desired student learning outcomes have been achieved. These measures provide the framework for faculty to develop improvement strategies.

Selected measures identified in the *State Accountability Reports* (Appendix B, *PCC FactBook 2007-2008*, Sections 6.1-7.1) serve as A.A. program outcomes, which are similar in fashion to the A.S. program outcomes. The *Accountability Report* includes five multi-part measures of institutional functions, from high school enrollment data, to College Preparatory course success. The DBOT, the President, the Vice President for Academic and Student Services, and the academic deans monitor this accountability data as part of the College's planning and evaluation processes and ensure that improvement strategies are deployed and adequately supported.

Strategic initiatives of all institutional planning units are recorded in SPOL and linked to the College's mission and goals by selecting in the application the primary College Goal(s) any given initiative or objective supports. Unit managers are encouraged to provide quarterly status updates on all of their objectives, which are reviewed twice a year. In addition, end-of-fiscal-year results must be provided, including a mandatory section that indicates how results will be used in order to achieve the objective's desired outcome.

As indicated earlier, student learning outcomes are defined for all A.S./A.A.S. degree programs and are found in program materials published for students. These outcomes, as well as overall program outcomes and the methods for analyzing the achievement of these outcomes through established performance indicators, are part of detailed program evaluation plans that are in place for every A.S./A.A.S. degree program at PCC. The evaluation plans are at varying stages of implementation, depending on a program's assessment cycles and its specific accreditation requirements.

All student learning outcomes across the General Education Curriculum are evaluated as part of the College-wide General Education Assessment, which involves a random selection of students enrolled in the required General Education course selections at both campuses and the center sites. The measurement-specifics concerning student learning outcomes of the General Education curriculum are determined by departmental faculty, governed by the Winter Haven Campus Dean of Academic Services, and aggregated in a central assessment repository by the Office for Institutional Research, Effectiveness, and Planning.

## **Appendices**

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(In Separate Binder)

<b>Appendix A</b>	<b>PCC Strategic Plan 2007-2012</b>
<b>Appendix B</b>	<b>PCC FactBook 2007-2008</b>
<b>Appendix C</b>	<b>Site Designation Request &amp; Approval</b>
<b>Appendix D</b>	<b>Faculty Roster Forms</b>
<b>Appendix E</b>	<b>Level Change Application (Part B)</b>
<b>Appendix F</b>	<b>PCC Catalog 2008-2009</b>