

2006 COLLEGE ANNUAL EFFECTIVENESS REPORT

Use of Results based on the 2005-06 College Annual Plan of Action

COLLEGE ANNUAL GOAL	MAJOR OBJECTIVE	SUCCESS FACTOR	RESULTS / IMPROVEMENTS / CHANGES
<p>1. Expand and maintain collaborative arrangements with area secondary schools to provide secondary students the opportunity to receive college credits while enrolled in high school.</p>	<p>Provide comprehensive dual enrollment program and services</p>	<p>I. EDUCATIONAL PROGRAMS III. SUPPORT SERVICES IV. COLLABORATION V. ACCESSIBILITY VI. ADMINISTRATION/ RESOURCES</p>	<p>Results:</p> <ul style="list-style-type: none"> • Used established procedures to facilitate courses for dual enrollment • Evaluated programs and services offered for dual enrollment through feedback provided at faculty sessions held each semester • Worked collaboratively with department chairs to effectively schedule courses for dual enrollment • Offered 59 course sections through dual enrollment at 12 area high schools with instruction provided to 976 duplicated students • Participated in statewide initiatives for dual enrollment ensuring adherence to established policies and procedures • Completed reports on dual enrollment as required • Provided orientation for faculty teaching dual enrollment courses <p>Future Improvements/Changes:</p> <ul style="list-style-type: none"> • Schedule courses for dual enrollment and expand course offerings through C² program as a component of the Pathways grant for EEDA • Implement continuous improvement strategies for programs and services for dual enrollment • Offer a comprehensive course offering for dual enrollment • Offer dual enrollment course offerings in compliance with established policies and procedures • Compile and maintain record of dual enrollment course offerings • Schedule orientation for faculty teaching dual enrollment, develop materials for these faculty members, and make appropriate changes for improvement of services based upon feedback from faculty members
<p>2. Provide expanded distributed learning course offerings and alternative scheduling opportunities to improve service area access to postsecondary</p>	<p>Provide a comprehensive distance education program</p> <p>Explore a variety of delivery modes in order to increase the access of ETC courses to environmental professionals</p>	<p>I. EDUCATIONAL PROGRAMS II. STUDENT OUTCOMES III. SUPPORT SERVICES IV. COLLABORATION</p>	<p>Results:</p> <ul style="list-style-type: none"> • Evaluated accessibility, effectiveness, and quality of distance education courses with a rating of 82.9% of the students being satisfied or very satisfied with WebCT accessibility, which represents an increase of 6.9% over the previous year as reported in the Program and Services Survey for 2006 • Provided greater variety and section offerings in distance education course offerings by offering 102 course sections via distance serving a total of 1,841 duplicated students

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<p>education.</p> <p>In fulfillment of Strategic Directions (3) (5)</p>		<p>V. ACCESSIBILITY</p> <p>VI. ADMINISTRATION/ RESOURCES</p>	<ul style="list-style-type: none"> • Ensured proper course placement for students enrolled in distance education courses • Used feedback of focus group of faculty and staff to guide distance education activities • Provided support and training to faculty and students on the use of distance education technology • Marketed the availability of distance education courses • Did not provide distance offerings to new site in Lee County based upon change in infrastructure for distance education at this facility • Offered four (4) online wastewater courses that generated approximately \$900 in annual grant revenue <p>Future Improvements/Changes:</p> <ul style="list-style-type: none"> • Implement recommendations for improving accessibility, effectiveness, and quality of distance education courses • Schedule additional course offerings in the distance education format and explore possibility of online science offerings • Communicate with academic advisors and students regarding placement in distance education courses • Meet with faculty members to develop activities to enhance distance education course offerings • Schedule PDP offerings for faculty and students on the use of distance education technology • Publish and promote the availability of distance education courses • Assess needs for delivery via distance education to the Lee County Campus
<p>3. Allocate the budget and resources necessary to accomplish the Mission, Strategic Directions, and College Annual Goals.</p> <p>In fulfillment of Strategic</p>	<p>Manage budgetary resources effectively to achieve the institution's Strategic Directions</p> <p>Obtain new equipment to improve the courses and services of the ETC</p>	<p>VI. ADMINISTRATION/ RESOURCES</p>	<p>Results:</p> <ul style="list-style-type: none"> • Implemented sound budgetary practices of allocated resources • Increased hourly rate of adjunct faculty pay over an 8% for Fall 2006 • Received funding for EEDA Pathways grant in the amount of \$112,000 • Received funding for TRIO grant in the amount of \$220,000 • Received funding for Perkins grant in the amount of \$295,000 • Purchased over \$220,000 in equipment for academic and student services programs with institutional funds

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Directions (2) (5) (6)	<p>Continue process for effective review and revision of college policies and procedures related to Business Affairs</p> <p>Monitor and manage college budget and other resources in response to reduced or level state funding without negatively impacting college programs</p> <p>Provide support to all other departments of the college in the areas of accounting, procurement, personnel, physical plant, auxiliary services, security, inventory, information systems, etc.</p>		<ul style="list-style-type: none"> • Made recommendations for capital improvements • Requested additional instructional technology resources through the Instructional Computing Team to support the QEP • Established Technology Resource Center • Received commitments for approximately \$3 M in funding for Health Sciences resources, with an additional \$2.5 M requested • Received equipment donations from business and industry • Received increased allocation from Lee County Council to fund custodial services for this campus • Added Chief Student Services Officer position • Reviewed all faculty and staff position descriptions to ensure relevancy • Reviewed policies for efficiency and consistency with focus on attendance policies, drop/add procedures, standards of academic progress, and roster verification • Added policies on Distance Education • Revised policy on granting advanced articulation credit • Continued to assess and determine the most efficient manner to manage outreach sites as the College continues to grow • Increased communication between the VP for Administration and VP for Academic and Student Affairs on issues pertaining to outreach management • Operated all outreach campuses within allocated budget and staffed outreach locations to meet the needs of student services • Submitted prudent and timely requests to ELT and Instructional Computing Team for technology resources to support the QEP • Procured thirteen (13) additional pieces of equipment for the ETC, eight (8) of which are shared on a regular basis with the Continuing Ed Division • Updated Directives 5.01, 5.16 & 5.20; reviewed and updated Information Systems directives • Developed and received approval for a new Virtual Private Network directive, allowing appropriate personnel to access administrative resources from remote locations using equipment not owned by the College • Updated Federal & state posters and OSHA logs in all buildings • EIP audit report found proper documentation and compliance • Received positive results from Personnel delegation audit • Developed schedule for processing payroll

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			<ul style="list-style-type: none"> • Developed procedure for leave processing • Created procedures manual for Personnel, Accounts Receivable, Cashier, and instructions for Accounts Payable and General Ledger individual job duties • Managed College budget with no state increase from FY 05 to FY 06 (other than for the state pay plan) and prevented cuts in instructional programs through effective management of new funds from tuition increases • Negotiated IS hardware maintenance expenses, resulting in an additional reduction of 5% from the state contract price • Initiated student collection fees rather than the College absorbing these costs • Coordinated with State Tech to receive a refund in surplus sales of over \$5,000 • Updated mailroom equipment to bring the College into compliance with new postal regulations while reducing costs by approximately \$3,442 over 5 years • Used inter-agency mail service to save College over \$6,000 compared with USPS • Made changes in Xerox contract to consolidate copier billing and implement a 6-month reconciliation of print volume in the print shop • Achieved outstanding audit results from the annual external audit with no findings or recommendations • Received Certificate of Achievement for Excellence in Financial Reporting for the College's Comprehensive Annual Financial Report (CAFR) • Implemented TA and GM online bookstore management software • Installed Lethoff Gateway to enhance credit card processing and new touch screen registers and barcode printer in bookstore • Received exemption from the State Tech physical inventory audit for a 2nd year due to the excellent condition College physical inventory • Reduced credit card authorization processing time from an average of 20 to 2 seconds per transaction and reduced transaction processing time • Saved at least \$600 by incurring no disposal costs for the College, due to the use of SCDOC <p>Future Improvements/Changes:</p> <ul style="list-style-type: none"> • Participate in annual budgetary planning workshop • Make recommendations for increased adjunct faculty pay within budgetary constraints • Participate in external funding opportunities

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			<ul style="list-style-type: none"> • Submit annual equipment capital improvements requests • Submit requests to Instructional Computing Team for instructional computing needs • Participate in presentations to local health care providers and legislative bodies in support of the relocation of the Health Sciences Division • Request equipment donations from business and industry • Assess needs for personnel, equipment, and other resources to provide academic services at the Lee County Campus • Advertise and fill faculty and staff positions with qualified and diverse persons as available • Provide copies of organizational charts to faculty and staff • Initiate system of reviewing faculty and staff position descriptions at least every two years • Assess management needs at outreach sites and determine most appropriate allocations of personnel resources • Continue review and update of College directives as appropriate • Maintain delegated authority for compensation and classification actions • Continue Payroll processing schedules • Monitor and improve leave processing • Document and streamline job duties so that Cross-training is easier to accomplish • Keep Website and other publications current • Develop detailed emergency operations procedures manual to encompass most emergencies and outline contingency plan steps • Conduct Information Technology Study to formulate purpose, goals, objectives, and methods of assessment for resource allocations required for academic and administrative needs • Utilize new Workflow and Business Process Analysis (BPA) to design and implement a workflow for allocating information technology resources to new employees as well as those that change positions (telephone, computer, Banner security, network security, etc) • Continue current collaboration with the SCT Consortium in a feasibility study assessing the value of sharing a DBA among the colleges in order to eliminate duplication in certain required maintenance tasks for Banner and Oracle. • Analyze Personnel advertising to determine if size of ads can be reduced and

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			<ul style="list-style-type: none"> utilize the website for more detail • Work collaboratively with others to assess state-contract sources for hardware maintenance • Reduce printing costs as a result of new contract and 6 month reconciliation process • Continue exempt status from State Tech physical inventory audit for a 2nd year • Increase number of items that can be scanned, resulting in faster processing at Bookstore registers; fully implement and maintain Perpetual Inventory • Update book information more frequently, which will result in more accurate pricing • Ensure Bookstore takes advantage of future software enhancements such as gift cards and financial aid verification • Gather and assess data, information, and knowledge needs and associated support requirements for students and employees at all levels by conducting college-wide study • Use results of assessment to reorganize current Department of Information Systems and job responsibilities of its personnel
<p>4. Provide technical/ industrial programs and services designed specifically for area business and industry to meet the demands of the current divergent and volatile economy.</p> <p>In fulfillment of Strategic Directions (4) (6)</p>	<p>Maintain current academic programs and develop evolving curricula</p> <p>Offer comprehensive schedule of occupational upgrade and customized contract training courses</p> <p>Serve as a state Innovative Technology Training (ITT) Resource Center in the area of environmental training.</p> <p>Provide technical assistance and onsite training to small wastewater treatment facilities identified as having</p>	<p>I. EDUCATIONAL PROGRAMS</p> <p>II. STUDENT OUTCOMES</p> <p>III. SUPPORT SERVICES</p> <p>IV. COLLABORATION</p>	<p>Results:</p> <ul style="list-style-type: none"> • Conducted annual academic program review process to systematically evaluate program content in the following programs: Early Care and Education, Civil Engineering Technology, Engineering Graphics Technology, Management, and Per-Occupational Therapy Assistant • Used results from the Programs and Services Survey that indicated 92.9% of the students were very satisfied or satisfied with course content in their major courses; 93.6% were very satisfied or satisfied with their acquisition of technical skills • Used results from the Alumni Survey that indicated 90.6% of graduates were very satisfied or satisfied with their programs of study • Reviewed and maintained postsecondary technical program transfer agreements and held advisory committee meetings with senior institutions • Promoted secondary articulation agreements to secondary students, counselors, and teachers • Maintained records of articulated courses with secondary institutions • Utilized Academic Management Team (AMT) as curriculum review committee • Implemented College Studies Certificate for Fall 2005 and revised program content

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	<p>compliance problems through the 104g grant program</p> <p>Improve collaborative relationships in the industrial, municipal, educational, and regulatory communities</p> <p>Offer existing contracted training programs to meet needs of business, industries, or other organizations in the four county service area</p> <p>Develop and offer new contracted programs</p> <p>Create and offer open enrollment programs and seminars to meet the needs of business and industry in the service area</p> <p>Improve and enhance the life of citizens of the service area by offering a variety of personal interest courses</p> <p>Continue to market computer related programs</p> <p>Support the need for</p>		<p>based upon pilot implementation during summer of 2005</p> <ul style="list-style-type: none"> • Revised credit program content based upon feedback identified through advisory committees, needs analyses, and industry trends; submitted recommended changes to the AMT • Used results of employer survey of recent graduates that showed an “overall satisfaction” rating of 99% by employers • Reviewed DVS course competencies and continued implementation of recommendations of statewide committee for DVS course revisions • Identified methods for collaborating with area health care providers to explore opportunities to increase instructional personnel and course offerings in health sciences • Evaluated placement scores for English, math, reading, and technology readiness and made adjustments as appropriate • Identified and provided appropriate and timely training opportunities as a result of collaborative efforts of Continuing Education personnel and academic and student services personnel • Created and offered diverse open enrollment programs • Created and offered a variety of personal interest programs • Developed processes and tools for measuring student learning outcomes • Developed technology readiness assessment tool for entrance placement • Served a total of 2,493 persons enrolled in 216 environmental training courses that generated \$151,441 in revenue • Designed and developed seven (7) new programs to serve Southeastern environmental professionals • Provided technical assistance and onsite training in the State to one (1) small wastewater treatment facility identified as having compliance problems through the 104g grant program new facility in the state • Established 20 collaborative relationships with industrial, municipal, educational, and regulatory communities <p>Future Improvements/Changes:</p> <ul style="list-style-type: none"> • Prepare report of academic program review and submit to Academic Management Team as well as make individual presentations to the Council of Dean and Directors by department chairs and program managers

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	environmental training by offering a comprehensive schedule of occupation upgrade courses and customized contract training		<ul style="list-style-type: none"> • Use results from advisory committee meetings to improve programs and maintain minutes of meetings • Use results of the review of technical program transfer agreements to maintain currency and records of agreements • Hold meetings with secondary students, counselors, and teachers regarding secondary articulation agreements • Compile report of articulated courses from secondary institutions and develop plans for increasing the number of articulated courses to support the EEDA legislation • Present curriculum recommendations to AMT and maintain minutes reflecting curriculum adoptions • Continue offerings and evaluation of courses for College Studies Certificate and continue evaluation of effectiveness of Certificate • Make recommendations to AMT for new programs based upon needs assessment • Use results from employer survey for continuous improvement of academic programs • Incorporate recommendations for developmental course competencies and ensure integration with curriculum courses • Meet with area health care providers and seek opportunities to collaborate on providing expanded resources for Health Sciences programs • Make recommendations for placement scores in English, Math, Reading, and technology to AMT as appropriate • Implement collaborative programs or initiatives between credit and continuing education and identify processes for greater collaboration • Use outcome results of measuring student learning to make program and course improvements • Administer technology readiness assessment tool for entrance placement and evaluate placement accuracy
<p>5. Improve and expand College facilities based on appropriate planning documents, as funding becomes</p>	<p>Provide and maintain College facilities (buildings and grounds) that are safe, attractive, and efficiently operated</p>	<p>VI. ADMINISTRATION/ RESOURCES</p>	<p>Results:</p> <ul style="list-style-type: none"> • Opened Lee County Campus in January 2006, with over 100 new students enrolled • Relocated CDL truck driver training facility to F.E. DuBose Campus • Used F.E. DuBose Campus as temporary location for Grant Clarendon, a

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<p>available.</p> <p>In fulfillment of Strategic Directions (2)</p>	<p>Complete relocation of the Continuing Education division to the Sumter County Federal Building</p>		<p>Clarendon County industry which will employ 180 residents</p> <ul style="list-style-type: none"> • Achieved 95.2% satisfaction rating of general classroom facilities and 93.4% satisfaction rating of satellite campus facilities in the results of the 2006 Programs and Services Survey • Conducted various renovations and refurbishment projects to improve the appearance or functionality of the campus, including the following: <ol style="list-style-type: none"> 1) Painting various areas—interior and exterior 2) Carpeting—various areas of the College 3) Renovations at Natural Resources Center (including sign and fence repairs, painting exterior, driveway gravel) 4) Renovations for TRIO program 5) Exterior shop renovations at F.E. Dubose 6) Converted a shop to a classroom at ETC 7) Sidewalks behind building 200 8) Various other small projects • Initiated several larger deferred maintenance projects that will be completed in FY 07 • Continued to utilize the energy management system to schedule HVAC for College facilities • Added the Downtown and Lee County Campus to College facilities and equipped these sites with IT infrastructure, equipment, and added support services • Completed relocation of Continuing Ed division to the Sumter County Federal Building <p>Future Improvements/Changes:</p> <ul style="list-style-type: none"> • Continue to maintain facilities and grounds at the same or a higher quality level • Continue meeting weekly to review and monitor maintenance/capital projects list, in order to ensure that the projects stay on schedule • Initiate process to update College Facilities Master Plan • Continue to self-monitor energy consumption • Contract with a firm on state contract to conduct an “energy audit” to determine possible areas of improvement • Assess the support level requirements for outreach locations and configure IS and Help Desk to provide equitable response times for users and students at off site

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			locations <ul style="list-style-type: none"> • Complete a formal planned maintenance schedule • Conduct an inventory of buildings and rooms for all locations and update facilities databases accordingly • Evaluate Banner 7 for incorporation of building and room inventory into the database for the facilities reporting
<p>6. Provide appropriate data collection and analysis to support the planning and evaluation processes, curriculum development, assessment of learning outcomes, external accountability, and institutional improvements.</p> <p>In fulfillment of Strategic Directions (5) (7)</p>	<p>Facilitate effective planning, evaluation, and use of results for quality academic programs and services for continuous improvement</p> <p>Provide overall research and data analysis to support the mission of the College</p> <p>Facilitate College annual planning and effectiveness activities</p> <p>Compile, document, and report data to substantiate comprehensive institutional accountability and the effectiveness of the College in achieving its mission</p> <p>Monitor success factors and performance on effectiveness indicators</p> <p>Assess needs and satisfaction levels of students, and alumni</p>	<p>I. EDUCATIONAL PROGRAMS</p> <p>II. STUDENT OUTCOMES</p> <p>III. SUPPORT SERVICES</p> <p>VI. ADMINISTRATION/ RESOURCES</p>	<p>Results:</p> <ul style="list-style-type: none"> • Prepared and disseminated College annual planning and evaluation documents in accordance with established procedures • Ensured all organizational units integrated strategic directions, annual college goals, and major division objectives into their plans of action • Published annual College Plan of Action on College website • Distributed useful and timely results of surveys and summary reports to appropriate College units • Analyzed and used feedback resulting from surveys to improve processes • Reviewed results of College surveys systematically to improve programs and services • Completed EPMS and FPMS processes for all faculty and staff and used results for improvement of performance • Completed effective and efficient preparation, dissemination, collection, compilation, and analysis of comprehensive internal and external surveys of College programs and services, as well as student evaluations of instructors and courses • Assessed progress of Plan of Action objectives • Monitored major effectiveness initiatives and facilitation of classroom-based research • Accomplished comprehensive and accurate accountability reporting in accordance with legislative mandates • Submitted timely and accurate external institutional evaluation reports to NCES, CoC, CHE, South Carolina Institutional Research network, SBTCE, and other federal, state, and national agencies • Published College 2005 Annual Effectiveness Report on College website as evidence of continuous institutional improvement

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	<p>Monitor institutional compliance with the Commission on Colleges (CoC) core requirements and standards in the <i>Principles of Accreditation: Foundation for Quality Enhancement</i></p>		<ul style="list-style-type: none"> • Carried out logistical preparations for the Reaffirmation Visit in coordination with On-Site Visiting Committee Chair and CoC Staff • Maintained effective communication with CoC Staff and the On-Site Visiting Committee Chair • Executed a successful SACS On-Site Reaffirmation Committee Visit during October 25-27, 2005 • Submitted successful response report to CoC <i>On-Site Visiting Committee Chair</i>, Staff, and Committees on Compliance and Reports, which ultimately resulted in no additional follow-up requirements for the College <p>Future Improvements/Changes:</p> <ul style="list-style-type: none"> • Continue to conduct annual planning activities, as well as prepare and disseminate College annual planning and evaluation documents in accordance with established procedures • Ensure the inclusion of QEP goals and objectives in next year's College annual POA • Ensure systematic review of division plans of action • Implement improvements by using results from College surveys • Monitor trend in overall ratings on the Alumni Survey as a result of a decline in the rating from 2005 to 2006 • Use EPMS and FPMS process to plan for employee plan of work, ensure integration with division goals and College's annual goals, and submit documents in a timely manner • Receive Banner training specific to planning, research, and data analysis • Participate in EDSS training activities and continue providing EDSS data to pertinent College personnel • Finalize, publish, and disseminate College Annual Effectiveness Report as scheduled • Continue to provide timely information and accurate institutional data on College website to support college-wide planning and evaluation processes • Continue to compile, document, and report data to substantiate comprehensive institutional accountability and the effectiveness of the College in achieving its mission • Include the addition of the State Accountability Report to the schedule of

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			requirements <ul style="list-style-type: none"> • Submit timely and accurate institutional profiles, reports, and documentation to the Commission on Colleges • Maintain effective communication with CoC Staff • Continue to monitor institutional compliance with the CoC's <i>Principles Of Accreditation: Foundation for Quality Enhancement</i> and update documentation regarding the institution's compliance
<p>7. Provide student support services, learning resources, and electronic connectivity to ensure a more technology-centered learning environment.</p> <p>In fulfillment of Strategic Directions (3) (5)</p>	<p>Provide learning resources and services to support the curriculum of the college</p> <p>Provide comprehensive and efficient student services through a planned and integrated process</p> <p>Establish and maintain a technology-rich student-centered learning environment</p>	<p>II. STUDENT OUTCOMES</p> <p>III. SUPPORT SERVICES</p> <p>IV. COLLABORATION</p> <p>V. ACCESSIBILITY</p>	<p>Results:</p> <ul style="list-style-type: none"> • Reviewed mission, scope, and function of the library, media, and learning resources function areas • Ensured accessibility to online Library resources • Collaborated with faculty to determine Library resources needed to support the curriculum • Maintained appropriate library resources at the Main Campus, Kershaw Campus, Shaw Center, DuBose Campus, and Lee County Campus • Planned for library resources at the Lee County Campus • Utilized Library Focus Group to support library activities • Reviewed current library support for outreach, dual enrollment, and distance education courses and developed strategies for delivering additional learning resource services • Reviewed and updated Library Handbooks and other printed literature, as well as the Library web pages, for use by faculty and students • Developed a separate Student Services Division Plan of Action for implementation • Implemented an annual review process to systematically evaluate the effectiveness of Student Services • Developed Plans of Action for the Student Services Division's departments: Admissions and Counseling, Center for Student Information/Registrar, and the Financial Aid Department • Implemented a review process to systematically evaluate the effectiveness of each of the departments in the Student Services Division and used results from the Programs and Services Survey to improve these services • Determined that additional configurations would improve the teaching and learning process in Smart Classrooms and Computer labs as a result of Instructional

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			<p>Computing Team's assessments</p> <ul style="list-style-type: none"> • Implemented Luminis on schedule with full integration to Banner Self-Service and Plus Self-Service <p>Future Improvements/Changes:</p> <ul style="list-style-type: none"> • Continue to assess the organizational structure of learning resources • Provide online resources information to faculty, students, and staff • Solicit information from faculty regarding resources needed to support the curriculum through the Library Resource Committee • Acquire additional library resources at Main Campus and at outreach locations • Continue to assess the library needs for Lee County Campus and make recommendations for providing these resources • Hold periodic meetings of the Library Focus Group to assess data resulting from the Library Usage Report • Provide appropriate/equitable learning resources to support outreach, dual enrollment, and distance education courses • Participate in the annual review of processes of the Student Affairs to determine effectiveness of student services and use results from the Programs and Services Survey • Accommodate faculty requests for more mobility in facilities and addition of computer labs for mathematics and humanities. • Implement the integration component of WebCT • Install, test and implement Luminis 4.0
<p>8. Plan and implement comprehensive recruiting and public relations strategies that clearly communicate the College's mission, programs, and services to increase student enrollment and</p>	<p>Increase annual student enrollment by 3% for the 05-06 academic year to reflect a fall enrollment in excess of 3,300 students</p>	<p>III. SUPPORT SERVICES IV. COLLABORATION V. ACCESSIBILITY VI. ADMINISTRATION/ RESOURCES</p>	<p>Results:</p> <ul style="list-style-type: none"> • Increased student enrollment at outreach campuses over 4% • Did not utilize the structure of the College's Recruitment Team and did not increase annual student enrollment at the College by 3% for the 05-06 academic year • Overall student enrollment for Fall 2005 was decreased by .5% from Fall 2004, with headcount of 3238 compared to 3224 respectively • Identified focused recruitment activities for specialized markets • Established individual program enrollment goals in selected programs and developed special marketing strategies for selected programs with low enrollment

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<p>public awareness of the role of the institution.</p>			<ul style="list-style-type: none"> • Worked collaboratively with the Public Relations Department on student recruitment presentations at area high schools and career centers • Implemented the use of the Kuder Career Assessment tool to market the College on a limited basis • Refined the mission, scope, and purpose of the College's marketing initiatives to develop a comprehensive annual marketing plan • Increased integration of marketing and recruitment activities for promoting the programs and services of the College • Marketed the scope, size, accessibility, transfer programs, and mission of the College with a collegiate focus • Evaluated the effectiveness of the College's marketing plan and reported on initiatives • Identified marketing techniques for dual enrolled students • F.E. DuBose Center selected as one of eight S.C. career centers receiving National Blue Ribbon Schools of Excellence assessment visit <p>Future Improvements/Changes:</p> <ul style="list-style-type: none"> • Implement recruitment initiatives to increase student enrollment by 3% for the 06-07 academic year and assess the effectiveness of these recruitment initiatives • Identify recruitment activities to accomplish individual program enrollment goals • Hold joint meetings of the Public Relations Department and the College Recruiters to manage opportunities for recruitment activities effectively • Establish and follow procedures to communicate with and recruit secondary students who have completed the Kuder Career Assessment tool • Maintain a college-wide Marketing Committee to develop a comprehensive marketing plan of action, conduct meetings, and maintain minutes of meetings • Participate in marketing and recruitment activities • Prepare marketing materials that will market the scope, size, accessibility, and mission of the College in a collegiate image • Conduct evaluation of the effectiveness of the marketing plan and report on initiatives to Deans/Directors and AMT • Market College to dual enrolled students and track their admissions status into CCTC

In fulfillment of Strategic Directions (1) (3)

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<p>9. Provide increased technology-based academic programs and services to enhance and support workplace readiness in technology and increase accessibility to the College's resources.</p>	<p>Maintain current academic programs and develop evolving curricula</p> <p>Provide learning resources and services to support the curriculum of the college</p> <p>Implement the academic and student services components of the SCT Banner system</p> <p>Provide consistent and reliable access to high quality and innovative technology solutions and academic/administrative systems that are responsive to the operation and management needs of the College and delivered in a timely and effective manner</p>	<p>I. EDUCATIONAL PROGRAMS</p> <p>III. SUPPORT SERVICES</p> <p>V. ACCESSIBILITY</p> <p>VI. ADMINISTRATION/ RESOURCES</p>	<p>Results:</p> <ul style="list-style-type: none"> • Developed technology readiness assessment tool for entrance placement • Provided training on information technology resources for staff, faculty, and students to support implementation of the QEP • Increased variety of delivery methods and used electronic delivery where possible (CD, video, online, etc.) for professional development • Assigned faculty and staff to support leadership initiatives for functional implementation of Banner • Conducted pilot Banner registration during May and June 2006 and completed registration of approximately 400 students prior to early registration • Planned for professional development activities to support faculty and staff for Banner implementation • Continued implementation of the plan for computer replacement cycle and Smart Classroom design for instructional facilities • Continued implementation of the plan for hardware and software platforms for Banner INB and Self Service, and these individual modules: Finance, HR, Student and FA, as well as MyCCTC (Luminis) • Engaged in collaborative agreements with three member institutions of the SCT Consortium and the State Office to develop and implement an EDSS interface via CAC, Course, Student, Disbursement/Life, and graduate data extracts between Banner and the College central repository • Engaged in collaborative agreements with Consortium and Sungard HE to modify the Banner INB base system for financial aid to properly award and disburse the SC LTA, and other SC specific grants • Redesigned public website for College and made it operational June 30, 2006, to be ADA compliant and meet state and federal requirements for accessibility • Installed student-centered instructional software in computer labs, classrooms and resource areas, including MS Office and associated suite products, Math Lab, CommuniCoach, and Health Science software <p>Future Improvements/Changes:</p> <ul style="list-style-type: none"> • Administer technology readiness assessment tool for entrance placement and evaluate placement accuracy • Make recommendations for placement scores in English, Math, Reading, and

In fulfillment of Strategic Directions (5) (6)

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			<p>technology to the Academic Management Team as appropriate</p> <ul style="list-style-type: none"> • Offer increased electronic delivery of professional development activities • Schedule professional development activities through the Colleges PDP Team to facilitate training for Banner implementation • Schedule Banner updates on agendas for academic meetings • Establish a replacement schedule for the SmartClassrooms during academic year 2006-2007 • Continue to identify in-house developments and reports in the Plus system, determine its applicability for Banner, and develop priorities for development and implementation in Banner • Migrate the data from Plus to Banner for student modules and integrate resulting data with both Plus and Banner from the Luminis portal to all applicable finance, human resources, financial aid, and student data for self-service access by faculty, staff, and students • Propose, construct, and evaluate a Web Presence Leadership team to manage maintenance of the existing public website and the College portal, as well as to enhance them with additional functionality • Conduct follow-up evaluation of web content and document management application RedDot for the public website and portal to assess its value in reducing time, cost, and work required to maintain and develop the web presence. • Monitor external forces, including legislation actions, that impact the operation of the College's academic and administrative systems
<p>10. Attract and retain appropriately credentialed, diverse, and talented faculty to support a multi-cultural campus environment.</p> <p>In fulfillment of Strategic Direction (6)</p>	<p>Provide faculty and staff professional development</p> <p>Monitor institutional compliance with the Commission on Colleges (CoC) core requirements and standards in the <i>Principles Of Accreditation: Foundation for Quality Enhancement</i></p>	<p>VI. ADMINISTRATION/ RESOURCES</p>	<p>Results:</p> <ul style="list-style-type: none"> • Hired faculty and staff to reflect diverse ethnicity • Assessed faculty and staff professional development needs • Increased variety of delivery methods and used electronic delivery where possible (CD, video, online, etc.) for professional development • Offered faculty and staff access to conferences, workshops, and certification training where appropriate within budgetary constraints • Assisted faculty members in maintaining and expanding credentials in teaching discipline • Provided training on information technology resources for staff, faculty, and students to support implementation of the QEP

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	<p>Coordinate and provide professional development and technology training opportunities for College personnel and students</p> <p>Attract and retain appropriately credentialed and talented faculty and staff to support a multi-cultural campus environment inclusive of the diversity reflected in the College's service region</p>		<ul style="list-style-type: none"> • Conducted adjunct faculty training for a rating of 3.85 on a 4.0 scale for the Fall training and a rating of 3.89 for the Spring training • Retained 100% of the F.E. DuBose Center faculty who are all properly certified by S.C. Department of Education and 20% of whom are nationally board certified • Substantiated all official transcripts, credentials, and/or other qualifications of each full-time and adjunct faculty member for compliance with CoC requirements and guidelines, as well as with the policy and procedures in Directive 6.96 • Continued to train new employees as needed and provided refresher training in Banner Finance Self Service throughout the fiscal year • Held Cashier training in March 2006 and individual cashier training after that date • Provided training for individuals who receive purchasing cards • Provided online personnel policies and procedures and safety training to all employees • Conducted supervisor training for the AMT • Offered special OSHA training for security, maintenance, and housekeeping staff • Participated in QEP Leadership and Faculty Development Team activities to design and implement training activities for faculty and incorporate technology into courses and programs • Delivered training to faculty through Technology Tuesday and one-on-one WebCT training and support • Participated in and provided weekend support to the Student and Adjunct Faculty Orientation programs • Coordinated the Sungard HE delivered individual and joint training sessions for Banner, hosting the joint sessions on an equitable basis with the Consortium members • Coordinated and hosted all joint Luminis technical and functional training sessions, as well as the coordination of individual sessions for Luminis • Participated in development of the Banner 7 and Workflow training schedule for the Consortium • Provided service to State Professional Development Committee by CCTC Personnel Director's serving as Chair of this group • Provided funds for employees to attend external professional development programs, including faculty tuition reimbursement • Attained EEO goal for the College

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			<ul style="list-style-type: none"> • Created a preliminary succession plan document • Offered benefits fair, flu shots, and health screenings to employees of the College • Scheduled Hepatitis B shots for custodial staff <p>Future Improvements/Changes:</p> <ul style="list-style-type: none"> • Offer increased electronic delivery of professional development activities and provide faculty and staff access to appropriate professional development activities • Allocate additional professional development funds for faculty and staff to expand credentials in teaching discipline • Schedule training sessions for information technology within the College's PDP calendar in coordination with the QEP • Conduct and evaluate adjunct faculty training sessions each semester to ensure continuous improvement • Continue to review, according to the policy and procedures in Directive 6.96, unofficial and official transcripts, as well as other pertinent credentials, of each potential full-time and adjunct faculty member to determine compliance with CoC guidelines • Conduct and update as necessary the New Employee Orientation sessions • Continue to inform employees of policies and procedures that allow them to perform their job duties more efficiently and effectively • Assess involvement of IS and various programs and activities to determine if existing programs and activities can be modified to accommodate a substantive component or to design and develop a technology training program for employees • Expand the functionality of the Help Desk personnel to include support for College operations, including advisement and registration using Banner and Luminis • Analyze employment data determine where changes are needed • Explore alternative recruiting resources • Expand Succession planning • Continue to offer benefits fair, flu shots, and health screenings to employees as a service, and to schedule Hepatitis B shots as needed
<p>11. Develop and maintain partnerships</p>	<p>Establish partnerships in the College's service area to</p>	<p>III. SUPPORT SERVICES</p>	<p>Results:</p> <ul style="list-style-type: none"> • Maintained the College's dual enrollment program in area secondary schools

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<p>with external agencies and expand College data collection processes in collaboration with other postsecondary institutions to share resources that accomplish mutual goals.</p> <p>In fulfillment of Strategic Directions (4) (5) (7)</p>	<p>accomplish the College's mission</p> <p>Provide consistent and reliable access to high quality and innovative technology solutions and academic/administrative systems that are responsive to the operation and management needs of the College and delivered in a timely and effective manner</p>	<p>IV. COLLABORATION</p> <p>VI. ADMINISTRATION/ RESOURCES</p>	<ul style="list-style-type: none"> • Worked collaboratively on grant proposals with other educational and community entities • Collaborated with Adult Education for the referral of students and the Skills Institute • Promoted secondary to postsecondary course articulation • Facilitated agreements with county libraries for sharing of resources • Revitalized Shaw Center and Base Education Office sites by changing operational structure • Increased student enrollment at outreach campuses over 4% • Continued implementation of the plan for hardware and software platforms for Banner INB and Self Service, and these individual modules: Finance, HR, Student and FA, as well as MyCCTC (Luminis) • Engaged in collaborative agreements with 3 member institutions of the SCT Consortium and the State Office to develop and implement an EDSS interface • Engaged in collaborative agreements with Consortium and Sungard HE to modify the Banner INB base system for financial aid to properly award and disburse the SC LTA, and other SC specific grants • Continued implementation of the plan for hardware and software platforms for Banner INB and Self Service, and these individual modules: Finance, HR, Student and FA, as well as MyCCTC (Luminis) • Participated in the development of the Banner 7 and Workflow training schedule for the Consortium <p>Future Improvements/Changes:</p> <ul style="list-style-type: none"> • Schedule dual enrollment courses in area secondary schools • Participate in grant proposal activities with educational and community entities • Schedule Skills Institute training at the College with Adult Education • Schedule meetings with area high school counselors and administrators to promote secondary articulation • Maintain agreements with county libraries for sharing of resources
<p>12. Carry out any recommendations resulting from the</p>	<p>Implement the College's Quality Enhancement Plan (QEP)</p>	<p>I. EDUCATIONAL PROGRAMS</p>	<p>Results:</p> <ul style="list-style-type: none"> • Submitted QEP to the SACS Onsite Team for consideration • Implemented the pilot phase of the QEP in the fall 2005 semester

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<p>SACS reaffirmation of accreditation process and implement the institutional Quality Enhancement Plan.</p>	<p>Develop and implement plan for the SACS Commission on College's On-Site Visit</p>	<p>II. STUDENT OUTCOMES III. SUPPORT SERVICES VI. ADMINISTRATION/ RESOURCES</p>	<ul style="list-style-type: none"> • Considered and implemented recommendations from the SACS Onsite Team for the QEP • Maintained and preserved regional accreditation files and College reaccreditation documentation • Provided electronic documentation according to SACS guidelines • Addressed the findings and responded appropriately to recommendations of the Off-Site Visiting Committee • Developed activities for QEP Faculty Development Team to annual objectives <p>Future Improvements/Changes:</p> <ul style="list-style-type: none"> • Continue implementation of the QEP as approved by the SACS Commission on Colleges • Review and implement changes in the QEP where appropriate to accomplish the mission of the College • Appoint faculty and staff to serve on teams and incorporate QEP responsibilities into their respective FPMS or EPMS • Schedule training sessions for information technology within the College's PDP calendar in coordination with QEP actives
<p>In fulfillment of Strategic Directions (6) (7)</p>	<p>Facilitate completion of the College's <i>Focused Report</i> for submission to Commission on Colleges (CoC) staff and the On-Site Visiting Committee for reaffirmation of regional accreditation</p>		
	<p>Provide information and services in support of the College's SACS Compliance Certification and QEP</p>		