



*Bevill State Community College*



*Operational Plan*

*REVISED August 8, 2008*

# Table of Contents

<a href="#">Overview</a> .....	3
<a href="#">Continuous Improvement Performance Outcome Indicators</a> .....	4
<a href="#">Administrative Services (10) Expected Outcomes</a> .....	5
<a href="#">Adult Education (20) Expected Outcomes</a> .....	11
<a href="#">Applied Technology Programs (30) Expected Outcomes</a> .....	15
<a href="#">Computer Services (40) Expected Outcomes</a> .....	29
<a href="#">Continuing Education (50) Expected Outcomes</a> .....	33
<a href="#">Core Academic (60) Expected Outcomes</a> .....	35
<a href="#">Developmental (70) Education Expected Outcomes</a> .....	40
<a href="#">Distance Education (80) Expected Outcomes</a> .....	45
<a href="#">Health Science Programs (90) Expected Outcomes</a> .....	50
<a href="#">Intercollegiate Athletics (100) Expected Outcomes</a> .....	57
<a href="#">Library (110) Expected Outcomes</a> .....	63
<a href="#">Mine Technology (120) Expected Outcomes</a> .....	71
<a href="#">Personnel Services (130) Expected Outcomes</a> .....	74
<a href="#">Physical Plant (140) Expected Outcomes</a> .....	78
<a href="#">Planning/Research/Institutional Effectiveness – OPRIE (150) Expected Outcomes</a> .....	82
<a href="#">Police Department (160) Expected Outcomes</a> .....	86
<a href="#">Public Relations (170) Expected Outcomes</a> .....	88
<a href="#">Skills Training (180) Expected Outcomes</a> .....	94
<a href="#">Student Services (190) Expected Outcomes</a> .....	97
<a href="#">Training for Existing Business and Industry - TEBI (200) Expected Outcomes</a> .....	107
<a href="#">Vice President’s Office of External Affairs (210) Expected Outcomes</a> .....	109
<a href="#">SMACK Expected Outcomes Reporting Procedures</a> .....	112
<a href="#">SMACK Report of Expected Outcomes Form</a> .....	113

# Overview

What is  ?

*SMACK* is Bevill State Community College's program of continuous improvement. The program was introduced in November of 2006 and the acronym represents the following process.

- *S – Say It*
- *M – Make It Happen*
- *A – Assess It*
- *C – Continue to Improve It*
- *K – Kill Its Ineffectiveness*

## *Performance Outcome Indicators*

The "Performance Outcome Indicators" listed in this document are a summary of the assessment indicators currently employed by the various programs/departments in determining the extent to which *SMACK* expected outcomes are being achieved.

## *Expected Outcomes*

*SMACK* expected outcomes at Bevill State Community College are reviewed annually by appropriate programs and departments within the College. As an integral part of the College's continuous improvement system, the *SMACK* expected outcomes provide specific indicators of actual outcomes.

The Office of Planning, Research and Institutional Effectiveness (OPRIE) provides technical assistance to the various programs and departments in developing *SMACK* expected outcomes relevant to their curricula or purpose and goals. These outcomes indicate the institutional goals addressed, as well as their relationship to the institutional mission. The *SMACK* expected outcomes are stated in measurable form, along with specific assessment procedures, indications as to how the assessment findings will be used, and a notation of any resources required for assessment. Assessments are conducted in accordance with noted procedures and results are usually reported in the Fall term for the previous academic year.

## *Report of* *Expected Outcomes*

The "SMACK Report of Expected Outcomes" is the actual document submitted by the respective instructional programs/departments in the Fall term. This form provides an efficient and effective format for reporting actual outcomes, comparing them to the criteria, and recommending strategic or operational changes, as needed.



***Continuous Improvement  
Performance Outcome Indicators***

Academic Progress of Athletes  
Administrator/Faculty/Staff Satisfaction  
Alabama Adult Education System for Accountability and Performance (AAESAP)  
Alumni Satisfaction  
Annual Audit Report  
Athletic Program College Employee/Student Evaluation  
Budgeting/Planning/Institutional Research Survey  
Career Readiness Certificate Student Performance  
College Accountability Performance Profile (CAPP)  
College Committee Structures  
Completion Rates  
Continuing Education Completer Satisfaction  
Core Curriculum Course Student Performance  
Counselor Survey  
Developmental Studies Student Performance  
Employer Satisfaction  
Graduate Employment  
Graduating Student Satisfaction  
IITS/Blackboard Student/Instructor Satisfaction  
Licensure Passage Rates  
Mining Needs Survey  
New Employee Orientation Survey  
New Student Orientation Survey  
Personnel Minority Recruiting  
Postsecondary Personnel Audit  
Public Relations Surveys  
Recruiting Data  
Student Satisfaction  
TEBI/Skills Training/Mining Training Events  
Unemployment Insurance Data  
WorkKeys Applied Technology Passage Rates

## **ADMINISTRATIVE SERVICES (10)**

### **EXPECTED OUTCOMES**

#### **PURPOSE**

The purpose of Bevill State Community College's Department of Administrative Services is to manage the College's fiscal affairs and support all facets of the Institutional Mission Statement by:

1. Assisting the College President in preparation and control of the institutional budget.
2. Operating a system of accounting and financial reporting that complies with State Board Policy and follows generally accepted accounting principles for colleges and universities as they appear in the National Association of College and University Business Officers' publication "College and University Business Administration."
3. Managing the procurement of equipment and supplies.
4. Operating an effective inventory control program.
5. Providing needed services to Bevill Students and Employees by successfully operating the College Bookstore and other auxiliary enterprises.
6. Providing needed services to Bevill students and employees in the receipt, custody, and disbursement of funds.

#### **OBJECTIVES**

1. To provide appropriate budgetary implementation and control procedures that insure timely feedback to administrators.
2. To provide and maintain auxiliary services to meet the needs of students and staff in a cost-effective manner.
3. To centralize business office functions and improve services to students, faculty, and staff.
4. To maintain compliance with State Board Policy, Federal and State law, and accepted accounting practices to the extent that annual audits by the Examiners of Public Accounts will indicate no exceptions.
5. To reconcile physical inventory to fiscal records and purge obsolete equipment annually.

#### **ADMINISTRATIVE SERVICES EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL F:** The College will leverage available financial resources to effectively utilize and develop diverse human and physical resources.

### **Administrative Services Objective 1**

To provide appropriate budgetary implementation and control procedures that insure timely feedback to administrators.

**Expected Outcomes 10F-1:** Bevill State Community College's annual budget will be appropriately detailed. **Bevill State's Administrative Team and Campus Leadership Team Members will agree that the annual budget is appropriately detailed.**

*Expected Outcomes 10F-1 Criteria:* At least ninety percent of the Administrative Team and Campus Leadership Team Members responding to the following statement on the Budgeting/Planning/Institutional Research Survey will agree or strongly agree with the statement. "The annual budget is appropriately detailed."

**Assessment Procedures:** Bevill State's Administrative Team and Campus Leadership Team Members complete the Budgeting/Planning/Institutional Research Survey annually. The OPRIE reports the results of these evaluations to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The VP of Finance will compare the results of the survey to the minimum criteria and report the outcomes and recommended use of results to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to determine if the annual budget is appropriately detailed to meet the needs of the administration. If the administration does not feel that the budget is appropriately detailed the VP of Finance will determine specific problem areas and recommend corrective action.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 10F-2:** Administrative Services (The Business Office) will provide the appropriate administrators with interim budget statements on a periodic basis for their guidance in staying within budgetary allocations. **Bevill State administrators will agree that the Business Office provides budget statements to them on a periodic basis and/or provides access to budgets online.**

*Expected Outcomes 10F-2 Criteria:* At least ninety percent of the Administrative Team and Campus Leadership Team Members responding to the following statement on the Budgeting/Planning/Institutional Research Survey will agree or strongly agree with the statement. "The business office provides budget statements to administrators on a periodic basis and/or provides access to budgets online."

**Assessment Procedures:** Bevill State's Administrative Team and Campus Leadership Team Members complete the Budgeting/Planning/Institutional Research Survey annually. The OPRIE reports the results of these evaluations to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The VP of Finance will compare the results of the survey to

the minimum criteria and report the outcomes and recommended use of results to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to determine if the administration is provided budget statements on a periodic basis. If the administration does not agree that the Business Office provides them budget statements on a periodic basis or access to budget statements online, the VP of Finance will recommend/implement corrective actions.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 10F-3:** Administrative Services (Business Office) will make necessary budget revisions as directed by administrators to reflect actual conditions and to effectively communicate these changes to appropriate personnel in the institution. **Bevill State's Administrative Team and Campus Leadership Team Members will agree that budget revisions are made and effectively communicated to them when required by actual conditions.**

*Expected Outcomes 10F-3 Criteria:* At least ninety percent of the Administrative Team and Campus Leadership Team members responding to the following statements on the Budgeting/Planning/Institutional Research Survey will agree or strongly agree with the statements.

1. Budget revisions are made when actual conditions require such changes.
2. Budget revisions are effectively communicated to appropriate personnel at the College.

**Assessment Procedures:** Bevill State's Administrative Team and Campus Leadership Team Members complete the Budgeting/Planning/Institutional Research Survey annually. The OPRIE reports the results of these evaluations to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The VP of Finance will compare the results of the survey to the minimum criteria and report the outcomes and recommended use of results to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to determine if budget revisions are implemented and effectively communicated to administrators as required by existing conditions. If the administration does not agree that revisions are made and/or effectively communicated, the VP of Finance will recommend/implement corrective actions.

**Resources Required:** No significant additional resources required.

## **Administrative Services Objective 2**

To provide and maintain auxiliary services to meet the needs of students and staff in a cost-effective manner.

**Expected Outcomes 10F-4:** Administrative Services (Bookstore) personnel who interact with students will provide them satisfactory assistance in a courteous and helpful manner. **Bevill State Students, will express satisfaction with the services provided by Bookstore personnel and will agree that needed assistance was provided in a courteous and helpful manner.**

Revised: 08/08/08

***Expected Outcomes 10F-4 Criteria:***

- A. At least ninety-five percent of the graduating students responding to the appropriate graduating student survey item will be express satisfaction with the procedures and services provided by bookstore personnel by responding satisfied or very satisfied to the following statement.

“Based on your experience at Bevill State, how satisfied were you with each of the following: " 12. Bookstore

- B. At least ninety five percent of the administrators/faculty/staff responding to the following statement on the annual Evaluation of Library and Support Services will agree or strongly agree.

“The bookstore provides needed assistance in a courteous and helpful manner.”

- C. At least ninety five percent of the students responding to the following statement on the Evaluation of Library and Support Services will agree or strongly agree.

“The bookstore personnel were courteous and provided the needed assistance.”

**Assessment Procedure:** The OPRIE surveys currently enrolled students with the Evaluation of Library and Support Services and graduating students with the Graduating Student Survey in the Spring term and reports the results of these surveys to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The VP of Finance will compare the results of the surveys to the minimum criteria and report the outcomes and recommended use of results to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to determine if Bookstore Personnel are providing satisfactory services to students in a courteous and helpful manner. If Bookstore personnel are not providing satisfactory services to student in a courteous and helpful manner, the VP of Finance will recommend/implement corrective action.

**Resources Required:** No significant additional resources required.

**Administrative Services Objective 3**

To centralize business office functions and improve services to students, faculty, and staff.

**Expected Outcomes 10F-5:** Administrative Services (Business Office) personnel who interact with students will provide them satisfactory assistance in a courteous and helpful manner. **Bevill State Students and Alumni will express satisfaction with the services provided by Business Office Personnel and will agree that needed assistance was provided in a courteous and helpful manner.**

***Expected Outcomes 10F-5 Criteria:***

- A. At least ninety five percent of the graduating students responding to the appropriate Graduating Student Survey item will be express satisfaction with the procedures and services provided by business

office personnel by responding satisfied or very satisfied to the following statement.

"Based on your experience at Bevill State, how satisfied were you with each of the following:" 13.  
Business office

- B. At least ninety-five percent of the students responding to the following statement on the Evaluation of Library and Support Services will agree or strongly agree with the statement.

“The business office personnel were courteous and provided the needed assistance.”

- C. At least ninety-five percent of the administrators/faculty/staff responding to the following item on the annual Evaluation of Library and Support Services will agree or strongly agree with the statement.

“The business office provides needed assistance in a courteous and helpful manner.”

**Assessment Procedure:** The OPRIE surveys currently enrolled students with the Evaluation of Library and Support Services, graduating students with the Graduating Student Survey, and alumni with the Graduate Alumni Questionnaire in the Spring term and reports the results of these surveys to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The VP of Finance will compare the results of the surveys to the minimum criteria and report the outcomes and recommended use of results to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to determine if Business Office personnel are providing satisfactory services to students in a courteous and helpful manner. If Business Office personnel are not providing satisfactory services to student in a courteous and helpful manner the VP of Finance will recommend/implement corrective action.

**Resources Required:** No significant additional resources required.

#### **Administrative Services Objective 4**

To maintain compliance with State Board Policy, federal and state law, and accepted accounting practices to the extent that annual audits by the Examiners of Public Accounts will indicate no exceptions.

**Expected Outcomes 10F-6:** Bevill State Community College’s Department of Administrative Services will maintain compliance with State Board Policy, federal and state law, and accepted accounting practices **to the extent that annual audits by the Examiners of Public Accounts will indicate no exceptions.**

***Expected Outcomes 10F-6 Criteria:*** Annual audits by the examiners of public accounts will indicate no exceptions.

**Assessment Procedure:** The VP of Finance will participate in the annual audit and receive the report of the Examiners of Public Accounts.

**Administration of Assessment Procedures:** The VP of Finance will, upon receipt of the annual audit

findings, report outcomes and recommended use of results to the President/designee.

**Use of Assessment Findings:** If audit findings indicate exceptions, the VP of Finance will recommend/implement corrective action.

**Resources Required:** No significant additional resources required.

### **Administrative Services Objective 5**

To reconcile physical inventory to fiscal records and purge obsolete equipment annually.

**Expected Outcomes 10F-7:** Beville State Community College's Department of Administrative Services will reconcile physical inventory to fiscal records and purge obsolete equipment **to the extent that annual audits by the Examiners of Public Accounts will indicate no exceptions.**

*Expected Outcomes 10F-7 Criteria:* Annual audits by the examiners of public accounts will indicate no exceptions.

**Assessment Procedure:** The VP of Finance will participate in the annual audit and receive the report of the Examiners of Public Accounts.

**Administration of Assessment Procedures:** The VP of Finance will, upon receipt of the annual audit findings, report outcomes and recommended use of results to the President/designee.

**Use of Assessment Findings:** If audit findings indicate exceptions, the VP of Finance will recommend/implement corrective action.

**Resources Required:** No significant additional resources required.



## **ADULT EDUCATION (20) EXPECTED OUTCOMES**

### **PURPOSE**

The purpose of the Adult Education Department is to provide educational opportunities for adults in the College's service area that will enable them to acquire basic skills necessary to function in society and to have a positive effect on the literacy of their children, to enable students who so desire to continue their education to at least the level of completion of secondary schools, and to make available to adults the means to secure training that will enable them to become more employable, productive and responsible citizens.

### **OBJECTIVES**

1. To provide instruction that will enable adults to obtain employment.
2. To provide instruction that will enable adults to retain employment.
3. To provide instruction that will enable adults to enter postsecondary education or other training programs.
4. To provide instruction that will enable adults to obtain high school completion/GED.
5. To provide instruction that will enable adult to improve reading, math, and/or language skills.

### **ADULT EDUCATION EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL C:** The College will foster an atmosphere of empowerment in its developmental education programs.

#### **Adult Education Objective 1**

To provide instruction that will enable adults to obtain employment.

**Expected Outcomes 20C-1:** The Adult Education program will exceed the state's National Reporting System goal for placement in unsubsidized employment.

**Expected Outcomes 20C-1 Criteria:** The percentage of adults who enroll in the adult education program with obtaining employment as a goal and who become employed will meet or exceed the state mandated percentage.

**Assessment Procedure:** The Director of Adult Education reports quarterly to the Department of Postsecondary Education based on the data entered into the Alabama Adult Education System for Accountability and Performance (AAESAP).

**Administration of Assessment Procedure:** The Director of Adult Education will submit the results of the Quarterly Report to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The results of the Quarterly assessment will be used to evaluate overall program and individual classroom effectiveness as an integral part of continual program improvement.

**Resources Required:** No significant additional resources required.

### **Adult Education Objective 2**

To provide instruction that will enable adults to retain employment.

**Expected Outcomes 20C-2:** The Adult Education program will exceed the state's National Reporting System goal for retention in employment.

*Expected Outcomes 20C-2 Criteria:* The percentage of adults who enroll in the adult education program with retaining employment as a goal and who continue employment will meet or exceed the state mandated percentage.

**Assessment Procedure:** The Director of Adult Education reports quarterly to the Department of Postsecondary Education based on the data entered into the Alabama Adult Education System for Accountability and Performance (AAESAP).

**Administration of Assessment Procedure:** The Director of Adult Education will submit the results of the Quarterly Report to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The results of the Quarterly assessment will be used to evaluate overall program and individual classroom effectiveness as an integral part of continual program improvement.

**Resources Required:** No significant additional resources required.

### **Adult Education Objective 3**

To provide instruction that will enable adults to enter postsecondary education or other training programs.

**Expected Outcomes 20C-3:** The Adult Education program will exceed the state's National Reporting System goal for placement in postsecondary education/training.

*Expected Outcomes 20C-3 Criteria:* The percentage of adults who enroll in the adult education program with entering postsecondary education or another training program as a goal and enroll in college or another training program will meet or exceed the state mandated percentage.

**Assessment Procedure:** The Director of Adult Education reports quarterly to the Department of Postsecondary Education based on the data entered into the Alabama Adult Education System for

Accountability and Performance (AAESAP).

**Administration of Assessment Procedure:** The Director of Adult Education will submit the results of the Quarterly Report to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The results of the Quarterly assessment will be used to evaluate overall program and individual classroom effectiveness as an integral part of continual program improvement.

**Resources Required:** No significant additional resources required.

#### **Adult Education Objective 4**

To provide instruction that will enable adults to enter postsecondary education or other training programs.

**Expected Outcomes 20C-4:** The Adult Education program will exceed the state's National Reporting System goal for high school completion.

*Expected Outcomes 20C-4 Criteria:* The percentage of adults who enroll in the adult education program with completing high school as a goal and who earn a high school credential will meet or exceed the state mandated percentage.

**Assessment Procedure:** The Director of Adult Education reports quarterly to the Department of Postsecondary Education based on the data entered into the Alabama Adult Education System for Accountability and Performance (AAESAP).

**Administration of Assessment Procedure:** The Director of Adult Education will submit the results of the Quarterly Report to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The results of the Quarterly assessment will be used to evaluate overall program and individual classroom effectiveness as an integral part of continual program improvement.

**Resources Required:** No significant additional resources required.

#### **Adult Education Objective 5**

To provide instruction that will enable adults to enter postsecondary education or other training programs.

**Expected Outcomes 20C-5:** The Adult Education program will exceed the state's National Reporting System goals for academic progress.

*Expected Outcomes 20C-5 Criteria:* The progress percentages for learner academic progress will exceed the state's goals in each of the following functioning levels (Beginning Literacy – Level 1, Beginning ABE – Level, Low Intermediate ABE – Level 3, High Intermediate ABE – Level 4, Low Adult Secondary Education – Level 5, Beginning ESL Literacy – Level 1, Beginning ESL – Level 2, Low Intermediate ESL

– Level 3, High Intermediate ESL – Level 4, Low Advanced ESL – Level 5, High Advanced ESL – Level 6).

**Assessment Procedure:** The Director of Adult Education reports quarterly to the Department of Postsecondary Education based on the data entered into the Alabama Adult Education System for Accountability and Performance (AAESAP).

**Administration of Assessment Procedure:** The Director of Adult Education will submit the results of the Quarterly Report to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The results of the Quarterly assessment will be used to evaluate overall program and individual classroom effectiveness as an integral part of continual program improvement.

**Resources Required:** No significant additional resources required.

# **APPLIED TECHNOLOGY PROGRAMS (30)**

## **EXPECTED OUTCOMES**



### **PURPOSE**

The purpose of the Applied Technology Programs is to provide areas of study that lead to degrees or certificates that allow for employment opportunities throughout the College district. All populations of students are served without discrimination of age, ethnicity, economical and educational backgrounds. The Applied Technology Programs work collaboratively with business and industry, governmental agencies and other educational institutions to provide a variety of technical and occupational areas of study. These instructional programs strive to provide students with the most modern instructional technology available.

### **OBJECTIVES**

1. To provide Applied Technology Programs that will enable graduates to obtain employment in appropriate occupational fields.
2. To provide Applied Technology Programs that will allow the graduate to exhibit the technical job skills expected of a job entry level employee.
3. To prepare Applied Technology graduates to the level of performance that ensures success when attempting licensure/certification exams.
4. To provide curriculum and instruction that satisfies students' goals and objectives upon program completion.
5. To graduate students from Applied Technology Programs who demonstrate competency in selected occupational fields.

### **APPLIED TECHNOLOGY PROGRAMS EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL A:** The College will expand and improve the variety, quality, and delivery of instructional programs and learning resources to ensure accessibility and positive learning outcomes.

#### **Applied Technology Programs Objective 1**

To provide Applied Technology Programs that will enable graduates to obtain employment in appropriate occupational fields.

**Expected Outcomes 30A-1:** Bevill State graduates of Applied Technology associate degree and certificate programs will obtain employment in the appropriate occupational field.

**Expected Outcomes 30A-1 Criteria:** See attached list of Applied Technology Criteria.

**Assessment Procedures:** Program instructors supervising Applied Technology programs contact recent graduates to determine employment rates.

**Administration of Assessment Procedures:** Program instructors establish measurable placement criteria for each program, compare the criteria to the actual employment rate, and report the outcomes and the recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings are used to evaluate programs, relevancy and adequacy of curriculum, instruction, and advisement of incoming students.

**Resources Required:** No significant additional resources required.

### **Applied Technology Programs Objective 2**

To provide Applied Technology Programs that will allow the graduate to exhibit the technical job skills expected of a job entry level employee.

**Expected Outcomes 30A-2:** Bevill State graduates of Applied Technology associate degree and certificate programs will obtain employment and demonstrate the knowledge and skills normally expected of a job-entry level employee in their occupational field.

**Expected Outcomes 30A-2 Criteria:** See attached list of Applied Technology Criteria.

**Assessment Procedures:** Program instructors supervising Applied Technology programs establish measurable placement criteria for each program and compare the criteria to data from the Unemployment Insurance database provided by the Department of Postsecondary. ***Bevill State Community College makes the following guarantee:*** Any Bevill State graduate of an Applied Technology associate degree or certificate program judged by his/her employer as lacking in technical job skills normally expected of a job-entry level employee, will be provided further skill training up to nine (9) semester credit hours by Bevill State, without charge.

**Administration of Assessment Procedures:** The Career Technical Performance Report Data Collection personnel will provide data from the Unemployment Insurance database provided by the Department of Postsecondary to program instructors. The program instructors will report the outcomes and the recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval. In addition, employers are encouraged to contact the College concerning graduates in their employ. In the Fall, the Dean of Instruction reports the disposition of any negative contacts concerning the College guarantee to the President.

**Use of Assessment Findings:** Assessment findings are used to evaluate programs, relevancy and adequacy of curriculum, instruction, and admissions standards.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 30A-3:** Bevill State Applied Technology graduates will obtain a Career Readiness Certificate (CRC) and graduates from those programs that require WorkKeys Applied Technology scores will obtain the appropriate WorkKeys Applied Technology scores.

*Expected Outcomes 30A-3 Criteria:* See attached list of Applied Technology Criteria.

**Assessment Procedures:** The Associate Dean of Applied Technology and Skills Training establishes measurable criteria for each program with program instructors comparing the criteria to the actual passage rate.

**Administration of Assessment Procedures:** Program instructors report the outcomes and the recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings are used to evaluate programs, relevancy and adequacy of curriculum, instruction, and advisement of incoming students.

**Resources Required:** No significant additional resources required.

### **Applied Technology Programs Objective 3**

To prepare Applied Technology graduates to the level of performance that ensures success when attempting licensure/certification exams.

**Expected Outcomes 30A-4:** Bevill State graduates of associate degree and certificate programs in Applied Technology programs will pass licensure/certification exams required in their occupational fields.

*Expected Outcomes 30A-4 Criteria:* See attached list of Applied Technology Criteria.

**Assessment Procedures:** Program Instructors whose graduates are required to take licensure/certification exams establish measurable criteria for each program and obtain exam pass rates to determine if the criteria are being met.

**Administration of Assessment Procedures:** Program instructors obtain the licensure/certification exam pass rates and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings are used to evaluate programs, curriculum, instruction, and admissions standards.

**Resources Required:** No significant additional resources required.

### **Applied Technology Programs Objective 4**

To provide curriculum and instruction that satisfies students' goals and objectives upon program completion.

**Expected Outcomes 30A-5:** Bevill State graduates of associate degree and certificate programs in Applied Technology programs will express satisfaction with the training they received at Bevill State.

*Expected Outcomes 30A-5 Criteria:* See attached list of Applied Technology Criteria.

**Assessment Procedures:** The OPRIE surveys all graduating students with the Graduating Student Survey and reports the results of the Graduating Student Survey to the Administration by the Fall Term each year. Program Instructors establish measurable criteria for each program and compare the results of the Graduating Student Survey.

**Administration of Assessment Procedures:** Program instructors report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings are used to evaluate programs, curriculum, and instruction.

**Resources Required:** No significant additional resources required.

### **Applied Technology Programs Objective 5**

To graduate students from Applied Technology programs who demonstrate competency in selected occupational fields.

**Expected Outcomes 30A-6:** Employers of Bevill State graduates of Applied Technology programs will express satisfaction with the level of training provided by BSCC.

*Expected Outcomes 30A-6 Criteria:* See attached list of Applied Technology Criteria.

**Assessment Procedures:** The Office of Applied Technology, Adult Education and Skills Training surveys all employers of graduating students with the Employer Survey and reports the results of the survey to Applied Technology program instructors. Program Instructors establish measurable criteria for each program and compare employer satisfaction survey results to the criteria.

**Administration of Assessment Procedures:** Program instructors report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings are used to evaluate programs, curriculum, and instruction.

**Resources Required:** Postage

**Expected Outcomes 30A-7:** Bevill State Applied Technology students will graduate from their intended program of study.

Revised: 08/08/08

***Expected Outcomes 30A-7 Criteria:*** See attached list of Applied Technology Criteria.

**Assessment Procedures:** Program instructors establish measurable criteria for each program and compare graduation results to the criteria.

**Administration of Assessment Procedures:** Program instructors report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings are used to evaluate programs, curriculum, and instruction.

**Resources Required:** No significant additional resources required.

**BEVILL STATE COMMUNITY COLLEGE**  
**Expected Outcomes Criteria Summary by Applied Technology Program**

**Program/Department: AIR CONDITIONING AND REFRIGERATION TECHNOLOGY**

**Expected Outcomes 30A-1 Criteria:** At least seventy-five percent of the graduates of the Air Conditioning and Refrigeration Technology program will obtain employment in their occupational field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Air Conditioning and Refrigeration Technology graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Air Conditional and Refrigeration Technology program will achieve a Bronze Career Readiness Certificate and the appropriate applied technology scores.

**Expected Outcomes 30A-4 Criteria:** At least eighty-five percent of the students taking the refrigerant certification exam will pass the exam on their first attempt.

**Expected Outcomes 30A-5 Criteria:** At least ninety percent of the Air Conditioning and Refrigeration Technology graduates will express satisfaction with the training they received at Bevill State.

**Expected Outcomes 30A-6 Criteria:** At least ninety percent of employers of Air Conditioning and Refrigeration Technology program graduates will express satisfaction with the level of training provided by Bevill State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Air Conditioning and Refrigeration Technology program will complete the program.

**Program/Department: AUTO BODY REPAIR TECHNOLOGY**

**Expected Outcomes 30A-1 Criteria:** At least seventy percent of the graduates of the Auto Body Repair Technology program will obtain employment in their field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Auto Body Repair Technology graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Auto Body Repair Technology program will achieve a Bronze Career Readiness Certificate and the appropriate applied technology scores.

**Expected Outcomes 30A-4 Criteria:** Licensure not applicable.

**Expected Outcomes 30A-5 Criteria:** At least ninety percent of the Auto Body Repair Technology graduates will express satisfaction with the training they received at Beville State.

**Expected Outcomes 30A-6 Criteria:** At least ninety percent of employers of the Auto Body Repair Technology program graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Auto Body Repair Technology program will complete the program.

**Program/Department: AUTOMOTIVE TECHNOLOGY PROGRAM**

**Expected Outcomes 30A-1 Criteria:** At least seventy-five percent of the graduates of the Automotive Technology program will obtain employment in their occupational field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Automotive Technology Program graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Automotive Technology program will achieve a Bronze Career Readiness Certificate and the appropriate applied technology scores.

**Expected Outcomes 30A-4 Criteria:** Licensure not applicable.

**Expected Outcomes 30A-5 Criteria:** At least ninety percent of the Automotive Technology graduates will express satisfaction with the training they received at Beville State.

**Expected Outcomes 30A-6 Criteria:** At least ninety percent of employers of the Automotive Technology program graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Automotive Technology program will complete the program.

**Program/Department: BARBERING PROGRAM**

**Expected Outcomes 30A-1 Criteria:** At least eighty percent of the graduates of the Barbering program will obtain employment in their occupational field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Barbering program graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Barbering program will achieve a Bronze Career Readiness Certificate.

**Expected Outcomes 30A-4 Criteria:** Licensure not applicable.

**Expected Outcomes 30A-5 Criteria:** At least ninety percent of the Barbering program graduates will express satisfaction with the training they received at Beville State.

**Expected Outcomes 30A-6 Criteria:** At least ninety percent of employers of Barbering program graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Barbering program will complete the program.

### **Program/Department: CHILD CARE**

**Expected Outcomes 30A-1 Criteria:** At least seventy-five percent of the graduates of the Child Care program will obtain employment in their occupational field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Child Care program graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Child Care program will achieve a Bronze Career Readiness Certificate.

**Expected Outcomes 30A-4 Criteria:** Licensure not applicable.

**Expected Outcomes 30A-5 Criteria:** At least ninety percent of the Child Care program graduates will express satisfaction with the training they received at Beville State.

**Expected Outcomes 30A-6 Criteria:** At least ninety percent of employers of Child Care program graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Child Care program will complete the program.

### **Program/Department: COMPUTER SCIENCE**

**Expected Outcomes 30A-1, 30A-1A, 30A-1B Criteria & 30A-1C:** At least seventy percent of the graduates of the computer science AAS programs who are actively seeking employment in the occupational field will obtain employment in the occupational field or continue their education in a related field at a four year institution within twelve months from the Perkins reporting period. At least seventy percent of the graduates of the computer science short term certificate program will obtain employment in a related field or continue with their education in the AAS program within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Computer Science program graduates will maintain

jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Computer Science program will achieve a Bronze Career Readiness Certificate.

**Expected Outcomes 30A-4 Criteria:** Licensure not applicable.

**Expected Outcomes 30A-5 Criteria:** At least ninety percent of the Computer Science graduates will express satisfaction with the training they received at Beville State.

**Expected Outcomes 30A-6 Criteria:** At least ninety percent of employers of Computer Science graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Computer Science program will complete the program.

### **Program/Department: COSMETOLOGY**

**Expected Outcomes 30A-1 Criteria:** At least seventy-five percent of the graduates of the Cosmetology programs will obtain employment in their occupational field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Cosmetology program graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Cosmetology program will achieve a Bronze Career Readiness Certificate.

**Expected Outcomes 30A-4 Criteria:** At least ninety percent of the graduates of the Cosmetology program who take the first state board of cosmetology exam after graduation will pass the exam.

**Expected Outcomes 30A-5 Criteria:** At least ninety percent of the Cosmetology graduates will express satisfaction with the training they received at Beville State.

**Expected Outcomes 30A-6 Criteria:** At least ninety percent of employers of Cosmetology program graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Cosmetology program will complete the program.

### **Program/Department: DIESEL TECHNOLOGY**

**Expected Outcomes 30A-1 Criteria:** At least eighty-five percent of the graduates of the Diesel Technology programs will obtain employment in their occupational field within twelve months from the Perkins reporting

period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Diesel Technology program graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Diesel Technology program will achieve a Bronze Career Readiness Certificate and the appropriate applied technology scores.

**Expected Outcomes 30A-4 Criteria:** Licensure not applicable.

**Expected Outcomes 30A-5 Criteria:** At least ninety percent of the Diesel Technology graduates will express satisfaction with the training they received at Beville State.

**Expected Outcomes 30A-6 Criteria:** At least ninety percent of employers of Diesel Technology program graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Diesel Technology program will complete the program.

**Program/Department: DRAFTING AND DESIGN TECHNOLOGY**

**Expected Result 30A-1 & 30A-1A Criteria:** At least seventy-five percent of the graduates of the Drafting and Design Technology program will obtain employment in their occupational field or continue education in a related field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Drafting and Design Technology program graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Drafting and Design Technology program will achieve a Bronze Career Readiness Certificate and the appropriate applied technology scores.

**Expected Outcomes 30A-4 Criteria:** Licensure not applicable.

**Expected Outcomes 30A-5 Criteria:** At least ninety percent of the Drafting and Design Technology graduates will express satisfaction with the training they received at Beville State.

**Expected Outcomes 30A-6 Criteria:** At least ninety percent of employers of Drafting and Design Technology graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Drafting and Design Technology program will complete the program.

**Program/Department: ELECTRICAL TECHNOLOGY PROGRAM**

**Expected Outcomes 30A-1 Criteria:** At least seventy-five percent of the graduates of the Electrical Technology program will obtain employment in their occupational field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Electrical Technology program graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Electrical Technology program will achieve a Bronze Career Readiness Certificate and the appropriate applied technology scores.

**Expected Outcomes 30A-4 Criteria:** Licensure not applicable.

**Expected Outcomes 30A-5 Criteria:** At least ninety percent of the Electrical Technology graduates will express satisfaction with the training they received at Beville State.

**Expected Outcomes 30A-6 Criteria:** At least ninety percent of employers of Electrical Technology program graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Electrical Technology program will complete the program.

**Program/Department: ELECTRONICS PROGRAMS**

**Expected Outcomes 30A-1 Criteria:** At least seventy percent of the graduates of the Electronics programs will obtain employment in their occupational field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Electronics program graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Electronics program will achieve a Bronze Career Readiness Certificate and the appropriate applied technology scores.

**Expected Outcomes 30A-4 Criteria:** Licensure not applicable.

**Expected Outcomes 30A-5 Criteria:** At least ninety percent of the Electronics graduates will express satisfaction with the training they received at Beville State.

**Expected Outcomes 30A-6 Criteria:** At least ninety percent of employers of Electronics program graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Electronics program will complete the program.

**Program/Department: MACHINE TOOL TECHNOLOGY**

**Expected Outcomes 30A-1 & 30A-1A Criteria:** At least seventy-five percent of the graduates of the Machine Tool Technology program will obtain employment in their field or continue education in a related field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Machine Tool Technology program graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Machine Tool Technology program will achieve a Bronze Career Readiness Certificate and the appropriate applied technology scores.

**Expected Outcomes 30A-4 Criteria:** Licensure not applicable.

**Expected Outcomes 30A-5 Criteria:** At least ninety percent of the Machine Tool Technology graduates will express satisfaction with the training they received at Beville State.

**Expected Outcomes 30A-6 Criteria:** At least ninety percent of employers of Machine Tool Technology program graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Machine Tool Technology program will complete the program.

**Program/Department: OFFICE ADMINISTRATION**

**Expected Result 30A-1 & 30A-1A Criteria** At least seventy percent of the graduates of the Office Administration programs who are seeking employment will obtain employment in their occupational field or continue education in a related field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Office Administration program graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Office Administration program will achieve a Bronze Career Readiness Certificate.

**Expected Outcomes 30A-4 Criteria:** Licensure not applicable.

**Expected Result 30A-5 Criteria:** At least ninety percent of the Office Administration graduates will express satisfaction with the training they received at Beville State.

**Expected Result 30A-6 Criteria:** At least ninety percent of employers of Office Administration program graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Office Administration program will complete the program.

**Program/Department: PARALEGAL**

**Expected Outcomes 30A-1 Criteria:** At least seventy percent of the graduates of the Paralegal program who are seeking employment will obtain employment in their occupational field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Paralegal program graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Paralegal program will achieve a Bronze Career Readiness Certificate.

**Expected Outcomes 30A-4 Criteria:** Licensure not applicable.

**Expected Result 30A-5 Criteria:** At least ninety percent of the Paralegal graduates will express satisfaction with the training they received at Beville State.

**Expected Result 30A-6 Criteria:** At least ninety percent of employers of Paralegal program graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Paralegal program will complete the program.

**Program/Department: TRUCK DRIVING**

**Expected Outcomes 30A-1 Criteria:** At least 80 percent of the graduates of the Truck Driving programs will obtain employment in their occupational field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Truck Driving program graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** Not Applicable.

**Expected Result 30A-4 Criteria:** At least ninety-five percent of the students taking the commercial drivers license exam will pass the exam their first attempt.

**Expected Result 30A-5 Criteria:** At least ninety percent of the Truck Driving graduates will express satisfaction with the training they received at Beville State.

**Expected Result 30A-6 Criteria:** At least ninety percent of employers of Truck Driving program graduates will

express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Truck Driving program will complete the program.

**Program/Department: WELDING TECHNOLOGY**

**Expected Outcomes 30A-1 Criteria:** At least eighty percent of the graduates of Welding Technology programs will obtain employment in their occupational field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 30A-2 Criteria:** Eighty percent of Welding Technology program graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 30A-3 Criteria:** At least ninety percent of the graduates of the Welding Technology program will achieve a Bronze Career Readiness Certificate and the appropriate applied technology Scores.

**Expected Outcomes 30A-4 Criteria:** At least eighty percent of the students taking the welding certification exam will pass the exam their first attempt.

**Expected Outcomes 30A-5 Criteria:** At least ninety percent of the Welding Technology graduates will express satisfaction with the training they received at Beville State.

**Expected Outcomes 30A-6 Criteria:** At least ninety percent of employers of Welding Technology program graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 30A-7 Criteria:** At least seventy-five percent of the students admitted to the Welding Technology program will complete the program.



**COMPUTER SERVICES (40)**  
**EXPECTED OUTCOMES**

**PURPOSE**

The purpose of Bevill State Community College's Computer Services Department is to promote and provide state-of-the-art computing and data services that support all facets of the institution's mission such as the management, instruction, learning resources, institutional research, and public service functions.

**OBJECTIVES**

1. To promote and facilitate the integration of state of the art computing technology into all functional areas of the College through planning, programming, training, consulting, and other support activities.
2. To develop and maintain effective, secure, and reliable information systems to support academic, administrative, and institutional research functions.
3. To promote and facilitate the use of computer technology within the institution and with other institutions and organizations throughout the service area.
4. To facilitate the planning, design, implementation, and operation of institutional computing resources, including distance learning centers, computer labs, learning resources, and faculty and staff work areas.

**COMPUTER SERVICES EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL I:** The College will continue its commitment to the investment, implementation, and management of technology to support its mission and goals.

**Computer Services Objective 1**

To promote and facilitate the integration of state-of-the art computing technology into all functional areas of the College through planning, programming, training, consulting, and other support activities.

**Expected Outcomes 40I-1:** The Computer Services Department will facilitate the integration of state-of-the art computing technology into all functional areas of the College. **Bevill State's administrators/faculty/staff will agree that the Computer Services Department provides adequate planning assistance to maintain state-of-the art computing technology in their functional area.**

***Expected Outcomes 40I-1 Criteria:*** At least ninety percent of the administrators/faculty/staff responding to the following item on the Evaluation of Library and Support Services will agree or strongly agree with the following statement. "Computer Services Department provides adequate planning assistance for

maintaining state of the art computing in my functional area.”

**Assessment Procedure:** The OPRIE surveys administrators, faculty, and staff with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedure:** The Director of Computer Services will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the President/designee for final approval.

**Use of Assessment Findings:** These findings will be one of the factors used to evaluate the effectiveness of Computer Services.

**Resources Required:** No significant additional resources required.

### **Computer Services Objective 2**

To develop and maintain effective, secure, and reliable information systems to support academic, administrative, and institutional research functions.

**Expected Outcomes 40I-2:** The Computer Services Department will continue to provide effective, secure, and reliable information systems that support the College’s functional areas. **Bevill State's administrators/faculty/staff will agree that the Computer Services Department provides an effective, secure, and reliable information system that supports their functional area.**

***Expected Outcomes 40I-2 Criteria:*** At least ninety percent of the administrators/faculty/staff responding to the following item on the Evaluation of Library and Support Services will agree or strongly agree with the following statement. “Computer Services Department provides an effective, secure, and reliable information system that supports my functional area.”

**Assessment Procedure:** The OPRIE surveys administrators, faculty, and staff with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedure:** The Director of Computer Services will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the President/designee for final approval.

**Use of Assessment Findings:** These findings will be one of the factors used to evaluate the effectiveness of Computer Services.

**Resources Required:** No significant additional resources required.

### **Computer Services Objective 3**

To promote and to facilitate the use of computer technology within the institution and other institutions and organizations throughout the service area.

**Expected Outcomes 40I-3:** The Computer Services Department will promote and facilitate the use of computer technology throughout the service area. **Bevill State's administrators/faculty/staff will agree and evidence will show that the Computer Services Department supports the use of computer technology throughout the service area.**

***Expected Outcomes 40I-3 Criteria:*** At least ninety percent of the administrators/faculty/staff responding to the following item on the Evaluation of Library and Support Services will agree or strongly agree with the following statement: "Computer Services Department promotes the use of current computer technology throughout the service area." (Computer services will provide examples that demonstrate its support for the use of computer technology throughout the service area.)

**Assessment Procedure:** The OPRIE surveys administrators, faculty, and staff with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedure:** The Director of Computer Services will compare the results of this survey to the minimum criteria and provide examples that demonstrate support for the use of computer technology throughout the service area. He will report the outcomes and recommended use of results to the President/designee for final approval.

**Use of Assessment Findings:** These findings will be one of the factors used to evaluate the effectiveness of the Computer Services Department.

**Resources Required:** No significant additional resources required.

#### **Computer Services Objective 4**

To facilitate the planning, design, implementation, and operation of institutional computing resources, including distance learning centers, computer labs, learning resources, and faculty and staff work areas.

**Expected Outcomes 40I-4:** Computer Services will support Bevill State faculty and staff in planning, design, implementation, and operation of institutional computing resources. **Bevill State faculty and staff will express satisfaction with the support provided by Computer Services.**

***Expected Outcomes 40I-4 Criteria:*** At least ninety percent of the administrators/faculty/staff responding to the following item on the Evaluation of Library and Support Services will agree or strongly agree with the following statement.

1. Computer Services Department provides courteous, timely, and effective support for my computing needs.
2. Computer Services Department provides adequate technical support for my instructional/office computing needs.

**Assessment Procedure:** The OPRIE surveys administrators, faculty, and staff with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedure:** The Director of Computer Services will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the President/designee for final approval.

**Use of Assessment Findings:** These findings will be one of the factors used to evaluate the effectiveness of the Computer Services Department.

**Resources Required:** No significant additional resources required.

**CONTINUING EDUCATION (50)**  
**EXPECTED OUTCOMES**



**PURPOSE**

The purpose of the Continuing Education Program is to serve its community with a variety of courses for self-enrichment and technical training. The Continuing Education Program lends its ear to the community's desire for the courses that will train and enrich its citizens. The Continuing Education Program serves as a bridge between the College and the community.

**OBJECTIVES**

1. To provide a variety of Continuing Education courses to students for the purpose of self-enrichment.
2. To employ effective Continuing Education instructional personnel.

**CONTINUING EDUCATION EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL G:** The College will serve and be recognized as an essential component in the development of community and civic engagement, while strengthening its unique role in community leadership and local partnership structure.

**Continuing Education Objective 1**

To provide a variety of Continuing Education courses to students for the purpose of self-enrichment.

**Expected Outcomes 50G-1:** Bevill State CE students will obtain self-enrichment upon the completion of class.

**Expected Outcomes 50G-1 Criteria:** At least 75 percent of Bevill State CE students will express satisfaction of their obtainment of self-enrichment upon the completion of the CE class.

**Assessment Procedure:** The Continuing Education Coordinators will conduct student evaluations upon the completion of each class.

**Administration of Assessment Procedure:** The Continuing Education Coordinators will report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings will be used to ensure that the Continuing Education classes are effective and enriching.

**Resources Required:** No significant additional resources required.

### **Continuing Education Objective 2**

To employ effective Continuing Education instructional personnel.

**Expected Outcomes 50G-2:** Bevill State Continuing Education instructors will be proficient in the course they teach.

***Expected Outcomes 50G-2 Criteria:*** Bevill State Continuing Education instructors will receive positive comments from class surveys as to their subject competency at least 75 percent of the time.

**Assessment Procedure:** The Continuing Education Coordinators will conduct periodic student evaluations of instructors.

**Administration of Assessment Procedure:** The Continuing Education Coordinators will report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The results of this evaluation will be used to ensure that adequate personnel are employed to serve the community in providing quality Continuing Education classes.

**Resources Required:** No significant additional resources required.



## **CORE ACADEMIC (60) EXPECTED OUTCOMES**

### **PURPOSE**

The purpose of the academic core courses are to provide students with the opportunity to learn how to communicate orally and in writing, develop the skill to effectively operate in the modern technological environment and think cognitively.

### **OBJECTIVES**

1. To provide students with the academic courses that will allow successful transfer to a four-year college or university.
2. To provide academic courses that allow students to acquire essential knowledge and skills in oral and written communications, basic mathematical concepts, use of computers, and critical thinking to compete in society and at the four-year degree level.

### **CORE ACADEMIC EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL A:** The College will expand and improve the variety, quality, and delivery of instructional programs and learning resources to ensure accessibility and positive learning outcomes.

#### **Core Academic Objective 1**

To provide students with the academic courses that will allow successful transfer to a four-year college or university.

**Expected Outcomes 60A-1:** Bevill State students who transfer from 24 to 60 or more semester credit hours of the first two years of a baccalaureate program and attempt 30 or more semester hours at a four-year institution will be successful at that institution.

#### ***Expected Outcomes 60A-1 Criteria (Transfer Programs):***

- A. Based on the 2007 College Accountability Performance Profile (CAPP) baseline data, eighty-five percent of Bevill State students who transfer from 24 to 59 semester credit hours of the first two years of a baccalaureate program and attempt 30 or more semester hours at a four-year institution will achieve a GPA of 2.0 or higher based on CAPP data.
- B. Based on 2007 CAPP baseline data, forty percent of Bevill State students who transfer from 24 to 59 semester credit hours of the first two years of a baccalaureate program and attempt 30 or more semester

hours at a four-year institution will achieve a GPA of 3.0 or higher based on CAPP data.

- C. Based on 2007 CAPP baseline data, ninety percent of Beville State students who transfer 60 or more semester credit hours of the first two years of a baccalaureate program and attempt 30 or more semester hours at a four-year institution will achieve a GPA of 2.0 or higher based on CAPP data.
- D. Based on 2007 CAPP baseline data, forty-five percent of Beville State students who transfer 60 or more semester credit hours of the first two years of a baccalaureate program and attempt 30 or more semester hours at a four-year institution will achieve a GPA of 3.0 or higher based on CAPP data.

**Assessment Procedure:** As part of the annual CAPP document, the College receives information from transfer institutions concerning student GPAs.

**Administration of Assessment Procedure:** The appropriate college-wide associate dean will compare the results of the CAPP to the minimum criteria and report the outcomes and use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Results of transfer student performance at key four-year institutions is one of the factors used to evaluate curriculum, instruction, and advisement.

**Resources Required:** No significant additional resources required.

## **Core Academic Objective 2**

To provide academic courses that allow students to acquire essential knowledge and skills in oral and written communications, basic mathematical concepts, use of computers, and critical thinking to compete in society and at the four-year degree level.

**Expected Outcomes 60A-2:** Beville State graduates will be able to make an effective, clear, and coherent oral presentation of ideas on a selected topic.

***Expected Outcomes 60A-2 Criteria (Speech):*** At least 75 percent of students completing Speech (SPH107) will pass the course with a C or higher. All students completing Speech 107 will perform adequately on at least five of the following seven items designated as minimum criteria on the SPH107 evaluation form. Students will be evaluated according to the seven criteria beginning with their second speech in (SPH107).

- Gained attention of the audience
- Previewed body of speech
- Organized main topics logically and effectively
- Reinforced the central idea (in the conclusion)
- Communicated the main idea clearly
- Limited the main idea
- Supported the main ideas sufficiently
- Expressed him/herself clearly vocally

The student must perform at a satisfactory level before he/she is awarded a C or higher in Speech 107.

**Assessment Procedures:** As part of a three-semester-hour speech class required in all associate degree programs, students make brief oral presentations. The faculty member teaching each speech class judges the adequacy of appropriate presentations in accordance with criteria provided by the head of the speech department. The data is provided to the curriculum committee chairperson for compilation.

**Administration of Assessment Procedures:** The Office of Associate Dean of Academic Transfer Programs will compare the results to the minimum criteria and report the outcomes and use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes are used as one of the factors used to evaluate curriculum and instruction in the area of Speech to ensure that students acquire knowledge and skills in oral communication.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 60A-3:** Bevill State graduates will be able to express ideas clearly, correctly, and comprehensively in writing.

***Expected Outcomes 60A-3 Criteria (English):*** At least ninety percent of the students who pass ENG101 will score at least seventy percent on the final essay according to a standard evaluation procedure developed by Bevill State Community College's English department.

**Assessment Procedures:** Students completing English Composition I (ENG101) will write a clear, effective, coherent, and well-organized essay. Uniform minimum criteria developed by the English faculty are used to evaluate the writing assignment.

**Administration of Assessment Procedures:** In the Fall term, the English curriculum committee compares the results to the minimum criteria and reports the outcomes and use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes are used as one of the factors employed to evaluate curriculum, instruction, and the minimum criteria to ensure that students acquire the ability to express ideas clearly, correctly, and comprehensively in writing.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 60A-4:** Bevill State graduates will be able to read and offer a competent critical analysis of a selected work of literature.

***Expected Outcomes 60A-4 Criteria (English):*** At least ninety percent of the students successfully completing ENG102 will score at least seventy percent on the second or third critical essay according to a standard evaluation procedure developed by Bevill State Community College's English department.

**Assessment Procedures:** Students taking English Composition II (ENG102) are required to read and offer critical analyses of literary works. The English faculty developed uniform minimum criteria designed to evaluate the students' ability to read, think, analyze, synthesize ideas, and formulate and express a critical

analysis.

**Administration of Assessment Procedures:** In the Fall term, the English curriculum committee compares the results to the minimum criteria and reports the outcomes and use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings are used as one of the factors employed to evaluate curriculum, instruction, and the minimum criteria.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 60A-5:** Bevill State graduates will be able to demonstrate basic competencies in the use of computers.

***Expected Outcomes 60A-5 Criteria (Computer Science-CIS146):*** Seventy five percent of students passing the course with a D will demonstrate overall competencies of at least 60 percent or better for skills indicated on the checklist developed by Bevill State Community College's Computer Science department.

**Assessment Procedures:** Students successfully completing CIS146 will demonstrate basic competencies in the use of computers by accomplishing various lab projects as evidenced by a computer competencies check list administered by the instructor.

**Administration of Assessment Procedures:** In the Fall term, the Computer Science curriculum committee compares the results to the minimum criteria and reports the outcomes and use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings are used to evaluate curriculum, instruction, and the minimum criteria.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 60A-6:** Bevill State graduates will be able to demonstrate knowledge of basic mathematical concepts sufficient to achieve success in their chosen profession by successful completion of Mathematical Applications (MTH116) with a grade of C or higher.

***Expected Outcomes 60A-6 Criteria (Math):*** At least seventy-five percent of the students who complete MTH116 will pass with a C or higher.

**Assessment Procedure:** The Office of Associate Dean of Academic Transfer Program will calculate the passage results and compare the results to the expected outcomes.

**Administration of Assessment Procedures:** The Office of Associate Dean of Academic Transfer Programs will compare the results to the minimum criteria and report the outcomes and use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes are used as one of the factors employed to evaluate

curriculum, instruction, and the minimum criteria to ensure that students acquire the basic mathematical skills to achieve success in their chosen profession.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 60A-7:** Beville State graduates will be able to demonstrate knowledge of basic mathematical concepts sufficient to be successful at a transfer institution by successful completion of Precalculus Algebra (MTH112) with a grade of C or higher.

***Expected Outcomes 60A-7 Criteria (Math):*** At least seventy-five percent of the students who complete MTH112 will pass with a C or higher.

**Assessment Procedure:** The Office of Associate Dean of Academic Transfer Program will calculate the passage results and compare the results to the expected outcomes.

**Administration of Assessment Procedures:** The Office of Associate Dean of Academic Transfer Programs will compare the results to the minimum criteria and report the outcomes and use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes are used as one of the factors employed to evaluate curriculum, instruction, and the minimum criteria to ensure that students acquire the basic mathematical skills to achieve success in their chosen profession.

**Resources Required:** No significant additional resources required.

**DEVELOPMENTAL EDUCATION (70)**  
**EXPECTED OUTCOMES**



**PURPOSE**

The Developmental Education department provides students with instruction in English, reading, and mathematics designed to develop academic competencies deemed necessary for a student to successfully complete college-level courses.

**OBJECTIVES**

1. To provide developmental instruction that aids students in completing developmental course work (math and English) in a timely manner.
2. To provide developmental instruction to students that allows students to successfully complete credit level coursework.
3. To provide development courses that allows students to acquire essential knowledge and skills in the area of reading and reading comprehension.
4. To provide developmental math courses that allows students to acquire basic mathematical skills.

**DEVELOPMENTAL EDUCATION EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching.* . . . Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL C:** The College will foster an atmosphere of empowerment in its developmental education programs by supporting and assisting students in acquiring basic learning skills to achieve academic progress.

**Developmental Education Objective 1**

To provide developmental instruction that aids students in completing developmental course work (math and English) in a timely manner.

**Expected Educational Outcomes 70C-1:** Students who successfully complete developmental programs at Bevill State will acquire the knowledge and skills required to succeed in their programs of study. **Students who enroll in one or more developmental courses in the fall will progress to any next level course in the subsequent spring or summer. Courses included in “developmental” for this measurement are Math 090 and English 092.**

***Expected Outcomes 70C-1 Criteria (Developmental Math and English):*** At least fifty percent of the students enrolling in developmental courses in the fall will progress to the next level course in the subsequent spring or summer. Fifty percent of students who enroll in ENG092 in the fall will progress to

the next level course (ENG093 or COM100) and, of those progressing, 50% will pass with a C or better over the next two terms (spring or summer). Fifty percent of students who enroll in MTH090 in the fall will progress to the next level course (MTH091, 098, 116 or MAH101) and, of those progressing, 50% will pass with a C or better over the next two terms (spring or summer).

**Assessment Procedures:** Developmental staff monitors the progress of students taking developmental courses.

**Administration of Assessment Procedures:** Developmental program staff will determine the percentage of students successfully returning and registering for courses in the subsequent term from reports provided by OPRIE. The developmental program staff will report the results and recommended use of the outcomes to the appropriate supervisor who will present the information to the President/designated for final approval.

**Use of Assessment Findings:** Assessment findings are used to evaluate developmental curriculum, instruction, materials, placement policy, and support services.

**Resources Required:** No significant additional resources required.

## **Developmental Education Objective 2**

To provide developmental instruction to students that allows students to successfully complete credit level coursework.

**Expected Educational Outcomes 70C-2:** Students completing developmental programs at Beville State will acquire the knowledge and skills required to succeed in their programs of study. **Students completing developmental programs and enrolling in credit courses will succeed in these courses.**

*Expected Outcomes 70C-2 Criteria (Developmental Math and English):* Sixty percent of students who enroll in ENG093 in the fall will progress to the next level course (ENG101) and pass with a C or better over the next two terms (spring or summer). Sixty percent of students who enroll in MTH098 in the fall will progress to the next level course (MTH100) and pass with a C or better over the next two terms (spring or summer).

**Assessment Procedures:** Developmental program staff monitors the progress of students who have taken developmental courses.

**Administration of Assessment Procedures:** Developmental program staff will determine the percentage of students successfully returning and registering for courses in the subsequent term from reports provided by OPRIE. The developmental program staff will report the results and recommended use of the outcomes to the appropriate supervisor who will present the information to the President/designated for final approval.

**Use of Assessment Findings:** Assessment findings are used to evaluate developmental curriculum, instruction, materials, placement policy, support services, and the COMPASS scores used for placement.

**Resources Required:** No significant additional resources required.

### Developmental Education Objective 3

To provide development courses that allows students to acquire essential knowledge and skills in the area of reading and reading comprehension.

**Expected Outcomes 70C-3:** Bevill State students will be properly placed in developmental reading courses.

***Expected Outcomes 70C-3 Criteria (Developmental Reading):*** Ninety-five percent of first time freshmen in the Fall term who place in developmental reading (RDG083) will enroll in the course by the following Fall term.

**Assessment Procedures:** Students not meeting the minimum cut off scores on the reading section of the Compass are required to enroll in developmental reading (RDG083). OPRIE provides development staff with a tracking report to determine the number of first time freshman who place in RDG083 and enroll in the course.

**Administration of Assessment Procedures:** Developmental program staff will determine the percentage of first time freshmen who placed in RDG083 and enrolled in the course by the following Fall term from reports provided by OPRIE. The developmental program staff will report the results and recommended use of the outcomes to the appropriate supervisor who will present the information to the President/designed for final approval.

**Use of Assessment Findings:** Assessment findings are one of the factors used to evaluate the advising of developmental reading students.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 70C-4:** Bevill State students will be retained in developmental reading courses.

***Expected Outcomes 70C-4 Criteria (Developmental Reading):*** Eighty percent of students who enroll in RDG083 will complete the course (will not drop with a W, WP, or WF).

**Assessment Procedures:** OPRIE provides development staff with reports to determine the number of students who enrolled in RDG083 and completed the course.

**Administration of Assessment Procedures:** Developmental program staff will determine the percentage of students successfully completing RDG083 from reports provided by OPRIE. The developmental program staff will report the results and recommended use of the outcomes to the appropriate supervisor who will present the information to the President/designed for final approval.

**Use of Assessment Findings:** Assessment findings are one of the factors used to evaluate the effectiveness of retaining students and support services.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 70C-5:** Bevill State graduates will be able to demonstrate competence in the area of reading

and reading comprehension.

***Expected Outcomes 70C-5 Criteria (Developmental Reading):*** Sixty percent of students who register in RDG083 during the Fall term will successfully complete the course with an S grade.

**Assessment Procedures:** OPRIE provides development staff with reports to determine the number of students who enrolled in RDG083 and successfully completed the course.

**Administration of Assessment Procedures:** Developmental program staff will determine the percentage of students successfully completing RDG083 from reports provided by OPRIE. The developmental program staff will report the results and recommended use of the outcomes to the appropriate supervisor who will present the information to the President/designated for final approval.

**Use of Assessment Findings:** Assessment findings are one of the factors used to evaluate developmental curriculum, instruction, materials, placement policy, and support services.

**Resources Required:** No significant additional resources required.

#### **Developmental Education Objective 4**

To provide developmental math courses that allows students to acquire basic mathematical skills.

**Expected Outcomes 70C-6:** Bevill State graduates will be able to demonstrate basic mathematical skills.

***Expected Outcomes 70C-6 Criteria (Developmental Math):*** At least 80 percent of the students that receive a “C” or higher on the MTH098 final exam will score at least 60 percent on selected basic algebraic skills items as developed by Bevill State Community College's developmental math department.

**Assessment Procedures:** Students who place in MTH100 according to the Compass demonstrate attainment of basic mathematical skills. Those students not meeting the minimum cut off scores for MTH100 and placing in MTH098 will demonstrate basic mathematical skills by completing basic algebraic skills items on the MTH098 final exam. The developmental math faculty designate the basic mathematical skills that must be obtained and develop the appropriate evaluation instrument.

**Administration of Assessment Procedures:** In the Fall term, the developmental curriculum committee compare the results to the minimum criteria and report the outcomes and use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings are used as one of the factors employed to evaluate curriculum instruction, and the designated competencies.

**Resources Required:** No significant additional resources required.



## ***DISTANCE EDUCATION (80) EXPECTED OUTCOMES***

### **PURPOSE**

The purpose of the Distance Education program at Bevill State is to provide greater accessibility to and flexibility in quality educational opportunities that meet the needs of on-demand and lifelong learning for a diverse population.

### **OBJECTIVES**

1. To provide quality educational experiences in distance education.
2. To offer distance education courses that are comparable to traditionally offered courses and that student learning outcomes are met similarly.
3. To provide on-demand learning opportunities for education that is not limited to time and place.
4. To provide online students quality and effective student support services including enrollment, advising, financial aid, library resources, orientation, etc.

### **DISTANCE EDUCATION PROGRAM EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL A:** The College will expand and improve the variety, quality, and delivery of instructional programs and learning resources to ensure accessibility and positive learning outcomes.

#### **Distance Education Objective 1**

To provide quality educational experiences in distance education.

**Expected Outcomes 80A-1: The College will offer quality distance educational coursework.**

***Expected Outcomes 80A-1 Criteria:*** 100% of all Bevill State instructors teaching distance education courses will have met all requirements on the Design and Best Practices checklist before teaching a distance education class.

**Assessment Procedure:** Each instructor must meet the minimum standards as outlined on the Web-Based/Hybrid Design & Best Practices Checklist before

teaching a distance education class. The results of the checklist are housed in the Division Chair of Distance Education's office.

**Administration of Assessment Procedures:** The Division Chair of Distance Education will compare the results to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate the effectiveness of the distance education program.

**Resources Required:** No significant additional resources required.

## **Distance Education Objective 2**

To offer distance education courses that are comparable to traditionally offered courses and that student learning outcomes are met similarly.

**Expected Outcomes 80A-2: Students and faculty perceive that the quality of distance education courses is equal to traditional courses.**

### ***Expected Outcomes 80A-2 Criteria:***

- A. Each term, 90 % of students responding to the Blackboard Student Assessment of Faculty Performance and Course Content will agree or strongly agree that the quality of the Blackboard class was at least equivalent to a traditional class.
- B. Each term, 90 % of students responding to the IITS Student Assessment of Faculty Performance and Course Content will agree or strongly agree that the quality of the IITS class was at least equivalent to a traditional class.
- C. Each year, 90% of Instructors responding to the Evaluation by Instructor of IITS System will agree or strongly agree that the quality of the IITS course was at least equivalent to a traditional class.
- D. Each year, 90% of Instructors responding to the Evaluation by Instructor of Blackboard System will agree or strongly agree that the quality of the Blackboard course was at least equivalent to a traditional class

**Assessment Procedure:** The OPRIE surveys all students enrolled in distance education courses each term with the Blackboard Student Assessment of Faculty Performance and Course Content and IITS Student Assessment of Faculty Performance and Course Content. The OPRIE reports the results of these surveys to the Administration at the beginning of the following term. The OPRIE surveys all instructors teaching a distance education course annually with the Evaluation by Instructor of IITS System and the Evaluation of Instructor of Blackboard. The OPRIE

reports the results of these surveys to the Administration by the beginning of the following term.

**Administration of Assessment Procedures:** The Division Chair of Distance Education will compare the results of these surveys to the minimum criteria and report the outcomes and recommended use of results of these evaluations to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate the effectiveness of the distance education program.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 80A-3: Student success in Distance Education courses is comparable to traditional courses.**

*Expected Outcomes 80A-3.Criteria:*

- A. Students enrolled in distance education courses will complete coursework at a rate equal to or greater than students enrolled in traditional coursework in the same discipline.
- B. The percentage of students completing course work with a D or higher will be comparable in Distance Education and traditional courses.

**Assessment Procedure:** The College gathers completion data for distance education courses and traditional courses by discipline and reports the data to the administration.

**Administration of Assessment Procedures:** The Division Chair of Distance Education will compare the results of the data to the minimum criteria and report the outcomes and recommended use of results of these evaluations to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate the effectiveness of the distance education program.

**Resources Required:** No significant additional resources required.

### **Distance Education Objective 3**

To provide on-demand learning opportunities for education that is not limited to time and place.

**Expected Outcomes 80A-4: Increase the number of distance education courses taught at the college.**

***Expected Outcomes 80A-4 Criteria:*** The number of distance education courses will increase by 2% from the previous year.

**Assessment Procedure:** The College gathers enrollment data for distance education courses and reports the data to the administration.

**Administration of Assessment Procedures:** The Division Chair of Distance Education will compare the enrollment in distance education courses and report the outcomes and recommended use of results of these evaluations to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate the effectiveness of the distance education program.

**Resources Required:** No significant additional resources required.

***INSTITUTIONAL GOAL B:*** The College will expand, strengthen, and improve support services and activities for student to enhance enrollment, retention, and educational goal attainment.

**Distance Education Objective 4**

To provide online students quality and effective online student support services including enrollment, advising, financial aid, library resources, orientation, etc.

**Expected Outcomes 80B-5: Distance education students will express satisfaction with student support services.**

***Expected Outcomes 80B-5 Criteria:*** Each term, 90% of students responding to the Blackboard Student Assessment of Faculty Performance and Course Content will strongly agree or agree that the College provides quality and effective online student support services such as online admittance, online financial aid assistance, online library resources, online orientation, online advising, and online tech support.

**Assessment Procedure:** The OPRIE surveys all students enrolled in distance education courses each term with the WebCT Student Assessment of Faculty Performance and Course Content. The OPRIE reports the results of these surveys to the Administration by the beginning of the following term.

**Administration of Assessment Procedures:** The Division Chair of Distance Education will compare the results of these surveys to the minimum criteria and report the outcomes and recommended use of results of these evaluations to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate the effectiveness of the distance education program.

**Resources Required:** No significant additional resources required.

**HEALTH SCIENCE PROGRAMS (90)**  
**EXPECTED OUTCOMES**



**PURPOSE**

The purpose of the Health Science Programs is to provide areas of study that lead to degrees or certificates that allow for employment opportunities throughout the College district. All populations of students are served without discrimination of age, ethnicity, economical and educational backgrounds. The Health Science Programs work collaboratively with the medical community, business and industry, governmental agencies and other educational institutions to provide a variety programs in the Health Science fields. These instructional programs strive to provide students with the most modern instructional technology available.

**OBJECTIVES**

1. To provide Health Science Programs that will enable graduates to obtain employment in appropriate occupational fields.
2. To provide Health Science Programs that will allow the graduate to exhibit the technical job skills expected of a job entry level employee.
3. To prepare Health Science graduates to the level of performance that ensures success when attempting licensure/certification exams.
4. To provide curriculum and instruction that satisfies students' goals and objectives upon program completion.
5. To graduate students from Health Science Programs who demonstrate competency in selected occupational fields.

**HEALTH SCIENCE PROGRAMS EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL A:** The College will expand and improve the variety, quality, and delivery of instructional programs and learning resources to ensure accessibility and positive learning outcomes.

**Health Science Programs Objective 1**

To provide Health Science Programs that will enable graduates to obtain employment in appropriate occupational fields.

**Expected Outcomes 90A-1:** Bevill State graduates of Health Science associate degree and certificate programs will obtain employment in the appropriate occupational field.

Revised: 08/08/08

**Expected Outcomes 90A-1 Criteria:** See attached list of Health Science Criteria.

**Assessment Procedures:** Program instructors in each Health Science program contact recent graduates to determine employment rates.

**Administration of Assessment Procedures:** Health Science program supervisors establish measurable placement criteria for each program and compare the criteria to the actual employment rate. Program supervisors report the outcomes and the recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings are used to evaluate programs, relevancy and adequacy of curriculum, instruction, and advisement of incoming students.

**Resources Required:** No significant additional resources required.

### **Health Science Programs Objective 2**

To provide Health Science Programs that will allow the graduate to exhibit the technical job skills expected of a job entry level employee.

**Expected Outcomes 90A-2:** Bevill State graduates of Health Science associate degree and certificate programs will obtain employment and demonstrate the knowledge and skills normally expected of a job-entry level employee in their occupational field.

**Expected Outcomes 90A-2 Criteria:** See attached list of Health Science Criteria.

**Assessment Procedures:** Health Science program supervisors establish measurable retention criteria for Health Science programs and compare the criteria to data from the Unemployment Insurance database provided by the Department of Postsecondary. ***Bevill State Community College makes the following guarantee:*** Any Bevill State graduate of an Health Science associate degree or certificate program judged by his/her employer as lacking in technical job skills normally expected of a job-entry level employee, will be provided further skill training up to nine (9) semester credit hours by Bevill State, without charge.

**Administration of Assessment Procedures:** The Career Technical Performance Report Data Collection personnel will provide data from the Unemployment Insurance database provided by the Department of Postsecondary to Health Science program supervisors. The program supervisors will report the outcomes and the recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval. In addition, employers are encouraged to contact the College concerning graduates in their employ. In the Fall, the Dean of Instruction reports the disposition of any negative contacts concerning the College guarantee to the President.

**Use of Assessment Findings:** Assessment findings are used to evaluate programs, relevancy and adequacy of curriculum, instruction, and admissions standards.

**Resources Required:** No significant additional resources required.

### Health Science Programs Objective 3

To prepare Health Science graduates to the level of performance that ensures success when attempting licensure/certification exams.

**Expected Outcomes 90A-3:** Bevill State graduates of Health Science associate degree and certificate programs will pass licensure/certification exams required in their occupational fields.

***Expected Outcomes 90A-3 Criteria:*** See attached list of Health Science Criteria.

**Assessment Procedures:** Health Science program supervisors establish measurable criteria for each program and obtain exam pass rates to determine if the criteria are being met.

**Administration of Assessment Procedures:** Health Science program supervisors obtain the licensure/certification exam pass rates and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings are used to evaluate programs, curriculum, instruction, and admissions standards.

**Resources Required:** No significant additional resources required.

### Health Science Programs Objective 4

To provide curriculum and instruction that satisfies students' goals and objectives upon program completion.

**Expected Outcomes 90A-4:** Bevill State graduates of Health Science associate degree and certificate programs will express satisfaction with the training they received at Bevill State.

***Expected Outcomes 90A-4 Criteria:*** See attached list of Health Science Criteria.

**Assessment Procedures:** The OPRIE surveys all graduating students with the Graduating Student Survey and reports the results of the Graduating Student Survey to the Administration by the Fall Term each year. Health Science program supervisors will establish measurable criteria for each program and compare the results of the Graduating Student Survey.

**Administration of Assessment Procedures:** Health Science program supervisors report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings are used to evaluate programs, curriculum, and instruction.

**Resources Required:** No significant additional resources required.

## Health Science Programs Objective 5

To graduate students from Health Science programs who demonstrate competency in selected occupational fields.

**Expected Outcomes 90A-5:** Employers of Bevill State graduates of Health Science associate degree and certificate programs will express satisfaction with the level of training provided by BSCC.

*Expected Outcomes 90A-5 Criteria:* See attached list of Health Science Criteria.

**Assessment Procedures:** The Office of Applied Technology, Adult Education and Skills Training surveys all employers of graduating students with the Employer Survey and reports the results of the survey to Health Science supervisors. Health Science supervisors establish measurable criteria for each program and compare employer satisfaction survey results to the criteria.

**Administration of Assessment Procedures:** Program supervisors report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings are used to evaluate programs, curriculum, and instruction.

**Resources Required:** Postage

**Expected Outcomes 90A-6:** Bevill State health science students will graduate from their intended program of study.

*Expected Outcomes 90A-6 Criteria:* See attached list of Health Science Criteria.

**Assessment Procedures:** Health Science supervisors establish measurable criteria for each program and compare graduation results to the criteria.

**Administration of Assessment Procedures:** Health Science supervisors report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings are used to evaluate programs, curriculum, and instruction.

**Resources Required:** No significant additional resources required.

**BEVILL STATE COMMUNITY COLLEGE**  
**Expected Outcomes Criteria Summary by Health Science Program**

**Program/Department: ASSOCIATE DEGREE NURSING**

**Expected Outcomes 90A-1 Criteria:** At least ninety percent of the graduates of the Associate Degree Nursing program will obtain employment in their field within twelve months from the Perkins reporting period (Example: Fall 2005 will use SU2003-SP2004 data).

**Expected Outcomes 90A-2 Criteria:** Eighty percent of Associate Degree Nursing graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 90A-3 Criteria:** Graduates taking the NCLEX-RN will have a pass rate equal to or greater than the state and national pass rates on their first attempt.

**Expected Outcomes 90A-3A Criteria:** During their last term in the program and prior to graduation, all Associate Degree Nursing students will achieve the program specified benchmark on their first attempt on a standardized NCLEX predictor.

**Expected Outcomes 90A-4 Criteria:** At least ninety percent of the Associate Degree Nursing graduates will express satisfaction with the training they received at Bevill State.

**Expected Outcomes 90A-5 Criteria:** At least ninety percent of employers of Associate Degree Nursing graduates will express satisfaction with the level of training provided by Bevill State.

**Expected Outcomes 90A-6 Criteria:** At least seventy-five percent of the students admitted to the Associate Degree nursing program will graduate within 48 months of initial admission.

**Program/Department: LICENSED PRACTICAL NURSING**

**Expected Outcomes 90A-1 Criteria:** At least eighty-five percent of the graduates of the Licensed Practical Nursing programs will obtain employment in their field within six months from the Perkins reporting period.

**Expected Outcomes 90A-2 Criteria:** Eighty percent of Licensed Practical Nursing graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 90A-3 Criteria:** Graduates taking the NCLEX-PN will have a pass rate equal to or greater than the state and national pass rates on their first attempt.

**Expected Outcomes 90A-3A Criteria:** During their last term in the program and prior to graduation, all Licensed Practical Nursing students will achieve the program specified benchmark on their first attempt on a standardized NCLEX predictor.

**Expected Outcomes 90A-4 Criteria:** At least ninety percent of the Licensed Practical Nursing graduates will

express satisfaction with the training they received at Bevill State.

**Expected Outcomes 90A-5 Criteria:** At least ninety percent of employers of Licensed Practical Nursing graduates will express satisfaction with the level of training provided by Bevill State.

**Expected Outcomes 90A-6 Criteria:** At least seventy-five percent of the students admitted to the Licensed Practical Nursing program will graduate within 24 months of initial admission.

**Program/Department: EMERGENCY MEDICAL TECHNICIAN (BASIC)**

**Expected Outcomes 90A-1 Criteria:** At least eighty percent of the graduates of the Emergency Medical Technician (Basic) program will obtain employment or continue their education in an associated medical field within twelve months of graduation.

**Expected Outcomes 90A-2 Criteria:** Eighty percent of Emergency Medical Technician (Basic) graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 90A-3 Criteria:** Graduates of the Emergency Medical Technician (Basic) program will have a pass rate on the national certifying exam that is equal to or greater than the state and or national pass rates.

**Expected Outcomes 90A-4 Criteria:** At least ninety percent of the Emergency Medical Technician (Basic) graduates will express satisfaction with the training they received at Bevill State.

**Expected Outcomes 90A-5 Criteria:** At least ninety percent of employers of Emergency Medical Technician (Basic) graduates will express satisfaction with the level of training provided by Bevill State.

**Expected Outcomes 90A-6 Criteria:** At least seventy-five percent of the students admitted to the Emergency Medical Technician (Basic) program will complete the program.

**Program/Department: EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC)**

**Expected Outcomes 90A-1 Criteria:** At least eighty percent of the graduates of the Emergency Medical Technician (Paramedic) program will obtain employment or continue their education in an associated medical field within twelve months of graduation.

**Expected Outcomes 90A-2 Criteria:** Eighty percent of Emergency Medical Technician (Paramedic) graduates will maintain jobs based on their skill levels and certification according to employment retention data obtained from the Unemployment Insurance database maintained by the State Department of Industrial Relations.

**Expected Outcomes 90A-3 Criteria:** Graduates of the Emergency Medical Technician (Paramedic) program will have a pass rate on the national certifying exam that is equal to or greater than the state and or national pass rates.

**Expected Outcomes 90A-4 Criteria:** At least ninety percent of the Emergency Medical Technician (Paramedic) graduates will express satisfaction with the training they received at Beville State.

**Expected Outcomes 90A-5 Criteria:** At least ninety percent of employers of Emergency Medical Technician (Paramedic) graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 90A-6 Criteria:** At least seventy-five percent of the students admitted to the Emergency Medical Technician (Paramedic) program will complete the program.

**Program/Department: SURGICAL TECHNOLOGY**

**Expected Outcomes 90A-1 Criteria:** At least eighty percent of the graduates of the Surgical Technology program will obtain employment in their occupational field within twelve months of graduation.

**Expected Outcomes 90A-2 Criteria:** Criteria reported overall not by individual program.

**Expected Outcomes 90A-3 Criteria:** Certification is recommended but not required for the program.

**Expected Outcomes 90A-4 Criteria:** At least ninety percent of the Surgical Technology graduates will express satisfaction with the training they received at Beville State.

**Expected Outcomes 90A-5 Criteria:** At least ninety percent of employers of the Surgical Technology program graduates will express satisfaction with the level of training provided by Beville State.

**Expected Outcomes 90A-6 Criteria:** At least seventy-five percent of the students admitted to the Surgical Technology program will complete the program.

**INTERCOLLEGIATE ATHLETICS (100)**  
 **EXPECTED OUTCOMES**

**PURPOSE**

The purpose of the intercollegiate athletics program is to provide students opportunities for personal growth and development through athletic competition.

**OBJECTIVES**

1. To ensure student athletes progress academically at a specified rate for the purpose of achieving his/her educational goals.
2. To involve the student athlete in the total academic community in order to allow them to benefit from available opportunities for social and emotional development.
3. To provide the following services (transportation, meals, lodging, academic support, etc.) to student athletes in order to provide the needed support for athletic competition.
4. To encourage the student athlete to display a demeanor that reflects positively on the athletic programs and the institution.
5. To operate the intercollegiate athletic program in a manner that is congruent with the institutional mission and reflective of sound educational practices.
6. To provide knowledgeable coaches who demonstrate not only adequate coaching skills but also a concern for the individual athlete.
7. To provide facilities that enable athletic teams to remain competitive in the NJCAA and the ACCC.

**INTERCOLLEGIATE ATHLETICS PROGRAM EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL B:** The College will expand, strengthen, and improve support services and activities for students to enhance enrollment, retention, and educational goal attainment.

**Intercollegiate Athletic Department Objective 1**

To ensure student athletes progress academically at a specified rate for the purpose of achieving his/her educational goals.

**Expected Outcomes 100B-1: Bevill State's intercollegiate athletics program will function effectively as an integral part of the education of athletes.**

Revised: 08/08/08

***Expected Outcomes 100B-1 Criteria:***

- A. Bevill State student athletes will graduate or successfully transfer to another institution at an equal or higher rate than the average Bevill State student.
- B. At least ninety-five percent of BSCC student athletes shall progress academically for the purpose of maintaining athletic eligibility set by the NJCAA and Bevill State, therefore, reaching his/her educational goals.
- C. At least ninety percent of Bevill State student-athletes, coaches, administrators, faculty, and staff responding will indicate, with an “excellent” or “good” rating, that the administration’s support for athletics is a critical factor in the education of athletes on the annual BSCC evaluation of administration of athletic programs survey.
- D. At least ninety percent of Bevill State student athletes, coaches, administrators, faculty, and staff responding will rate the effectiveness of the administration's concern for the academic progress of athletes as "good" or "excellent" on the annual BSCC evaluation of administration of athletic programs survey.

**Assessment Procedure:** The Director of Athletics will evaluate the academic progress of student athletes and the results of annual surveys of student athletes, coaches, administrators, faculty and staff.

**Administration of Assessment Procedures:** The Director of Athletics will report the outcomes and recommended use of results of these evaluations to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate the effectiveness of the athletic program as an integral part of the education of athletes.

**Resources Required:** No significant additional resources required.

**Intercollegiate Athletic Department Objective 2**

To involve the student athlete in the total academic community in order to allow them to benefit from available opportunities for social and emotional development.

**Expected Outcomes 100B-2: Bevill State athletes, coaches, administrators, faculty, and staff will rate the effectiveness of the administration's concern for the social, cultural, emotional, and cognitive development of athletes as good or excellent.**

***Expected Outcomes 100B-2 Criteria:*** At least ninety percent of Bevill State student athletes, coaches, administrators, faculty, and staff responding will rate the effectiveness of the administration's concern for the social, cultural, emotional, and cognitive development of the student athlete as "good" or "excellent" on the annual BSCC evaluation of administration of athletic programs survey.

**Assessment Procedure:** The OPRIE surveys all student athletes, coaches, administrators, faculty and staff during the Spring term each year concerning the athletic programs and reports the results to the Administration.

**Administration of Assessment Procedures:** The Director of Athletics will compare the results of these surveys to the minimum criteria and report the outcomes and use of results of these evaluations to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate the effectiveness of the institution's concern for the social, cultural, emotional, and cognitive development of the student athlete.

**Resources Required:** No significant additional resources required.

### **Intercollegiate Athletic Department Objective 3**

To provide the following services (transportation, meals, lodging, academic support, etc.) to student athletes in order to provide the needed support for athletic competition.

**Expected Outcomes 100B-3: Bevill State student athletes and coaches will rate the services provided to student athletes as good or excellent.**

*Expected Outcomes 100B-3 Criteria:* At least ninety percent of the coaches and student athletes responding will rate the following services to athletes as "good or "excellent" on the annual BSCC evaluation of services to athletes survey (transportation to away games, meals provided for athletes, living accommodations for athletes, and overall services to athletes).

**Assessment Procedure:** The OPRIE surveys all student athletes, coaches, administrators, faculty and staff during the Spring term each year concerning the athletic programs and reports the results to the Administration.

**Administration of Assessment Procedures:** The Director of Athletics will compare the results of these surveys to the minimum criteria and report the outcomes and use of results of these evaluations to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate the effectiveness of the institution's concern for the physical well-being of the student athlete.

**Resources Required:** No significant additional resources required.

### **Intercollegiate Athletic Department Objective 4**

To encourage the student athlete to display a demeanor that reflects positively on the athletic programs and the institution.

**Expected Outcomes 100B-4: Bevill State student athletes will display a demeanor that reflects positively**

**on the athletic programs and the institution.**

***Expected Outcomes 100B-4 Criteria:***

A. At least ninety percent of Bevill State student athletes, coaches, administrators, faculty, and staff responding will give a response of "good" or "excellent" to the following item on the evaluation of the annual administration of athletic programs survey.

"The administration insures that athletes display a demeanor that reflects positively on the athletic programs and the institution."

B. At least ninety percent of the Bevill State students responding will agree or strongly agree with the following statements on the annual student evaluation of services survey.

1. "The BSCC women's athletic programs are an asset to the College."

2. "The BSCC men's athletic programs are an asset to the College."

**Assessment Procedure:** The OPRIE surveys all student athletes, coaches, administrators, faculty and staff during the Spring term each year concerning the athletic programs and reports the results to the Administration.

**Administration of Assessment Procedures:** The Director of Athletics will compare the results of these surveys to the minimum criteria and report the outcomes and use of results of these evaluations to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These findings will be one of the factors used to evaluate the Athletic Department's policies and procedures and the effectiveness of the administrations efforts to ensure that athletes display a demeanor that reflects positively on the athletic programs and the institution.

**Resources Required:** No significant additional resources required.

**Intercollegiate Athletic Department Objective 5**

To operate the intercollegiate athletic program in a manner that is congruent with the institutional mission and reflective of sound educational practices.

**Expected Outcomes 100B-5: Bevill State student athletes, coaches, administrators, faculty, and staff will agree or strongly agree that the intercollegiate athletics program operates in a manner that is in keeping with the institutional mission and reflects sound educational practices.**

***Expected Outcomes 100B-5 Criteria:*** At least ninety percent of Bevill State student athletes, coaches, administrators, faculty, and staff responding to the following item on the evaluation of the administration of athletic programs survey will agree or strongly agree.

"The intercollegiate athletic program operates in a manner that is in keeping with the institutional mission and reflects sound educational practices."

**Assessment Procedure:** The OPRIE surveys all student athletes, coaches, administrators, faculty and staff during the Spring term each year concerning the athletic programs and reports the results to the Administration.

**Administration of Assessment Procedures:** The Director of Athletics will compare the results of these surveys to the minimum criteria and report the outcomes and use of results of these evaluations to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These findings will be one of the factors used to evaluate the Athletic Department's policies and procedures and the effectiveness of the administrations efforts to ensure that the intercollegiate athletic program operates in a manner that is in keeping with the institutional mission and reflects sound educational practices.

**Resources Required:** No significant additional resources required.

### **Intercollegiate Athletic Department Objective 6**

To provide knowledgeable coaches who demonstrate not only adequate coaching skills but also a concern for the individual athlete.

**Expected Outcomes 100B-6: Bevill State student athletes will rate the overall effectiveness of each coach as good or excellent.**

***Expected Outcomes 100B-6 Criteria:*** At least ninety percent of Bevill State coaches will be rated as either “good” or “excellent” by three-fourths (75%) of his/her respective student-athletes in overall effectiveness on the annual BSCC Coach’s Evaluation by Athletes.

**Assessment Procedure:** The OPRIE surveys all student athletes, coaches, administrators, faculty and staff during the Spring term each year concerning the athletic programs and reports the results to the Administration.

**Administration of Assessment Procedures:** The Director of Athletics will compare the results of these surveys to the minimum criteria and report the outcomes and use of results of these evaluations to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These findings will be one of the factors used to evaluate the effectiveness of the Athletic Departments coaches.

**Resources Required:** No significant additional resources required.

### **Intercollegiate Athletic Department Objective 7**

To provide facilities that enable athletic teams to remain competitive in the NJCAA and the ACCC.

**Expected Outcomes 100B-7: Bevill State student athletes and coaches will rate the athletic facilities as either good or excellent.**

***Expected Outcomes 100B-7 Criteria:*** At least ninety percent of Bevill State coaches and student athletes responding will rate the athletic facilities as “good” or “excellent” on the annual BSCC Evaluation of Sports Facilities.

**Assessment Procedure:** The OPRIE surveys all student athletes, coaches, administrators, faculty and staff during the Spring term each year concerning the athletic programs and reports the results to the Administration.

**Administration of Assessment Procedures:** The Director of Athletics will compare the results of these surveys to the minimum criteria and report the outcomes and use of results of these evaluations to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These findings will be one of the factors used to evaluate the Athletic Department’s policies and procedures and the effectiveness of the administrations efforts to ensure that adequate athletic facilities are maintained on each campus.

**Resources Required:** No significant additional resources required.



## **LIBRARY (110) EXPECTED OUTCOMES**

### **PURPOSE**

In support of the Bevill State Community College Mission, the campus libraries provide the college community with opportunities and resources that enable learning and enrichment of educational experiences of those served.

### **OBJECTIVES**

1. To provide and maintain physical facilities which are adequate to house the collections and provide space for users to be able to fully use the services and materials within the library.
2. To provide access to an electronic catalog of materials, organized according to nationally recognized and accepted standards which include access to databases and full-text materials and provides a gateway to a wide variety of external resources.
3. To provide a well-organized collection of books, periodicals, audiovisual and electronic media which meet the instructional needs of students and faculty in order to support the courses, programs and degrees offered.
4. To provide reference and information services using a variety of formats.
5. To provide instruction in the use of libraries and research techniques in order to develop information literacy among the student body for empowerment as students and for a future of life-long learning.
6. To provide library services and resources for student and faculty needs.
7. To ensure access to the library's collection by all students regardless of class location and delivery style (traditional, web-based, IITS, hybrid, co-op education internship practicum).
8. To provide competent professionals and support staff in adequate numbers to meet the needs of faculty and students.

### **LIBRARY EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL E:** The College will expand and improve the quality, utilization, and size of its facilities while continuing to provide a safe and secure environment in which student and community needs are paramount.

#### **Library Objective 1**

Revised: 08/08/08

To provide and maintain physical facilities which are adequate to house the collections and provide space for users to be able to fully use the services and materials within the library.

**Expected Outcomes 110E-1:** Students, administrators, faculty, and staff will express satisfaction with the adequacy of library facilities, learning environment, and operating hours.

**Expected Outcomes 110E-1 Criteria:**

A. At least ninety percent of the administrators, faculty, and staff responding to the Evaluation of Library and Support Services will agree or strongly agree with the following statements.

1. "Library facilities are adequate to support the needs of my programs of study."

B. At least ninety percent of the students responding to the Evaluation of Library and Support Services will agree or strongly agree with the following statements.

1. "Library facilities and operating hours are adequate for my needs."

2. "The library environment is conducive to study."

**Assessment Procedure:** The OPRIE surveys administrators, faculty and staff and currently enrolled students with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of these surveys to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Librarian on each campus will compare the results of the surveys to the minimum criteria and report the outcomes and the recommended use of results to the Learning Resources Division Chair in the Fall Term. The Division Chair will report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to identify problem areas for correction and/or further investigation and as one of the factors in establishing priorities for acquisition of materials and establishment of services.

**Resources Required:** No significant additional resources required.

**INSTITUTIONAL GOAL A:** The College will expand and improve the variety, quality, and delivery of instructional programs and learning resources to ensure accessibility and positive learning outcomes.

## **Library Objective 2**

To provide access to an electronic catalog of materials, organized according to nationally recognized and accepted standards which include access to databases and full-text materials and provides a gateway to a wide variety of external resources.

**Expected Outcomes 110A-1:** Students, administrators, faculty, and staff will express satisfaction with the

organization of the libraries.

**Expected Outcomes 110A-1 Criteria:**

A. At least ninety percent of the administrators, faculty, and staff responding to the Evaluation of Library and Support Services will agree or strongly agree with the following statement.

1. "The library is cataloged and organized in an orderly easily accessible arrangement following national bibliographical standards and conventions."

B. At least ninety percent of the students responding to the Evaluation of Library and Support Services will agree or strongly agree with the following statements.

1. "The library collection is cataloged and organized in an orderly easily accessible manner."

**Assessment Procedure:** The OPRIE surveys administrators, faculty and staff and currently enrolled students with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of these surveys to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Librarian on each campus will compare the results of the surveys to the minimum criteria and report the outcomes and the recommended use of results to the Learning Resources Division Chair in the Fall Term. The Division Chair will report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to identify problem areas for correction and/or further investigation and as one of the factors in establishing priorities for acquisition of materials and establishment of services.

**Resources Required:** No significant additional resources required.

### **Library Objective 3**

To provide a well-organized collection of books, periodicals, audiovisual and electronic media which meet the instructional needs of students and faculty in order to support the courses, programs and degrees offered.

**Expected Outcomes 110A-2:** Students, administrators, faculty, and staff will express satisfaction with the library's materials, equipment, books, and periodicals used to support each program of study.

**Expected Outcomes 110A-2 Criteria:**

A. At least ninety percent of the administrators, faculty, and staff responding to the Evaluation of Library and Support Services will agree or strongly agree with the following statements.

1. "The library is cataloged and organized in an orderly, easily accessible arrangement following national bibliographical standards and conventions."
2. "Library materials, books, and periodicals are adequate to support the needs of my programs of

study."

B. At least ninety percent of the students responding to the Evaluation of Library and Support Services will agree or strongly agree with the following statements.

1. "Library materials and equipment, books and periodicals are current, relevant and adequate for my program of study."

**Assessment Procedure:** The OPRIE surveys administrators, faculty and staff and currently enrolled students with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of these surveys to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Librarian on each campus will compare the results of the surveys to the minimum criteria and report the outcomes and the recommended use of results to the Learning Resources Division Chair in the Fall Term. The Division Chair will report the results and recommended use of the outcomes to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to identify problem areas for correction and/or further investigation and as one of the factors in establishing priorities for acquisition of materials and establishment of services.

**Resources Required:** No significant additional resources required.

#### **Learning Resources Objective 4**

To provide reference and information services using a variety of formats.

**Expected Outcomes 110A-3:** Students, administrators, faculty, and staff will agree that the libraries provide reference and information services in a variety of formats.

**Expected Outcomes 110A-3 Criteria:**

A. At least ninety percent of the administrators, faculty, and staff responding to the Evaluation of Library and Support Services will agree or strongly agree with the following statement.

1. "The library provides references and information services using a variety of formats."

B. At least ninety percent of the students responding to the Evaluation of Library and Support Services will agree or strongly agree with the following statements.

1. "The library provides references and information services in a variety of formats."
2. "Library materials and equipment, books and periodicals are current, relevant and adequate for my program of study."
3. "Library computers and internet access have helped me achieve academic success and information

literacy.”

**Assessment Procedure:** The OPRIE surveys administrators, faculty and staff and currently enrolled students with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of these surveys to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Librarian on each campus will compare the results of the surveys to the minimum criteria and report the outcomes and the recommended use of results to the Learning Resources Division Chair in the Fall Term. The Division Chair will report the results and recommended use of the outcomes to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to identify problem areas for correction and/or further investigation and as one of the factors in establishing priorities for acquisition of materials and establishment of services.

**Resources Required:** No significant additional resources required.

### **Library Objective 5**

To provide instruction in the use of libraries and research techniques in order to develop information literacy among the student body for empowerment as students and for a future of life-long learning.

**Expected Outcomes 110A-4:** Students will agree that Libraries provide an adequate orientation program and keep them informed concerning library services available.

**Expected Outcomes 110A-4 Criteria:** At least ninety percent of the students responding to the Evaluation of Library and Support Services will agree or strongly agree with the following statement.

1. "I am aware that library services are available."
2. "Students are given adequate orientation in the use of the library, including how to access materials in different formats."

**Assessment Procedure:** The OPRIE surveys currently enrolled students with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Librarian on each campus will compare the results of the survey to the minimum criteria and report the outcomes and the recommended use of results to the Learning Resources Division Chair in the Fall Term. The Division Chair will report the results and recommended use of the outcomes to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to identify problem areas for correction and/or further investigation and as one of the factors in establishing priorities for acquisition of materials and

establishment of services.

**Resources Required:** No significant additional resources required.

### **Library Objective 6**

To provide library services and resources for student and faculty needs.

**Expected Outcomes 110A-5:** Students, administrators, faculty, and staff will express satisfaction with Library's materials, equipment, and services in support of the needs of their programs/functional areas.

**Expected Outcomes 110A-5 Criteria:**

- A. At least ninety percent of the administrators, faculty, and staff responding to the Evaluation of Library and Support Services will agree or strongly agree with the following statement.
1. "Requests for library materials and services are addressed efficiently and effectively."
  2. "Library equipment is current, relevant, and adequate to meet the needs of programs of study."
  3. "Library non-print materials (videos, DVDs, CDs, audio tapes) are adequate to support the needs of my programs of study."
  4. "Library materials, books, and periodicals are adequate to support the needs of my programs of study."
  5. "Library computers and internet access are adequate to support the needs of my programs of study."
  6. "Overall, the library services provided on my campus effectively meet the needs of my programs of study."
- B. At least ninety percent of the students responding to the Evaluation of Library and Support Services will agree or strongly agree with the following statements.
1. "Library materials and equipment, books and periodicals are current, relevant and adequate for my program of study."
  2. "Library computers and internet access have helped me achieve academic success and information literacy."
  3. "Overall the library on my campus satisfies my individual needs for library services."

**Assessment Procedure:** The OPRIE surveys currently enrolled students with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Librarian on each campus will compare the results of the

survey to the minimum criteria and report the outcomes and the recommended use of results to the Learning Resources Division Chair in the Fall Term. The Division Chair will report the results and recommended use of the outcomes to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to identify problem areas for correction and/or further investigation and as one of the factors in establishing priorities for acquisition of materials and establishment of services.

**Resources Required:** No significant additional resources required.

### **Library Objective 7**

To ensure access to the library's collection by all students regardless of class location and delivery style (traditional, web-based, IITS, hybrid, co-op education internship practicum).

**Expected Outcomes 110A-6:** Students will agree that the Library collections are available to all students.

**Expected Outcomes 110A-6 Criteria:** At least ninety percent of the students responding to the Evaluation of Library and Support Services will agree or strongly agree with the following statement.

1. "Access to the library's collection is available to all students regardless of class location and class delivery style (traditional, web-based, IITS, Hybrid, co-op education internship practicum)."

**Assessment Procedure:** The OPRIE surveys administrators, faculty and staff and currently enrolled students with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of these surveys to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Librarian on each campus will compare the results of the surveys to the minimum criteria and report the outcomes and the recommended use of results to the Learning Resources Division Chair in the Fall Term. The Division Chair will report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to identify problem areas for correction and/or further investigation and as one of the factors in establishing priorities for acquisition of materials and establishment of services.

**Resources Required:** No significant additional resources required.

**INSTITUTIONAL GOAL E:** The College will leverage available financial resources to effectively utilize and develop diverse human and physical resources.

### **Library Objective 8**

To provide competent professionals and support staff in adequate numbers to meet the needs of faculty and

students.

**Expected Outcomes 110F-1:** Administrators, faculty, and staff will agree that personnel in their functional area are involved in the selection of library materials and equipment and that library staff are adequate to meet the needs of their functional area.

**Expected Outcomes 110F-1 Criteria:** At least ninety percent of the administrators, faculty, and staff responding to the Evaluation of Library and Support Services will agree or strongly agree with the following statement.

1. "The library staff is large enough to effectively meet the needs of users at my campus/center."
2. "Faculty is involved in the selection of library materials and equipment."
3. "The library staff keeps the faculty informed about new materials as they become available."

**Assessment Procedure:** The OPRIE surveys administrators, faculty and staff with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Librarian on each campus will compare the results of the survey to the minimum criteria and report the outcomes and the recommended use of results to the Learning Resources Division Chair in the Fall Term. The Division Chair will report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to identify problem areas for correction and/or further investigation and as one of the factors in establishing priorities for acquisition of materials and establishment of services.

**Resources Required:** No significant additional resources required.



**MINE TECHNOLOGY (120)**  
**EXPECTED OUTCOMES**

## **PURPOSE**

The purpose of the Mine Technology department is to develop and provide individualized courses as requested by state mines and contractors that effectively train their employees in safety and health issues required in Part 46, 48, 49, 56, 70, 71, 75 and 77 of Title 30 Code of Federal Regulations (30 CFR), provide mine rescue services to all mining companies in Alabama, maintain active involvement in the mining industry by conducting seminars and providing an effective source of pre-employment, up-grade, and skills enhancement training, and foster economic growth in the mining industry.

## **OBJECTIVES**

1. To determine the need for and provide mine training in support of economic growth and community development.
2. To expand mine training throughout the service area.
3. To provide seminars and other training events as requested for the mining industry.

## **MINE TECHNOLOGY EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL D:** The College will promote economic development throughout the service area and the State..

### **Mine Technology Objective 1**

To determine the need for and provide mine training in support of economic growth and community development.

**Expected Outcomes 120D-1:** Bevill State Community College will conduct interest/needs surveys throughout the service area to identify Mine Technology training needs. The College will address the training needs identified by the interest/needs surveys and other means.

#### ***Expected Outcomes 120D-1 Criteria:***

1. Bevill State's Mining Technology Division will schedule training events which will address at least 85 percent of the identified training needs each year.
2. Of the training needs identified, 80 percent of the participants will receive a certificate of completion.

Revised: 08/08/08

**Assessment Procedure:** The Director of Mining will maintain a listing of identified training needs, training courses scheduled to address newly identified needs and the number of participants per training event receiving a certificate of completion.

**Administration of Assessment Procedures:** The Director of Mining will compare the actual results to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes of this report will be used to evaluate/improve the College's effectiveness in identifying and addressing mining training needs of the service area.

**Resources Required:** No significant additional resources required.

### **Mine Technology Objective 2**

To expand mine training throughout the service area.

**Expected Outcomes 120D-2:** Beville State Community College will expand Mine Training offerings to address the training requirements identified by the interest/needs surveys and other means.

***Expected Outcomes 120D-2 Criteria:*** The number of mine training events scheduled each year and the number of employees served will increase from 2 to 5 percent over the previous year.

**Assessment Procedure:** The Director of Mining will schedule and set up training courses as needed to address newly identified mining training needs each year. The Director of Mining will maintain a listing of identified training needs, training courses scheduled to address newly identified needs and the number of participants per training event receiving a certificate of completion.

**Administration of Assessment Procedures:** The Director of Mining will compare the actual results to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes of this report will be used to evaluate/improve the College's effectiveness in identifying and addressing training needs of the service area.

**Resources Required:** No significant additional resources required.

### **Mine Technology Objective 3**

To provide seminars and other training events as requested for the mining industry.

**Expected Outcomes 120D-3:** The Mine Technology department will providing training events needed by the mining industry.

***Expected Outcomes 120D-3 Criteria:*** Seminars and other training events will be conducted for at least 95

percent of the requested events.

**Assessment Procedure:** The Director of Mining will keep records of incoming requests versus conducted training and seminars.

**Administration of Assessment Procedures:** The Director of Mining will tabulate the findings at the end of the year, compare the actual results to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes of this report will be used to evaluate/improve the College's effectiveness in identifying and addressing mining and mining related training needs of the service area.

**Resources Required:** No significant additional resources required.

**PERSONNEL SERVICES (130)**  
**EXPECTED OUTCOMES**

**PURPOSE**

The purpose of the Personnel Services Department is to support the administration, employees, and the College in its efforts to attract, develop, and retain a highly qualified and diverse workforce.

**OBJECTIVES**

1. To provide personnel information to employees in a timely and courteous manner.
2. To assure Postsecondary Uniform Guidelines are legally followed.
3. To recruit more staff and faculty members of minority backgrounds.
4. To assure personnel policies and procedures are clear and concise.
5. To provide appropriate personnel information at orientation to all new employees in order to meet employee's needs.

**PERSONNEL SERVICES EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL E:** The College will leverage available financial resources to effectively utilize and develop diverse human and physical resources.

**Personnel Services Objective 1**

To provide personnel information to employees in a timely and courteous manner.

**Expected Outcomes 130F-1: The Bevill State Office of Personnel Services staff will provide information needed by employees in a timely and courteous manner.**

***Expected Outcomes 130F-1 Criteria:*** At least ninety percent of Bevill State employees responding will “agree” or “strongly agree” that the information provided by the Personnel Department is provided in a timely and courteous manner.

**Assessment Procedure:** The OPRIE surveys Bevill State's administrators, faculty, and staff with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Director of Personnel Services will compare the results

of this survey to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes will be one of the factors used to evaluate the personnel services department as an integral part of the effective use of human resources to operate the College.

**Resources Required:** No significant additional resources required.

### **Personnel Services Objective 2**

To assure Postsecondary Uniform Guidelines are legally followed.

**Expected Outcomes 130F-2: Bevill State administrators/faculty/staff will follow the strict guidelines for the legal hiring of employees to operate College programs and departments.**

*Expected Outcomes 130F-2 Criteria:* The Postsecondary auditor will rate at least 17 questions out of 19 with a “YES” response and there will be no action needed by the institution on the Postsecondary audit.

**Assessment Procedure:** The Director of Personnel will access the audit generated by Postsecondary legal auditor.

**Administration of Assessment Procedures:** The Director of Personnel will report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate the institution’s concern for the effective use of human resources.

**Resources Required:** No significant additional resources required.

### **Personnel Services Objective 3**

Recruit more staff and faculty members of minority backgrounds.

**Expected Outcomes 130F-3: The Postsecondary legal auditor will rate the recruiting process of the personnel office for members with a minority background as effective.**

*Expected Outcomes 130F-3 Criteria:* The Postsecondary auditor will rate all five questions in the Recruitment Section and question 16 with a “YES” response indicating that the recruitment of minority faculty and staff is effective.

**Assessment Procedure:** The Director of Personnel will access the audit generated by Postsecondary legal auditor.

**Administration of Assessment Procedures:** The Director of Personnel will report the outcomes and

recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate the institution's concern for the effectiveness of human resources required to operate College programs and departments.

**Resources Required:** No significant additional resources required.

#### **Personnel Services Objective 4**

To assure personnel policies and procedures will be clear and concise.

**Expected Outcomes 130F-4: Bevill State administrators/faculty/staff will agree or strongly agree that the College's policies and procedures are clear and concise.**

*Expected Outcomes 130F-4 Criteria:* At least ninety percent of Bevill State administrators/faculty/staff responding will "agree" or "strongly agree" that personnel policies and procedures are clear and concise.

**Assessment Procedure:** The OPRIE surveys Bevill State's administrators, faculty, and staff with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Director of Personnel Services will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These findings will be one of the factors used to evaluate the Personnel Department's policies and procedures and the effectiveness of the administrations efforts to have current policies and procedures in clear and concise manner.

**Resources Required:** No significant additional resources required.

#### **Personnel Services Objective 5**

To provide appropriate personnel information at orientation of all new employees in order to meet employee's needs.

**Expected Outcomes 130F-5: Bevill State new employees will agree or strongly agree that the information they receive at the New Employee Orientation is beneficial.**

*Expected Outcomes 130F-5 Criteria:* At least ninety percent of new faculty and staff responding to the items on the evaluation of the New Employee survey will "agree" or "strongly agree" that information provided to them at orientation is beneficial.

**Assessment Procedure:** The Director of Personnel will survey new employee's during New Employee Orientation during the Fall each year.

**Administration of Assessment Procedures:** The Director of Personnel Services will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These findings will be one of the factors used to evaluate the Personnel Services policies and procedures and the effectiveness of the administration efforts to ensure that the personnel department operates in a manner that is in keeping with the institutional mission and reflects sound practices.

**Resources Required:** No addition resources required for assessment.



**PHYSICAL PLANT (140)**  
**EXPECTED OUTCOMES**

**PURPOSE**

The mission of Bevill State Community College's Physical Plant Directors is to maintain physical resources including buildings, grounds, and equipment, both on and off campus that:

- 1) Support the Institutional Mission,
- 2) Meet the needs of the College's programs and activities, and
- 3) Contribute to an atmosphere of effective work/learning.

**OBJECTIVES**

1. To utilize a Maintenance Plan that effectively addresses routine, preventive, corrective, and deferred maintenance of buildings, equipment, and grounds. Bevill State Community College's Maintenance Plan will: 1) be an operational plan, 2) include input from the College's regular planning process, 3) provide a written schedule of regular and deferred maintenance, 4) provide a written record of projects completed, 5) meet the current needs of the institution, and 6) be evaluated annually.
2. To provide safe, adequate, well-lighted parking at all College facilities.
3. To provide and maintain spaces, equipment, and grounds that contribute to an atmosphere of effective work/learning.
4. To provide day-to-day housekeeping routines that keep facilities and grounds clean, attractive, and well-maintained.

**PHYSICAL PLANT EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL E:** The College will expand and improve the quality, utilization, and size of its facilities while continuing to provide a safe and secure environment in which student and community needs are paramount.

**Physical Plant Objective 1**

To utilize a Maintenance Plan that effectively addresses routine, preventive, corrective, and deferred maintenance of buildings, equipment, and grounds. Bevill State Community College's Maintenance Plan will: 1) be an operational plan, 2) include input from the College's regular planning process, 3) provide a written

schedule of regular and deferred maintenance, 4) provide a written record of projects completed, 5) meet the current needs of the institution, 6) be evaluated annually.

**Expected Outcomes 140E-1:** College employees will agree that the College's Maintenance Plan meets the needs of the institution.

***Expected Outcomes 140E-1 Criteria:*** At least 85 percent of the administrators/faculty/staff responding to the Evaluation of Library and Support Services will agree or strongly agree that the College's Maintenance Plan meets the needs of the College by addressing routine, preventive, corrective, and deferred maintenance of buildings, equipment, and grounds.

**Assessment Procedure:** The VP of Finance, with input from the Maintenance Supervisors, will review the results of the planning and evaluation process as it pertains to facilities, equipment, and grounds maintenance and evaluate the effectiveness of the Maintenance Plan annually.

**Administration of Assessment Procedures:** The VP of Finance will report the outcomes and recommended use of results to the President/designee in the Fall term each year.

**Use of Assessment Findings:** To ensure that the Maintenance Plan effectively meets the current needs of the institution.

**Resources Required:** No significant additional resources required.

### **Physical Plant Objective 2**

To provide adequate, safe, well-lighted parking at all College facilities.

**Expected Outcomes 140E-2:** Bevill State Community College will provide adequate parking at all College facilities. **Bevill State Students, Faculty, and Staff will agree that parking on their campus is adequate, safe, and well lighted.**

***Expected Outcomes 140E-2 Criteria:*** At least eighty five percent of the administrators/faculty/staff and students responding to the Evaluation of Library and Support Services will agree or strongly agree that their campus parking is safe, adequate, and well lighted.

**Assessment Procedure:** The OPRIE surveys currently enrolled students, administrators, faculty, and staff with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Maintenance Supervisors on each campus will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to assess the adequacy of parking facilities at the College's campuses and Instructional Sites. If the parking facilities are found to be unsatisfactory, recommendations for improvement will be factored into the College's planning process.

**Resources Required:** No significant additional resources required.

### **Physical Plant Objective 3**

To provide and maintain spaces, equipment, and grounds that contribute to an atmosphere of effective work/learning.

**Expected Outcomes 140E-3:** Bevill State Community College will provide and maintain spaces, equipment, and grounds that contribute to an atmosphere of effective work/learning. **Bevill State administrators, faculty, and staff will agree that the space provided for their functional area is adequate and conducive to work/learning.**

*Expected Outcomes 140E-3 Criteria:* At least ninety percent of the respondents to the administrator/faculty/staff Evaluation of Library and Support Services will agree or strongly agree with the following statements:

1. The space provided for my functional area is adequate and conducive to work/learning.
2. The temperature and noise level in my workspace/classroom is conducive to work/learning.

**Assessment Procedure:** The OPRIE surveys currently enrolled students, administrators, faculty, and staff with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Maintenance Supervisors on each campus will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These findings will be one of the factors used to assess the adequacy of the physical space and work/learning environment. If assessment shows that the space is not adequate or the environment is not conducive to work/learning additional evaluation and/or appropriate corrective action will be initiated.

**Resources Required:** No significant additional resources required.

### **Physical Plant Objective 4**

To provide day-to-day housekeeping routines that keep the facilities and grounds clean and attractive and well-maintained.

**Expected Outcomes 140E-4:** Bevill State Community College will maintain attractive, clean facilities. **Bevill State students, administrators, faculty, and staff will agree that their campus buildings and grounds are clean, attractive, and well maintained.**

*Expected Outcomes 140E-4 Criteria:* At least eighty-five percent of the respondents to the BSCC

administrators/faculty/staff survey of Evaluation of Library and Support Services will agree or strongly agree that the buildings and grounds on their campus are safe, clean, attractive, and well maintained.

**Assessment Procedure:** The OPRIE surveys currently enrolled students, administrators, faculty, and staff with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Maintenance Supervisors on each campus will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** If findings indicate that facilities are not clean, attractive, and well maintained appropriate corrective action will be initiated.

**Resources Required:** No significant additional resources required.

# **PLANNING/RESEARCH/INSTITUTIONAL EFFECTIVENESS–OPRIE (150)**



## **EXPECTED OUTCOMES**

### **PURPOSE**

The purpose of Bevill State Community College's Office of Planning, Research and Institutional Effectiveness is to facilitate an integrated planning, research, and institutional effectiveness process that meets the current needs of the institution.

### **OBJECTIVES**

1. To implement and operate a viable structure (continuous improvement model) for evaluating, compiling, and reporting results of assessment that maximizes use of the data in improving institutional effectiveness at the unit level.
2. To facilitate a planning process that: a) involves administrators, faculty, support staff, and students b) addresses the needs of the functional units c) relates directly to the budgeting process d) meets the needs of the institution and e) fulfills the mission of the College.
3. To provide institutional research data that meets the planning, budgeting, and continuous improvement needs of College units.

### **OPRIE EXPECTED OUTCOMES**

**INSTITUTIONAL GOAL H:** The College will continue its strong commitment to an ongoing, broad-based, systematic process of introspection, assessment, and evaluation that results in improved effectiveness of the College in all areas.

#### **OPRIE Objective 1**

**To implement and operate a viable structure (continuous improvement model) for evaluating, compiling, and reporting results of assessment that maximizes use of the data in improving institutional effectiveness at the unit level.**

**Expected Outcomes 150H-1:** The OPRIE will communicate the results of continuous improvement studies to unit personnel in a useful format. **Bevill State's Administrative Team and Campus Leadership Team Members will agree that the results of continuous improvement studies are communicated to them in a useful form.**

**Expected Outcomes 150H-1 Criteria:** At least ninety percent of the respondents to the following statements on the Budgeting/Planning/Institutional Research Survey will agree or strongly agree with the statements.

1. Evaluation data are provided to the administration and functional units in the manner that maximizes use of the data in the continuous improvement of the College.
2. The results of continuous improvement studies are effectively communicated to appropriate

administrators.

**Assessment Procedures:** Bevill State's Administrative Team and Campus Leadership Team Members complete the Budgeting/Planning/Institutional Research Survey annually. The OPRIE reports the results of these evaluations to the Administration by the Fall term each year.

**Administration of Assessment Procedure:** The OPRIE will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the President/designee for final approval.

**Use of Assessment Findings:** To evaluate the effectiveness of the institutional effectiveness/research function and the planning and budgeting procedures.

**Resources Required:** No significant additional resources required.

## OPRIE Objective 2

To facilitate a planning process that: a) involves administrators, faculty, support staff, and students b) addresses the needs of the functional units c) relates directly to the budgeting process d) meets the needs of the institution and e) aids functional units in fulfilling the mission of the College.

**Expected Outcomes 150H-2:** Bevill State's planning process will include broad-based input from throughout the College community, meet the needs of the institution and functional units, relate to the budgeting process and aid functional areas in fulfilling the mission of the College. **Bevill State's Administrative Team and Campus Leadership Team Members will agree that input to the planning process is broad based, meets the needs of the institution and functional units, relates to the budgeting process and aids functional areas in fulfilling the mission of the College.**

***Expected Outcomes 150H-2 Criteria:*** At least ninety percent of the respondents to the following statements on the Budgeting/Planning/Institutional Research Survey will agree or strongly agree with the statement.

1. The annual needs assessment survey provides adequate input to the planning process.
2. The diverse membership of the Campus Assessment and Planning Committee (Campus Leadership Teams) insures broad-based input into the planning process.
3. The Collegewide Functional Area Committees effectively merge the campus recommendations into a comprehensive plan that supports the budgeting process.
4. The Strategic Planning Steering Committee (President's Advisory Council) openly receives recommendations generated by the planning process to refocus institutional priorities and strategies.
5. The Planning process aids functional units in fulfilling the mission of the College.

**Assessment Procedures:** Bevill State's Administrative Team and Campus Leadership Team Members complete the Budgeting/Planning/Institutional Research Survey annually. The OPRIE reports the results of these evaluations to the Administration by the Fall term each year.

**Administration of Assessment Procedure:** The OPRIE will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the President/designee for final approval.

**Use of Assessment Findings:** To evaluate the effectiveness of the institutional effectiveness/research function and the planning and budgeting procedures.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 150H-3:** Bevill State's planning process will meet the needs of the institution and its functional units. **Bevill State's Administrative Team and Campus Leadership Team Members will agree that the planning process meets the needs of the institution and its functional units.**

***Expected Outcomes 150H-3 Criteria:*** At least ninety percent of the respondents to the following statements on the Budgeting/Planning/Institutional Research Survey will agree or strongly agree with the statement.

1. The planning process serves the needs of the institution.
2. The planning/evaluation process aids functional units in fulfilling the mission of the College.
3. Institutional goals and unit objectives guide the activities of each functional unit.

**Assessment Procedures:** Bevill State's Administrative Team and Campus Leadership Team Members complete the Budgeting/Planning/Institutional Research Survey annually. The OPRIE reports the results of these evaluations to the Administration by the Fall term each year.

**Administration of Assessment Procedure:** The OPRIE will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the President/designee for final approval.

**Use of Assessment Findings:** To evaluate the effectiveness of the institutional effectiveness/research function and the planning and budgeting procedures.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 150H-4:** Bevill State's Planning Process will relate to its Budgeting Process. **Bevill State's Administrative Team and Campus Leadership Team Members will agree that the planning and budgeting processes are inter-related.**

***Expected Outcomes 150H-4 Criteria:*** At least ninety percent of the respondents to the following statements on the Budgeting/Planning/Institutional Research Survey will agree or strongly with the statement.

1. There is a clear and viable link between the budgeting process and strategic planning and evaluation.

**Assessment Procedures:** Bevill State's Administrative Team and Campus Leadership Team Members complete the Budgeting/Planning/Institutional Research Survey annually. The OPRIE reports the results of

these evaluations to the Administration by the Fall term each year.

**Administration of Assessment Procedure:** The OPRIE will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the President/designee for final approval.

**Use of Assessment Findings:** To evaluate the effectiveness of the institutional effectiveness/research function and the planning and budgeting procedures.

**Resources Required:** No significant additional resources required.

### **OPRIE Objective 3**

To provide institutional research data that meets the planning, budgeting, and continuous improvement needs of College units.

**Expected Outcomes 150H-5:** Institutional Research/Effectiveness data provided will meet the needs of the College's functional units. **Bevill State's Administrative Team and Campus Leadership Team Members will agree that useful information is provided to them.**

*Expected Outcomes 150H-5 Criteria:* At least ninety percent of the respondents to the following statements on the Budgeting/Planning/Institutional Research Survey will agree or strongly agree with the statements.

1. Information distributed by the Office of Planning, Research and Institutional Effectiveness is beneficial to my department.
2. The Office of Planning, Research and Institutional Effectiveness provides the information I need from that department.
3. Data provided by the Office of Planning, Research and Institutional Effectiveness are used to make data informed decision.

**Assessment Procedures:** Bevill State's Administrative Team and Campus Leadership Team Members complete the Budgeting/Planning/Institutional Research Survey annually. The OPRIE reports the results of these evaluations to the Administration by the Fall term each year.

**Administration of Assessment Procedure:** The OPRIE will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the President/designee for final approval.

**Use of Assessment Findings:** To evaluate the effectiveness of the institutional effectiveness/research function and the planning and budgeting procedures.

**Resources Required:** No significant additional resources required.

**POLICE DEPARTMENT (160)**  
**EXPECTED OUTCOMES**

**PURPOSE**

The purpose of the Police Department is to provide students, faculty, staff, administrators, and visitors with a safe and secure environment.

**OBJECTIVES**

1. To provide adequate hours of police coverage.
2. To employ adequate personnel to provide police coverage.

**POLICE DEPARTMENT EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL E:** The College will expand and improve the quality, utilization, and size of its facilities while continuing to provide a safe and secure environment in which student and community needs are paramount.

**Police Department Objective 1**

To provide adequate hours of police coverage.

**Expected Outcomes 160E-1: Students, administrators, faculty, and staff will agree that Bevill State's Police Department provides adequate hours of coverage.**

**Expected Outcomes 160E-1 Criteria:** At least ninety percent of administrators, students, faculty, and staff will agree or strongly agree to follow survey item.

“The hours of coverage that the uniformed state law enforcement officers work are adequate to provide a safe and secure environment on campus.”

**Assessment Procedure:** The OPRIE surveys Bevill State's administrators, faculty, and staff with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Chief of Police will report the results and recommended use of the outcomes to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate and improve the

effectiveness of the Police Department as an integral part of the College community.

**Resources Required:** No significant additional resources required.

### **Police Department Objective 2**

To employ adequate personnel to provide police coverage

**Expected Outcomes 160E-2: Students, administrators, faculty, and staff will agree that Bevill State's Police Department provides adequate personnel to provide police coverage.**

***Expected Outcomes 160E-2 Criteria:*** At least ninety percent of administrators, students, faculty, and staff will agree or strongly agree to the following survey items:

1. I feel safer with uniformed state law enforcement officers on duty on the campus.
2. The College provides enough uniformed state law enforcement officers to ensure a safe and secure campus environment.

**Assessment Procedure:** The OPRIE surveys Bevill State's administrators, faculty, and staff with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The Chief of Police will report the results and recommended use of the outcomes to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate and improve the effectiveness of the Police Department as an integral part of the College community.

**Resources Required:** No significant additional resources required.

***PUBLIC RELATIONS (170)***  
***EXPECTED OUTCOMES***

**PURPOSE**

The purpose of the Office of Public Relations is to provide information to the West Alabama residents by promoting a positive image of the College as a student-centered institution providing quality education, skills training and continuing education and enhancing the visibility of the College across its service area as a tool for lifelong learning and community service.

**OBJECTIVES**

1. To enhance and maintain overall visibility of the College throughout West Alabama.
2. To promote a positive image of the College throughout the service area.
3. To provide the public with information about the College's programs of study and course offerings.
4. To provide information concerning the College's role as a tool for lifelong learning.
5. To heighten awareness of the College's commitment to the community.
6. To provide the public with information about the College's events and activities.
7. To provide materials for marketing and recruiting efforts of the College.

**PUBLIC RELATIONS EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL J:** The College will continue its commitment to the enhancement of the image of BSCC in the College district and state.

**Public Relations Objective 1**

To enhance and maintain overall visibility of College throughout West Alabama.

**Expected Outcomes 170J-1:** The College will be visible throughout the service area.

***Expected Outcomes 170J-1 Criteria:***

A. At least 100 percent of high school students surveyed will know about Bevill State Community College.

B. At least 90 percent of community organization members surveyed will agree or strongly agree that

Bevill State Community College is visible throughout the college's service area.

- C. At least 95 percent of the Public Relations Advisory Board will agree that Bevill State is visible throughout the college's service area.

**Assessment Procedure:** The Public Relations Department will evaluate the results of annual surveys of high school students, incoming College freshmen, selected community organizations and the Public Relations Advisory Board members regarding the public image of the College.

**Administration of Assessment Procedure:** The Director of Public Relations will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to evaluate the effectiveness of Public Relations' efforts to enhance the visibility of the College.

**Resources Required:** No significant additional resources required.

## **Public Relations Objective 2**

To promote a positive image of the College throughout the service area.

**Expected Outcomes 170J-2: Area residents and potential students will have a positive image of the College.**

### *Expected Outcomes 170J-2 Criteria:*

- A. At least 80 percent of high school students surveyed will have a positive image of Bevill State.
- B. At least 100 percent of high school principals and counselors surveyed will have a positive image of Bevill State.
- C. At least 95 percent of incoming freshmen that responded to the survey will have a positive image of Bevill State.
- D. At least 100 percent of the community organization members who responded to the survey will have a positive image of Bevill State.
- E. At least 95 percent of the Public Relations Advisory Board will have a positive image of Bevill State.

**Assessment Procedure:** The Public Relations Department will evaluate the results of annual surveys of high school students, high school principals and counselors, incoming College freshmen, selected community organizations and the Public Relations Advisory Board members regarding the public image of the College.

**Administration of Assessment Procedure:** The Director of Public Relations will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to evaluate the effectiveness of Public Relations' efforts to promote a positive image of the College.

**Resources Required:** No significant additional resources required.

### **Public Relations Objective 3**

To provide the public with information about the College's programs of study and course offerings.

**Expected Outcomes 170J-3:** The Public will be informed of the College's programs of study and course offerings.

#### *Expected Outcomes 170J-3 Criteria:*

- A. At least 80 percent of high school students surveyed will be aware of Bevill State's programs of study and course offerings.
- B. At least 85 percent of the high school principals and counselors will be aware of Bevill State's programs of study and course offerings.
- C. At least 80 percent of the community organization members who responded to the survey will be aware of Bevill State's programs of study and course offerings.
- D. At least 95 percent of the Public Relations Advisory Board will be aware of Bevill State's programs of study and course offerings.

**Assessment Procedure:** The Public Relations Department will evaluate the results of annual surveys of high school students, high school principals and counselors, selected community organizations and the Public Relations Advisory Board members regarding the programs of study and courses offered by the College.

**Administration of Assessment Procedure:** The Director of Public Relations will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to evaluate the effectiveness of Public Relations' efforts to provide information to the service area concerning the College's programs of study and course offerings.

**Resources Required:** No significant additional resources required.

### **Public Relations Objective 4**

To provide information concerning the College's role as a tool for lifelong learning.

**Expected Outcomes 170J-4:** The Public will be aware that the College is a tool for lifelong learning.

***Expected Outcomes 170J-4 Criteria:***

- A. At least 80 percent of the community organization members who responded to the survey will be aware of Bevill State's role as a tool for lifelong learning.
- B. At least 100 percent of the Public Relations Advisory Board surveyed will be aware of Bevill State's role as a tool for lifelong learning.
- C. At least 95 percent of BSCC faculty and staff surveyed will be aware of Bevill State's role as a tool for lifelong learning.

**Assessment Procedure:** The Public Relations Department will evaluate the results of annual surveys of faculty and staff, selected community organizations and the Public Relations Advisory Board members regarding the College's role as a tool for lifelong learning.

**Administration of Assessment Procedure:** The Director of Public Relations will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to evaluate the effectiveness of Public Relations' efforts to provide information concerning the College's role as a tool for lifelong learning.

**Resources Required:** No significant additional resources required.

**Public Relations Objective 5**

To heighten awareness of the College's commitment to the community.

**Expected Outcomes 170J-5: The public will be aware of the College's commitment to the community.**

***Expected Outcomes 170J-5 Criteria:***

- A. At least 80 percent of the community organization members who responded to the survey will be aware of Bevill State's commitment to the community.
- B. At least 100 percent of the Public Relations Advisory Board surveyed will be aware of Bevill State's commitment to the community.
- C. At least 95 percent of the BSCC faculty and staff surveyed will be aware of Bevill State's commitment to the community.
- D. At least 95 percent of the focus group surveyed will be aware of Bevill State's commitment to the community.

**Assessment Procedure:** The Public Relations Department will evaluate the results of annual surveys of faculty and staff, selected community organizations and the Public Relations Advisory Board members regarding the College's commitment to the community.

**Administration of Assessment Procedure:** The Director of Public Relations will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to evaluate the effectiveness of Public Relations' efforts to provide information concerning the College's commitment to the community.

**Resources Required:** No significant additional resources required.

### **Public Relations Objective 6**

To provide the public with information about the College's events and activities.

**Expected Outcomes 170J-6:** The public will be informed about College events and activities through different media outlets, flyers, etc.

#### *Expected Outcomes 170J-6 Criteria:*

- A. At least 80 percent of the community organization members who responded to the survey will agree that the Public Relations Department effectively informs the public of BSCC events and activities.
- B. At least 85 percent of the Public Relations Advisory Board surveyed will agree that the Public Relations Department effectively informs the public of BSCC events and activities.
- C. At least 85 percent of BSCC faculty and staff surveyed will agree that the Public Relations Department effectively informs the public of BSCC events and activities.
- D. At least 100 percent of the focus group surveyed will agree that the Public Relations Department effectively informs the public of BSCC events and activities.

**Assessment Procedure:** The Public Relations Department will evaluate the results of annual surveys of faculty and staff, selected community organizations and the Public Relations Advisory Board members regarding dissemination of information concerning College events and activities.

**Administration of Assessment Procedure:** The Director of Public Relations will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to evaluate the effectiveness of Public Relations' efforts to disseminate information concerning the College's events and activities.

**Resources Required:** No significant additional resources required.

### **Public Relations Objective 7**

To provide materials for marketing and recruiting efforts of the College.

Revised: 08/08/08

**Expected Outcomes 170J-7: Materials produced for marketing and recruiting will be informative and attractive.**

***Expected Outcomes 170J-7 Criteria:***

- A. At least 100 percent of principals and high school counselors will agree that the materials for recruiting and marketing are informative and attractive.
- B. At least 95 percent of incoming freshmen will agree that recruiting and marketing materials are informative and attractive.
- C. At least 95 percent of the Public Relations Advisory Board surveyed will agree that the marketing materials are informative and attractive.
- D. At least 100 percent of BSCC faculty and staff surveyed will agree that the marketing materials are informative and attractive.
- E. At least 85 percent of the focus group surveyed will agree that the marketing materials are informative and attractive.

**Assessment Procedure:** The Public Relations Department will evaluate the results of annual surveys of faculty and staff, counselors and principals, incoming College freshmen and the Public Relations Advisory Board members regarding marketing and recruiting materials.

**Administration of Assessment Procedure:** The Director of Public Relations will compare the results of this survey to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be used to evaluate the effectiveness of Public Relations' efforts to provide accurate, attractive marketing and recruiting materials.

**Resources Required:** No significant additional resources required.



## **SKILLS TRAINING (180) EXPECTED OUTCOMES**

### **PURPOSE**

The Skills Training Division purpose is to provide quality education while responding to the needs and goals of students both traditional and non-traditional. The Skills Training Division provides skills training for those seeking employment, seeking to upgrade and increase job specific skills or seeking self-improvement. The Division offers students career specific courses designed to develop initial skills, upgrade skills, or to enhance job performance.

### **OBJECTIVES**

1. To determine need for and offer Skills Training courses in support of economic growth and workforce development.
2. To expand Skills Training offerings throughout the service area. To provide stand-alone short term competency based courses as required using both in house and contracted training.
3. To further incorporate Skills Training students into regularly scheduled credit producing classes as open entry open exit students.

### **SKILLS TRAINING EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL D:** The College will promote economic development throughout the service area and the State.

#### **Skills Training Objective 1**

To determine need for and offer Skills Training courses in support of economic growth and workforce development.

**Expected Outcomes 180D-1:** Bevill State Community College will conduct interest/needs surveys throughout the service area to identify Skills Training requirements. The College will address the training requirements identified by the interest/needs surveys and by other means.

#### ***Expected Outcomes 180D-1 Criteria:***

- A. Bevill State's Skills Training Division will schedule training events which will address at least 85 percent of the identified training needs each year.
- B. Of the training needs identified, 85 percent of the identified training needs will be addressed by conducting skills training classes or by incorporating students into credit producing classes to

accomplish desired training goals.

**Assessment Procedure:** The Director of the Skills Training Division will maintain a listing of identified training needs, training courses scheduled to address newly identified needs, and the number of participants per training event.

**Administration of Assessment Procedure:** The Director of the Skills Training Division will compare the actual results to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes of this report will be used to evaluate/improve the College's effectiveness in identifying and addressing training needs of the service area.

**Resources required:** Postage for mail outs, advertising in local papers.

### **Skills Training Objective 2**

To expand Skills Training offerings throughout the service area. To provide stand-alone short term competency based courses as required using both in house and contracted training.

**Expected Outcomes 180D-2:** Bevill State Community College will expand Skills Training offerings. The College will address the training requirements identified by the interest/needs surveys and by other means.

***Expected Outcomes 180D-2 Criteria:*** Bevill State's Skills Training Division will expand Skills Training offerings by 5 percent per year based upon interest/needs surveys and other means.

**Assessment Procedure:** The Director of the Skills Training Division will schedule and set up training courses as needed to address newly identified needs each year. The Director of the Skills Training Division will maintain a listing of identified training needs, training courses scheduled to address identified needs, and the number of participants per training event.

**Administration of Assessment Procedure:** The Director of the Skills Training Division will compare the actual results to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes of this report will be used to evaluate/improve the College's effectiveness in identifying and addressing training needs of the service area.

**Resources Required:** No significant additional resources required.

### **Skills Training Objective 3**

To further incorporate Skills Training students into regularly scheduled credit producing classes as open entry open exit students.

**Expected Outcomes 180D-3:** Bevill State Community College will ensure that Skills Training students are taught using existing credit producing courses whenever possible.

***Expected Outcomes 180D-3 Criteria:*** At least ninety percent of students enrolled in the Skills Training division will be provided instruction by using existing credit producing courses.

**Assessment Procedure:** The Director of the Skills Training Division will maintain a record of the students provided skills training and the means in which the training was provided.

**Administration of Assessment Procedure:** The Director of the Skills Training Division will compare the actual results to the minimum criteria and report the outcomes and recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes of this report will be used to evaluate the College's ability to meet the needs of the Skills training Division through existing credit producing courses.

**Resources Required:** No significant additional resources required.

## ***STUDENT SERVICES (190)*** ***EXPECTED OUTCOMES***

### **PURPOSE**

The purpose of Student Services is to provide services to students that will assist them in selecting and pursuing college majors or career training programs that lead to successful employment. Additionally, Student Services strives to make the students' tenure at the College a positive experience. Staff and faculty members assume a cooperative role in the execution of the objectives of Student Services. Student Services is dedicated to providing comprehensive services for prospective students, for currently enrolled students, and for those students/graduates who are placed into employment or into transfer programs. The role of Student Services is to serve as a general information source and as a facilitator in administering specialized programs. In maintaining consistency with the philosophy and purpose of the institution, Student Services has established the following specific objectives.

### **OBJECTIVES**

1. To maintain a strong, positive working relationship with secondary education institutions in the College district and postsecondary education institutions statewide to facilitate dialogue and cooperation in recruitment and dissemination of educational opportunities available at the College and the transfer institutions.
2. To provide pre-enrollment counseling and assessment that adequately predicts the potential for academic success in programs of study and coursework.
3. To provide counseling referral services for students whose needs require attention outside the scope of the College.
4. To enter new students in the academic advisement process and support the academic advising of students throughout their tenure at the College.
5. To provide an orientation/student success program to aid new students in their transition to the College, expose new students to the educational opportunities of the College, integrate new students into the life of the College, and enhance their opportunities for personal, educational, and career success.
6. To refer students to career awareness services which will assist them in developing, evaluating, and implementing career plans.
7. To provide, as a complement to the educational experiences of students, opportunities for participation in cultural, social, recreational, and intellectual activities.
8. To maintain students' academic records and personal data in a safe, efficient manner ensuring that the process of releasing student records is done in a time sensitive manner.
9. To endeavor to meet the needs of the individual student by providing special services.
10. To provide financial assistance to students who would not normally take advantage of postsecondary

Revised: 08/08/08

education due to lack of financial resources.

11. To encourage and maintain student, staff, and faculty involvement in policy and decision making within the department particularly in those areas that directly affect students.
12. To provide student residents with housing in an atmosphere that is safe, quiet, clean and conducive to living, studying and developing as individuals.

## **STUDENT SERVICES EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL B:** The College will expand, strengthen, and improve support services and activities for students to enhance enrollment, retention, and educational goal attainment.

### **Student Services Objective 1**

To maintain a strong, positive working relationship with secondary education institutions in the College district and postsecondary education institutions statewide to facilitate dialogue and cooperation in recruitment and dissemination of educational opportunities available at the College and the transfer institutions.

**Expected Outcomes 190B-1:** The College will develop and implement a plan for systematic contact with high school students. **As a result of the comprehensive student recruitment plan, campus activities for high school students program, and other recruiting activities, graduates from area high schools will enroll at Bevill State.**

***Expected Outcomes 190B-1 Criteria:*** Each year the number of high school graduates enrolling at Bevill State from high schools will be equal to or greater than the previous year.

**Assessment Procedure:** Campus Recruiting Associates for area high schools will report the number of students graduating from each area high school to the Assistant to the Dean of Student Services (ADOSS) by the beginning of the Fall Term each year. The ADOSS will determine the number of these graduates who have registered for classes at Bevill State during the Fall Term each year.

**Administration of Assessment Procedure:** The ADOSS will evaluate these data and determine the percent of the graduating class from each area high school that enrolled at Bevill State. The ADOSS will report the outcomes and use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Outcomes of area high school enrollment rate will be one of the factors used to evaluate the effectiveness of Bevill State's recruiting efforts.

**Resources Required:** No significant additional resources required.

### **Student Services Objective 2**

To provide pre-enrollment counseling and assessment that adequately predict the potential for academic success in programs of study and coursework.

**Expected Outcomes 190B-3: Bevill State students placed in courses as a result of testing/advising will successfully complete those courses.**

*Expected Outcomes 190B-3 Criteria:* At least 75 percent of the students placed in college-level math and English classes as a result of assessment/counseling will successfully complete these courses.

**Assessment Procedure:** The ADOSS will track students placed in college-level Math and English classes and calculate their success rate.

**Administration of Assessment Procedures:** The ADOSS will report the outcomes and the recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate/revise the assessment/advising process.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 190B-4: Bevill State students will express satisfaction with placement testing/advising procedures and services.**

*Expected Outcomes 190B-4 Criteria:*

- A. At least ninety-five percent of the graduates responding to the Graduating Student Survey will express satisfaction with placement testing and the procedures.
- B. At least ninety-five percent of students responding to the Evaluation of Library and Support Services will express satisfaction with the placement/testing process.

**Assessment Procedure:** The OPRIE surveys currently enrolled students with the Evaluation of Library and Support Services in the Spring term and surveys all graduating students with the Graduating Student Survey. The OPRIE reports the results of the Evaluation of Library and Support Services and the Graduating Student Survey to the Administration by the Fall Term each year.

**Administration of Assessment Procedures:** The ADOSS will compare the results of the survey instruments to the minimum criteria and report the outcomes and use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes of these assessments will be used to evaluate the effectiveness of the testing centers.

**Resources Required:** No significant additional resources required.

**Student Services Objective 3**

To provide counseling referral service for students whose needs require attention outside the scope of the College.

**Expected Outcomes 190B-5: Student Services Personnel will work with outside agencies to insure that students' special needs beyond the scope of the College are adequately addressed.**

*Expected Outcomes 109B-5 Criteria:* At least 85 percent of students responding to the Evaluation of Library and Support Services will be satisfied or very satisfied with Counseling Referral Services.

**Assessment Procedures:** The OPRIE surveys currently enrolled students with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The ADOSS will report the results and recommended use of the outcomes to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment will be one of the factors used to improve the effectiveness of Counseling/Referral Services.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 190B-6: Beville State students will express satisfaction with the procedures and services provided by the Counseling Referral Service.**

*Expected Outcomes 190B-6 Criteria:* At least ninety percent of the students responding to the Evaluation of Library and Support Services will express satisfaction with the procedures and services provided by the student counseling referral service.

**Assessment Procedures:** The OPRIE surveys students with the Evaluation of Library and Support Services and reports the results of the Evaluation of Library and Support Services by the Fall Term each year.

**Administration of Assessment Procedures:** The ADOSS will report the results and recommended use of the outcomes to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The results of assessment will be one of the factors used to improve the effectiveness of Counseling Referral Services.

**Resources Required:** No significant additional resources required.

#### **Student Services Objective 4**

To enter new students in the academic advisement process and support the academic advising of students throughout their tenure at the College.

Revised: 08/08/08

**Expected Outcomes 190B-7: Bevill State graduates and currently enrolled students will express satisfaction with the academic advisement process.**

***Expected Outcomes 190B-7 Criteria:***

- A. At least ninety percent of the respondents to the Graduate Alumni Questionnaire, the Graduating Student Survey, and the Evaluation of Library and Support Services survey will express satisfaction with the academic advisement process.
- B. At least ninety percent of the graduates who have continued their education at another college will answer "no" to item #17 (did you have problems transferring to the college indicated).

**Assessment Procedure:** The OPRIE surveys all graduating students with the Graduating Student Survey, surveys former graduates with the Graduate Alumni Questionnaire, and surveys currently enrolled students with the Evaluation of Library and support Services in the Spring term. The OPRIE reports the results of both of these surveys to the Administration by the Fall Term each year.

**Administration of Assessment Procedures:** The ADOSS will report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate the advisement process.

**Resources Required:** No significant additional resources required.

### **Student Services Objective 5**

To provide an orientation/student success program to aid new students in their transition to the College, expose new students to the educational opportunities of the College, integrate new students into the life of the College, and enhance their opportunities for personal, educational, and career success.

**Expected Outcomes 190B-8: Bevill State students will express satisfaction with the New Student Orientation Program.**

***Expected Outcomes 190B-8 Criteria:*** At least ninety percent of the students participating in the new student orientation program will provide a positive response to all items on the Student Evaluation of PSY100 Orientation course evaluation form.

**Assessment Procedures:** Students will evaluate the New Student Orientation Program upon completion of the program.

**Administration of Assessment Procedures:** The ADOSS will tally the evaluations and report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate the effectiveness of the New Student Orientation Program.

**Resources Required:** No significant additional resources required.

### **Student Services Objective 6**

**To refer students to career awareness services which will assist them in developing, evaluation, and implementing career plans.**

**Expected Outcomes 190B-9: Bevill State students will express satisfaction with resources provided to them through career awareness services.**

*Expected Outcomes 190B-9 Criteria:* At least 85 percent of the students responding to the Graduate Alumni Survey will be satisfied or very satisfied with the assistance that they received in obtaining information concerning job opportunities in their field of study.

**Assessment Procedure:** The OPRIE surveys all graduating students with the Graduate Alumni Survey. The OPRIE reports the results of the Graduate Alumni Survey to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The ADOSS will report the outcomes and the recommended use of results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate/revise career awareness services.

**Resources Required:** No significant additional resources required.

### **Student Services Objective 7**

To provide, as a complement to the educational experiences of students, opportunities for participation in cultural, social, recreational, and intellectual activities.

**Expected Outcomes 190B-2: Bevill State students involved in student organizations will express satisfaction with those organizations.**

*Expected Outcomes 190B-2 Criteria:* At least ninety percent of the students responding yes to the question "have you ever participated in any student organization(s) at BSCC?" on the Graduating Student Survey will express satisfaction.

**Assessment Procedure:** The OPRIE surveys all graduating students with the Graduating Student Survey. The OPRIE reports the results of the Graduating Student Survey to the Administration by the Fall Term each year.

**Administration of Assessment Procedures:** The ADOSS will compare the results of this survey to the minimum criteria and report the outcomes and use of results to the appropriate supervisor who will present

the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes of assessment will be one of the factors used to evaluate Beville States' extracurricular activities.

**Resources Required:** No significant additional resources required.

### **Student Services Objective 8**

To maintain students' academic records and personal data in a safe, efficient manner ensuring that the process of releasing student records is done in a time sensitive manner.

**Expected Outcomes 190B-10: Beville State will provide accurate student transcripts to transfer institutions in a timely manner as evidenced by student response to item #17 on the Graduate Alumni Questionnaire.**

*Expected Outcomes 190B-10 Criteria:*

- A. At least ninety percent of the graduates responding to the first part of item #17 on the graduate alumni questionnaire (did you have problems transferring to the college indicated?) will answer "no" to that item.
- B. Less than 5 percent of these respondents will report problems with transcripts on the third part of item 17.

**Assessment Procedure:** The OPRIE surveys all graduating students with the Graduating Student Survey and reports the results of the Graduating Student Survey to the Administration by the Fall Term each year.

**Administration of Assessment Procedures:** The ADOSS will report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** These outcomes will be one of the factors used to evaluate procedures pertaining to academic records.

**Resources Required:** No significant additional resources required.

### **Student Services Objective 9**

To endeavor to meet the needs of the individual student by providing special services.

**Expected Outcomes 190B-11: Beville State will take all reasonable steps to accommodate special needs of students as requested on the Student and Citizen Accommodation Request Form.**

*Expected Outcomes 190B-11 Criteria:* At least 85 percent of students responding to the Evaluation of Library and Support Services that have a documented disability and have requested accommodations for their disability will be satisfied or very satisfied with the College's efforts to accommodate their requests related to the disability.

**Assessment Procedures:** The OPRIE surveys currently enrolled students with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The ADOSS will report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment will be one of the factors used to evaluate the College's ability to meet special needs of students.

**Resources Required:** No significant additional resources required.

### **Student Services Objective 10**

To provide financial assistance to students who would not normally take advantage of postsecondary education due to lack of financial resources;

**Expected Outcomes 190B-12: High School Counselors will express satisfaction with the Financial Aid Workshop(s) provided to service area residents.**

*Expected Outcomes 190B-12 Criteria:* At least ninety percent of the high school counselors responding will express satisfaction with the workshops attended.

**Assessment Procedures:** The ADOSS will conduct a satisfaction survey of High School Counselors and share the results with the DOSS.

**Administration of Assessment Procedures:** The ADOSS will report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes of assessment will be one of the factors used to evaluate the effectiveness of financial aid workshops in reaching area residents.

**Resources Required:** No significant additional resources required.

**Expected Outcomes 190B-13: Bevill State students will express satisfaction with procedures and services provided by the Office of Financial Aid.**

*Expected Outcomes 190B-13 Criteria:* At least 85 percent of students responding to the Evaluation of Library and Support Services will agree or strongly agree that they are satisfied with Financial Aid.

**Assessment Procedures:** The OPRIE surveys currently enrolled students with the Evaluation of Library and Support Services in the Spring term each year. OPRIE reports the results of this survey to the Administration by the Fall term each year.

**Administration of Assessment Procedures:** The ADOSS will report the outcomes and recommended use

of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Assessment findings will be used as one of the factors in evaluating the services provided to students by the Office of Financial Aid.

**Resources Required:** No significant additional resources required.

### **Student Services Objective 11**

To encourage and maintain student, staff, and faculty involvement in policy and decision making within the department particularly in those areas that directly affect students.

**Expected Outcomes 190B-14:** College Committees which directly affect students will have broad-based input.

*Expected Outcomes 190B-14 Criteria:* Representatives from faculty, staff, and students will be assigned to committees that directly affect students.

**Assessment Procedures:** The DOSS will review annually the structure of committees that directly affect students.

**Administration of Assessment Procedures:** The ADOSS will report the results and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** Findings will be one of the factors used to insure broad based input to policy and decision making within the Student Services Department.

**Resources Required:** No significant additional resources required.

### **Student Services Objective 12**

To provide student residents with housing in an atmosphere that is safe, quiet, clean and conducive to living, studying and developing as individuals.

**Expected Outcomes 190B-15:** The College will provide student residents with housing in an atmosphere that is safe, quiet, clean and conducive to living, studying and developing as individuals.

*Expected Outcomes 190B-15 Criteria:* At least 80 percent of students responding to the Evaluation of Services to Athletes will rate living accommodations on campus and dorm rules and regulations as good or excellent.

**Assessment Procedures:** The Director of Student Services will evaluate the satisfaction rate of students residing in student housing at the end of Spring term annually and will report the results to the ADOSS prior to the Fall term.

**Administration of Assessment Procedures:** The ADOSS will report the outcomes and recommended use of the results to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes of assessment will be a factor used to improve the satisfaction of housing residents.

**Resources Required:** No significant additional resources required.

# **TRAINING FOR EXISTING BUSINESS AND INDUSTRY-TEBI (200)**



## **EXPECTED OUTCOMES**

### **PURPOSE**

The purpose of the Training for Business and Industry (TEBI) program is to develop and provide individualized courses that effectively address the identified skills and competencies needed by area organizations. TEBI fosters economic growth in the service area through active involvement with area business and industries through seminars, video-conferences and the providing of pre-employment, upgrade, and skills enhancement training. Additionally, TEBI supports the college mission by encouraging entrepreneurial opportunities and participating in training provided by the college.

### **OBJECTIVES**

1. To determine the need for and offer business and industry training in support of economic growth and community development.
2. To expand business and industry training throughout the service area.

### **TEBI EXPECTED OUTCOMES**

**INSTITUTIONAL MISSION STATEMENT:** *Learning, Serving, Enriching...* Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically.

**INSTITUTIONAL GOAL D:** The College will promote economic development throughout the service area and the State.

#### **TEBI Objective 1**

To determine the need for and offer business and industry training in support of economic growth and community development.

**Expected Outcomes 200D-1:** Bevill State Community College will conduct interest/needs surveys throughout the business/industry, civic, and professional communities to identify their training requirements. **The College will address the training requirements identified by the interest/needs surveys and by other means.**

***Expected Outcomes 200D-1 Criteria:*** Bevill State's TEBI program will schedule TEBI events which address at least seventy-five percent of the newly identified needs each year.

**Assessment Procedure:** The Director of Training for Business and Industry will keep a record of the training courses/seminars/tele-conferences (TEBI training events) scheduled to address newly identified needs each year.

**Administration of Assessment Procedure:** The Director of Training for Business and Industry will make recommendations to improve the College's effectiveness in identifying and addressing the training needs of

the service area and will report the TEBI training events scheduled to address newly identified needs and the number of participants (individuals and organizations) per training event to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes of this report will be used to evaluate/improve the College's effectiveness in identifying and addressing the training needs of the service area.

**Resources Required:** No significant additional resources required.

### **TEBI Objective 2**

To expand business and industry training throughout the service area.

**Expected Outcomes 200D-2:** Beville State Community College will expand business and industry training throughout the service area. **The College will increase the number of business and industry training events conducted and the number of employees served each year.**

***Expected Outcomes 200D-2 Criteria:*** The number of TEBI training events scheduled each year and the number of employees served will increase by no less than four percent over the previous year.

**Assessment Procedure:** The Director of Training for Business and Industry will keep a record of the training courses/seminars/tele-conferences conducted each year.

**Administration of Assessment Procedure:** The Director of Training for Business and Industry will make recommendations to improve the College's effectiveness in expanding business and industry training and will report the number of training courses, seminars, and tele-conferences conducted and the number of individuals served to the appropriate supervisor who will present the information to the President/designee for final approval.

**Use of Assessment Findings:** The outcomes of this report will be used to improve the College's effectiveness in expanding business and industry training.

**Resources Required:** No significant additional resources required.

# ***VICE PRESIDENT'S OFFICE OF EXTERNAL AFFAIRS (210)***

## ***EXPECTED OUTCOMES***



### **PURPOSE**

The purpose of Beville State Community College's Office of External Affairs is to provide administrative oversight 1) to assure compliance with policies, standards, and requirements of governing boards, regulatory agencies, and accrediting bodies and 2) to enhance relationships with community organizations.

### **OBJECTIVES**

1. Ensure that the College is in good-standing with the regional accrediting body.
2. Ensure the integrity of all institutional programs, operations, and services through continuing compliance with accrediting requirements and standards.
3. Ensure the timely completion of periodic reports for affiliated intercollegiate athletic associations.
4. Assist all functional areas of the College in developing and maintaining active participation in leadership roles with various community organizations and related entities.

### **EXTERNAL AFFAIRS EXPECTED OUTCOMES**

***INSTITUTIONAL GOAL H:*** The College will continue its strong commitment to an ongoing, broad-based, systematic process of introspection, assessment, and evaluation that results in improved effectiveness of the College in all areas.

#### **External Affairs Objective 1**

**Ensure that the College is in good-standing with the regional accrediting body.**

**Expected Outcome 210H-1:** The College will maintain reaffirmation of accreditation with the SACS-COC.

**Expected Outcome 210H-1 Criteria:** Beville State Community College will be listed on the SACS-COC Members List each year with no sanctions.

**Assessment Procedures:** The Vice President of External Affairs will verify the reaffirmation status annually.

**Use of Assessment Findings:** To assure the quality of the educational programs offered and the effectiveness of the institution.

**Resources Required:** No significant additional resources required.

## External Affairs Objective 2

**Ensure the integrity of all institutional programs, operations, and services through continuing compliance with accrediting requirements and standards.**

**Expected Outcome 210H-2:** Bevill State’s administration will utilize the SACS-COC Principles of Accreditation for self-regulation of all programs, operations, and services on an on-going basis.

***Expected Outcome 210H-2 Criteria:*** Bevill State will maintain a status of “compliance” on each principle of accreditation during the Vice President’s Annual Review.

**Assessment Procedures:** The Vice President of Academic Affairs will review the Executive Summary of Changes to the Principles of Accreditation annually to verify that the institution continues to meet all outlined requirements.

**Use of Assessment Findings:** The Vice President of Academic Affairs will notify the President’s Cabinet immediately upon finding any evidence of the institution being out of compliance with the SACS-COC principles. The Cabinet will coordinate the changes necessary to bring the institution back into compliance.

**Resources Required:** No significant additional resources required.

***INSTITUTIONAL GOAL B:*** The College will expand and improve the variety, quality, and delivery of instructional programs and learning resources to ensure accessibility and positive learning outcomes.

## External Affairs Objective 3

**Ensure the timely completion of periodic reports for affiliated intercollegiate athletic associations.**

***Expected Outcomes 210B-1:*** *Bevill State will maintain compliance with all requirements and guidelines of the Intercollegiate Athletic Association.*

***Expected Outcome 210B-1 Criteria:*** Bevill State will remain in good standing with the Intercollegiate Athletic Association and have no sanctions for any athletic program.

**Assessment Procedures:** The Vice President of Academic Affairs, in conjunction with the Athletic Director, will complete a self-review of compliance annually to verify that the athletic programs continue to meet all outlined requirements.

**Use of Assessment Findings:** To assure the quality and safety of the athletic programs offered by the College.

**Resources Required:** No significant additional resources required.

**INSTITUTIONAL GOAL J:** The College will continue its commitment to the enhancement of the image of BSCC in the College district and state.

#### **External Affairs Objective 4**

**Assist all functional areas of the College in developing and maintaining active participation in leadership roles with various community organizations and related entities.**

**Expected Outcome 210J-1:** BSCC is viewed as an integral member of the community and is relied upon to be a primary resource for the community's educational needs.

***Expected Outcome 210J-1 Criteria:*** BSCC employees will represent the institution in leadership roles in the diverse civic, community organizations and initiatives with increasing participation each year.

**Assessment Procedures:** The Vice President of External Affairs assures the institution's involvement within the civic and community organizations by monitoring the response to the community involvement question on the Staff's Evaluation of Library, Support Services, and Community Engagement. The VP of External Affairs will compare the results of the surveys to the base criteria and report the outcomes and the recommended use of results to the President's Cabinet in the Fall of each year.

**Use of Assessment Findings:** To evaluate the effectiveness of BSCC's role as a community member.

**Resources Required:** No significant additional resources required.

# BEVILL STATE COMMUNITY COLLEGE



## EXPECTED OUTCOMES REPORTING PROCEDURES

The OPRIE manages/facilitates the *SMACK* (Continuous Improvement) Process.

Expected Outcomes Reports are completed by faculty and functional area managers in the Fall Term of each year. They are routed to the College President for approval. The President's approval authorizes unit managers to **implement recommendations as written.**

### REPORTING PROCEDURES

#### Educational Units:

Faculty/Program Supervisors assemble *SMACK* Expected Outcomes (EO) data for their campus and combine it with that of their counterparts on the other campuses to produce one Collegewide *SMACK* EO report for each division/program reporting (Ex: English, Speech, Math, LPN, COS, DDT, etc.).

#### Educational Support Units:

Supervisors assemble *SMACK* Expected Outcomes (EO) data for their respective functional area producing one Collegewide *SMACK* EO report for each functional area (Ex: Student Services, Computer Services, etc.).

### PROCEDURE FOR COMPLETING THE REPORT DOCUMENT

The report should be completed as follows:

1. **Sections A and B** will be completed for each unit and distributed to the appropriate supervisor.
4. **SECTION C** - Provide actual outcomes for each campus and Collegewide outcomes as appropriate. *This information can come from survey results, state reports, licensure exams, etc. It is based on the outlined outcome criteria.*
5. **SECTION D** - Compare actual results to the criteria and mark as indicated by the comparison.
6. **SECTION E** - Determine use of outcomes and mark as appropriate. *NOTE: If the recommendation is to "revise the Expected Outcome," please be explicit in detailing the revision to be made.*
7. **SECTION F** - State any comments, actions taken, and recommended actions - campus specific and Collegewide as appropriate.
8. **SECTION G** - Report status of accomplishment of any previous recommended actions. *If there were no recommended actions in the previous reporting period, write "Not Applicable" in this section.*
9. **SIGNATURE SECTION** - Sign and route as indicated. Provide comments if needed.



**BEVILL STATE COMMUNITY COLLEGE  
REPORT OF EXPECTED OUTCOMES**

**A. Organizational Unit:** \_\_\_\_\_

**B. Expected Outcomes:** \_\_\_\_\_

**Measurable Criteria:** (as stated in the BSCC *SMACK* Operational Plan)

**CRITERIA: ATTACHED (compare attached criteria to actual criteria)**

**C. Actual Outcomes: (AS DETERMINED BY ASSESSMENT/EVALUATION)**

**D. Compare Actual to Expected Outcomes:**  All criteria met no action required.  
 All Criteria met action required.  Some criteria not met action required.

**E. Recommended Use of Outcomes:**  Revise/cancel expected outcomes.  
 Revise efforts to achieve expected outcomes.  Input to strategic planning required.  
 Revise assessment procedure/instrument.  Revise criteria.  Other.

**F. Narrative:** (State comments, actions taken, and/or recommended actions)

**G. Narrative:** (Report status of accomplishment of previous recommended actions)

My signature below indicates that I have read and understand the Expected Outcomes document and that all items are true to the best of my knowledge. By signing below I am indicating that I agree with the information and/or recommendations stated in the above document unless specific changes have been indicated either in the document or in the comments section below.

Supervisor Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED	COLLEGEWIDE Associate Dean	COLLEGEWIDE DEAN	PRESIDENT (APPROVED)
SC _____			
JC _____			
FC _____			
HC _____			
(Signature/Date)	(Initial/Date)	(Initial/Date)	(Signature/Date)