



# Bevill State Community College

*SACS Reaffirmation of Accreditation Compliance Certification*

## **Comprehensive Standard 3.4.9**

The institution provides appropriate academic support services. (**Academic support services**)

### ***Judgment of Compliance:***

  X   **Compliance**                             **Partial Compliance**                             **Non-Compliance**

### ***Rationale for Judgment of Compliance:***

Promoting success in teaching and learning, Bevill State Community College provides academic support services to assist both faculty and students. These services include academic and career consultation, testing services, advising, accommodations for special needs, tutorial services, computer labs, developmental studies, orientation to the College, online support services, and library services. As demonstrated below, several documents provide comprehensive information about available academic support services. The following summarizes these services:

#### **Academic and Career Consultation for Students**

Prospective students contact the Office of Student Services to determine the College's entry requirements and to receive information about degrees leading to various careers. As explained in the *College Catalog*, trained personnel discuss availability of degree and certificate options, academic requirements, length of time to complete a program, financial aid possibilities, and job placement opportunities.

#### **Testing Services for Students**

Bevill State provides numerous [testing services](#) to help assess and meet the needs of its student body. Testing labs are available to provide COMPASS testing for entry into college and academic placement. These labs also provide testing services for Web-based classes, IITS classes, WORKKEYS, ACT residual testing, and GED testing.

#### **Advising for Students**

Upon admission into Bevill State Community College, the student is assigned an advisor. [Advising](#) is an ongoing process throughout a student's tenure at the College. Each advisor uses a current degree plan to ensure proper advising. If the student plans to transfer to a four-year institution, the advisor also uses a Statewide Transfer and Articulation Reporting System (STARS) agreement to guarantee transferability of the courses. Advisors ensure their students are taking classes in the relevant sequence to enable graduation without having to wait for a particular class to be offered again.

### **Special Needs Accommodations for Students and Faculty**

In supporting students with special needs, the College meets the [American with Disabilities Act](#) (ADA) regulations. Students with disabilities may enter any facility and have access to all programs for which they are qualified. The College employs an ADA coordinator on each campus who is trained to assist with program selection, if needed, to enhance success. If an enrolled student has a documented disability, the ADA coordinator assists with appropriate accommodations to help students achieve their academic goals. Likewise, if [faculty members](#) have a documented disability, the ADA coordinator provides all reasonable accommodations to allow the instructors to best perform their duties.

### **Tutorial Services for Students**

The College provides academic tutoring to enhance learning outcomes in disciplines, such as English and math. Tutoring services are advertised in the student newsletter, [Bear Facts](#), and flyers are posted around the campuses to encourage students' use of the services. Both professional and peer tutors are available at no cost to the students. Tutorial methods include individualized and small group instruction. Additionally, the College places tutors in a classroom with computers that contain software that assist students with remediation in grammar, reading, writing, English as a second language, and math. This allows tutors to help students find and understand a computer-assisted learning program that best fits their learning needs. The Learning Resource Centers at the College also offer [library tutorial instruction](#) about locating, evaluating, using, and referencing library materials. This tutorial support is offered on an individual basis at a student's request and offered to a class of students at an instructor's request.

### **Remedial Assistance for Students**

Students' educational skills are assessed by admissions policies and placement testing that identifies students who require remedial/[developmental studies](#) in reading, English, and/or math. The College's remedial/developmental courses prepare students to meet curriculum requirements, thus providing greater opportunity for attainment of educational goals. To best help them succeed, students placing in developmental classes are required to take those during their first term(s) of enrollment and may not register for more than 12 credit hours. An exception is taking Orientation (PSY100) their first semester, giving them 13 hours.

### **Orientation for Students**

To enhance student learning, the College requires all students entering a program of study to take [Orientation](#) (PSY 100). The objective of the class is to increase student learning outcomes. Orientation introduces the entering freshman to college life, responsibilities, rules and regulations, academic support services, study skills, research skills, stress management, career planning, and job-seeking skills. Additionally, topics such as health maintenance, the economic/physical effects of drug and alcohol abuse, student attitudes, and goal-setting are presented in the course. In compliance with federal regulations, a work-place readiness learning module that focuses on teamwork, self-management, and problem-solving is also part of the course.

### **Library Services for Students and Faculty**

The College provides effective academic support services through its Learning Resource Centers (LRC) on each campus. The collection makes available 135,000 books, eBooks, 190 current

periodical titles, DVDs, videos, multimedia resources, and 95,000 government documents through the federal depository program. The library also offers access to more than 25 electronic databases, including more than 5,000 electronic journals through the Alabama Virtual Library. To assist students in their studies, the LRC provides quiet study areas and photocopiers. Each LRC is equipped with computers that provide access to the Internet and Microsoft Office software. Additionally, each LRC is a “hot spot,” enabling students and faculty to use their laptops to conveniently access a wireless Internet connection. Multimedia resources are also housed in each LRC to offer further support to students. The library staff also supports the faculty by offering [library orientation](#) to both faculty and students. Furthermore, the library staff supports the faculty by [purchasing requested library materials](#) when funding is available. This helps the faculty ensure that materials they want their students to study are available and helps ensure that the instructors have materials they need to remain current in their fields.

### **Computer Labs for Students**

Bevill State Community College offers multiple open computer labs on each campus, granting access to many software programs and to the Internet in order to improve student learning. For example, computers contain Microsoft Office, PassKeys, and Internet browsers that allow students access to many learning resources provided in Blackboard Learning Management System, MyMathLab, MyCompLab, the Alabama Virtual Library, and other online academic support materials. The computers lab make it easier for students to study while on campus and provide essential tools to students who do not have a computer or Internet access at home. Instructors and/or work-study students supervise the computer labs to assist students as needed in the labs.

### **Laboratory Facilities for Students and Faculty**

Laboratory facilities at the College are designed to enhance teaching and student success. Facilities specifically designed to offer this support include science labs, adult and developmental education labs, and English as a second language labs. Labs are also provided to augment several career technical and health sciences programs, such as air conditioning and refrigeration, automotive mechanics, business technology, child development, computer science, cosmetology, diesel technology, drafting design, electronics, machine tool, welding, and nursing. These labs are fully equipped with the supplies needed to provide faculty members with the instructional tools they need and to provide students with academic support that enhances learning outcomes.

### **Mentors for New Faculty**

When a new faculty member is hired at Bevill State Community College, a [faculty mentor](#) is assigned to assist the new person during his or her first year at the College. In particular, the College provides the mentors with a list of policies and procedure to review with new faculty. Mentors are also encouraged to share syllabi, course schedules, and other materials to help a new instructor. New faculty members are encouraged to remain in contact with their mentor during the first year, talking about any questions, concerns, or suggestions that they may have.

### **Support for Faculty Teaching Distance Education Courses**

The College provides assistance to faculty new to teaching [distance education](#) courses. Professional development opportunities (discussed in detail in the below paragraph) and

numerous training opportunities are offered to faculty each year. Additionally, the College makes available distance education instructional designers to assist with the design, development, and implementation of distance education courses. The instructional designers provide training to groups and offer individual assistance to instructors.

### **Professional Development Opportunities for Faculty**

Professional development for faculty is an on-going process throughout each year, offering faculty a wealth of academic support. In-house professional development workshops are provided regularly, such as effective use of technology, best teaching practices, distance education instructional design. Additionally, the College gives instructors the opportunity to attend professional development activities outside of the institution, such as attendance at the Alabama College Association Conference, the Alabama College English Teachers' Association Conference, and the Instructional Technology Council Conference. Comprehensive information about the College's commitment to provide on-going, quality professional development to faculty is given and documented in the compliance certification narrative 3.7.3.

### ***References and Supporting Documentation:***

<b>Keyword(s)</b>	<b>Reference</b>
College Catalog	<i>Bevill State Community College 2008-2009 Catalog, Academic Support Services, page 118</i>
Testing services	<ul style="list-style-type: none"> <li>• <i>Bevill State Community College 2008-2009 Catalog, pages 14-16</i></li> <li>• <i>Bevill State Community College 2008-2009 Catalog, pages 26-27</i></li> </ul>
Advising	<i>Bevill State Community College 2008-2009 Catalog, Academic Advisement, page 23</i>
Americans with Disabilities Act	<i>Bevill State Community College 2008-2009 Catalog, Information for Disabled Persons, page 8</i>
Faculty members	<i>BSCC Personnel Handbook 2009: Appendix N ADA Employee Accommodation Request Form</i>
<i>Bear Facts</i>	<i>Bear Facts Hamilton Campus 2-16-09</i>
Library tutorial instruction	<i>Bevill State Community College 2008-2009 Catalog, Library/Learning Resource Center, page 118</i>
Developmental studies	<i>Bevill State Community College 2008-2009 Catalog, Developmental Education Courses, page 26</i>
Orientation	<i>Bevill State Community College 2008-2009 Catalog, Orientation: PSY 100, page 23</i>
Library orientation	<i>BSCC Personnel Handbook 2009: Appendix EE Library Instruction Session Request Form</i>
Purchasing requested library materials	<i>BSCC Personnel Handbook 2009: Appendix FF Request for Library Purchase</i>
Faculty mentor	<i>BSCC Personnel Handbook 2009: Appendix Q Personnel Checklist Full-Time Employees</i>
Distance education	<i>Distance Education Faculty Manual, General Distance Education Policies, page 10</i>

3.7.3

Comprehensive Standard 3.7.3 Narrative