John Wood Community College
District 539

1301 S. 48th Street

Quincy, IL 62305-8736

FY2016

Program Review Report

July 14, 2016

John Wood Community College
District 539

FY2016

Program Review Report

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About Program Review

The Program Review covers all programs of the College – both academic programs (degrees and certificates as well as the academic departments) and non-academic programs (the individual offices or departments of the College such as Admissions, Information Technology, Financial Aid, etc.) The individual reviews are done on a five-year cycle and provide a picture of the function and structure of each program as well as an assessment the effectiveness of each program. Most programs are already doing most aspects of the Program Review, but the reports help document this and allow others outside of the program to gain insight into these programs.

There are two main reasons why the College does Program Review:

Program Reviews are a requirement of the College by the Illinois Community College Board. As part of the five-year ICCB Recognition process we have to document our Program Review processes and are required to submit a report each year. Program Review is also a requirement for our accreditation with the Higher Learning Commission. The Program Review is a formal process that allows the College to regularly review and evaluate all of its programs to ensure improvement at the College – this is also the reasoning why it is a requirement of the ICCB and HLC. The Program Review is not meant to be extra work (most programs are already doing some sort of internal program review) but as a way to document and ensure these reviews are occurring.

Program Review is conducted annually with each program included in the report on a five-year cycle. At the beginning of the fiscal year, each program that will be included in the annual report is notified and given a template (and various types of data) that will need to be completed by the end of the fiscal year. The template asks for information about the core functions and basic description of the program, major changes since the last review, appropriate data that helps assess the effectiveness of the program, and future direction of the program. The reports are then reviewed by the appropriate dean and/or VP before the final report is prepared.

For more information on Program Review contact the Office of Institutional Effectiveness (OIE). Also, past Program Reviews can be found on the OIE website at http://www.jwcc.edu/oir/programreview.

Review of Career and Technical Education Programs

Program Review – Agricultural Applications

6-digit CIP:
01.0201

Career Cluster / Pathway / Program of Study:
Agriculture, Food, and Natural Resources / NA / NA

Program Title(s) / Degree Type(s):
Agricultural Applications (ABM 828A) / Certificate

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Agricultural Sciences Teachers Postsecondary	NA	NA	NA	NA	NA	NA
Farm Equipment Mechanics and Service Technicians	36	35	-2.78%	0	1	1

Source: IDES Community College District Employment Projections

Program:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:	Fall 2014 HC:
ABM828A	0	0	1	0	1

Is there sufficient need for the program based on the projected employment in the area?
☐Yes
☒No

Is there sufficient demand for the program based on the program headcounts?
☐Yes
☒No

Rationale for Responses:
While there is not a large need for the program in the area based on employment data or a large demand from students based on enrollment, this certificate is part of an existing degree program. Due to this, most students are actually enrolled in the degree program and not reflected in the certificate headcounts. Also, there curriculum would still exist without the certificate program for the degree, so no additional resources are used to offer this certificate.

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Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
ABM 828A	NA	NA	11.73

	Department				
	FY2011	**FY2012**	**FY2013**	**FY2014**	**FY2015**
Total Credit Hours:	1,775.0	1,395.0	1,298.0	1069.0	1,131.0
Total Revenue:	$321,623.50	$264,054.56	$228,354.22	$194,517.08	$212,731.05
Total Revenue per Credit Hour:	$181.20	$189.29	$175.93	$181.96	$188.09
Total Expenses:	$354,662.48	$258,780.07	$280,562.02	$249,313.87	$271,283.54
Total Expenses per Credit Hour:	$199.81	$185.51	$216.15	$233.22	$239.86
Net Revenue (Cost):	($33,038.98)	$5,274.49	($52,207.80)	($54,796.79)	($58,552.49)
Net Revenue (Cost) per Credit Hour:	($18.61)	$3.78	($40.22)	($51.26)	($51.77)

Are program equipment and supplies sufficient for continued use and application?
☒Yes
☐No

Are all course and program fees at appropriate levels?
☒Yes
☐No

Is there stability with program costs and revenues?
☒Yes
☐No

Is the average class size appropriate for this program?
☒Yes
☐No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

☒Yes
☐No

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Rationale for Responses:

All resources for this program are adequate at the current levels and for anticipated future delivery of the program. The cost of the program needs to be monitored as it has been in the red for the last three years.

Program Outcomes:

Program:	Completion Rate[1]:	Attrition Rate[2]:	Employment Rate:
ABA 828A	NA	0.00%	100.00%

[1]Based on first-time, full-time students in 150% time

[2]Fall to spring rate

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	321	31	91.19%
Open Learning	0	0	NA
Online	0	0	NA
Independent Study	4	0	100.00%
Practicum/Internship	26	1	93.30%
Total	*371*	*32*	*92.06%*

Licensure Pass Rates					
Program:	2011	2012	2013	2014	2015
ABM828A	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?
☐Yes
☐No
☒ **NA**

Is the attrition rate acceptable for this program?
☒Yes
☐No

Is the employment rate acceptable for this program?
☒Yes
☐No

Are the course success results acceptable for this program?
☒Yes
☐No

Are the licensure pass rates (if applicable) acceptable for this program?

☐ Yes
☐ No
☒ **NA**

Rationale for Responses:
Due to low enrollment, there is not much outcome data to review. However, the data that we do have is favorable for the program.

Curricular:
Have program goals and learning outcomes been reviewed with advisory committee?
☒ Yes
☐ No

Has the advisory committee met at least once each semester?
☒ Yes
☐ No

Have student learning outcomes been regularly and meaningfully assessed?
☒ Yes
☐ No

Is the curriculum relevant and up-to-date based on best practices and industry standards?
☒ Yes
☐ No

Are the program courses and course descriptions listed in the Catalog up-to-date?
☒ Yes
☐ No

Rationale for Responses:
The curriculum is up-to-date, and the courses exist as a need for the full and viable degree options.

Improvements and Responses to Findings:
This program needs to be used more for students who do not complete the degree.

Action:
☒ Continued with minor improvements
☐ Significantly modified
☐ Discontinued/Eliminated
☐ Placed on inactive status
☐ Scheduled for further review

John Wood Community College (District 539)

Program Review Template – Manufacturing Technology

6-digit CIP:
    15.0613

Career Cluster / Pathway / Program of Study:
    Manufacturing / Production / Precision Production Trades

Program Title(s) / Degree Type(s):
    Manufacturing Technology (MFT 200) / AAS
    CAD/CAM (MFT 400A) / Certificate

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Industrial Engineering Technicians	30	30	0.00%	0	1	1

Source: IDES Community College District Employment Projections

Program:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:	Fall 2014 HC:
MFT 200	0	2	3	2	0
MFT400A	0	0	0	1	1

Is there sufficient need for the program based on the projected employment in the area?
☒Yes
☐No

Is there sufficient demand for the program based on the program headcounts?
☐Yes
☒No

Rationale for Responses:
Based on employment data we have and feedback from local employers there is sufficient need for the program. We have not had demand for the program, but headcounts are expected to increase in the future.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
MFT 200	NA	NA	6.88
MFT 400A	NA	NA	6.88

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	Department				
	FY2011	**FY2012**	**FY2013**	**FY2014**	**FY2015**
Total Credit Hours:	42.0	42.0	84.00	220.0	596.0
Total Revenue:	$8,344.20	$9,756.90	$14,784.24	$48,065.32	$136,286.96
Total Revenue per Credit Hour:	$198.67	$232.31	$176.00	$218.48	$228.67
Total Expenses:	$4,977.00	$3,803.13	$19,598.42	$26,946.07	$86,121.65
Total Expenses per Credit Hour:	$118.50	$91.19	$233.31	$122.48	$144.50
Net Revenue (Cost):	$3,367.20	$5,926.77	($4,814.18)	$21,119.25	$50,165.31
Net Revenue (Cost) per Credit Hour:	$80.17	$141.11	($57.31)	$96.00	$84.17

Are program equipment and supplies sufficient for continued use and application?
☒Yes
☐No

Are all course and program fees at appropriate levels?
☒Yes
☐No

Is there stability with program costs and revenues?
☐Yes
☒No

Is the average class size appropriate for this program?
☐Yes
☒No
Are there sufficient numbers of full-time and part-time faculty to teach this program?

☐Yes
☒No

Rationale for Responses:
This is a new program. All equipment and supplies are new and sufficient for continued use. Course and program fees were also recently reviewed when they were created. Program costs and review have not been stable due to the fact that it is a new program. Average class size is also on the low end. Class size should ideally be 12-15. We have enough part-time faculty to teach the program, but a full-time faculty member is needed for stability.

Program Outcomes:

Program:	Completion Rate[1]:	Attrition Rate[2]:	Employment Rate:
MFT 200	0.00%	NA	NA
MFT400A	0.00%	0.00%	0.00%

[1]Based on first-time, full-time students in 150% time

[2]Fall to spring rate

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	98	12	89.09%
Open Learning	6	0	100.00%
Online	95	42	69.34%
Independent Study			
Practicum/Internship			
Total	*199*	*54*	*78.66%*

Licensure Pass Rates					
Program:	2011	2012	2013	2014	2015
MFT200	NA	NA	NA	NA	NA
MFT400A	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?

☐Yes

☐No

☒NA

Is the attrition rate acceptable for this program?

☐Yes

☐No

☒NA

Is the employment rate acceptable for this program?

☐Yes

☐No

☒NA

Are the course success results acceptable for this program?

☒Yes

☐No

Are the licensure pass rates (if applicable) acceptable for this program?

☐Yes

☐No

☒NA

Rationale for Responses:

Since this is a new program, the outcomes are not available yet. Course success results are in line with the college average. They are changing the structure of online courses to increase success in those courses.

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

☒Yes

☐No

Has the advisory committee met at least once each semester?

☒Yes

☐No

Have student learning outcomes been regularly and meaningfully assessed?

☐Yes

☒No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

☒Yes

☐No

Are the program courses and course descriptions listed in the Catalog up-to-date?

☒Yes

☐No

Rationale for Responses:

We have met with the advisory committee twice this year to review learning outcomes in the curriculum. Assessment of student learning outcomes have not yet been conducted but is in progress. The curriculum and courses are all up to date.

Improvements and Responses to Findings:

- The program needs to get student learning outcome assessment completed on a regular basis.
- The program will need to see an increase in credit hours in order to continue after the grant is through.

Action:

☐Continued with minor improvements

☐Significantly modified

☐Discontinued/Eliminated

☐Placed on inactive status

☒Scheduled for further review

Program Review – Early Childhood Education

6-digit CIP:

19.0709

Career Cluster / Pathway / Program of Study:

Education and Training/ Teaching and Training / Teacher Education

Program Title(s) / Degree Type(s):

Early Childhood Education (CHD 202)/ AAS

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
Childcare Workers	565	610	7.96%	4	18	22

Source: IDES Community College District Employment Projections

Program:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:	Fall 2014 HC:
CHD 202	NA	48	40	29	26

Is there sufficient need for the program based on the projected employment in the area?

☒Yes

☐No

Is there sufficient demand for the program based on the program headcounts?

☒Yes

☐No

Rationale for Responses:

State standards are going up so that will require people to come back and fulfill more requirements. We will need to monitor headcounts, but we expect headcounts to increase. We also need to look at times classes are offered.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
CHD 202	XX	XX	10.00

	Early Childhood Education				
	FY2011	**FY2012**	**FY2013**	**FY2014**	**FY2015**
Total Credit Hours:	1,168.0	751.0	688.0	610.00	572.00
Total Revenue:	$183,140.68	$125,339.51	$120,706.28	$102,586.30	$102,310.78
Total Revenue per Credit Hour:	$156.80	$166.90	$175.45	$168.17	$178.87
Total Expenses:	$131,995.49	$111,056.36	$52,115.05	$93,938.13	$92,121.62
Total Expenses per Credit Hour:	$113.01	$147.88	$75.75	$154.00	$161.05
Net Revenue (Cost):	$51,145.19	$14,283.15	$68,591.23	$8,648.17	$10,189.16
Net Revenue (Cost) per Credit Hour:	$43.79	$19.02	$99.70	$14.18	$17.81

Are program equipment and supplies sufficient for continued use and application?
☒Yes
☐No

Are all course and program fees at appropriate levels?
☒Yes
☐No

Is there stability with program costs and revenues?
☐Yes
☒No

Is the average class size appropriate for this program?
☐Yes
☒No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

☒Yes
☐No

Rationale for Responses:
We will continue to monitor enrollments. The class size is a little low, but would like to see it increase to 12-15. We also need to find more faculty to teach on-line.

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Program Outcomes:

Program:	Completion Rate[1]:	Attrition Rate[2]:	Employment Rate:
CHD 202	30.00%	14.81%	67.00%

[1]Based on first-time, full-time students in 150% time

[2]Fall to spring rate

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	107	20	84.25%
Lecture/Lab	36	7	83.72%
Online	26	5	83.87%
Independent Study	1	0	100.00%
Practicum/Internship	4	1	80.00%
Total	*174*	*33*	*84.06%*

Licensure Pass Rates					
Program:	2011	2012	2013	2014	2015
CHD 202	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?

☐Yes

☒No

Is the attrition rate acceptable for this program?

☒Yes

☐No

Is the employment rate acceptable for this program?

☒Yes

☐No

Are the course success results acceptable for this program?

☒Yes

☐No

Are the licensure pass rates (if applicable) acceptable for this program?

☐Yes

☐No

☐NA

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Rationale for Responses:
The requirement for internships need to be changed. We also need to look at class offerings and timing.

Curricular:
Have program goals and learning outcomes been reviewed with advisory committee?
☐Yes
☒No

Has the advisory committee met at least once each semester?
☒Yes
☐No

Have student learning outcomes been regularly and meaningfully assessed?
☒Yes
☐No

Is the curriculum relevant and up-to-date based on best practices and industry standards?
☒Yes
☐No

Are the program courses and course descriptions listed in the Catalog up-to-date?
☒Yes
☐No

Rationale for Responses:
An active advisory committee needs to be established.

Improvements and Responses to Findings:
- Monitor headcounts to increase enrollment to 12-15
- Evaluate class offerings
- Need instructors to teach on-line classes
- Establish an advisory committee
- Make changes to the internship requirement
- Work on articulation agreements with Quincy University and Culver Stockton College

Action:
☐ Continued with minor improvements
☐ Significantly modified
☐ Discontinued/Eliminated
☐ Placed on inactive status
☒ Scheduled for further review

John Wood Community College (District 539)

Program Review Template – Construction Technology

6-digit CIP:
    46.0201

Career Cluster / Pathway / Program of Study:
    Architecture and Construction / Construction / Carpentry

Program Title(s) / Degree Type(s):
    Construction Technology (CST 201) / AAS
    Rough Frame Carpentry (CST 201A) / Certificate
    Finish Carpentry (CST 201B) / Certificate

Need:

Occupation	Employment			Average Annual Job Openings due to		
	2010	2020	Percent Change	Growth	Replacement	Total
First-Line Supervisors of Construction Trades and Extraction Workers	197	205	4.06%	1	4	5
Carpenters	628	668	6.37%	4	13	17

Source: IDES Community College District Employment Projections

Program:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:	Fall 2014 HC:
CST 201	NA	10	18	18	12
CST 201A	NA	0	0	1	1
CST 201B	NA	0	0	1	0

Is there sufficient need for the program based on the projected employment in the area?
☒Yes
☐No

Is there sufficient demand for the program based on the program headcounts?
☐Yes
☒No

Rationale for Responses:

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Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
CST 201	NA	NA	4.20
CST 201A	NA	NA	4.20
CST 201B	NA	NA	4.20

	Department				
	FY2011	**FY2012**	**FY2013**	**FY2014**	**FY2015**
Total Credit Hours:	218.0	221.0	397.0	342.0	178.0
Total Revenue:	NA	$39,806.70	$66,530.76	$58,724.76	$33,529.54
Total Revenue per Credit Hour:	NA	$180.12	$167.58	$171.71	$188.37
Total Expenses:	NA	$70,810.45	$77,680.89	$78,385.26	$76,732.95
Total Expenses per Credit Hour:	NA	$320.41	$195.67	$229.20	$425.53
Net Revenue (Cost):	NA	($31,003.75)	($11,150.13)	($19,660.50)	($43,203.41)
Net Revenue (Cost) per Credit Hour:	NA	($140.29)	($28.09)	($57.49)	($242.72)

Are program equipment and supplies sufficient for continued use and application?
☐Yes
☒No

Are all course and program fees at appropriate levels?
☒Yes
☐No

Is there stability with program costs and revenues?
☐Yes
☒No

Is the average class size appropriate for this program?
☐Yes
☒No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

☒Yes
☐No

John Wood Community College (District 539)

Rationale for Responses:

Program Outcomes:

Program:	Completion Rate[1]:	Attrition Rate[2]:	Employment Rate:
CST 201	40.00%	33.33%	100.00%
CST 201A	NA	0.00%	NA
CST 201B	NA	NA	NA

[1]Based on first-time, full-time students in 150% time

[2]Fall to spring rate

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	42	0	100.00%
Independent Study	3	0	100.00%
Practicum/Internship	8	0	100.00%
Total	*53*	*0*	*100.00%*

Licensure Pass Rates					
Program:	2011	2012	2013	2014	2015
CST 201	NA	NA	NA	NA	NA
CST 201A	NA	NA	NA	NA	NA
CST 201B	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?
☒Yes
☐No

Is the attrition rate acceptable for this program?
☒Yes
☐No

Is the employment rate acceptable for this program?
☒Yes
☐No

Are the course success results acceptable for this program?
☒Yes
☐No

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Are the licensure pass rates (if applicable) acceptable for this program?

☐Yes

☐No

☒NA

Rationale for Responses:

Curricular:

Have program goals and learning outcomes been reviewed with advisory committee?

☐Yes

☒No

Has the advisory committee met at least once each semester?

☐Yes

☒No

Have student learning outcomes been regularly and meaningfully assessed?

☐Yes

☒No

Is the curriculum relevant and up-to-date based on best practices and industry standards?

☐Yes

☒No

Are the program courses and course descriptions listed in the Catalog up-to-date?

☒Yes

☐No

Rationale for Responses:

Improvements and Responses to Findings:

This program was identified to be withdrawn.

Action:

☐ Continued with minor improvements

☐ Significantly modified

☒ Discontinued/Eliminated

☐ Placed on inactive status

☐ Scheduled for further review

Program Review Template – Construction Technology

6-digit CIP:

52.2001

Career Cluster / Pathway / Program of Study:

Architecture and Construction / Construction / Carpentry

Program Title(s) / Degree Type(s):

Construction Management (CST 201C) / Certificate

Need:

Occupation	2010	2020	Employment Percent Change	Average Annual Job Openings due to Growth	Replacement	Total
Construction Managers	162	177	9.26%	2	1	3

Source: IDES Community College District Employment Projections

Program:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:	Fall 2014 HC:
CST 201C	NA	0	1	1	0

Is there sufficient need for the program based on the projected employment in the area?
☒Yes
☐No

Is there sufficient demand for the program based on the program headcounts?
☐Yes
☒No

Rationale for Responses:

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
CST 201C	NA	NA	4.20

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	Department				
	FY2011	FY2012	FY2013	FY2014	FY2015
Total Credit Hours:	218.0	221.0	397.0	342.0	178.0
Total Revenue:	NA	$39,806.70	$66,530.76	$58,724.76	$33,529.54
Total Revenue per Credit Hour:	NA	$180.12	$167.58	$171.71	$188.37
Total Expenses:	NA	$70,810.45	$77,680.89	$78,385.26	$76,732.95
Total Expenses per Credit Hour:	NA	$320.41	$195.67	$229.20	$425.53
Net Revenue (Cost):	NA	($31,003.75)	($11,150.13)	($19,660.50)	($43,203.41)
Net Revenue (Cost) per Credit Hour:	NA	($140.29)	($28.09)	($57.49)	($242.72)

Are program equipment and supplies sufficient for continued use and application?
☐Yes
☒No

Are all course and program fees at appropriate levels?
☒Yes
☐No

Is there stability with program costs and revenues?
☐Yes
☒No

Is the average class size appropriate for this program?
☐Yes
☒No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

☒Yes
☐No

Rationale for Responses:

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Program Outcomes:

Program:	Completion Rate[1]:	Attrition Rate[2]:	Employment Rate:
CST 201C	0.00%	NA	NA

[1]Based on first-time, full-time students in 150% time

[2]Fall to spring rate

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	42	0	100.00%
Independent Study	3	0	100.00%
Practicum/Internship	8	0	100.00%
Total	*53*	*0*	*100.00%*

	Licensure Pass Rates				
Program:	**2011**	**2012**	**2013**	**2014**	**2015**
CST 201C	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?

☐Yes

☒ No

Is the attrition rate acceptable for this program?

☐Yes

☐No

☒ NA

Is the employment rate acceptable for this program?

☐Yes

☐No

☒ NA

Are the course success results acceptable for this program?

☒Yes

☐No

Are the licensure pass rates (if applicable) acceptable for this program?

☐Yes

☐No

☒NA

Rationale for Responses:

Curricular:
Have program goals and learning outcomes been reviewed with advisory committee?
☐Yes
☒No

Has the advisory committee met at least once each semester?
☐Yes
☒No

Have student learning outcomes been regularly and meaningfully assessed?
☐Yes
☒No

Is the curriculum relevant and up-to-date based on best practices and industry standards?
☐Yes
☒No

Are the program courses and course descriptions listed in the Catalog up-to-date?
☒Yes
☐No

Rationale for Responses:

Improvements and Responses to Findings:
This program was identified to be withdrawn.

Action:
☐ Continued with minor improvements
☐ Significantly modified
☒ Discontinued/Eliminated
☐ Placed on inactive status
☐ Scheduled for further review

John Wood Community College (District 539)

Program Review – Industrial Maintenance

6-digit CIP:

    47.0303

Career Cluster / Pathway / Program of Study:

    Manufacturing / Maintenance, Installation, and Repair / Electrical Equipment Installation and Repair

Program Title(s) / Degree Type(s):

    Industrial Maintenance Mechanic (IMM 101B) / Certificate
    Industrial Maintenance Technology (IMT 101) / AAS
    Industrial Maintenance Technician (IMT 101A) / Certificate

Need:

Occupation	2010	Employment 2020	Percent Change	Growth	Average Annual Job Openings due to Replacement	Total
Elevator Installers and Repairers	NA	NA	NA	NA	NA	NA
Industrial Machinery Mechanics	198	237	19.70%	4	4	8
Maintenance Workers, Machinery	78	75	-3.85%	0	1	1
Maintenance and Repair Workers, General	832	867	4.21%	4	15	19
Electrical Repairers – Commercial/Industrial	18	17	-5.56%	0	0	0
Electro-Mechanical Technicians	8	7	-12.50%	0	0	0

Source: IDES Community College District Employment Projections

Program:	Fall 2010 HC:	Fall 2011 HC:	Fall 2012 HC:	Fall 2013 HC:	Fall 2014 HC:
IMM101B	NA	NA	NA	0	1
IMT101	NA	NA	NA	0	1
IMT 101A	NA	NA	NA	0	1

Is there sufficient need for the program based on the projected employment in the area?

☒Yes

☐No

Is there sufficient demand for the program based on the program headcounts?

☐Yes

☒No

Rationale for Responses:

Based on employment data we have and feedback from local employers there is sufficient need for the program. We have not had demand for the program, but headcounts are expected to increase in the future.

Resources:

Program:	FT Faculty:	PT Faculty:	Avg. Class Size
IMM 101B	NA	NA	6.88
IMT 101	NA	NA	6.88
IMT 101A	NA	NA	6.88

	Manufacturing Technology (10311)				
	FY2011	FY2012	FY2013	FY2014	FY2015
Total Credit Hours:	42.0	42.0	84.0	220.0	586.0
Total Revenue:	$8,344.20	$9,756.90	$14,784.24	$48,065.32	$129,754.88
Total Revenue per Credit Hour:	$198.67	$232.31	$176.00	$218.48	$221.42
Total Expenses:	$4,977.00	$3,830.13	$19,598.42	$26,946.07	$53,794.85
Total Expenses per Credit Hour:	$118.50	$91.19	$233.31	$122.48	$91.80
Net Revenue (Cost):	$3,367.20	$5,926.77	($4,814.18)	$21,119.25	$75,960.03
Net Revenue (Cost) per Credit Hour:	$80.17	$141.11	($57.31)	$96.00	$129.62

Are program equipment and supplies sufficient for continued use and application?
☒Yes
☐No

Are all course and program fees at appropriate levels?
☒Yes
☐No

Is there stability with program costs and revenues?
☐Yes
☒No

Is the average class size appropriate for this program?

☐Yes

☒No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

☐Yes

☒No

Rationale for Responses:

This is a new program. All equipment and supplies are new and sufficient for continued use. Course and program fees were also recently reviewed when they were created. Program costs and review have not been stable due to the fact that it is a new program. Average class size is also on the low end. Class size should ideally be 12-15. We have enough part-time faculty to teach the program, but a full-time faculty member is needed for stability.

Program Outcomes:

Program:	Completion Rate[1]:	Attrition Rate[2]:	Employment Rate:
IMM101B	0	0.00%	NA
IMT 101	0	0.00%	NA
IMT 101A	0	0.00%	NA

[1]Based on first-time, full-time students in 150% time

[2]Fall to spring rate

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	98	12	89.09%
OLC	6	0	100.00%
Online	95	42	69.34%
Total	*199*	*54*	*78.66%*

	Licensure Pass Rates				
Program:	**2011**	**2012**	**2013**	**2014**	**2015**
IMM101B	NA	NA	NA	NA	NA
IMT 101	NA	NA	NA	NA	NA
IMT 101A	NA	NA	NA	NA	NA

Is the completion rate acceptable for this program?

☐Yes

☐No

☒NA

Is the attrition rate acceptable for this program?
☐Yes
☐No
☒NA

Is the employment rate acceptable for this program?
☐Yes
☐No
☒NA

Are the course success results acceptable for this program?
☒Yes
☐No

Are the licensure pass rates (if applicable) acceptable for this program?
☐Yes
☐No
☒NA

Rationale for Responses:
Since this is a new program, the outcomes are not available yet. Course success results are in line with the college average. They are changing the structure of online courses to increase success in those courses.

Curricular:
Have program goals and learning outcomes been reviewed with advisory committee?
☒Yes
☐No

Has the advisory committee met at least once each semester?
☒Yes
☐No

Have student learning outcomes been regularly and meaningfully assessed?
☐Yes
☒No

Is the curriculum relevant and up-to-date based on best practices and industry standards?
☒Yes
☐No

Are the program courses and course descriptions listed in the Catalog up-to-date?

☒Yes

☐No

Rationale for Responses:

We have met with the advisory committee twice this year to review learning outcomes in the curriculum. Assessment of student learning outcomes have not yet been conducted but is in progress. The curriculum and courses are all up to date.

Improvements and Responses to Findings:

- The program needs to get student learning outcome assessment completed on a regular basis.
- The program will need to see an increase in credit hours in order to continue after the grant is through.
- This program will be reviewed again next year.

Action:

☐Continued with minor improvements

☐Significantly modified

☐Discontinued/Eliminated

☐Placed on inactive status

☒Scheduled for further review

Review of Academic Disciplines

Program Review – Academic Discipline

Discipline Area: Social/Behavioral Sciences

Goals/Objectives:

The College's Assessment Plan has identified all academic disciplines in transfer education as contributing to the College's General Education Goals (GEGs). Accordingly, courses that contribute to each of the GEGs have been identified from these academic disciplines and are used for assessment.

General Education Goals:
1. Demonstrate an awareness of human values and diverse cultures.
2. Explain economics and politics from local, national and world perspectives.
3. Demonstrate interpersonal skills and behaviors to promote the achievement of personal and group goals in the workplace and society.
4. Use critical thinking.
5. Communicate effectively using verbal, nonverbal, listening and written skills.
6. Demonstrate the ability to evaluate and apply information technology.
7. Explain the importance of facilitating and adapting to change.
8. Demonstrate an awareness of humanities and fine arts.

Resources:

Discipline:	FT Faculty:	PT Faculty:	Avg. Class Size
History	NA	NA	21.67
Sociology	NA	NA	19.13
Political Science	NA	NA	17.33
Psychology	NA	NA	17.22

	10104 - Social/Behavioral Sciences				
	FY2011	FY2012	FY2013	FY2014	FY2015
Total Credit Hours:	8,040.0	7,190.0	6,785.0	6,216.0	6,320.0
Total Revenue:	$1,241,300	$1,129,264	$1,094,691	$1,017,677	$1,085,016
Total Revenue per Credit Hour:	$154.39	$157.06	$161.34	$163.72	$171.68
Total Expenses:	$595,675	$582,906	$564,100	$557,422	$558,550
Total Expenses per Credit Hour:	$69.76	$81.07	$76.26	$84.98	$82.81
Net Revenue (Cost):	$645,625	$546,359	$530,591	$460,255	$526,466
Net Revenue (Cost) per Credit Hour:	$80.30	$75.99	$78.20	$74.02	$83.80

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Are department equipment and supplies sufficient for continued use and application?

☒Yes

☐No

Are all course and program fees at appropriate levels?

☐Yes

☐No

☒NA

Is there stability with program costs and revenues?

☒Yes

☐No

Is the average class size appropriate for this department?

☒Yes

☐No

Are there sufficient numbers of full-time and part-time faculty to teach this program?

☒Yes

☐No

Rationale for Responses:

Training is needed for faculty to be able to use the technology we currently have. We need a bigger pool of part time faculty; specifically, part time faculty that can teach off campus. We also need to evaluate to ensure quality for the part time faculty.

Department Outcomes:

Delivery Method:	Success:	Non-Success:	Rate:
Lecture/Discussion	986	336	74.58%
Open Learning	73	25	74.99%
Online	537	163	76.71%
Total	*1,596*	*524*	*75.28%*

Are the course success results acceptable for this program?

☒Yes

☐No

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Have applicable general education goals and student learning outcomes been regularly and meaningfully assessed?

☒Yes
☐No

Rationale for Responses:
While the course success results are acceptable, the department should strive to improve them. General education goals and student outcomes have been assessed regularly, but the faculty is currently reviewing and making changes to the general education goals.

Curricular:

Is the curriculum relevant and up-to-date based on best practices?
☐Yes
☒No

Are the department courses and course descriptions listed in the Catalog up-to-date?
☒Yes
☐No

Do all department courses have current (less than five years old) articulation agreements?
☒Yes
☐No

Rationale for Responses:
Course offerings could be expanded for more online and dual credit classes.

Improvements and Responses to Findings:

- Need to review how the move to 60 credit hours for degrees will impact the department.
- Need training for faculty to be able to use the technology we currently have.
- Need a bigger pool of part time faculty; specifically, that can teach off-campus.
- Course offerings could be expanded for more online and dual credit classes.

Action:
☒ Continued with minor improvements
☐ Significantly modified
☐ Discontinued/Eliminated
☐ Placed on inactive status
☐ Scheduled for further review

Review of Cross-Disciplinary Curricula

Program Review – Cross-Disciplinary Instruction

Cross-Disciplinary Area: Transfer Functions and Programs

Goals/Objectives:

The College's Assessment Plan has identified all academic disciplines in transfer education as contributing to the College's General Education Goals (GEGs). Accordingly, courses that contribute to each of the GEGs have been identified from these academic disciplines and are used for assessment.

General Education Goals:
1. Demonstrate an awareness of human values and diverse cultures.
2. Explain economics and politics from local, national and world perspectives.
3. Demonstrate interpersonal skills and behaviors to promote the achievement of personal and group goals in the workplace and society.
4. Use critical thinking.
5. Communicate effectively using verbal, nonverbal, listening and written skills.
6. Demonstrate the ability to evaluate and apply information technology.
7. Explain the importance of facilitating and adapting to change.
8. Demonstrate an awareness of humanities and fine arts.

Cost:

	10101 – 10107				
	FY2011	**FY2012**	**FY2013**	**FY2014**	**FY2015**
Total Credit Hours:	32,975.0	28,020.0	27,707.0	25,307.0	25,550.0
Total Revenue:	$4,796,851	$4,192,813	$4,375,720	$4,078,972	$4,279,437
Total Revenue per Credit Hour:	$145.47	$149.64	$157.93	$161.18	$167.49
Total Expenses:	$2,595,989	$2,618,202	$2,590,250	$2,565,947	$2,480,431
Total Expenses per Credit Hour:	$78.73	$93.44	$93.49	$101.39	$97.08
Net Revenue (Cost):	$2,200,862	$1,574,611	$1,785,470	$1,513,025	$1,799,006
Net Revenue (Cost) per Credit Hour:	$66.74	$56.20	$64.44	$59.79	$70.41

Quality:

The College has been regularly assessing the General Education Goals through the Faculty Senate Committee on Academic Assessment (SCAA) for several years. All goals and student learning outcomes are assessed on a five-year cycle with assessment occurring at the end of the fall and spring terms. Through this process, several changes have occurred to curriculum and delivery of instruction. At the

present time, the General Education Goals are being reviewed with a plan to bring a revised set of goals and student learning outcomes.

Improvements and Responses to Findings:
As stated above, the major changes that are occurring in transfer functions at the College are related to the review and revision of the General Education Goals and associated student learning outcomes

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Review of Student and Academic Support Programs

Department: Advancement

Department Description: The Advancement Office supports the College by fostering its growth through building community relationships, increasing awareness of the College, and raising funds through grants and donor relations. The Advancement Office serves as the clearinghouse for all departmental and institutional requests for external funding. Grants development and volunteer services are included within the department. The Advancement Office's responsibilities also include the John Wood Community College Foundation.

The Advancement Office is led by a director, who reports to the president. The director also serves as the executive director of the JWCC Foundation. The department includes four full-time staff: an administrative assistant, a grants compliance officer, a manager of volunteer services, and a volunteer services specialists; and four part-time staff: two volunteer services specialists and two RSVP assistants.

Core Functions: The Advancement Office
- oversees the development and implementation of the college's fundraising efforts that include multi-year campaigns, planned giving, annual giving, individual donor gift initiatives, alumni giving, an employee campaign, special project fundraising.
- directs the development, implementation, maintenance, documentation, use, and support of the advancement database. Advancement is responsible for the receipting, accounting, reporting, depositing and acknowledgement of gifts, pledges from non-governmental sources, prospect management, biographical maintenance, and other data maintenance activities.
- coordinates and facilitates the activities of the JWCC Foundation Board, including establishing the short- and long-range goals for the Foundation.
- administers the JWCC Foundation Scholarship Program.
- assists with writing proposals, administering grants awarded, and identifying grant opportunities.
- manages routine formal alumni communication and provides administrative support to the JWCC Retirees' Association.
- organizes a volunteer network for persons 55 and older in volunteer service to meet critical community needs and to provide a high quality experience that will enrich the lives of volunteers in Adams, Brown and Pike counties.

Cost:

01/80302 - Advancement					
	FY2011	FY2012	FY2013	FY2014	FY2015
Direct Expenditures	$21,776	$20,314	$15,636	$20,834	$16,411
Salaries and Benefits	$159,396	$157,943	$157,774	$160,602	$166,030
Total	*$181,172*	*$178,257*	*$173,410*	*$181,437*	*$182,441*

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Major Findings and Improvements/Modifications:

- The Advancement Office continues to maintain a full, solid board of directors for the JWCC Foundation. This corps provides professional expertise and advice, and personal support that helps the Foundation and the College.
- The Advancement Office receives supportive leadership from the College president.
- Institutional support is strong and continues to grow.
- An on-going challenge for the Advancement Office is raising awareness about the JWCC Foundation's existence and purpose. The Foundation must address the public perception that since the College receives state support, there is not a need to fund raise.
- Increased cooperation within JWCC across functional areas is needed to better coordinate Advancement efforts.
- A vacancy within Information Services has reduced support for the Advancement Office.

Since the last program review for the Advancement Office in 2012,
- on-line giving capabilities have been achieved. This process has increased giving options and flexibility.
- the employee payroll deduction process has been automated increasing, which reduced 100 bi-monthly journal entries that had been required.
- communication between the JWCC Board of Trustees and the JWCC Foundation has improved through increased interaction and activities. Leadership from both groups meet twice a year. Further, the College's strategic planning process has been redesigned to include the Foundation to better align College priorities with Foundation efforts.
- JWCC Foundation donors were listed for the first time in an annual community newsletter that is distributed throughout the College district.
- the JWCC Foundation has been included in the College's strategic planning process.
- the JWCC Foundation has committed funds to support priorities of the College's strategic plan.
- the Retired and Senior Volunteer Program has been placed within the Advancement Office.

In the next five years, the Advancement Office plans to:
- expand the use of Banner Alumni.
- develop marketing materials.
- increase outreach on the part of the JWCC Foundation throughout the College district.
- discover more in-depth planning across the institution.

Quality/Programmatic Improvements that Require Budget Resources:
The use of the Banner Alumni module is key to maximizing the efficiency and expanding the capacity of the Advancement Office. The Advancement staff needs to attend regular training to up-to-date on the latest functionality to utilize Banner solution to the fullest capability. Such training requires approximately $5,000.

Department: Athletics

Department Description: The Athletic Department is a part of the Student Services Area at John Wood Community College. The intercollegiate athletic program is consistent with the College's overall philosophy and objectives. Focusing on the College's four core values (self-development, excellence, accountability, and integrity), the individual programs work toward teaching team members the importance of learning in a competitive environment, striving to reach the highest standards of student-athlete excellence, being part of a team that excels on accountable behavior, and maintaining integrity and respect for the academic and athletic opportunities provided. The college currently offers four competitive intercollegiate sports, including men's basketball, men's baseball, women's basketball and women's softball. As a member of the National Junior College Athletic Association (NJCAA), Region XXIV, and the Mid-West Athletic Conference (MWAC), the department has additional guidelines and bylaws that must be adhered to and managed. The department is led by a Manager, four head coaches, and four assistant coaches. In addition, the department utilizes two part-time student life and athletic specialists that share responsibilities with the area of Student Life. One part-time specialist carries a 28 hour per week load and the second has access to 12 hours per week.

Core Functions:

Provide co-curricular, athletic opportunities for John Wood students

Each of the four intercollegiate athletic programs maintain healthy rosters that provide opportunities for area student-athletes as well as provide unique recruitment opportunities to add to the diversity and complexity of the college's student body. During the 2015-16 academic year, the department was primarily responsible for the recruitment and involvement of 73 non-duplicated students.

Maintain compliance to the bylaws and expectations of the National Junior College Athletic Association (NJCAA) and the Mid-West Athletic Conference (MWAC)

The manager is required to attend four Region XXIV meetings each year with Athletic Directors from within the region and four MWAC meetings with Athletic Directors from the conference. In addition, the manager is required to attend the National Junior College Athletic Association eligibility seminar once every three years in order to maintain compliance. John Wood was represented at a seminar in the Summer of 2015. In addition, bylaws and case books exist in the manager's office as well as in the Office of the President for consultation.

Supervise and manage the Student Activity Center, the baseball field complex, and the softball field in the best interests of the programs, the college, and the community.

The Student Activity Center is the host to many college events that are hosted by other areas of the college. For example, Honor Flights, Foundation Banquets, college fairs, and the John Wood commencement are a few of the community-driven events held at the Student Activity Center. In addition, during the basketball seasons many members of the community and youth teams are welcomed into the Student Activity at reduced or no cost. In the Spring of 2015, an agreement was

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made with a local youth soccer club, Quincy United Soccer Club, for use of the field area north of the Student Activity Center and directly west of the baseball complex. That agreement, signified by a Memo of Understanding, creates the opportunity for hundreds of families and youth to spend time on our campus and next to our athletic facilities. That relationship will continue to grow with the introduction of a youth soccer league to be hosted in the Fall of 2016. Youth camps in softball, baseball, and basketball are all offered in our facilities and we host one of the largest local high school basketball shoot outs each December. The Rumble on the River brings in thousands of high school student-athletes and fans to a multi-day event in the Student Activity Center.

Provide positive media opportunities, highlighting successes of individuals and teams.

The local media makes frequent appearances at intercollegiate athletic events and our student-athletes have been involved in numerous, positive stories both in print and on television. The end of the 2015 men's basketball season provided a large interest in the college and our athletic program as the team reached the NJCAA Division II National Championship game.

Provide opportunities for local business partnerships to grow relationships for the college.

In the Fall of 2016, the athletic department began Phase I of rebranding the athletic facilities. Five sponsorship signs were sold for the Student Activity Center and four signage partnerships for the baseball and softball complex were solidified. In addition, new banners were added to the interior of the Student Activity Center that are designed to brand the facility with the athletic logo and highlight individual and team success. This area has room for growth and will be a focal point into the future.

Work diligently with other areas of the college in order to help facilitate academic success of student-athletes

The manager of athletics as well as the coaching staff from each program strive to work in conjunction with the office of academic advising and, at times, student support services to provide support to the student-athletes that represent the college publicly in many situations. The relationship between the manager and those other critical areas on campus is healthy and provides a stable, team-based culture of success. At the conclusion of the 2015-16 academic year, the department will produce 21 Academic All-Conference selections and 13 NJCAA Academic All Americans.

Cost:

53/6040 – General Athletics					
	FY2011	FY2012	FY2013	FY2014	FY2015
Total Revenues	$200,992	$179,253	$176,894	$209,668	$260,907
Total Expenditures	$214,137	$211,396	$213,654	$226,876	$258,838
Net Revenues	($13,145)	($32,144)	($36,760)	($17,208)	$2,070
Ending Fund Balance	$57,744	$25,601	($11,160)	($28,367)	($26,298)

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The Athletic Department is funded solely by an Institutional Student Support Fee (ISSF) that was originally approved by the Board of Trustees in 1990. The student fee supports all program and administrative budgets, including but not limited to, one full time staff member, two part time staff members, four head coaches, four assistant coaches, and all additional expenses necessary to conduct intercollegiate athletic programs. The coaching staff is comprised of part-time employees that are paid via a stipend for leading their respective programs.

Total Revenues are from four separate sources; ISSF Transfer, Investment Revenue, Sales-Athletic Fees (Gate revenue from men's and women's basketball contests), and miscellaneous revenue which includes a secondary insurance fee from the student-athletes. Prior to FY15, the ISSF structure was adjusted and athletics were allotted a $3.00 increase per credit hour. That increase has allowed our revenue to not exceed our expenses for the first time in a number of years at the conclusion of FY15. We are currently on track to not only stay within our means at the end of FY16, but to also completely dissolve the deficit that was carried into FY16.

Major Findings and Improvements/Modifications

The Department of Athletics has been fortunate to be a part of a variety of success stories of both students and staff members. One of the major strengths of the department is the longevity of the part-time coaching staff. Two of our four head coaches have been in their current position for a combined 40 years and another has been a part of the athletic department for thirteen years. The consistency and commitment to these part-time positions provides resources and knowledge that would be nearly impossible to replicate. The department has made a concerted effort to engage the community at a variety of levels. Community service projects and local business partnerships have been advantageous for not only the department, but the college as a whole. The Athletic Hall of Fame, started in 2007, and Alumni nights have allowed the department to stay connected to wide variety of alumni. Growth in those areas will be critical in the advancement of the department. Since the last program review, athletics and the office of student life have been separated and managed by separate individuals. Both areas continue to work very closely together, but the separation of duties has allowed both to grow and maintain the level of co-curricular services that should be available for a student body of the college's size.

Within the next five years, the department has many goals and expectations. Administratively, the athletic department will be able to utilize a fully functional and appropriate group of John Wood athletic bylaws and guidelines. The department has never formalized the college's athletic guidelines, although the programs adhere to guidelines at the conference and national levels. In addition, goals for the next five years revolve around four separate categories. Administration, Marketing, Fundraising, and Community Service each carry five year goals that will benefit the college, the community, and our department.

Quality/Programmatic Improvements that Require Budget Resources:

Improvements that will become necessary within the reasonably near future revolve around staffing, facilities, safety, and programmatic growth. The department will continue to explore reasonable solutions for a number of improvements, including the following.

- **Deferred Maintenance**: The Student Activity Center, built in 2006, and the baseball and softball complexes will be in need of natural updates, either mandated by the athletic governing body, or the age and usage of the existing technology and objects that have been used since 2006. Laundry services, Fitness Center machines and accessories, dugout and foul pole changes are all challenges in the near future.

- **Transportation Solution**: Our current system of van rentals and charter transportation will need to continue to be updated into the future. The climate of available rental vehicles has changed dramatically in the past two years and in order to maintain a reasonable level of safety and reliability for team travel, the department will be exploring different options.

- **Program Growth**: The addition of new athletic programs is a reality that would add value to the college and the community. Cost efficiency and facility usage are two areas that will drive a majority of this exploration. Adding two athletic programs has the capability of providing significant media and student engagement for our college.

- **Staffing**: As the department grows in both impact and students served, moving back to the full time director and full time administrative assistant model is a potential expense in the future. In order to maintain appropriate services that lead to positive outcomes, the current organizational chart will be adjusted to be more effective and more representative of departments of our comparison.

Department: Campus Police / Risk Management

Department Description: The John Wood Community College Campus Police Department serves as the campus law enforcement agency with primary jurisdiction on College property within the College's district. Campus Police is led by the Dean of Operations/Chief of Police who reports to the President within the Business Services and Operations service area. In addition to supervising the Campus Police Department and other responsibilities, the Dean of Operations/Chief of Police also serves as the College's Risk Manager, directing the College's comprehensive risk management program. Campus Police and Risk Management employ 5 full-time and 2 part-time employees. Positions include the Dean of Operations/Chief of Police, Campus Police Sergeant, 2 full-time Campus Police Officers, 2 part-time Campus Police Officers, and the Administrative Assistant to the Dean of Operations/Chief of Police.

Core Functions:

Campus Police provides campus law enforcement services to the campus community.   Campus Police Officers are responsible for the enforcement of local, state, and federal laws, as well as Board of Trustees policies. Campus Police Officers are fully commissioned police officers with all powers provided to police officers by the State of Illinois. Campus Police maintains a close working relationship with local law enforcement agencies with which the College has concurrent jurisdiction. These local law enforcement agencies respond promptly when their presence is requested on College property. The Dean of Operations/Chief of Police and the Campus Police Sergeant maintain liaison with these local agencies and meet formally and informally with administrators from these agencies to discuss issues relating to Campus Police. In accordance with Campus Police policies and procedures, Campus Police Officers will effectively handle all situations on campus within the scope of their duties, responsibilities, and authority. Campus Police Officers will call for and assist local law enforcement agencies when situations reach outside of that scope.

A campus community totally free from crime and disorder remains an unachieved ideal; nevertheless, it remains consistent with the values of education institutional society. It is a primary objective of the Campus Police Department to, as closely as possible, approach that ideal. In so doing, Campus Police recognizes the statutory and judicial limitations of Campus Police authority and the Constitutional rights of all persons. It is not the role of Campus Police to legislate, to render legal judgments, or to punish. The prime objective of the Campus Police Department is supplemented by the goals it recognizes both for itself and for its employees. These goals require that every Campus Police employee maintain the highest standards of integrity and ethics and assure excellence in the performance of duty while respecting the rights of every individual. Campus Police employees, within the capacity of their assigned tasks, are responsible for the success of efforts designed to fulfill the stated Campus Police goals and objectives. Campus Police goals and objectives include: crime prevention, crime deterrence, apprehension and/or discipline of offenders, recovery and return of property, traffic and parking safety and enforcement, public education, and service to the campus community.

The College recognizes its responsibility to conduct college business and manage public funds in a responsible manner, which includes identifying, addressing, and appropriately managing any risks that may affect the safety and well-being of its campus community, its financial stability, and its ability to achieve its mission. To achieve this goal, the College has developed a Risk Management Plan which includes provisions for (1) identifying and analyzing loss exposures, (2) selecting techniques or combinations of techniques to be used to handle each loss exposure, (3) implementing the chosen techniques or combinations of techniques, and (4) monitoring the decisions made and implementing

appropriate changes. The College further recognizes that, as a public community college providing a wide range of services, it engages in operations and activities that may carry significant risk, and that are also subject to disruption. Although certain risks are unavoidable, the College considers no loss or interruption of operations, activities, or services to be acceptable. Therefore, the College has established a Risk Management Department and has empowered this department to assess the risks that may arise from or affect College operations, activities, or services on behalf of its campus community, and to make recommendations to the college administration and Board of Trustees concerning those risks. All College departments and employees are required to cooperate with Risk Management in their efforts and to engage in activities and implementation of risk management techniques as required.

Cost:

1201/7040 – Campus Police					
	FY2011	**FY2012**	**FY2013**	**FY2014**	**FY2015**
Direct Expenditures	$25,971	$38,752	$30,366	$44,575	$37,015
Salaries and Benefits	$241,738	$245,755	$238,575	$251,279	$261,839
Total	*$267,709*	*$284,507*	*$268,941*	*$295,854*	*$298,854*

1201/80601 – Risk Management					
	FY2011	**FY2012**	**FY2013**	**FY2014**	**FY2015**
Direct Expenditures	$60,142	$66,445	$42,562	$33,209	$40,296
Salaries and Benefits	$404,660	$438,792	$380,981	$352,627	$357,790
Total	*$464,802*	*$505,237*	*$423,543*	*$385,836*	*$398,085*

Major Findings and Improvements/Modifications:

Since the last program review, the Finance and Business Services area was divided into Business Services and Operations with a Dean in charge of each division. The Chief of Campus Police was promoted to Dean of Operations. The Dean of Operations continues to serve as Chief of Campus Police, serves as the College's Risk Manager, and supervises the College's Information Technology Department, Physical Plant, and Regional Centers (Pittsfield and Mt. Sterling).

At the time of the last program review, the functions of risk management were divided amongst many College departments. The risk management function for the College is now a centralized department with a comprehensive risk management plan, budget, and procedures.

Campus Police secured a grant and purchased seven (7) dual-band portable radios. These new radios allow for seamless communication with on-campus police, maintenance, and IT personnel (UHF channels) as well as off-campus communication with the Adams County 911 Center (VHF channels).

Quality/Programmatic Improvements that Require Budget Resources:

Title IX compliance is a major issue throughout higher education. Training for students and staff/faculty is required to maintain compliance. This Title IX compliance training will include online versions of training for students and most staff/faculty, but several select staff/faculty may be required to attend

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off-campus training to be able to serve on the Equity Resolution Process team as advisors, investigators, hearing and appeals panel members, etc. The costs of these training options is currently being explored.

Campus Police continues and to expand and improve the College's video surveillance, access control, and alarm systems on the main campus and will soon be expanding these security features at the regional centers. The purpose is to integrate all campuses into one system and the framework for this integration is in place. Additional cameras and supporting equipment will need to be purchased to bring the others centers online.

Department: Public Relations and Marketing

Department Description: To promote John Wood Community College programs, services, faculty, staff and students, elevate the College's reputation for academic excellence and community service and market the College's academic programs and services to assist in the recruitment of students and advancement of the institution.

Core Functions:
Public Relations

The PRM office directs public relations and marketing activities of the College, including general and in-depth press releases and feature stories, media interview coordination, social media, marketing campaigns, event planning, graphic design, publications and advertising. All efforts are focused on telling the stories of JWCC students, faculty, staff, programs and services to increase awareness and positive perception of the College.

Media Liaison

The PRM office serves as a media liaison with district, state and national media. This includes preparation for and coordination of interviews with administration, board, faculty, staff and students regarding College programs, services and achievements. All press conferences are coordinated by the office, and the director provides counsel to administration regarding public relations opportunities. The office also assists in crisis communication situations to provide accurate and timely information to internal and external stakeholders.

Marketing

The PRM office creates annual integrated marketing plans to coordinate with the College's Strategic Plan. These efforts include identifying, developing or revising strategies to increase awareness of programs and services, improve return on investment, attract prospective student inquiries and support recruitment through a variety of marketing channels.

Advertising

The PRM office plans and executes advertising campaigns for general image, targeted programs and audiences using various advertising channels including print, television, online, mobile, radio, tv, outdoor and social media.

College Branding Integrity

The College Identity and Style Guide provides standards for use of the JWCC logo and brand. The PRM office creates and updates this document to help various areas of the College understand the proper uses of the College's logo, tagline and brand. The guide establishes proper use of the College's name, facilities, titles, and other key descriptors. Processes and procedures for press releases, publication requests and other marketing materials are also included in the guide.

College Publications

Major College publications are coordinated by the PRM office to ensure adherence to the JWCC Identity and Style Guide. These include non-credit class schedules, viewbook, roadpiece, admissions post cards and academic program brochures and other collateral materials. The visual elements of the College website are also overseen the PRM office. Templates for fliers, newsletters and brochures are created and distributed to Colleges offices from the PRM office to ensure adherence to the style guide.

Enhance and Developing Partnerships

The PRM office assists with initiating and enhancing partnerships within the community. These include partnerships with media for sponsorship of College events, new opportunities for community involvement and marketing opportunities. As a member of the president's service area, The PRM office assists with fundraising and friend raising events as well as events and relationships with district high schools and regional businesses and organizations.

Cost:

01/80301 – Public Relations					
	FY2011	**FY2012**	**FY2013**	**FY2014**	**FY2015**
Direct Expenditures	$135,911	$149,831	$130,158	$114,319	$131,185
Salaries and Benefits	$118,348	$144,048	$139,151	$143,818	$145,381
Total	*$254,259*	*$293,879*	*$269,309*	*$258,137*	*$276,566*

The PRM budget has remained in the same range for the last five years, while increasing services and qualitative and quantitative results for the College.

Major Findings and Improvements/Modifications:

This is the second program review of the Public Relations and Marketing Office. Since the last review in 2012, the office has significantly increased digital marketing, design, video and social media services and provided comprehensive public relations and marketing services to more areas of the College. Additionally, the department provides more intensive and direct support to recruit and retain students. These intensified efforts have partly contributed to a boost to the College's image, increased publicity value, more prospective students and improved retention.

IMAGE/PUBLICITY VALUE

In conjunction with the PRM department, Comiskey Research and Scientific Verdicts conducted an image survey in March of 2015 via phone to prospective high school and adult students. An email survey was sent to current students, staff, administration and alumni internally. Both surveys used questions exactly or very similar to the 2006 image survey conducted by Stamats to provide reasonable comparisons.

In all but one of the attributes deemed most important by prospective students (Quality of Intended Major; Grads Get Good Jobs; Safety of Campus; Career Preparation; A "Value" Education) JWCC increased ranking scores from 2006. Data from the survey is being used to inform marketing and recruitment efforts.

Many factors calculate into improved image scores as noted above, one of which is public relations efforts. Since 2014, PRM has utilized volunteers to track and place publicity value on media coverage throughout JWCC's district. While not all coverage is tracked (radio and online not currently tracked) and Advertising Value Equivalencies and Media Monitoring Service formulas for PR value are not exact and have flaws, they do provide some quantitative data to measure PR efforts outside of time-intensive research, focus groups and image surveys. The College has received significant publicity value since the last program review. In 2014, estimated publicity value to the college was $363,985. In 2015, JWCC received $498,308 in publicity value. As of March 2016, $272,265, PR value has been received.

RECRUITMENT/RETENTION

After 2012, PRM focused on data-driven campaigns to best use marketing and advertising dollars to attract prospective students. The majority of marketing dollars are focused on attracting prospective students and ultimately completion of online prospect forms. In FY 14, a goal of 500 forms was set and surpassed with 544. The FY 15 goal was set at 600, and 710 forms were received. The FY 16 goal is 746 and as of March 2016, 623 forms have been received. Those inquiries are compiled in marketing database created by the department that is accessible to admissions staff to nurture into applications to the college.

Because of the limited resources of admissions to individually nurture the prospects, PRM is also researching an inbound automated email marketing software system to set up a tailored communication flow of educational content to prospects based on their interests and online behavior. This method delivers more content (major specific information, costs, testimonials from students, faculty knowledge) to students who need additional information prior to making application. This will further qualify prospects to help boost admissions applications and make best use of admissions time.

To assist enrollment through retention, PRM spearheaded the use of SchoolsApp, a virtual private community to connect all JWCC students using the Facebook platform. PRM staff enroll new students into the app during orientation sessions and multiple staff and faculty interact with students who pose questions regarding classes, financial aid and general questions. Data show that Students using SchoolsApp are retained at a 22% higher rate than students who do not use the app.

STRENGTHS

Increased services have taken place without adding staff. Instead, the department has focused on utilizing technology, increasing skills and knowledge and filling the administrative assistant position with an individual with significant graphic design expertise. This hire has allowed the department to offer graphic design services in house that were previously outsourced.

Overarching strengths of the department include delineation of duties specific to staff members' strengths, which is supplemented by cross-training staff to ensure continuity of service in the event of an employee absence. The department works as a team, with content experts in public relations, marketing and design who view themselves in service to the College as a whole, not a particular service area.

Specific strengths include design, writing, project management, target marketing and media relations. The department continues to find ways to use data to determine the effectiveness of marketing and public relations and sets internal quantitative and qualitative goals.

CHALLENGES

The increased expectation of the creation of digital, video, graphic, social and audience-specific content across multiple marketing channels will be a challenge for existing staff to meet or exceed. Prospective students are using more social media and online channels to explore educational options. As a result, additional marketing methods must be utilized in addition to traditional print, television, radio, outdoor and event-based tactics. Marketing campaigns must include a mix of online internet address targeting, geofencing and mobile marketing in addition to traditional channels.

This changing marketing climate will require more time and resources to maintain and improve the College's current position in the region and to attract more adult, online and possibly international learners as well as high school students beyond JWCC's district.

Quality/Programmatic Improvements that Require Budget Resources:

Quality and programmatic improvements likely needed in the next three to five years requiring budget resources may be additional operational marketing dollars, a social media/digital marketing specialist, a combined effort with Instructional Technology to redesign the College's website and a follow up image survey in 2018.

An increase of $25,000 in marketing operational dollars for online campaigns would be a good first step in the next three to five years. An approximate cost for the specialist position with salary and benefits would be $40,000 and software and training to support this position is estimated at $3,000. The website redesign is estimated at $25,000, and could be included as part of strategic planning in the future. It is suggested that an image survey be conducted every 3 years to provide feedback from JWCC's various audiences to rank programs and services. 2018 should be the next survey cycle, and funds should be requested as part of the strategic planning initiative budgeting process in that year. Estimated cost: $15-$20,000

Department: Student Life

Department Description: The department of Student Life works with the student body and institutional administration to plan and execute student activities and student engagement on campus. Student Life works with and supervises Student Government Association, its various subsidiary clubs and organizations, and assists in the development and accountability of their operations and infrastructure. The department works to provide continuous opportunities to promote retention of current students on campus and to assist in recruiting new students to JWCC.

The department is currently comprised of one full-time coordinator. In addition, 25% of a 28-hour per week Specialist Position (Student Life and Athletics) assists the department with various functions.

Core Functions:

The following would be considered core functions of the Department of Student Life:
1. Provide educational and social engagement opportunities for JWCC students.
2. Provide leadership and guidance to the executive officer team, Student Government Association as a whole, and to JWCC clubs and organizations.
3. Develop and enforce shared governance standards for the various groups mentioned in number two.
4. Provide mentorship to students as they matriculate through their college experience and grow as leaders through co-curricular experiences.
5. Promote the department and College's co-curricular opportunities to prospective students and families as well as current students in order to aid in recruitment and retention efforts.

Cost:

01/30601 – Student Activities					
	FY2011	**FY2012**	**FY2013**	**FY2014**	**FY2015**
Direct Expenditures	$40,135	$39,608	$34,500	$300	$16,054
Salaries and Benefits	$72,452	$64,687	$56,151	$62,118	$60,554
Total	*$112,587*	*$104,295*	*$90,651*	*$62,418*	*$76,608*

The cost information provided in the above chart is not necessarily representative of the activity in the department over the five year period. Due to significant structure and personnel changes, the amount of salary and benefit expense has gone down despite creating a full-time dedicated position to fulfill the role of Student Life Coordinator. In essence, more direct time and effort is consciously being spent on the activities and core function of Student Life at JWCC while expenses have decreased.

From a direct expenditures standpoint, one can see there is a large variance in the five year comparison. In this particular department, the direct expenditures in 30601 are not necessarily fully reflective of the overall activity for the departmental unit. Much of the activity, especially in FY14 and FY15 was in

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agency accounts such as Student Government Association. This is where a great deal of the activity for student life events was reflected.

Moving forward, the Office of Student Life and Business Services have worked together to develop a different model that will hopefully be able to show better trends from fiscal year to fiscal year. Student Life will become an auxiliary account in FY17 and expenditures that are programming (and other direct expenditures) related for the entire student body will be reflected through this fund instead of SGA. The SGA agency account and other club and organizational accounts will still be reflective of their specific activity.

Major Findings and Improvements/Modifications:

Departmental Strengths and Weaknesses

The department of Student Life has a number of strengths. First, the department, and Coordinator, are visible and available to students on campus. Students, faculty, and staff see the department and the students interacting. The number and creativeness of programs offered by the students (SGA and executive officer team) and Coordinator has increased the level of engagement and student participation in recent years.

Overall, Student Government Association has a solid governance structure and a comprehensive set of bylaws. These are reviewed annually and can be changed as needed by recommendation of the executive officer team and by a majority vote of the student body (SGA members). They continue to develop and change each year, giving the student clubs and organizations as well as SGA a set of community standards and expectations.

While the department has a number of other strengths, a final to mention would be the steady and continued growth of the area. The growth and interest level from the students has been a bit overwhelming at times, but very healthy and good for the institution and its retention of students. The more the institution can build on this growth, both in recruitment and retention of students, the more the department will continue to grow and be a focal point at JWCC.

Student Life also has a few areas that may be classified as weaknesses or challenges. One struggle the department has is meeting the needs of such a diverse student population. Finding activities that non-traditional students will enjoy and attend has been a struggle. In addition, serving students at our regional centers can sometimes fall secondary to the main campus. Continuing to be cognizant of what we can do to meet the student needs in these areas will be important.

In addition to the items listed above, the department of student life can improve in the area of activity diversity. Currently, most of the activities are social in nature, which is common for a student life department and a student government association. However, the next stage of development would be to adopt a programming model that includes cultural, educational, and other types of program in addition to social.

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Departmental Changes/Improvements since Last Program Review

A number of significant changes have occurred since the last program review. The department as a whole is completely different in terms of structure and role. At the last program review, one Director of Athletics and Student Life ran both departments. Student Government Association was active, but numbers were much lower than what we see today in terms of participants and the number of overall student life events corollary.

In recent years, the department has transitioned to a full-time Coordinator of Student Life with a focus of growing the area in terms of participation and activity level. The department has become a source of inclusion and student retention on campus. Student Government Association has an average of 75-85 students attend their meetings with some months seeing right at 100 participants. Student clubs and organizations now stand over twenty in terms of quantity and have diversified themselves in order to serve more students on campus. Likely, the largest change since the last program review is in the level of activity that Student Life/Student Government sponsor on a monthly basis. Five years ago, the department offered a couple/few activities each month. Currently, there are typically several events each week sponsored by either one of Student Government Association's five Blazer Activity Teams, one of over twenty student clubs and organizations, by the Student Life Department, or by a community organization partnering with JWCC.

Departmental Goals/Improvements – Next Five Years

The Student Life department has a variety of improvements/goals looking over the next five years. Keeping in mind, this department, in its current structure, is still very much in its infancy at the College, there are likely to be more changes necessary than others in the upcoming years. In addition, an area like Student Life must be ever evolving in order to keep up with student expectations. As new cohorts of students continue to grace our campus, each group's expectations and vision look different thus continuing to change the department's scope. A few examples of needed improvements/continued growth are:

- The physical office of the Student Life department needs increased square footage, increased institutional branding, and increased long-term vision. We are currently in the process of working on this project in the space currently designated as the cafeteria. The space needs to have a designated office for the Student Life Coordinator, storage, student meeting space, and hangout/lounge space for students. This project will likely need to be a two or three stage project that continues to develop as student feedback is received and student usage is measured. Phase one, including an office for the Coordinator, storage space designation, and some branding of student space has a goal of completion of August 2016.
- Another goal for the Office of Student Life is to become more integrated in prospective student relations. We know that a primary component of a student's selection criteria when determining what institution they'll attend is the co-curricular aspect of the college experience. Over the past three years, we have primarily focused on developing student life for current students through increased clubs/organizations, increased activities and events, and increased student leadership

opportunities. While this area needs to continue to grow, we need to also incorporate experiences for prospective students, working with our Admissions office, to promote JWCC. Some ideas include hosting a couple of student life events for prospective students, Student Life having an increased or primary role in student orientation, and making Student Life discussions a part of every campus visit experience.

- In order to continue expand the reach of the Student Life department on campus, we need to continue to evaluate and broaden the scope of student clubs and organizations on campus. The sheer number has seen tremendous growth in the past few years, but the department and students need to assess what needs there are for our student population(s) and determine ways to continue to serve a diverse group.

- Lastly, but possibly most importantly, the Student Life department needs to determine a sustainable funding model. As credit hours have dropped in recent years and the level of activity has so vastly increased, the current rate of fee structure isn't sustainable over the long-term. The department has been operating from savings in recent terms. Since student life and co-curricular experiences are such a vital role of recruitment and retention at the College, we will need to continue to look at an increase in student fees, re-allocation of current fees, or a combination of the two over the next one to two years.

Quality/Programmatic Improvements that Require Budget Resources:

In order to achieve the improvements/goals for the department of Student Life over the next five years, additional financial resources will be needed as outlined above. During the second half of FY16, a needs assessment has begun. This will continue into FY17 to truly assess needs while measuring frugality balanced with student expectations. Additional event coverage may be needed depending on what transpires with the Department of Labor Action and exempt versus non-exempt employees. The department may need to take a look at a stipend system for event coverage. A recommendation may come to Cabinet and ultimately the Board of Trustees in either FY18 or FY19.

Reporting of Program Improvements and Changes

6-digit CIP: 110901

Degree Type: 30 – Certificate

Program Title(s): Computer Network Support
CNS 100

Action:

☒ Other: New Program

Improvements & Rationale for Action:

This program was created in FY2016. The program was officially created with the ICCB on 3/4/2016.

Principle Assessment Methods Used in Quality Assurance for this Program:

☒ Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 470303

Degree Type: 30 – Certificate

Program Title(s): Industrial Technician - Electrical
        IMT 101E

Action:

☒ Other: New Program

Improvements & Rationale for Action:

This program was created in FY2016. The program was officially created with the ICCB on 1/8/2016.

Principle Assessment Methods Used in Quality Assurance for this Program:

☒ Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP:　　　　470303

Degree Type:　　　30 – Certificate

Program Title(s):　　Industrial Technician - Mechanical
　　　　　　　　　　　IMT 101M

Action:

☒ Other: New Program

Improvements & Rationale for Action:

This program was created in FY2016. The program was officially created with the ICCB on 1/8/2016.

Principle Assessment Methods Used in Quality Assurance for this Program:

☒ Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 490205

Degree Type: 30 – Certificate

Program Title(s):   Truck Driver Training
                                 TDT 300

Action:

☒ Other: New Program

Improvements & Rationale for Action:

This program was created in FY2016. The program was officially created with the ICCB on 8/1/2016.

Principle Assessment Methods Used in Quality Assurance for this Program:

☒ Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 150613

Degree Type: 30 - Certificate

Program Title(s): CAD/CAM
MFT 400A

Action:

☒ Discontinued/Eliminated

Improvements & Rationale for Action:

This program was discontinued in FY2016. The program was officially withdrawn with the ICCB on 8/12/2016.

Principle Assessment Methods Used in Quality Assurance for this Program:

☒ Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 470303

Degree Type: **2**0 - Certificate

Program Title(s):   Industrial Maintenance Mechanic
                          IMM 101B

Action:

☒ Discontinued/Eliminated

Improvements & Rationale for Action:

This program was discontinued in FY2016. The program was officially withdrawn with the ICCB on 8/12/2016.

Principle Assessment Methods Used in Quality Assurance for this Program:

☒ Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 470303

Degree Type: 20 - Certificate

Program Title(s):   Industrial Maintenance Technician
                         IMT 101A

Action:

☒ Discontinued/Eliminated

Improvements & Rationale for Action:

This program was discontinued in FY2016. The program was officially withdrawn with the ICCB on 8/12/2016.

Principle Assessment Methods Used in Quality Assurance for this Program:

☒ Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

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6-digit CIP: 220301

Degree Type: 03 - AAS

Program Title(s):   Office Technology: Legal Option
                             OFT 232L

Action:

☒ Discontinued/Eliminated

Improvements & Rationale for Action:

This program was discontinued in FY2016. The program was officially withdrawn with the ICCB on 8/12/2016.

Principle Assessment Methods Used in Quality Assurance for this Program:

☒ Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 120504

Degree Type: 03 - AAS

Program Title(s):   Hospitality Management
                          HOS 500

Action:

☒ Discontinued/Eliminated

Improvements & Rationale for Action:

This program was discontinued in FY2016. The program was officially withdrawn with the ICCB on 8/12/2016.

Principle Assessment Methods Used in Quality Assurance for this Program:

☒ Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 520401

Degree Type: 03 - AAS

Program Title(s):   Office Technology: Administrative Assistant Option
                          OFT 232A

Action:

☒ Discontinued/Eliminated

Improvements & Rationale for Action:

This program was discontinued in FY2016. The program was officially withdrawn with the ICCB on 8/12/2016.

Principle Assessment Methods Used in Quality Assurance for this Program:

☒ Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 520401

Degree Type: 30 - Certificate

Program Title(s):   Computer Applications Software
                          OFT 232K

Action:

☒ Discontinued/Eliminated

Improvements & Rationale for Action:

This program was discontinued in FY2016. The program was officially withdrawn with the ICCB on 8/12/2016.

Principle Assessment Methods Used in Quality Assurance for this Program:

☒ Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

6-digit CIP: 520901

Degree Type: 30 - Certificate

Program Title(s):   Hospitality
HOS 505

Action:

☒ Discontinued/Eliminated

Improvements & Rationale for Action:

This program was discontinued in FY2016. The program was officially withdrawn with the ICCB on 8/12/2016.

Principle Assessment Methods Used in Quality Assurance for this Program:

☒ Other: JWCC Assessment Plan

Statewide Program Issues (if applicable):

NA

Five-Year Program Review Schedule

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	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Review of Career and Technical Programs	**1003 – Printing/Pub:** GPDS 501B (Cert) **1108 – Graphics/Database:** GPDS 501A (Cert) **1504 –Electrmech/Main Tech:** CPT 100 (Cert) **2203 – Legal Assistance:** OFT 232L (AAS) **4301 – Criminal Justice:** LAW 292 (AAS) **4603 – Electricity & Power:** ELE 600 (AAS) ELE 601C (Cert) **5107 – Health Medical Service:** OFT 233C (Cert) OFT 232M (AAS) **5212 – Data Processing:** CIS 263 (AAS)	**1205 – Culinary:** HOS 500 (AAS) **1513 - Computer-Aided Design:** CAD 210 (AAS) CAD 210A (Cert) **4302 - Fire Protection:** FRC 575 (AAS) **5109 – Diagnostic:** EMS 500 (AAS) EMS 500C (Cert) SUR 510 (AAS) SUR 510C (Cert) RAD 500 (AAS) **5202 – Admin & Management:** BMA 656 (AAS) BMA 656C (Cert) LOM 101 (AAS) LOM 101A (Cert) **5204 –Admin/Secretary:** OFT 232 (AAS) OFT 232A (AAS) OFT 232B (Cert) OFT 232K (Cert) INF 113 (AAS) INF 114 (Cert) **5220 –Construc Mgt:** CST 201C (Cert)	**4805 – Prec. Metal:** PMM 100 (Cert) PMO 100 (Cert) WLD 300 (Cert) **5004 – Graphic Art:** GPDS 501 (AAS) **5110 - Med Lab:** MLT 501 (AAS) **5203 – Accounting:** ACG 333 (AAS) ACG 333C (Cert)	**0101 - Ag Business:** ABM 828 (AAS) **0103 – Ag Production:** ABF 848 (Cert) SWN 385 (Cert) FVP 200 (Cert) **0109 – Animal Science:** ASC 845 (AAS) **513X – Nursing:** NUR 501 (AAS) PNU 401 (Cert) GCSP 101 (Cert) NUA 402 (Cert) **5209 – Hosp Mgt:** HOS 505 (Cert) **5218 - Retail:** SAM 807 (AAS)	**0102 – Ag Mech** ABM 828A (Cert) **1506 – Indust Prod:** MFT 200 (AAS) MFT 400A (Cert) **1907 – Child Development:** CHD 202 (AAS) **4602 – Carpentry:** CST 201 (AAS) CST 201A (Cert) CST 201B (Cert) **4703 – Ind Equip:** IMM 101B (Cert) IMT 101 (AAS) IMT 101A (Cert)
Review of Academic Disciplines	**Written and Oral Communications:** Languages & Literature	**Mathematics:** Mathematics	**Physical and Life Sciences:** Natural Sciences	**Humanities & Fine Arts:** Humanities Fine Arts	**Social/Behavioral Sciences:** Social/Behavioral Sciences
Review of Cross-disciplinary Curricula	General Education	Adult Education and ESL	Remedial/Developmental Education	Vocational Skills	Transfer Functions and Programs (e.g., AA, AS, AFA, AGS)
Reviews of Student and Academic Support Programs	Business and Industry Community Education Financial Aid Fiscal Services Physical Plant Mt. Sterling Education Center	Admissions Adult Education Career Services Human Resources Records & Registration	Information Technology Institutional Effectiveness RSVP Support Services Disability Services Pittsfield Education Center	Advising & Retention Bookstore Campus Services Instructional Support & Distance Learning Library & Academic Support	Advancement Athletics Campus Police / Risk Mgt Public Relations & Marketing Student Life

Prefix	Number	Title	PCS	CIP 2010	Deg	Credit
ABM	828	AGRICULTURE BUSINESS MANAGEMENT	12	010101	03	64.0
ACG	333	ACCOUNTING	12	520301	03	64.0
ASC	845	ANIMAL SCIENCE	12	010901	03	64.0
BMA	656	BUSINESS/MANAGEMENT OPTION	12	520201	03	64.0
CAD	210	COMPUTER-AIDED DESIGN	12	151302	03	64.0
CHD	202	EARLY CHILDHOOD EDUCATION	12	190709	03	65.0
CIS	263	BUSINESS/COMPUTER INFO SYSTEM OPTION	12	521201	03	64.0
CST	201	CONSTRUCTION TECHNOLOGY	12	460201	03	64.0
ELE	600	ELECTRICAL TECHNOLOGY	12	460302	03	64.0
EMS	500	PARAMEDICINE	12	510904	03	64.0
FRC	575	FIRE SCIENCE	12	430203	03	64.0
GPDS	501	GRAPHIC DESIGN	12	500409	03	64.0
IMT	101	INDUSTRIAL MAINTENANCE TECHNOLOGY	12	470303	03	64.0
INF	113	BUSINESS/INFO. MGT. OPTION	12	520402	03	64.0
LAW	292	LAW ENFORCEMENT	12	430107	03	64.0
LOM	101	LOGISTICS AND OPERATIONS MANAGEMENT	12	520203	03	64.0
MFT	200	MANUFACTURING TECHNOLOGY	12	150613	03	64.0
MLT	501	MEDICAL LABORATORY TECHNICIAN	12	511004	03	65.0
NUR	501	ASSOCIATE DEGREE NURSING (ADN)	12	513801	03	71.0
OFT	232	OFFICE TECHNOLOGY	12	520401	03	64.0
OFT	232M	OFFICE TECHNOLOGY: MEDICAL OPTION	12	510717	03	64.0
RAD	500	RADIOLOGIC TECHNOLOGY	12	510911	03	65.0
SAM	807	BUSINESS/MARKETING & SALES OPTION	12	521804	03	64.0
SUR	510	SURGICAL TECHNOLOGY	12	510909	03	64.0
ABF	848	BEEF SPECIALIST	12	010302	20	32.0
BMA	656C	BUSINESS MANAGEMENT	12	520201	20	30.0
ELE	601C	ELECTRICIAN	12	460302	20	30.0
EMS	500C	PARAMEDICINE	12	510904	20	40.0
FVP	200	FRUIT AND VEGETABLE PRODUCTION	12	010304	20	31.0
INF	114	INFORMATION MANAGEMENT	12	520407	20	33.0
LOM	101A	LOGISTICS	12	520203	20	32.0
OFT	232B	OFFICE TECHNOLOGY CERTIFICATE	12	520401	20	32.0
PMM	100	PRECISION MACHINING(CNC) MACHINIST	12	480503	20	33.0
PNU	401	PRACTICAL NURSE	12	513901	20	53.0
SUR	510C	SURGICAL TECHNOLOGY	12	510909	20	49.0
SWN	385	SWINE SPECIALIST	12	010302	20	30.0
ABM	828A	AGRICULTURAL APPLICATIONS	12	010201	30	28.0
ACG	333C	ACCOUNTING	12	520301	30	29.0
CAD	210A	ENGINEERING DESIGN-SOLIDWORKS	12	151302	30	16.0
CNS	100	COMPUTER NETWORK SUPPORT	12	110901	30	17.0
CPT	100	CERTIFIED PRODUCTION TECHNICIAN	12	150411	30	16.0

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CST	201A	ROUGH FRAME CARPENTRY	12	460201	30	26.0
CST	201B	FINISH CARPENTRY	12	460201	30	26.0
CST	201C	CONSTRUCTION MANAGEMENT	12	522001	30	29.0
GCSP	101	GERIATRIC CARE SPECIALIST	12	513902	30	16.0
GPDS	501A	WEB DESIGN CERTIFICATE	12	110801	30	29.0
GPDS	501B	DESKTOP PUBLISHING CERTFICATE	12	100303	30	27.0
IMT	101E	INDUSTRIAL TECHNICIAN-ELECTRICAL	12	470303	30	17.0
IMT	101M	INDUSTRIAL TECHNICIAN-MECHANICAL	12	470303	30	16.0
NUA	402	NURSING ASSISTANT	12	513902	30	8.0
OFT	233C	MEDICAL OFFICE CERTICATE	12	510705	30	17.0
PMO	100	PRECISION MACHINING (CNC) OPERATOR	12	480503	30	17.0
TDT	300	TRUCK DRIVER TRAINING	12	490205	30	16.0
WLD	300	WELDING	12	480508	30	17.0

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