

# Central Carolina Technical College FY 2015-2016 Accountability Report

## **College Mission Statement**

Central Carolina Technical College is a comprehensive, public, two-year institution of higher education dedicated to fostering a positive environment of teaching and learning for faculty, staff, and students. The College serves primarily the region of Clarendon, Lee, Kershaw, and Sumter counties in South Carolina and confers associate degrees, diplomas, and certificates. College programs, student support services, and resources provide citizens, businesses, industries, and communities with quality, affordable, accessible, customer-responsive post-secondary education through life-long learning and specialized training opportunities. These are designed to develop the foundation for personal growth, economic development, and an improved quality of life through multiple learning environments including traditional and electronic instructional methods. The College's vast array of associate degree, diploma, and certificate programs prepares students to enter the job market, to transfer to senior colleges and universities, and to achieve their professional and personal goals. Specifically, Central Carolina offers academic programs in business, the health sciences, public service, industrial and engineering technology, and the arts and sciences. Through its comprehensive programs and support services, the College serves students through traditional and non-traditional formats in multiple learning environments including online, electronic, and distance learning.

## **Vision Statement**

Central Carolina Technical College will be the first choice for exceptional, quality, affordable, technical and comprehensive education, provided in an innovative, student-centered learning environment.

## **Strategic Goals**

### **Educating Students**

Goal 1: The College will foster an environment conducive to student success.

Goal 2: The College will expand its accessibility and program offerings.

Goal 3: The College will strengthen students' pathways to four-year colleges and universities.

### **Faculty and Staff**

Goal 4: The College will attract and retain quality faculty and staff.

### **Partnerships**

Goal 5: The College will strengthen its role with K-12 institutions and become a first-choice option for high school students.

Goal 6: The College will identify and maintain community, legislative, workforce, and higher education partnerships to accomplish its Mission.

### **Workforce Development/Continuing Education**

Goal 7: The College will expand the continuing education training and educational programs' scope and effectiveness within the community.

### **Resources**

Goal 8: The College will practice effective stewardship of its resources and seek new avenues of funding.

## **Planning for Institutional Effectiveness at Central Carolina Technical College**

The following 2015-2016 Annual Goals Report represents a summary of the major accomplishments realized for the College's annual goals for this time period aligned with the 2015-2020 Central Carolina Technical College Strategic Plan. Central Carolina Technical College (CCTC) engages in ongoing, integrated, institution-wide, and research-based planning and evaluation. The elements of Central Carolina Technical College's planning processes incorporate a systematic review of the College's Mission, goals, and outcomes for continuous improvement. The 2015-2016 Annual Goals and their respective accomplishments are as follows:

**1. Facilitate student learning in a technology-based environment to support student success through sound academic methodologies and the integration of the assessment of learning for continuous improvement.**

- Conducted academic program reviews for 8 programs of study for 2015-2016 academic year
- Developed 2 new programs of study for implementation in Fall 2016
- Conducted 19 advisory committee meetings to ensure linkages between instruction and workforce needs
- Upgraded student technology resources in computer labs and classrooms
- Provided instructional environment resulting in student certifications as follows:
  - Welding Certifications--National Institute for Metalworking Skills Certificates (NIMS): 43; NCCER Core Curriculum Certifications: 32
  - Employment Ready Certifications--Light Commercial Refrigeration: 9; Light Commercial Air Conditioning: 8; Air Conditioning: 12; Basic Refrigeration & Charging Procedures: 5; Systems Diagnostics & Troubleshooting: 6; Gas Heat: 13; Electrical: 12; Heat Pump: 13
  - Computer Technology Certifications--COMPTIA A+: 2; COMPTIA Network+: 1; CISCO CCENT: 4; CISCO Routing & Switching: 1
  - Health Sciences Certifications--100% of Surgical Technology August 2015 graduates passed the CST certification examination on first attempt; 100% of Massage Therapy August 2015 graduates passed the MBLEX certification examination on first attempt; 90% of Pharmacy Technology August 2015 graduates passed the ASHP examination on first attempt; 94% of Medical Assisting August 2015 graduates passed the AAMA certification on first attempt; 100% of Practical Nursing August 2015 graduates passed the NCLEX certification on first attempt; and 97% of Associate Degree Nursing May and August 2015 graduates passed the NCLEX certification on first attempt; 82% of Nursing Aide students passed the NNAAP examination on the first attempt
- Achieved a 45.3% success rate for first-time, full-time students, a 90% placement rate for graduates placed directly in the workplace, and a 10% graduation rate for 2012 cohort of first-time, full-time students
- Served 3,014 unduplicated students in distance education courses for 2015-2016
- Maintained support services at off-site locations and expanded to include an ongoing evaluation of learning resources by the Librarian
- Loaned laptops and tablets to 52 students through two grant programs
- Utilized Register Blast for online test registration
- Implemented text alert system in 2 programs to improve communications with students
- Incorporated web accessibility features into courses
- Increased use of lectures with closed captioning
- Created hybrid course for delivery of COL 105: Freshman Seminar
- Received re-approval of the Paralegal program by the American Bar Association

**2. Implement retention strategies reflecting the needs of the CCTC student population to facilitate and improve retention and program completion.**

- Implemented new curriculum for COL 105: Freshman Seminar
- Implemented mid-term grading procedures
- Instituted the Institutional Effectiveness Committee to address student and course success through reporting of data for continuous improvement
- Compiled Program Outcome Assessment Tables for all academic departments with individual course performance and student achievement
- Conducted 3 business tours and 6 college visits through grant programs
- Implemented tracking system to identify reasons for student withdrawals
- Secured a TRiO Student Support Services grant and a PBI Competitive grant and provided services and programming to improve student retention

**3. Provide student support services and programs that address the diverse needs of the student population by connecting students with the College's services and programs to enhance the educational experience and support program completion.**

- Selected as Military Friendly School by the G. I. Jobs magazine for fifth consecutive year
- Provided business and industry tours, college visits, and cultural exploration opportunities through grant programs
- Provided extensive career services through job fairs, personalized assistance, specialized workshops and classroom presentations

- Made 100 classroom presentations related to Career Services; promoted use of Career E-Tools
- Hosted College Goal SC, Come See Me Days, Transfer Day, and Graduation Fair
- Awarded almost \$19M in financial aid to 3,997 students from public and private sources
- Maintained a Default Management Taskforce to support student success in regard to student loan borrowing
- Partnered with EdManage for financial literacy resources
- Hosted the Counselors' Breakfast for secondary counselors in January 2016
- Offered the School Counselors Summer Institute for 11 secondary counselors in July 2016
- Implemented the Commit to Quit Tobacco Free Campus initiative
- Maintained the Alumni Partnership with over 1,000 members and expanded business partners
- Established a College and Career Center at Lee Central High School
- Conducted 36 academic, career, and personal improvement workshops through Student Affairs
- Provided student leadership opportunities, events, and activities through Office of Student Life
- Provided community service opportunities through Office of Student Life
- Developed an improved format of New Student Orientation and conducted five sessions for new students
- Offered special events for veteran students through Veteran Resource Center and VA Certifying Official
- Hosted Constitution Day to provide students with information on voter registration

**4. Develop a comprehensive enrollment and marketing plan to focus on student recruitment for targeted student populations, College locations, and modes of delivery to positively affect student enrollment for the 2015-2016 academic year.**

- Maintained the Enrollment Task Force to identify strategies for maintaining and increasing student enrollment
- Implemented an Early College program in Clarendon and Lee counties
- Revised all admissions print and electronic communications to improve admissions process
- Conducted targeted recruitment of high school students which resulted in a 19% enrollment of high school graduates immediately following graduation
- Implemented Instant Admissions Days to expedite admissions process for prospective students
- Promoted Central Carolina Scholars program for area high school students

**5. Support graduation and program completion by increasing the College's graduation rate, and expand and promote transfer opportunities for the College's graduates.**

- Graduated 653 students (July 1, 2014 – June 30, 2015)
- Achieved a 90% placement rate and achieved a 45.3% success rate (2012 cohort)
- Developed "Transfer Corner" in Career Services and provided transfer assistance to students
- Implemented institutional mid-term grades for students
- Continued special populations retention programs through the ACT, TRiO, and PBI programs
- Increased use of DegreeWorks for advisement and student program completion tracking
- Initiated development of administrative graduation process to award and notify students

**6. Maintain appropriate qualified faculty and staff to support and deliver quality programs.**

- Hired qualified faculty and staff members with appropriate credentials and experience to support the College's Mission
- Offered 65 professional development program offerings to support the teaching and learning environment with diverse training opportunities and required training
- Conducted New Faculty Orientation and Adjunct Faculty Orientation each semester
- Conducted Online Certification for faculty scheduled to teach online courses
- Used feedback from customers to improve services at all College locations
- Received \$29,587 in professional development funds from 2015-2016 Perkins grant to support teaching and learning across the institution
- Provided \$21,399 in professional development activities for faculty and staff
- Promoted 7 faculty and staff members from within the institution to positions of greater responsibility
- Provided one-time state bonuses of \$800 each to qualified employees in October 2015
- Provided flexible schedules for employees to accommodate employee and institutional needs

- Reviewed vacancies as they occurred to determine if positions should be reallocated to better serve the College
- Added two additional staff positions at the Kershaw County Downtown Campus
- Created new department and hired staff to manage Central Carolina Scholars; hired additional faculty to manage increased dual enrollment course offerings

**7. Maintain strong working partnerships with the secondary (K-12) school systems and provide programs for dual enrollment, college readiness, and the Scholars Program for Fall 2015 to increase the number of area high school graduates entering the College.**

- Maintained the existing Central Carolina Scholars Program for qualifying high school seniors who graduated in May 2015 to enter CCTC in Fall 2015 with full tuition assistance
- Hosted Central Carolina Scholars Signing Day on May 14, 2016
- Held 2 test preparation workshops in area high schools
- Administered 33 placement test sessions in area high schools
- Conducted 10 financial aid presentations in area high schools
- Formed a partnership with all four counties to offer an ongoing Central Carolina Scholars Program for qualifying graduating seniors beginning in the fall of 2016 for tuition assistance for two years of study
- Offered dual enrollment courses at 13 high schools and at 4 CCTC locations to 597 qualifying high school juniors and seniors
- Hosted the annual CCTC Foundation Golf Tournament with community partners with a net revenue of \$29,749
- Hosted the Joint Public Safety Response program for law enforcement and emergency responders
- Partnered with Clarendon School District 2 and Lee County School District to implement Early College programs
- Hosted annual Counselors' Breakfast for secondary guidance counselors, Adult Education teachers, and Career Center staff
- Hosted College Goal SC to provide assistance with financial aid applications; increased attendance by hosting event at each campus location
- Maintained Central Carolina Scholars and Central Carolina Connect blog to increase communications with high school counselors, students, and parents
- Participated in Education Summit with other area academic institutions

**8. Maintain and expand the awareness of county and regional government officials of the College's role in the higher education community and its impact on the economic development of the region.**

- Worked collaboratively with local economic development agencies
- Collaborated with local and regional government officials to secure funding for Kershaw County Campus Expansion
- Collaborated with local government agencies and school boards to secure funding for Central Carolina Scholars
- Promoted the College and Advanced Manufacturing Technology Training Center at Legislative Luncheon in March 2016
- Participated in Legislative Day activities with Sumter Chamber of Commerce
- Submitted College demographics and other requested information for consideration by Sumter County Council in deliberation regarding College funding
- Collaborated with the Santee Lynches Workforce Investment Board and the Sumter County Economic Development entity to offer the Workforce Experience (WE) program
- College President participated in the Shaw Sumter Community Council to maintain strong working relationship with military community
- Received an increase in Sumter County funding from 3.2 mils in FY15 to 4.5 mils in FY16

**9. Maintain collaborative relationships with workforce development partners throughout the College's service area to support economic development.**

- Partnered with top companies and industries to provide apprenticeships including BD, Suominen, CVS, Continental Tires of the Americas, LLC, Hengst, Lee County Correctional Facility, Turbeville Correctional Facility, Wateree Correctional Facility, Georgetown County Water and Sewer, and Charleston Water System

- Offered apprenticeship occupations including Veterinary Assistant, Carpenter, Electrician, Mason, Automotive Technician, Door Finisher, Manufacturing Technician, Manufacturing Technician I, Technical Associate, CNC Operator, Machine Operator, Maintenance Technician, Material Coordinator, Tool & Dye Maker, Electrical Technician, Mechanical & Electrical Technician, Mechanical Operator, Mechanical Technician, Quality Technician, Technical Operator, Technical Operator II
- Increased new apprenticeships by 12.5%
- Increased new apprenticeship occupations by 32%
- Maintained ongoing communication with business and industry partnerships in service area to support the recruitment, expansion, and continuing workforce development needs
- Met with economic development agencies in four-county service area to review workforce needs
- Received \$25,000 in funding from Caterpillar Corporation Foundation through a grant opportunity to expand services for freshmen
- Submitted new Caterpillar grant proposal to maintain increased resources for freshmen
- Received total of \$3,280,899 in grant awards for 2015-2016

**10. Provide appropriate physical facilities and resources to support the teaching and learning environment with a focus on expansion of facilities in Kershaw County, the completion of the Advanced Manufacturing Technology Training Center (AMTTC), and a utilization strategy/plan for the Shaw Center facility.**

- Acquired funding to begin construction on the Kershaw County classroom facility
- Moved Computer Numerical Control, Engineering Graphics, and Mechatronics programs into the Advanced Manufacturing Technology Training Center
- Utilized Shaw Center for expanded Continuing Education and Workforce Development programs (Scholarship Program) and rented offices to Palmetto Youth Connections
- Remodeled a classroom in the Health Sciences Center to serve as a Pharmacy Technology lab
- Began planning and design of renovations to building 400 to allow HVAC, Automotive Technology, and Welding programs to expand and to add computer labs for COL 105: Freshman Seminar after other Industrial and Engineering Technology programs moved to Advanced Manufacturing Technology Training Center

**11. Conduct SACSCOC Reaffirmation On-Site Committee Visit for College's Reaffirmation process; submit response to On-Site Committee findings; and implement the College's Quality Enhancement Plan.**

- Submitted Substantive Change regarding the Kershaw Campus facilities
- Maintained database of faculty credentials for compliance with SACSCOC standards
- Conducted a successful SACSCOC Reaffirmation On-Site Visit in October 2015
- Compiled SACSCOC Response to Visiting Team to address one recommendation regarding the College's Quality Enhancement Plan
- Received official reaffirmation letter from SACSCOC on July 6, 2016
- Completed first year of the QEP, "SMART Choices for Success," in support of student success

**12. Utilize data for sound decision making and apply sound practices of institutional effectiveness to monitor program enrollment, departmental cost analysis, course success, student performance, and administrative unit effectiveness.**

- The processes for collecting, analyzing, and reporting data are incorporated into the college's processes and procedures; this institutional-wide process ensures an effective and timely approach for collecting and analyzing data which supports decision-making and improves overall institutional effectiveness
- Integrated results from assessment of program outcomes for continuous improvement and reported through the Program Outcomes Assessment Tables; assessed course success and retention in all modes of delivery through the Student and Course Success Team
- Conducted academic program reviews for scheduled programs of study; presented findings to the Curriculum Committee; and used results for academic department continuous improvement
- Maintained integrated planning process to facilitate use of results for continuous improvement through institutional planning reports such as the Plan of Action, Annual Effectiveness Report and Administrative Unit Review