

Northeast Texas Community College

Commission on Colleges Southern Association of Colleges and Schools March 15, 2012

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Faculty Handbook
Student Handbook
Faculty Roster
Institutional Summary Form
Introductory Letter with Instructions

Compliance Certification

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Commission on Colleges Southern Association of Colleges and Schools

Response CERTIFICATION

Name of Institution: Northeast Texas Community College

Date of Submission: 03/15/2012

Part 1. SIGNATURES ATTESTING TO RESPONSE

By signing below, we attest to the following:

- 1. That Northeast Texas Community College has conducted an honest assessment of Response and has provided complete and accurate disclosure of timely information regarding Response with the Core Requirements, Comprehensive Standards, and Federal Requirements of the Commission on Colleges.
- 2. That Northeast Texas Community College has attached a complete and accurate listing of all programs offered by the institution, the locations where they are offered, and the means by which they are offered as indicated on the updated "Institutional Summary Form Prepared for Commission Reviews," and that the comprehensive assessment of Response reported on the Response Certification includes the review of all such programs.
- 3. That Northeast Texas Community College has provided a complete and accurate listing of all substantive changes that have been reported and approved by the Commission since the institution's last reaffirmation as well as the date of Commission approval.

Accreditation Liaison

Name of Accreditation Liaison: Dr. Ron Clinton

Signature:

Date: 03/08/2012

Chief Executive Officer

Name of Chief Executive Officer: Dr. Bradley W. Johnson

Signature:

Date: 03/08/2012

Part 2. LIST OF SUBSTANTIVE CHANGES APPROVED SINCE THE LAST REAFFIRMATION

Approval Date	Description of Substantive Change
8/21/2006	Hanson-Sewell Center Substantive Change-Off campus site at which students can earn at least 50 percent of credits toward degree.
7/6/2007	Continued accreditation after Commission state-wide review of participation in Virtual College of Texas as a Host Institution
9/30/2008	Approval of Our Place Restaurant off-campus site
4/21/2010	Approval of Culinary Arts Certificate at Our Place Restaurant
2/16/2011	Approval of Tremont Building and offering 50% or more of workforce development certificate programs at the site
9/6/2011	Approval of Relocation of Naples-Omaha Center
9/6/2011	Paul Pewitt High School approved for 25-49% of AA/AS program
9/6/2011	Mount Vernon High School approved for 25-49% of AA/AS program
9/6/2011	Mount Pleasant High School approved for 25-49% of AA/AS program
10/10/2011	Concurred that Sustainable Agriculture is not a substantive change and accepted NTCC's notification
12/09/2011	De-activation of Radiological Sciences Program
Submitted 1/04/2012	Pittsburg High School pending approval to offer 25-29% of AA/AS program
Submitted 1/04/2012	Winnsboro High School pending approval to offer 25-29% of AA/AS program
Submitted 1/17/2012	Approval to offer 50% or more of a program through distance education
Submitted 2/09/2012	Hughes Springs High School pending approval to offer 25-29% of AA/AS program
Submitted 2/09/2012	Mt Pleasant High School pending approval to offer 50% or more of AA/AS program
Submitted 2/09/2012	Mt Vernon High School pending approval to offer 50% or more of AA/AS program

Part 3. INSTITUTIONAL ASSESSMENT OF RESPONSE

Section 1: THE PRINCIPLE OF INTEGRITY

1.1	The institution operates w institution in its Compliance	•	This principle is not addressed by the
	In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance
Narr	ative		

Section 2: CORE REQUIREMENTS

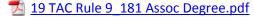
2.1		degree-granting nting Authority)	authority	from	the	appropriate	government	agency	or
	 n Compliance Iewly assigne		ot In Compli ot applicable			In Pa	rtial Compliand	ce	

Narrative

In January 1984, citizens in Camp, Morris, and Titus counties formed a steering committee to hold an election that would establish a community college district and authorize the issuance of \$10,000,000 in bonds. The creation of Northeast Texas Community College district ensued. The Coordinating Board of the Texas College and University System acknowledged this action on February 10, 1984, and worked with the governor's budget and planning office to award NTCC start-up appropriations (Ashworth). Northeast Texas Community College is a member of the Texas College and University System. The State of Texas manages its system of community colleges through the Texas Higher Education Coordinating Board (THECB). NTCC has degree-granting authority from the appropriate government agencies to operate as a public, two-year institution of higher education. The college is authorized to grant degrees under state law in the Texas Education Code (3 TEC §130.001 and §130.0011).

The Texas Administrative Code (TAC) specifies the structure of the academic degree programs in public community colleges (19 TAC §9.181) and describes the THECB's authority to implement regulations and policies and establish rules for postsecondary programs granting associate degrees and certificates in Texas (19 TAC §9.182). Another TAC statute reiterates the role of community colleges in offering vocational, technical, and academic courses for certificates or associate degrees (19 TAC §9.53b).

Evidentiary Documents



19 TAC Rule 9 182 Authority.pdf

19 TAC Rule 9 53b.pdf

7 3 TEC 130.001.pdf

Ashworth Letter.pdf

2.2 The institution has a governing board of at least five members that is the legal body with specific authority over the institution. The board is an active policy-making body for the institution and is ultimately responsible for ensuring that the financial resources of the institution are adequate to provide a sound educational program. The board is not controlled by a minority of board members or by organizations or interests separate from it. Both the presiding officer of the board and a majority of other voting members of the board are free of any contractual, employment, or personal or familial financial interest in the institution. A military institution authorized and operated by the federal government to award degrees has a public board on which both the presiding officer and a majority of the other members are neither civilian employees of the military nor active/retired military. The board has broad and significant influence upon the institution's programs and operations, plays an active role in policymaking, and ensures that the financial resources of the institution are used to provide a sound educational program. The board is not controlled by a minority of board members or by organizations or interests separate from the board except as specified by the authorizing legislation. Both the presiding officer of the board and a majority of other voting board members are free of any contractual, employment, or personal or familial financial interest in the institution. (Governing Board)

X In Compliance	Not In Compliance	In Partial Compliance
Newly assigned	Not applicable	

Narrative

Northeast Texas Community College's seven-member governing board known as the <u>Board of Trustees</u> has the authority to govern the college under the terms of the Texas Education Code (TEC) which states, "All authority not vested by this chapter or by other laws of the state in the coordinating board or in the Central Education Agency is reserved and retained locally in each of the respective public junior college districts or in the governing boards of such junior colleges as provided in the laws applicable." (3 TEC §130.002). The names of the current Board members are published on the NTCC website.

Trustees are elected at large on a rotating schedule and serve six-year staggered terms as specified in <u>Policy BBB (Legal) Board Member Elections (p. 2)</u>. The presiding officer of the board (the board president) is elected at the first regular meeting of the board following the regular election of board members in even numbered years, or at any time thereafter in order to fill a vacancy (<u>Policy BCA (Legal)</u> <u>Board Internal Organization</u>).

The board meets regularly on a monthly basis throughout the year with the exception of the month of July. Special meetings are called as needed by the board president. In all of its actions, the board follows the rules of the Texas Open Meetings Act by posting agendas appropriate for their responsibilities and protecting the public's right to participate fully in governance (23 August 2011 Agenda and 24 August 2010 Agenda. The board is an active policy making body as authorized in the 3 TEC §130.082(d) p. 3 and 3 TEC §51.352 (b). Additional evidence that the board adopts policy is contained in the board meeting minutes of 26 April 2011 (p. 5) and 23 November 2010 (p. 3). The board operates as a body corporate and is not controlled by a minority of board members or by organizations or interests separate from it as indicated in Policy BBE (Legal) Board Members Authority and BBE (Local).

The board is also ultimately responsible for ensuring that the financial resources of NTCC are adequate to provide sound educational programs as specified in Policy BAA (Legal) Board Legal Status, Powers, Duties and Responsibilities. This policy lists specific legal powers and authority of the board to set tuition and fees, adopt a tax rate, levy and collect taxes, approve the annual institutional budget, fix and collect rental, rates, charges, or fees from students and others, purchase or acquire real property, and manage funds under its control. Evidence of the board undertaking this fiduciary responsibility can be found in board meeting minutes of 23 August 2011 (p. 3) and 24 August 2010 (p. 4) showing adoption of the budget and setting the tax rate.

NTCC is not a military institution.

- 🟂 04262011 Board minutes.pdf
- 7 08232011 Board Minutes.pdf
- 🔁 08242010 Board minutes.pdf
- 11232010 Board minutes.pdf
- 23082011 Board agenda.pdf
- 24082010 Board agenda.pdf
- **3 TEC 130.002.pdf**
- **7** 3 TEC 130.082.pdf
- **7** 3 TEC 51.352.pdf
- BOT website.pdf
- T CR 2.2 BOT.pdf
- Policy BAA (Legal) Powers Duties Responsibilities.pdf
- Policy BBB (Legal) Board Member Elections.pdf
- Policy BBE (Legal) Board Members Authority.pdf
- Policy BBE (local) Board Members Authority.pdf
- Policy BCA (Legal) Board Officers and Officials.pdf

2.3 The institution has a chief executive officer whose primary responsibility is to the institution and not the presiding officer of the board. (See Commission policy "Core Requirement 2.3: Documen Alternate Approach.") (Chief Executive Officer)					
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance		

Dr. Bradley W. Johnson serves as the chief executive officer and president of Northeast Texas Community College. He was officially selected and appointed to the position on May 20, 2008 by the NTCC Board of Trustees in accordance with their legal responsibilities as indicated in Policy BAA (Legal) Board Legal Status, Powers, Duties and Responsibilities. The overall job of the president is to define and articulate the mission of the college; develop meaningful goals; and then recruit the talent, build the consensus, create the climate, and provide the resources to achieve them. The job description of the president defines his relationship to the board of trustees and further delineates the responsibilities of the position in the execution of all board policies. Dr. Johnson neither serves on nor presides over the NTCC Board of Trustees. The presiding officer of the NTCC Board of Trustees is Dr. Dan McCauley, elected May 2010, as indicated on the NTCC website.

Evidentiary Documents



BOT website.pdf

Johnson Vitae SACS.pdf

🔼 Policy BAA (Legal) Powers Duties Responsibilities.pdf

🟂 President Job Description.pdf

2.4 The institution has a clearly defined, comprehensive, and published mission statement that is the institution and appropriate for higher education. The mission addresses teaching and lea where applicable, research and public service. (Institutional Mission)					
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance		

Northeast Texas Community College has a clearly defined, comprehensive mission statement that is specific to the institution and appropriate for higher education. It states,

MISSION

Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.

VISION

Northeast Texas Community College is poised and ready to help our region meet the challenges of a changing world. The delivery of superior instruction, training and services steadily improve our communities educationally, economically, culturally and ecologically. NTCC is a model of good stewardship of financial, structural and natural resources, dedicated to assisting students as they achieve their personal hopes and dreams and ambitions.

VALUES

- Students are our priority
- In all things-excellence
- Preserve the strength of the general education core curriculum
- Build in a sustainable manner
- Care for the earth and our natural resources

GOALS

- 1. Enhancing High Quality Learning Opportunities
- 2. Assuring Student Success
- 3. Providing Access and Support of the Educational Mission
- 4. Building Regional, State, and National Economic Vitality
- 5. Living in Community
- 6. Maintaining Fiscal Stability
- 7. Preserving Our Heritage

Northeast Texas Community College's mission statement is the result of the work of a seventeen member Strategic Planning Committee and a five member mission sub-committee which first convened in 2008. It was presented to the Board of Trustees by the college president at a meeting of the board on May 19, 2009, and was unanimously approved on June 23, 2009. This mission statement and accompanying vision, values and goals of the college provides a foundation upon which the college examines itself, allocates its resources, and plans its

future. The mission statement is clearly defined and published in a number of different venues including the NTCC website, the Faculty Handbook, the Student Handbook, and the 2011-2012 Catalog (About NTCC).

The NTCC mission, vision, values, and goals also comply with the purpose component prescribed by the Texas Higher Education Coordinating Board and confirmed by Policy AD (Legal) Education Role, Mission, Purpose and Responsibility which are to provide:

- 1. Technical programs up to two years in length leading to associate degrees or certificates.
- 2. Vocational programs leading directly to employment in semiskilled and skilled occupations.
- 3. Freshman and sophomore courses in arts and sciences.
- 4. Continuing adult education programs for occupational or cultural upgrading.
- 5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
- 6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.
- 7. Work force development programs designed to meet local and statewide needs.
- 8. Adult literacy and other basic skills programs for adults.
- 9. Other purposes as may be prescribed by the Coordinating Board, or the College District's Board.

Each one of the college's goals can be tied directly to the mission, vision and values. For example, the NTCC mission and vision statement directs the planning for all aspects of the college's operations including academic transfer and technical instruction, life-long learning opportunities, and student and educational support services that are essential for the achievement of student success.

The mission statement of NTCC is both distinctive and unique and evokes an ongoing vision that receives remarkable support within the college community. It addresses teaching and learning and identifies the focus of public service while it provides direction to "improve our communities educationally, economically, culturally, and ecologically."

- 5 05192009 Board Minutes.pdf
- notes.pdf 06232009 Board minutes.pdf
- Tatalog-About-NTCC.pdf
- TacultyHandbook Mission Stmt.pdf
- Mission website.pdf
- MissionStatement Presentation to BOT.pdf
- 📆 Policy AD (Legal) Educational Role, Mission, Purpose and Responsibility.pdf
- StudentHandbook p.10.pdf

2.5 The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission. (Institutional Effectiveness)

X In Compliance Not In Compliance In Partial Compliance
Newly assigned Not applicable

Narrative

Northeast Texas Community College engages in planning, evaluation, and improvement based on ongoing, datadriven processes that are intended to demonstrate the effectiveness of achieving its mission. As the NTCC Institutional Effectiveness Process Model shows, "It All Starts With the Mission..."



Northeast Texas Community College Institutional Effectiveness Process

The Institutional Effectiveness Process requires:

- Planning--at the institutional, program, and course level
- Implementation--by all College employees
- Assessment--at multiple levels, through multiple processes
- Documented Improvement--at the institutional, program, and course level

The processes of planning, implementation, assessment, and documented improvement are ongoing.

Throughout the history of NTCC, the institution has been engaged in processes of institutional effectiveness to develop, implement, and assess broad-based programs designed to meet the educational needs of the community. Strategic and operational plans have been utilized to guide the direction of the College to aid in accomplishing its mission. Since 1985, the mission statement of the College has been revised four times

(1992, 1998, 2003, and 2009) to improve the effectiveness of programs of instruction and service in addition to overall performance.

In response to increasing demands for accountability, NTCC established the Office of Institutional Effectiveness in 1995 with a director assigned to perform planning and assessment. At this time, departmental planning and assessment began with the development of an operational planning process, based on the Nichols model, which yielded biennial Operational Plans from 1997 through 2008. In 2008, the director began reporting to the President with redefined responsibilities to direct processes such as instructional and administrative program review, Strategic Plan reporting, and annual outcomes assessment.

After an extensive environmental scan in 2008 that included employees, students, and community members, the Strategic Plan was developed and adopted with a new mission, vision, values and goals. The execution of the Strategic Plan took first priority in 2009 with the assignment of Strategies and Objectives to individuals across the institution who were best suited to the tasks, regardless of their organizational position or assignment. The Strategic Plan was intentionally designed to eliminate the departmental "silo" effect that had been in place since Operational Planning began in 1997. By creating cross-departmental groups who worked on common issues from different perspectives, it was hoped that institutional cooperation and teamwork would result. And, since at least one person from many departments of the institution was given a Strategic Plan assignment related to their departmental assignment, this approach had very broad-based participation and involved planning and assessment that doubled as both departmental and institutional. Strategic Plan Strategies and Objectives were developed, intended results and measurement methods were identified, and activity toward the strategies commenced. This process has continued through two cycles of assessment as demonstrated by sample Strategic Plan Outcomes reports for 2009-2010 and 2010-2011. At the end of this first year of implementation, the Strategic Plan was reviewed by the newly formed Strategic Plan and Review Committee (SPaRC) and recommendations for revisions were made to the President's Cabinet. The Cabinet then presented the proposed update of the Strategic Plan to the Board of Trustees which was subsequently approved on August 24, 2010. This Strategic Plan review, recommendation, and update process occurs on an annual basis.

To start the second year (2010) of the Strategic Plan, the development and implementation of Strategy 1.2 "Instructional Program Review" began. This entailed development of a new format, template, and process for Instructional Program Review, and a focus on developing or revising meaningful and measurable Program- and Course-Level Student Learning Outcomes. Every instructional discipline undergoes a comprehensive Program Review on a five-year cycle but measures and assesses learning outcomes annually. A pilot group from four disciplines completed the Program Review Process during Spring 2011, and during Summer 2011 a Peer Review Process was implemented to assess the effectiveness of the Program Review. A second pilot group completed their discipline self-study and has undergone Peer Review in Spring 2012.

The next major phase of the process was the development and implementation of Strategy 3.6 "Administrative Program Review" which includes all non-instructional units of the institution. This process mirrors the Instructional Program Review Process in that it follows a five-year cycle for the comprehensive review, contains a Peer Review component, and includes assessment of administrative outcomes to be completed annually. A pilot group of three departments completed their self-study during Fall 2011 and have undergone Peer Review in Spring 2012. A second group of departments also began their self-studies in Spring 2012 for Peer Review during the summer 2012.

This unique method of strategic planning at NTCC demonstrates that an on-going institutional effectiveness process has been maintained.

The processes are integrated.

According to the 2011 Strategic Plan, all instructional and administrative units conduct program reviews that are scheduled on a five-year rotation and based on established criteria. The instructional program reviews (Example: Nursing Program Review) and administrative program reviews (Example: Adult Education Program Review) are opportunities for each unit to carry out an in-depth evaluation of the quality of its programs and services. Each area of review is assimilated into the assessment of the strategic plan.

These results are threaded into the analyses and outcomes of the goals of the Strategic Plan in annual reports written by subcommittees chaired by SPaRC members. In addition, these results are incorporated into <u>college-wide budget planning</u> for allocation of funds to areas targeted for specific outcomes or planned improvement.

The processes are institution-wide.

The NTCC Institutional Effectiveness Process has broad-based participation and involves both institutional and departmental planning and assessment. Institution-wide planning is accomplished through the Strategic Plan while departmental planning is accomplished at the instructional and administrative unit level.

Instructional Units

Every program and course is required to contribute to the process. Each course is required to identify and assess student learning outcomes regardless of delivery method (face-to-face, online, or hybrid). Every instructional unit also conducts a program review on a five-year cycle. The program review process provides an essential link between strategic planning and unit level processes as program review results are reported back to the instructional unit level followed by discussion with the Cabinet-level administrator and then considered in the Strategic Plan Review.

Administrative Units

Every administrative unit is required to identify and assess annual outcomes and conduct a program review on a five-year cycle. The program review process provides an essential link between strategic planning and unit level processes as program review results are reported back to the administrative unit level followed by discussion with the Cabinet-level administrator and then considered in the Strategic Plan Review.

The processes are research-based.

Research-based data and analysis are incorporated in the institutional effectiveness process of the College. Evidence that the College utilizes research-based processes include:

- 1. Feasibility study data resulted in the addition of the Student Housing East (SHE) and Physical Fitness Facility (FIT) which were launched only after extensive study of the need, cost, and impact to all areas of the College and approved by the Board of Trustees on March 23, 2010.
- 2. Trend and peer comparison data from the Texas Higher Education Coordinating Board Accountability System, Community College Survey of Student Engagement (CCSSE), and NTCC Financial and Accounting Reports, for example, provide data for the Strategic Plan and Review Committee, for Instructional or Administrative Program Reviews, and for the College's Key Performance Indicators among others.
- 3. Program snapshots developed in the Office of Institutional Effectiveness provide unit level data such as enrollment, demographics, persistence, transfer rates, and financial data for tracking progress in achieving the College mission.

Other ad hoc surveys provide evidence of the level of satisfactory results of services provided at the unit level. In addition, this evidence is then used to develop plans for improvement. An example of this type of research-based process is the survey developed by the Human Resource Department. The director recognized the importance in quality of service, but needed a measurement of the impact as changes are implemented. A basic survey instrument developed for this purpose will be used to make improvements in processes and services as well as provide a benchmark for future improvements.

The processes result in continuous improvement to effectively accomplish the College mission.

For the past three years, the Strategic Planning and Review Committee (SPaRC) has steered the strategic planning process by a systematic review of the institutional mission, vision, values, goals, and outcomes by analyzing Key Performance Indicators that are measurable and data-driven. These are analyzed and reviewed by SPaRC, the President's Cabinet, and the Board of Trustees as indicated in the minutes of April 26, 2011 to carefully monitor planning that will accomplish the College mission. The strategic plan continues to be a living document with goals reviewed and revised annually and objectives adjusted on an ongoing basis.

As the final steps of review and revision of the strategic plan are completed each year, the budget process is initiated according to the steps outlined in the NTCC Policy Manual. According to the policy, "the budgeting process is preceded by sound planning, relates the budget to the College's strategic plan, and involves broad institutional input." Unit level budget requests are due by May, and discussions of options are considered throughout the summer. Each special initiative or request beyond the previous year's allocated budget must provide justification that includes the documented goals of the program. The institutional effectiveness process begins each fall and culminates with the end of the budget process in the summer. The analyses and discussions of the budgetary process close the loop and provide a springboard for planning the activities for the next year.

- Adult Ed Program Review.pdf
- Annual Budget Process.pdf
- 🔼 Board of Trustees (KPI) April 2011.pdf
- Board of Trustees March 2010.pdf
- Budget Process Timeline[1].pdf
- TA HR Benchmark Survey.pdf
- Tale IE Planning Model (Jan).pdf
- KPI Dashboard with backup data Jan 2012.pdf
- NTCC Mission Statements.pdf
- Nursing Program Review.pdf
- Strategic Plan 2009.pdf
- Strategic Plan 2010.pdf

2.6	The institution is in operation	and has students enrolled in degree	programs. (Continuous Operation)
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College has been in continuous operation since 1985 and has students enrolled in four associate degree programs (Associate of Arts, Associate of Arts in Teaching, Associate of Science, and Associate of Applied Science). The Enrollment History spreadsheet shows an enrollment summary by department and class for the years 2002 through 2011. The 2011-2012 Catalog (Programs of Study) lists the degrees and programs currently offered by the college and the Fall 2011 Student Profile shows the number of students enrolled as academic transfer, workforce or allied health majors. The NTCC Accountability Report also documents enrollments and completions in degree and certificate programs.

NTCC reports the semester enrollment data to the Texas Higher Education Coordinating Board on the Coordinating Board Management (CBM) 001 and 004 reports. The college's enrollment is also submitted to the U.S. Department of Education's Integrated Postsecondary Education Data System (IPEDS).

Evidentiary Documents





🟂 Fall 2011 Student Profile Data.pdf

NTCC Accountability Report.pdf

2.7.1	equivalent at the associate level baccalaureate level; or at least 3 graduate, or professional level. If an explanation for the equivaler	el; at least 120 semester cred O semester credit hours or the e an institution uses a unit other th acy. The institution also provides	east 60 semester credit hours or the it hours or the equivalent at the quivalent at the post-baccalaureate, an semester credit hours, it provides a justification for all degrees that urs or its equivalent unit. (Program
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College offers one or more degree programs based on at least 60 semester credit hours (SCH) at the associate level.

The NTCC 2011-2012 Catalog (Instructional Programs) identifies the following university transfer degrees:

Associate of Arts (A.A.): Requires 62 semester credit hours.

Associate of Science (A.S.): Requires 62 semester credit hours.

Associate of Arts in Teaching (A.A.T.): Requires 63-66 semester credit hours based on degree plan.

The A.A. and A.S. degrees are designed for students planning to transfer to a four-year college or university or who desire the education provided by the first two years of a four-year degree. NTCC awards the A.A. or the A.S. degree upon successful completion of a minimum of 62 semester credit hours.

The A.A.T. degree is designed for students planning to transfer to a baccalaureate program leading to initial Texas teacher certification and consists of a Texas Higher Education Coordinating Board-approved A.A.T. curriculum. The A.A.T. degree requires successful completion of 63 to 66 credit hours based on the specific degree plan for the intended major.

The authorization to award the A.A., A.S., or A.A.T. degree is granted by the state of Texas in compliance with the degree requirements (60-66 SCH limitation) set by <u>9 TAC §9.183</u> and also located in the Lower-Division Academic Course Guide Manual (ACGM) Appendix F, pp. 211-214. The <u>ACGM</u> contains the official list of approved courses for general academic transfer curriculum that may be offered by public community and technical colleges in Texas.

In addition to the university transfer degrees, the college offers an Associate of Applied Science (A.A.S.) workforce degree which includes a concentration of coursework in a specific technical or occupational field and a minimum of 15 semester credit hours of support courses in general education. It prepares students with the knowledge and entry-level skills necessary to enter and compete in the job market. A full list of the specific areas of an A.A.S. degree can be found in the 2011-2012 Catalog (Instructional Programs). All A.A.S. degrees require a minimum of 60 but no more than 72 SCH as specified in the Guidelines for Instructional Programs in Workforce Education (GIPWE, p. 20).

As a <u>Level I institution</u>, Northeast Texas Community College offers no degrees at the baccalaureate level or higher and uses no units other than semester credit hours.

- **TAC 9.183.pdf**
- ACGM Introduction.pdf
- Catalog-Instructional-Program-Information.pdf
- **GIPWE AAS SCH Limit.pdf**
- Level I Institution SACS COC.pdf

2.7.2	The institution offers degree programs that embody a coherent course of study that is compatible with its stated mission and is based upon fields of study appropriate to higher education. (Program Content)						
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance				

Northeast Texas Community College offers associate degree programs that embody a coherent course of study that is compatible with the college mission "to provide responsible, exemplary learning opportunities" and is based upon fields of study appropriate to higher education.

Degree Programs Embody Coherent Course of Study

NTCC awards the following university transfer degrees: Associate of Arts (A.A.), Associate of Science (A.S.), and Associate of Arts in Teaching (A.A.T.). Additionally, the college offers the Associate of Applied Science (A.A.S.) workforce degree. These degrees all embody a coherent course of study due, in large part, to the strong philosophy of the general education core curriculum (2011-2012 Catalog-Instructional Programs) at the heart of the degrees, and the additional courses offered by the institution. As evidenced in CR 2.7.4, the institution offers all coursework necessary for the attainment of the university transfer and college workforce degrees in compliance with Texas state law, 19 TAC §9.73.

The 2011-2012 Catalog (Instructional Programs) shows that each university transfer degree (A.A., A.S. and A.A.T.) requires, at minimum, 62 semester credit hours (SCH) divided between the core curriculum of 43 SCH plus an additional 19 SCH electives recommended as specific to the discipline. All core courses are found in the Academic Course Guide Manual (ACGM) of the Texas Higher Education Coordinating Board and serve "to provide students with a perspective on their experience through an acquaintance of the subject matter and methodology of each discipline... The perspectives acquired in these studies describe the potential, as well as the limitations, of each discipline in understanding the human experience." (ACGM, p. 231-232). All university transfer degree programs at NTCC require completion of a general education core made up of courses chosen from the areas of communication, mathematics, natural science, visual and performing arts, and social and behavioral sciences. An institutional option of physical education is also included and corresponds to the perspective of "recognizing the importance of maintaining health and wellness" (ACGM, p.231). The courses work together to provide students with the opportunity to acquire and integrate knowledge and depth of skills that will prepare them to successfully meet their goals. The A.A., A.A.T., and A.S. degree programs are generally accepted higher education degrees recognized by the Texas Higher Education Coordinating Board and accepted for transfer by other institutions of higher education (19 TAC §4.24).

The 2011-2012 Catalog (Instructional Programs) shows that all A.A.S. degrees offered by NTCC require, at minimum, 60 SCH including 18 SCH of general education courses in the following areas: 3 SCH English, 3 SCH speech, 3 SCH mathematics, 3 SCH computer technology, 3 SCH humanities or visual and performing arts and 3 SCH social or behavioral sciences and all other courses as specified in the specific degree plan to provide a "coherent sequence of courses designed to prepare students for employment in a career field" (GIPWE, p. 11). All courses in the general education component of the A.A.S. degree are listed in the ACGM and are collegelevel.

Degrees Compatible to the NTCC Mission

NTCC's mission to "provide responsible, exemplary learning opportunities" is chiefly demonstrated by the university transfer degree programs, workforce programs, certificate programs, and continuing education programs offered by the college. Regardless of the method of delivery for instruction, each university transfer and workforce discipline has a specific mission or purpose statement that connects it to the general mission statement of the college (Department Mission Statement Examples). These purpose statements also demonstrate the appropriateness of the program as a field of study in higher education.

Degree Programs Appropriate to Higher Education

All degree programs (A.A., A.S., A.A.T. and A.A.S.) ensure rigor and content appropriate to higher education by complying with the Texas Higher Education Coordinating Board (THECB) standards found in the Lower Division Academic Course Guide Manual (ACGM) or the Guidelines for Instructional Programs in Workforce Education (GIPWE). By complying with these standards for higher education in the state of Texas, all coursework is fully transferable to other institutions as guaranteed by the <u>Texas Common Course Numbering System</u> (TCCNS). Further evidence of the coherency and appropriateness of degree programs is demonstrated as instructional units conduct program reviews (Example: <u>Office Technology Program Review</u>) that are scheduled on a <u>five-year rotation</u> and based on established criteria. These program reviews are opportunities to carry out an in-depth evaluation of the quality of the instructional units. Once completed, the program reviews are evaluated by a six person Peer Review Committee appointed by the Executive Vice President for Instruction.

- 19 TAC Rule 4_24 Transfer of Credit.pdf
- ACGM-TCCNS.pdf
- ACGMfall2010AppendicesF&G.pdf
- Catalog-About-NTCC.pdf
- 🟂 Catalog-Instructional-Program-Information.pdf
- Departmental Mission Statement Examples.pdf
- 🟂 Instructional Program Review Schedule.pdf
- 🟂 Office Technology Program Review.pdf
- 🔼 Texas Administrative Code Title 19 Part 1 Chapter 9 Subchapter D Rule 9.73.pdf

2.7.3	education component at the colledegree, (2) ensures breadth of completion in associate programs equivalent; for baccalaureate procredit hours are to be drawn from humanities/fine arts; social/behavior narrowly focus on those skills, profession. If an institution uses a the equivalency. The institution as	giate level that (1) is a substantial of knowledge, and (3) is based on , the component constitutes a min ograms, a minimum of 30 semester m and include at least one course vioral sciences; and natural science techniques, and procedures speci- unit other than semester credit ho also provides a justification if it al	successful completion of a general component of each undergraduate a coherent rationale. For degree imum of 15 semester hours or the er hours or the equivalent. These from each of the following areas: /mathematics. The courses do not fic to a particular occupation or ours, it provides an explanation for flows for fewer than the required eral education courses. (General
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

In each undergraduate degree program, Northeast Texas Community College requires the successful completion of a general education component at the collegiate level that (1) is a substantial component of each undergraduate degree, (2) ensures breadth of knowledge, and (3) is based on a coherent rationale. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent. These credit hours are drawn from and include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession.

The general education curriculum of NTCC is a substantial component of each undergraduate degree.

The 43 semester credit hours (SCH) that comprise the general education core curriculum at NTCC are in compliance with the requirement that each institution adopt a core of not less than 42 SCH and are consistent with elements recommended by the Texas Higher Education Coordinating Board (THECB), including the regulated components of history and government (19 TAC §4.28). The A.A., A.S., or A.A.T. degrees require 62 SCH including 43 SCH (approximately 70 percent) constituting general education courses. Transcripts, evaluated by the office of the registrar, document the completed core (A.A. transcript; A.S. transcript, A.A.T. transcript).

NTCC's general education program includes the 43 semester credit hour core curriculum as well as additional credit courses. The elements of NTCC's core curriculum are listed below and published in the 2011-2012 Catalog (Instructional Programs).

- 1. Six hours in composition. (ENGL 1301 and ENGL 1302)
- 2. Three hours in speech (SPCH 1311 or SPCH 1315 or SPCH 1321)
- 3. Three hours in mathematics (MATH 1314, its equivalent, or above).
- 4. Three hours in **social/behavioral sciences** (SOCI 1301 or PSYC 2301 or ECON 2301 or ECON 2302, ANTH 2351 or GEOG 1303).

- 5. Eight hours in physical and/or life sciences.
- 6. Three hours in **humanities** (SPAN 2311 or SPAN 2312 or philosophy or literature or humanities or world civilization).
- 7. Six hours in government GOVT 2305 and GOVT 2306
- 8. Six hours in **United States history** (HIST 1301 or HIST 1302).
- 9. Three hours in **visual and performing arts** (ARTS 1301 or ARTS 1303 or ARTS 1304 or MUSI 1306 or DRAM 1310 or DRAM 2361)
- 10. Two hours in physical education (PHED 1102 PHED 1103 PHED 1104 PHED 1105 PHED 1106 PHED 1107 PHED 1108 PHED 1110 PHED 1111 PHED 1112 PHED 1114 PHED 1115 PHED 1116 PHED 1117 PHED 1119 PHED 1120 PHED 1121 PHED 1122 PHED 1124 PHED 1125 PHED 1129, PHED 1134 PHED 1136 PHED 1137, PHED 1138, PHED 1146 PHED 1147 PHED 1148, PHED 1238)

TOTAL: 43 semester credit hours.

The A.A.S. degree requires students to complete between 60 and 72 semester credit hours; a minimum of 15 semester credit hours (at least 25 percent) are required general education core curriculum courses.

The general education curriculum at NTCC ensures breadth of knowledge.

The general education curriculum is designed to equip students with a broad, necessary set of skills and competencies not specific to a particular occupation or profession.

All general education courses, whether delivered face-to-face, online, hybrid or by other means, are in compliance with the state of Texas core curriculum standards and meet the exemplary educational objectives developed by the state and adopted by NTCC (19 TAC §4.28). The Core Curriculum Sub-Committee coordinates and analyzes the assessment of the exemplary educational objectives and the basic intellectual competencies of reading, writing, speaking, listening, critical thinking, and computer literacy across disciplines. The March 2011 Core Curriculum Report prepared by the Core Curriculum Sub-Committee, in accordance with 19 TAC §4.30, provides evidence that exemplary educational objectives are being taught throughout the core curriculum and assessed through the use of class assignments, portfolios, standardized exams, individual or group projects, or other means. NTCC was notified that it satisfied the THECB core curriculum reporting requirement in the fall of 2011 and as a result of feedback, the college has implemented the following actions: 1) improving the specificity of assessment measures in program or student learning outcomes; 2) striving to assure that all instruction whether by full- or part-time faculty, regardless of the mode of delivery, is equivalent through the development and required use of standard syllabi for each course, and 3) improving the design of the assessment process to include the standardization of assessment instruments within courses.

The general education curriculum at NTCC is based on a coherent rationale.

The general education component is based on a coherent rationale. The <a href="https://www.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.nih.goog.new.ncbi.nlm.nih.goog.new.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.ncbi.nlm.nih.goog.new.nc

Degree Completion for Associate Programs at NTCC Constitutes a Minimum of 15 Semester Credit Hours of a General Education Component at the Collegiate Level

Degree completion for all associate programs at NTCC constitutes a minimum of 15 semester credit hours of general education classes at the collegiate level. The following table identifies the requirements for associate degrees leading to transfer.

Degree	Required Gen Ed Core Curriculum SCH	Electives/Additional Required Courses	Total Semester Credit Hours for Degree
<u>A.A.</u>	43 SCH	16 SCH Elective + 3 SCH Literature	62 SCH
<u>A.A.T.</u>	43 SCH	23-25 SCH Specified Electives	66-68 SCH
<u>A.S.</u>	43 SCH	19 SCH Electives	62 SCH

Source: 2011-2012 Catalog (Instructional Programs)

For the Associate of Applied Science (A.A.S.) degree, a student is required to complete 60 credit hours including three hours in English, three in speech, three in mathematics, three in computer technology, three in humanities or visual and performing arts, three in social/behavioral sciences, and all other courses as specified in the degree plan. For the A.A.S. degree, 18 of these total semester hours must be completed at NTCC and the student must attain a minimum of a "C" grade for all courses in the major and a cumulative minimum grade point average (GPA) of 2.0 for all courses counted toward the degree (2011-2012 Catalog-Instructional Programs)

As shown in the table below, all NTCC A.A.S. degrees require at least fifteen semester hours of college-level, general education core curriculum courses. These courses include at least one course from humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics, ensuring a breadth of knowledge that exposes students to a wide range of perspectives.

Associate of Arts and Sciences Degree Programs Require At Least 15 Semester hours of College-Level, General Education Core Curriculum Courses

AAS Degree Programs	General Education Core Curriculum Courses Required				
	Humanities or Fine Arts	Social or Behavioral Sciences	Natural Science or Mathematics	Other	
Agriculture: Sustainable Agriculture	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3)	18
Agriculture	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3)	18
Auto Body Repair	Humanities/Fine	HIST, GOVT,	MATH 1314	ENGL1301	18

	Arts Elective (3)	PSYC, SOCI,	(3)	(3)	
		econ, geog, or ANTH (3)	Or equivalent or higher	SPCH (3) BCIS (3)	
Automotive Technician Specialization	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3)	18
Business Management: Accounting Specialization	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3)	18
Business Management: Criminal Justice Specialization	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3)	18
Business Management	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3)	18
Computer & Information Sciences: Applications Specialization	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3)	18
Computer & Information Sciences: Networking Specialization	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3)	18
Cosmetology Operator Training Program	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3)	18
Criminal Justice	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3)	18
Culinary Arts	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3)	18
Dental Hygiene	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3);	31

				BIOL; CHEM	
Emergency Medical Services	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3); BIOL	26
Medical Assistant	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3); PSYC	21
Medical Laboratory Technology	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3); BIOL; CHEM	34
Nursing: Associate Degree Nursing	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3); BIOL; CHEM	37
Nursing: Vocational Nursing Mobility to Professional Nursing	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3); BIOL; CHEM	37
Office Technology: Executive Support Professional Specialization	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3)	18
Office Technology: Legal Office Support Specialization	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3)	18
Office Technology: Medical Office Support Specialization	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG, or ANTH (3)	MATH 1314 (3) Or equivalent or higher	ENGL1301 (3) SPCH (3) BCIS (3)	18
Physical Therapist Assistant	Humanities/Fine Arts Elective (3)	HIST, GOVT, PSYC, SOCI, ECON, GEOG,	MATH 1314 (3) Or equivalent	ENGL1301 (3) SPCH (3)	18

		or ANTH (3)	or higher	BCIS (3)		
		HIST, GOVT,	MATH 1314	ENGL1301		
Radiologic Sciences	Humanities/Fine	PSYC, SOCI,	(3)	(3)	10	
	Arts Elective (3)	ECON, GEOG,	Or equivalent	SPCH (3)	18	
		or ANTH (3)	or higher	BCIS (3)		
		HIST, GOVT,	MATH 1314	ENGL1301		
Welding/Mechanical	Humanities/Fine	PSYC, SOCI,	(3)	(3)	10	
Specialization	cialization Arts Elective (3) ECON, GE		Or equivalent	SPCH (3)	18	
		or ANTH (3)	or higher	ITSC (3)		

Source: 2011-2012 Catalog (Programs of Study by Degree Type-A.A.S.)

- 19 TAC Rule 4_28 Core Curriculum.pdf
- 19 TAC Rule 4_30 Assessment and Reporting.pdf
- 19 TAC Rule 4_35 TCCNS.pdf
- AA transcript all coursework NTCC.pdf
- AAS transcript all coursework NTCC.pdf
- AAT transcript-all coursework_NTCC.pdf
- AS transcript-all coursework NTCC.pdf
- Catalog-Course-Descriptions.pdf
- Catalog-Instructional-Program-Information.pdf
- Catalog-Programs-of-Study-by-Degree-AAS.pdf
- Tatalog-Programs-of-Study.pdf
- Core Curriculum Subcommittee membership.pdf
- NTCC Core Curriculum Report March 2011[4].pdf
- NTCC Standard Syllabus including SLOs.pdf

2.7.4	level at which it awards degrees. If and (1) makes arrangements for sentities through contracts or consequirement, the alternative approaches institution demonstrates that	for all course work required for at the institution does not provide insome instruction to be provided by sortia or (2) uses some other alterach must be approved by the Compit controls all aspects of its educate cumenting an Alternate Approach."	struction for all such course work of other accredited institutions or mative approach to meeting this mission on Colleges. In both cases, cional program. (See Commission
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College provides instruction for all coursework required for all degree programs. The <u>2011-2012 Catalog</u> (Programs of Study) lists the courses required for each degree program offered. Further evidence can be found in transcripts for each degree offered that indicate instruction for all coursework provided (A.A. degree transcript; A.A.T degree transcript; A.S. degree transcript; A.A.S degree transcript).

NTCC is a participating member of the Virtual College of Texas (VCT), a consortium of public Texas community and technical colleges which are all SACS accredited (VCT accreditation status). NTCC has agreed to the VCT Memorandum of Understanding. VCT courses taught to NTCC students have been scrutinized and approved by the appropriate Division Director to ensure qualified faculty teach and supervise courses, that students are provided with a course syllabus, and that VCT instructors provide support comparable to support available to NTCC's own distance learning and campus students. To enroll in a VCT course, a student initially fills out the student enrollment/approval form with the help of the NTCC VCT Coordinator. This form is submitted to the appropriate Division Director for their approval along with the VCT faculty course approval form. The Division Director reviews the credentials of the VCT faculty member, the course credit hours, and the course syllabus and compares the learning outcomes to assure equivalency to the NTCC course. Once the Division Director signs the approval forms they are returned to the VCT Coordinator who notifies the student of the approval (or non-approval, if that is the case). If approved, the Coordinator submits an enrollment form to the NTCC Registrar who then creates the course in the system and enrolls the student in the course. All courses taught through VCT are transcripted by the NTCC Registrar in the same manner as any course offered by NTCC using Texas Common Course Numbering System.

Other than the Virtual College of Texas, NTCC does not contract or engage in any other consortial relationship for offering coursework.

Evidentiary Documents



🔼 AAS transcript all coursework NTCC.pdf

🔼 AAT transcript-all coursework NTCC.pdf

ACGMfall2010AppendicesF&G.pdf

- AS transcript-all coursework NTCC.pdf
- **Tatalog-Programs-of-Study.pdf**
- **VCT** Accreditation Status.pdf
- ▼ VCT Faculty Course Approval Form.pdf
- VCT MOU.pdf
- **VCT Student Enrollment Approval Form.pdf**

2.8	The number of full-timensure the quality and applicant institution qualifications. (Faculty)	integrity of each of demonstrates th	of its ac	cademic	progi	rams. Upon appli	cation for o	candic	dacy, an
	X In Compliance Newly assigned		Not In Compliance Not applicable			In Parti	al Compliar	ice	

Northeast Texas Community College employs an adequate number of full-time faculty members to support the mission of the institution and insure the quality and integrity of its academic programs. The college employs sufficient full-time faculty to meet classroom teaching needs and additional essential instructional components such as program or curriculum development and review, identification and assessment of student learning outcomes, academic advising, and institutional and professional service. According to the Texas Higher Education Coordinating Board Lower-Division Academic Course Guide Manual (ACGM, p. 217), a full-time faculty member is defined as:

"a person who is employed full-time by an institution of higher education as a member of the faculty whose primary duties include teaching, research, academic service, or administration. However, the term does not include a person holding faculty rank who spends a majority of the person's time for the institution engaged in managerial or supervisory activities, including a chancellor, vice chancellor, president, vice president, provost, associate or assistant provost, or dean."

There is no distinction between full-time faculty loads for those teaching on-campus, off-campus or in an online format. Faculty workload requirements are published in <u>Policy DJ (Local) Work Load, Faculty Work Load</u> and the <u>Faculty Handbook</u>. Full-time faculty members are expected to be involved in the life of the college through committee work, academic advising, student organization sponsorship, and participation in campus activities. Full-time faculty members are not required to teach more than their defined workload per semester; however, they may choose to teach one to six additional credit hours.

Part-time faculty are hired to teach specific sections within a discipline (on-campus, off-campus or online) when enrollments justify more sections than can be taught by the full-time faculty. Part-time faculty do not teach more than fifteen credit hours per fall and spring semester and are not required to serve on committees or participate in program reviews or academic advising.

Full-time faculty members may be given release time to serve as Division Directors, Program Directors, or other positions requiring additional administrative duties and are generally restricted in the teaching of overloads in those situations. The job descriptions for Arts and Sciences Division Directors, Workforce Program Directors and Allied Health Program Directors indicate that they are "full-time faculty members" who are employed under a faculty contract and serve as a liaison with upper administration in addition to coordinating instructional and other needs. Arts and Sciences Division Directors receive a two course load reduction in teaching duties to serve in this instructional leadership position but may return to the normal teaching load at the end of any semester if they choose.

In the fall of 2011, NTCC employed a total of <u>twenty-eight full-time faculty</u> (including six division directors) providing instruction for academic transfer courses leading to the A.A., A.A.T. or A.S. degrees. <u>Twenty-three full-time faculty</u> (including five program and division directors) provide instruction for workforce, business, and technical programs leading to the A.A.S. degree or various certificates of competency, and an additional <u>eighteen full-time faculty</u> (including 6 program directors and a coordinator) provide instruction leading to an A.A.S. degree or various certificates of competency in the allied health fields. One faculty member also serves as the Director of Developmental Education.

According to the Texas Higher Education Coordinating Board (THECB) 2011 Accountability Report for Northeast Texas Community College, the most recent comparable data available, 61.5% of all contact hours were taught by full-time faculty. This percentage is consistent with the state average for community colleges which indicated 61.4% of contact hours were taught by full-time faculty.

Comparison of Contact Hours Taught by Full- & Part-time Faculty & Student/Faculty Ratio

GROUP	TOTAL CONTACT HOURS	CONTACT HOURS TAUGHT BY FULL-TIME FACULTY	CONTACT HOURS TAUGHT BY PART-TIME FACULTY	CLASS SIZE FTE STUDENT/FTE FACULTY
NTCC	609,728	61.5%	38.5%	23:1
STATEWIDE CC	109,605,842	61.4%	38.6%	22:1

Source: THECB, Higher Education Accountability System: Institutional Efficiency and Effectiveness

The 2011 THECB Accountability Report for NTCC also shows that the <u>FTE Student/FTE Faculty ratio was 23:1</u>. NTCC's ratio is comparable to the <u>state ratio of 22:1</u>. The increase of the FTE Student/FTE Faculty ratio at NTCC was due to a <u>9.6% increase in enrollment</u> from fall 2009 to fall 2010 while the state enrollment increase was 7.2% for the same time period.

The table below shows the percentage of contact hours taught by full- and part-time faculty for spring 2011, fall 2011, and spring 2012, for all courses and locations including distance education in the areas of developmental education, general education, and workforce (including allied health) education.

Comparison of Semester Credit Hours Taught by Full- and Part-time Faculty

Companison	DEV		GEN ED		WORKFORCE (incl.		GRAND TOTAL	
	% SCH taught by FT Faculty	% SCH taught by PT	% SCH % SCH taught by FT PT		FT PT FT		% SCH taught by PT	
		Faculty	Faculty	Faculty	Faculty	Faculty	Faculty	Faculty
SPG 2011	17%	83%	61%	39%	79%	21%	64%	36%
FALL 2011	15%	85%	61%	39%	85%	15%	63%	37%
SPG 2012	24%	76%	59%	41%	84%	16%	64%	36%
TOTAL	18%	82%	60%	40%	83%	17%	64%	36%

Source: Office of Institutional Effectiveness and Research

The table shows that the average percentage of general education credit hours taught by full-time faculty (60%) is in line with the state-wide average percentage (61.4%). The difference between the general education average and workforce average for semester credit hours taught by full-time faculty is due, in large part, to student/faculty ratio accreditation requirements, and/or the need for students to have necessary access to specialized equipment in various workforce programs. In the area of developmental education, although the percentage of the part-time faculty is higher than other areas, the stability and continuity of the faculty and the large number of faculty who have completed the Academy for Part-time Teaching meets all requirements necessary for a high quality developmental education program. Evidence of this is found in the 2011 THECB Accountability Report showing that the percentage of students requiring developmental education who achieved eligibility for college-level work within two years exceeds the state percentage in all three areas. The state-wide success rate for math is 21 percent, reading is 41 percent, and writing is 40 percent. The NTCC success rate for math is 28 percent, reading is 48 percent, and writing is 57 percent.

When examining the percentage of semester credit hours taught by full- and part-time faculty by discipline, in locations where more than 50% of a program can be earned, the three most recent long semesters show the total semester credit hours taught by full-time faculty as 74%, 73% and 70%, respectively (FT/PT by Location Spring 2011, FT/PT by Location Fall 2011, FT/PT by Location Spring 2012). For those locations or departments where the percentage of semester credit hours taught by full-time faculty is less than 50%, the following analysis is presented.

Hanson-Sewell Center (HSC), Pittsburg, TX

The total percentage of semester credit hours taught by part-time faculty for spring 2011, fall 2011, and spring 2012 are 47%, 61%, and 63% at the Hanson-Sewell Center. The only program with a significant offering of courses at this location is business. For this program, more than 80% of all semester credit hours are taught by full-time faculty. The remaining classes, from general education and workforce education programs, vary widely from semester to semester and generate a small number of semester credit hours.

Industrial Technology Training Center (ITTC), Mt. Pleasant, TX

With the recent opening of the Industrial Technology Training Center, an Industrial Maintenance Level I and II certificate program has been initiated. These new certificate programs follow an individualized, self-paced curriculum. During the first semester one part-time faculty member was employed. As the program has grown, a full-time faculty member has been added.

Developmental Education, Main Campus

As explained previously, in the area of developmental education, although the percentage of the part-time faculty is higher than other areas, the stability and continuity of the faculty and the large number of faculty who have completed the Academy for Part-time Teaching meets all requirements necessary for a high quality developmental education program. In some situations, full-time employees whose primary assignments are in administrative areas, but who have the credentials for teaching in the development education program are included in the part-time faculty percentages. A full-time Director of Developmental Education has responsibility for selecting, hiring, and evaluating all part-time faculty in this program.

Art, Main Campus

All art classes in Spring 2012 are taught by part-time faculty. One full-time art professor currently has release time to serve as the Division Director for Performing and Fine Arts and temporarily serves as both the QEP Director and Faculty Senate President (a one year term). The college serves to meet the needs in the art department by hiring part-time art faculty who have the expert skill sets necessary to offer a broad-based program. Part-time faculty in the art department specialize in watercolors, ceramics, jewelry, and photography and all contribute to ensuring the quality and integrity of the art program at NTCC.

Social Work, Main Campus

Northeast Texas Community College holds a 2+2 articulation agreement with Texas A&M-Commerce in the area of social work. The three lower division courses offered by NTCC typically generate less than 150 semester credit hours per semester.

- AVPWorkforce.pdf
- CC InstEffect NTCC.pdf
- CC_InstEffect_state.pdf
- CC_Participation_NTCC.pdf
- DeanAlliedHealth.pdf
- DirectorofNETXPoliceAcademy.pdf
- Division Directors Org Chart.pdf
- DivisionDirectorJobDescriptionJan.pdf
- Tac Handbook Workload.pdf
- This is a second series of the second second series of the second second
- This is a second state of the second state of the second s
- The FT-PT by Location Spring 2012.pdf
- 🔼 Policy DJ (Local) Workload.pdf
- The Program Director Allied Health.pdf

2.9	and faculty access and user privilearning/information resources cons	on, through ownership or formal arrangements or agreements, provides and supports student access and user privileges to adequate library collections and services and to other ormation resources consistent with the degrees offered. Collections, resources, and services to support all its educational, research, and public service programs. (Learning Resources:)				
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance			

Northeast Texas Community College owns or otherwise provides and supports student and faculty access and user privileges to adequate library collections and services and to other learning/information resources consistent with degrees offered. The collections, resources, and services are sufficient to support all of the colleges programs including on-campus and distance learning.

The college owns a general collection of 36,488 books, 3,688 audiovisual materials in all formats and 8,087 microforms designed to support the general education program and the workforce programs offered. An additional collection of 33,281 electronic books is available through the library's subscription to EBSCO eBook Collection, which contains discipline-specific suites of resources and is available to users both on and off-campus enrolled in traditional or distance education formats.

The Learning Resource Center (LRC) also subscribes to print periodicals and maintains access to online full-texts journals and subscriptions to various <u>databases</u>. Indexing to full-text journals is provided through a subscription to Serials Solutions.

The LRC website (http://unicorn.ntcc.edu) serves as an introduction to the library's services and as a gateway to its electronic resources for all onsite and distance learning, including VCT, students. The LRC offers access to its print and audiovisual collection through its SirsiDynix online catalog, Webcat. The LRC website also provides access to 61 online databases, many of which include the full text of books and journals. A complete list of databases available to students is listed on the website. Most, though not all, of these databases are made available through the library's subscription to TexShare, a cooperative program of the Texas State Library and Archives Commission to make database subscriptions available to libraries throughout the state at reduced costs. Due to licensing restrictions, off-campus access to online databases is available only to NTCC students, faculty, and staff. The LRC uses EZproxy to authenticate off-campus access to databases. The authorized groups of users are emailed a user name and password at the beginning of every semester.

The LRC uses a variety of methods to insure that users have access to the broadest possible range of materials, including materials the college does not own. Interlibrary loans are available from libraries nationwide through membership in Online Computer Library Center (OCLC). Use of the TExpress courier service, another <u>TexShare</u> service, increases the speed at which interlibrary loan materials can be sent and received. Through the library's membership in the <u>TexShare library card</u> program, students and faculty have reciprocal borrowing privileges with academic, public, and special libraries across Texas.

The LRC seeks to meet the needs of its users as determined by its users. This goal requires the periodic evaluation of the collection and services. Surveys of both students and faculty have long indicated a very high level of overall satisfaction with the LRC. The Spring 2012 LRC Student Survey showed that 94% of the student respondents rated the physical collection of the LRC as being very good to excellent, and 90% rated the electronic resources as being very good to excellent. Eighty-six percent of the student respondents rated the ease of obtaining resources as very easy to extremely easy. Additionally, data from the 2011 Community College Survey of Student Engagement (CCSSE) indicated that 87.9 percent of NTCC respondents were satisfied or very satisfied with the instructional support available. The Spring 2012 LRC Faculty Survey shows that 84.7% of faculty respondents rated the physical collection of the LRC as it supports the courses that they teach as being adequate to excellent; 90.2% of the faculty respondents rated the electronic resources as being adequate to excellent, and 94.4% rated the ease of obtaining resources as moderate to extremely easy.

As outlined in its <u>mission statement</u>, the Learning Resource Center (LRC) at Northeast Texas Community College seeks primarily to support its parent institution's educational programs through the acquisition of a well-balanced collection of instructional materials that will be accessible to students and faculty regardless of location.

- Databases Available On Campus (1).pdf
- **EBSCOhost Choose Databases.pdf**
- Faculty Survey Spring 2012 RESULTS-LRC.pdf
- Instructional Support CCSSE Data.pdf
- The List of Data bases website.pdf
- T LRC mission.pdf
- student Survey Spring 2012 RESULTS-LRC.pdf
- texcard LRC website.pdf
- TexShare agreement website.pdf
- **MebCat.pdf**
- Melcome to the Learning Resource Center .pdf

2.10	The institution provides student support programs, services, and activities consistent with its mission that are intended to promote student learning and enhance the development of its students. (Student Support Services)		
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College provides student support programs, services and activities that are consistent with its mission "to provide responsible, exemplary learning opportunities." These programs, services, and activities all work to promote student learning and enhance the development of NTCC students. While instructional programs are focused on intellectual development, the student services program is aimed toward promoting student success and personal growth. It includes:

- Admissions
- College Connection and Career Center
- Financial Aid
- myEagle Portal
- Registrar
- Special Populations
- Student Activities and Multicultural Affairs
- Student Government
- Testing Center
- Veteran Affairs

All Student Services are under the supervision of the <u>Vice President for Student and Outreach Services</u> who reports to the President. The <u>Dean of Enrollment Management/Director of Financial Aid</u> reports to the Vice President for Student and Outreach Services and oversees the activities of the Registrar, Admissions Office and Financial Aid Office.

Admissions

The Admissions Office is under the direct supervision of the <u>Associate Director of Admissions</u> who reports to the <u>Dean of Enrollment Management/Director of Financial Aid</u>. The Associate Director coordinates all campus activities pertaining to admissions, including institutional policies and procedures for student admissions, residency requirements, evaluation of assessment scores and transcripts, waiver eligibility, immigration laws pertaining to international students, and state regulations as they apply to student admissions.

College Connection and Career Center

The College Connection and Career Center offers numerous services in fulfillment of the mission of NTCC. The department is under the direct supervision of the <u>Director of College Connection</u>, who reports to the Vice President for Student and Outreach Services. Services provided to students include determining transferability

of courses, career guidance, academic early alert, academic advisement, Veterans Affairs in collaboration with the Financial Aid Office, assistance for special populations, and summer and online college orientation for firsttime students.

The Center has four full-time advisors, in addition to the Director, available year-round to develop degree plans, provide information about college and university transfer requirements and assist students in creating course plans and schedules. The College Connection and Career Center maintains information about colleges and universities in Texas and offers career testing, utilizing interest inventory instruments to assist students in making career choices. The Center maintains career information and resources on a variety of occupations and careers. The advisors are available to assist technical graduates with job-search skills and provide appropriate referrals for help with resume writing and interviewing. Advisors are also prepared to provide referrals for students in need of personal counseling and are referred to community resources that can address their issues. The College Connection advisors maintain close ties with a variety of community agencies in order to help students find the best possible assistance when their needs go beyond the college resources. These agencies are listed in the NTCC Special Needs Resource Manual which can be found on the NTCC website or in the College Connection and Career Center located in the Student Services/Administration Building.

Financial Aid

Northeast Texas Community College has a comprehensive collection of scholarships, loan programs, work programs and grants to assist eligible students with the cost of their education. The Financial Aid Department is under the direct supervision of the Dean of Enrollment Management/Director of Financial Aid who reports to the Vice President for Student and Outreach Services. Funds are available to eligible students from a variety of sources including the College, the state of Texas, the federal government, and commercial lending institutions. Each financial aid program administered by the college has specific terms and conditions to ensure that the aid is awarded to those who qualify. A complete listing of financial aid sources is found on the NTCC website.

myEagle Portal

The NTCC myEagle Portal is managed by the <u>Online Student Services Developer</u> who reports to the Vice President of Administrative Services. The myEagle Campus Portal is designed to be the students' entry to tools, applications and information to successfully manage their educational business at NTCC. In a convenient dashboard view, the student can:

- have a <u>single sign-on</u> access to Eagle Mail, Campus Connect Student Information System,
 Blackboard Learn 9, and more
- see a <u>consolidated NTCC calendar</u> with academic, athletic, student, and several other types of events included on a single calendar
- receive important campus announcements and messages
- access the NTCC <u>Student Handbook</u>
- take the SmarterMeasure <u>online readiness assessment</u> (now required before registering for online courses)
- have quick access to news and local weather, as well as the official NTCC Facebook page
- participate in campus polls and surveys
- create or join other portal **communities** with web content and tools
- save documents in a centralized <u>document library</u> so they can be accessed from any computer with internet access

Registrar

The <u>Registrar</u> reports to the Dean of Enrollment Management/Director of Financial Aid. This office is responsible for ensuring that students are able to register in an efficient, effective, and student-centered manner. Additionally, this office provides enrollment verification, maintains student records and academic status data, produces transcripts, certifies eligibility for participation in athletics programs, determines eligibility for graduation including determination of honors standing, and organizes and provides information concerning diplomas and commencement exercises. The Registrar maintains class rolls for correction and certification, and submits, corrects, and certifies all Texas Higher Education Coordinating Board reports.

Special Populations

The College provides services that allow students to access educational opportunities. NTCC provides reasonable accommodations to students who request such and meet Americans with Disabilities Act (ADA) requirements for services based on physical or learning limitations. If a student believes he/she may qualify, he/she should contact the Coordinator for Special Populations or they can access the Special Needs Resource Manual which can be found on the NTCC website or in the College Connection and Career Center located in the Student Services/Administration Building.

Student Activities and Multicultural Affairs

Student activities and multicultural affairs are under the direct supervision of the Director of Student Development and Multicultural Affairs who reports to the Vice President for Student and Outreach Services. A special effort is exerted at NTCC to create and maintain an atmosphere where students may develop to their maximum potential. The administration, faculty, and staff facilitate learning through emphasis on the needs and interests of students. Formal instructional programs, organized student activities, student organizations, intramural athletics, and informal day-to-day relationships contribute to the total educational experience at Northeast Texas Community College. Outcomes assessment for student activities verifies that these programs contribute to the mission and to support and increase student success. Examples of student organizations and intramural sports activities can be found in the Student Handbook.

Student Government Association

The Student Government Association (SGA) of Northeast Texas Community College is an advocate for the student body and serves as a liaison between the students and college administration. SGA is committed to assessing student needs, serving as a voice for the student body, aiding in the planning of quality student activities, and enhancing the student experience and life on campus. SGA also promotes the image of the College and its student body, and provides students with an opportunity for leadership development. The Student Government Association is housed within the Student Activities office in the Student Union Building.

Testing Center

The Testing Center is under the direct supervision of the <u>Director of Testing</u> who reports to the Director of College Connection. The Testing Center supports the NTCC mission by promoting and maintaining "the highest quality testing environment for prospective students, current students, staff/faculty, and guests." The center

strives "for excellence by adhering to National Testing Standards" and provides "a secure, efficient and non-discriminatory testing facility." NTCC is a testing site for Accuplacer, ACT, CLEP, GED, HESI, Quick THEA, SAT, TCLEOSE, TEAS, and THEA. Additionally, the Testing Center proctors tests for NTCC online classes or for students taking classes at other colleges or universities. This may include online, correspondence, real estate certification, and Virtual College of Texas (VCT) classes. The tests may be pen and paper or computer-based.

Veterans Affairs

The Advisor/Veteran Affairs (VA) Coordinator reports directly to the Director of College Connection and collaborates with the Dean of Enrollment Management/Director of Financial Aid to provide services to veterans. The Advisor/Veterans Affairs Coordinator maintains files and records for students receiving VA educational assistance; functions as a liaison between the College and the Veterans Administration; serves as the academic and financial aid advisor to veterans and their dependents; monitors veteran student enrollments to see that all registrations are appropriate to their declared degree programs, and works closely with veterans to assure compliance with federal, state and college directives in relation to veteran/dependent US Department of Veterans Affairs (DVA) educational benefits.

Access for Distance Learning Students

Distance learning, including VCT, students have access to the same services as on-campus students. Distance learning students can access services through myEagle portal and via e-mail or telephone. When possible and convenient for distance education students, they may also access services onsite.

Contact information for all services is available on the NTCC website for distance learning and VCT students. All students have the ability to apply and register for classes through the college website and Campus Connect. Once enrolled, both distance education and on-campus students have access to their records including their course schedules, transcript information, financial accounts, financial aid, and final course grades through Campus Connect.

As indicated in CR 2.9, online library catalogs, databases and search engines allow the college to provide a more effective level of service to students by enabling them to access a larger source of information with greater efficiency. Distance learning students, including VCT students, are encouraged to make use of all possible resources and services whether they are studying online or onsite.

Support Programs Promote Student Learning and Enhance the Development of Students

External evidence that demonstrates that NTCC's student support programs, services and activities promote student learning and enhance the development of students can be found in the PELL Institute's in depth study, Bridging the Gaps to Success. The study examined successful transfer strategies implemented at NTCC and five other Texas community colleges that assist low-income and first-generation students in transferring to a university and obtaining the baccalaureate degree. The study highlights what is working to increase transfer rates for low-income and first-generation students at each institution while gleaning a set of promising practices common to each of the schools that can inform other community colleges on how to establish successful transfer cultures. The report identifies the following three common themes — each consisting of institutional programs and policies — that contribute to higher than expected transfer rates: 1. A Structured Academic Pathway; 2. A Student-Centered Culture; and 3. A Culturally-Sensitive Leadership. The study makes specific recommendations for replicating the three common core practices to create a culture of transfer, including

tactics such as collaborative campus programming, structuring administrative offices as support and service centers, making data-driven decisions, rewarding staff and faculty who value students, and developing a performance and accountability culture.

Evidentiary Documents

- Advisor and Veterans Affairs Coordinator Job Descrip.pdf
- 🔼 Apply to NTCC website.pdf
- Associate Director of Admissions.pdf
- Bridging the Gaps to Success 2009.pdf
- Campus Connect Registration website.pdf
- College Connection website.pdf
- Dean of EM and Director of FA.pdf
- Dean of Enrollment.pdf
- DirectorofCollegeConnection.pdf
- DirectorofStudentDevandDiversity.pdf
- DirectorofTesting.pdf
- Office of Student Activities and Multicultural Affairs Action Plan Outcomes 2011-2012.pdf
- Registrar.pdf
- 🟂 Special Needs Resource Manual.pdf
- 🗖 Stu Handbook Organizations.pdf
- Student Activities for the 2011-2012 Academic Year for Sponsors.pdf
- TitleIIIOnlineStudentServicesDeveloper.pdf
- Types of Financial Aid.pdf
- VP of Student Outreach.pdf

2.11.1	The institution has a sound financi of the institution and the scope of following financial statements: (accordance with Statements on Stathose institutions audited as part management letter for the most accountant and/or an appropriate Standard Review Report) guide; exclusive of plant assets and plantattributable to operations for the sound planning, is subject to soun requirements for applicant institution.	of its programs and services. The an institutional audit (or Standards for Accounting and Review of a system wide or statewide recent fiscal year prepared by governmental auditing agency en (2) a statement of financial posterlated debt, which represents the most recent year; and (3) an ard fiscal procedures, and is approximations may be found in the Control of the statement of the control of t	member institution provides the andard Review Report issued in w Services issued by the AICPA for e audit) and written institutional an independent certified public apploying the appropriate audit (or sition of unrestricted net assets, e change in unrestricted net assets anual budget that is preceded by yed by the governing board. Audit
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College continues to provide a sound financial base and demonstrates financial stability to support its mission, programs, and services. Evidence of this is provided by the following documents:

- An <u>institutional audit</u> and <u>management letter</u> for the most recent fiscal year prepared by an independent certified public accounting firm.
- Annual Financial Reports [2008, 2009, 2010, 2011] which are used to prepare a statement of financial
 position of unrestricted net assets, exclusive of plant assets and plant-related debt that represent the
 change in unrestricted net assets attributable to operations for the most recent year.
- An <u>Annual Operating Budget</u> showing evidence of sound planning, subject to sound fiscal procedures, and approved by the Board of Trustees.

Institutional Audit and Management Letter

The Northeast Texas Community College <u>Annual Financial Report for FY 2011/2010</u> contains the results of the financial audit, including a required <u>Auditor's Management Letter</u>, conducted by an independent public accounting firm. This audit was performed in accordance with Government Auditing Standards as issued by the Comptroller General of the United States. Supporting schedules pertaining to expenditures of federal awards are audited as required by the United States Office of Management and Budget *Circular A-133*, *Audits of States, Local Governments and Non-Profit Organizations*.

In the most recent year ending 31 August 2011, the auditor presented the college with an unqualified opinion on the basis of financial statements with a management letter that shows no findings of material weakness or significant deficiencies, evidence that the college has a strong financial base, possesses good internal control, and complies with federal and state regulations.

Northeast Texas Community College has shown a history of continuous financial responsibility and success. Further evidence of this can be found in the <u>2008</u> and <u>2009</u> and <u>2010</u> Annual Financial Reports available on the <u>NTCC</u> website for public review.

Annual Financial Reports: Statement of Financial Position of Unrestricted Net Assets, Exclusive of Plant and Plant-related Debt

The Northeast Texas Community College Annual Financial Report also contains statements of revenues, expenses, and changes in net assets. The information regarding the college's financial position of unrestricted net assets, exclusive of plant and plant-related debt is summarized in the table below and shows that the college maintains adequate resources to support its mission, programs, and services.

	2008	2009	2010	2011
Total Net Assets	\$ 9,252,957	\$ 9,934,027	\$ 11,039,414	\$ 13,522,043
Annual Change	\$ (102,924)	\$ 681,070	\$ 1,105,387	\$ 2,482,629
Unrestricted Net				
Assets (UNA),	\$ 790,856	\$ 1,152,703	\$ 2,036,544	\$ 2,755,622
exclusive of plant &	\$ 750,630	\$ 1,132,703	Ş 2,030,3 44	\$ 2,733,022
related debt				
Annual Change	\$ (241,959)	\$ 361,847	\$ 883,841	\$ 719,078
Operating Expenses	\$17,832,737	\$19,526,280	\$ 22,990,682	\$ 24,244,467
% UNA to Operating	4.43%	5.90%	8.86%	11.37%
Expenses	4.45%	5.90%	0.00%	11.5/%

Source: Northeast Texas Community College Annual Financial Report FY ended 31 Aug 2011

Since 2008, the total net assets for Northeast Texas Community College have increased by approximately \$4.3 million. This increase is a strong indication that the college is continuing to maintain financial responsibility.

Annual Budget Process

Northeast Texas Community College has a defined budgeting process that is preceded by sound planning, relates the budget to the College's strategic plan, and involves broad institutional input.

The NTCC Policy Manual outlines the procedures and regulations for the annual operating budget in <u>Policy CC</u> (<u>Legal</u>) <u>Annual Operating Budget</u> and <u>Policy CC</u> (<u>Local</u>) <u>Annual Operating Budget</u>.

According to Policy CC (Legal) Annual Operating Budget, "The operating budget shall:

- 1. Include general revenue, local funds, and estimated institutional funds;
- 2. Include detail by department for current and prior year;
- 3. Include a summary by functional categories for current and prior year;
- 4. Include a summary of the instructional budget by college or school for the current and preceding year; and
- 5. Include a summary by amount and method of finance for each listed informational item in the general appropriation act; and
- 6. Be prepared within the limits of revenue available."

In addition to detailing specific budget item requirements, Policy CC (Local) also describes the steps involved in the college's budget planning and adoption procedures:

"Budget Planning: Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the College District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

Budget Adoption: The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College District's approved purchasing procedures. The expenditure of funds shall be under the direction of the College President or designee who shall ensure that funds are expended in accordance with the adopted budget."

By March of each calendar year, the college budget process begins with the distribution of budget requests to the supervisor of each planning unit within the college. These planning units are organized by function or activity and are provided with a three-year history of their actual expenditures. This information, along with the Strategic Plan, Program Review and other departmental institutional effectiveness data, is used to develop the budget worksheets and accompanying justification, if necessary, for each planning unit. The Vice President of Administrative Services complies all of the budget worksheets into a proposed budget which is then appraised and scrutinized by the members of the President's Cabinet. The Cabinet reviews the proposed budget to ensure that it supports the college mission, values and goals included in the NTCC Strategic Plan. The Cabinet sets priorities and makes budget decisions based on identified strategic priorities in order to achieve a balanced budget. A proposed budget is presented to the Board of Trustees which is finalized only after it has been approved at an officially called Board meeting (23 August 2011 p. 3 and 24 August 2010 p. 4).

Budgetary controls include supervisory responsibility for compliance with planning unit expenditures and an online requisition and purchase order system which allows supervisors to access current budgetary data in real time and also prevents units from expending more than their budgeted allowance. Each month supervisors or their secretarial assistants are provided financial reports which show detailed budget and expenditure information, including current expenditures, year-to-date expenditures, and budget balances.

Northeast Texas Community College District Annual Operating Budgets are published and available for viewing on the <u>NTCC website</u>.

Evidentiary Documents

🟂 <u>08232011 Board Minutes.pdf</u>

🟂 <u>08242010 Board minutes.pdf</u>

🟂 2008 Financial Report.pdf

🟂 2009 Financial Report.pdf

🟂 2010 Financial Report.pdf

🟂 2011 Financial Report.pdf

🟂 <u>2011-2012 Budget.pdf</u>

- **T**inancial Information for Public Viewing website.pdf
- Management Letter 120911.PDF
- Natural Sciences 2011-2012 Budget Worksheets.pdf
- NTCC Biology Requested Budget Details 11-12.pdf
- Policy CC (Legal) Annual Operating Budget.pdf
- Policy CC (Local) Annual Operating Budget.pdf

2.11.2 The institution has adequate physical resources to support the mission of the institution and the scope of its programs and services. **(Physical Resources)**

X In Compliance ____Not In Compliance ____In Partial Compliance

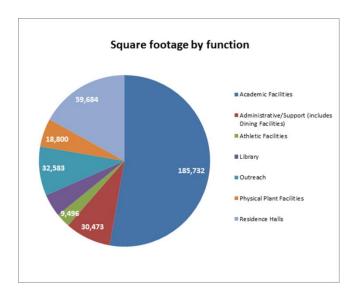
Newly assigned Not applicable

Narrative

Northeast Texas Community College maintains adequate physical resources to serve the <u>mission</u>, <u>vision</u>, <u>values</u> and goals of the institution and the scope of its programs and services.

Northeast Texas Community College occupies <u>six educational sites</u> including the 375 acre main campus, the Industrial Technology Training Center in Mount Pleasant, the Culinary Arts Institute in Pittsburg, the Hanson-Sewell Center in Pittsburg, the Naples-Omaha Center in Naples and the Mount Pleasant Adult Education Center in Mount Pleasant to serve its 3,350 students.

The <u>NTCC main campus</u> includes seventeen buildings housing instructional, administrative, support services, residence halls, and athletic facilities. These buildings provide 351,855 total square footage of space.



NTCC provides adequate physical facilities to support all of its educational programs. The Fall 2011 Student Profile Report shows the instructional efficiency for all academic transfer courses at 84%, the instructional efficiency for all workforce courses at 78%, an overall instructional efficiency at 82%, and an average class size of 20.2 students per section. These data demonstrate that the ratio of enrollments to seats available has not reached its maximum capacity. On the main campus, eleven buildings are all or partially dedicated to instructional space. The newest instructional space is the Elizabeth Hoggatt Whatley Agriculture Complex. This LEED-certified Platinum net-zero facility, which includes on-site solar and wind powered electrical generation, is in direct support of the college's adopted value to "Build in a Sustainable Manner." All college facilities provide an environment appropriate for creating and sustaining student success.

NTCC also provides adequate physical facilities for its administrative, support services, residence halls, and athletic facilities. The newest main campus additions are Student Housing East (SHE) and the Physical Fitness Center (FIT), both of which opened fall 2011, and support the college's adopted goal of "Living in Community: Encourage Community Fitness." The combined residential facilities show an occupancy rate of 65 percent which demonstrates capacity for growth. Recent renovations to the College Store, the addition of the Caddo Cafe, the updating and expansion of food service/dining hall space, and the addition of 240 parking spaces due to enrollment increases have also served to contribute to the mission, vision, values and goals of the college.

Total Square Footage Physical Resources

Category	Square footage	% of total
	by function	
Academic Facilities	185,732	52.8%
Administrative/Support (includes Dining Facilities)	30,473	8.7%
Athletic Facilities	9,496	2.7%
Library	15,087	4.3%
Outreach	32,583	9.3%
Physical Plant Facilities	18,800	5.3%
Residence Halls	59,684	17.0%
Total	351,855	100.0%
Administration Building	11,673	administration
American National Bank Field House	6,000	athletic
Bathroom, Criminal Justice driving pad	300	academic
Business Technology	18,876	academic
Carroll Shelby	17,357	academic
Concession stand, Priefert Rodeo Complex	1,296	athletic
Criminal Justice Center	6,832	academic
Culinary Arts Institute	5,000	outreach
Elizabeth Hoggatt Whatley Agriculture Complex	21,500	academic
Fitness Center	6,251	academic
Hanson-Sewell Center	6,558	outreach
Humanities	19,074	academic
Industrial Technology	12,852	academic
Joe Bernat Athletic Services Building	1,200	athletic
Learning Resource Center	15,087	library
Math/Science	19,346	academic
Mount Pleasant Community Adult Education Center	4,000	outreach
Naples-Omaha Center	1,400	outreach
Physical Fitness Annex	4,158	academic
Plant Services	18,800	support

Press Box Building at the softball field	1,000	athletic
Regional Training Academy	15,625	outreach
Student Housing East	33,380	residence hall
Student Housing West	26,304	residence hall
Student Union Building	16,149	support
University and Health Science Center	39,176	academic
Vocational Technology	18,714	academic

Evidentiary Documents



Mission website.pdf

MTCC Campuses website.pdf

MTCC Map.pdf

Section 3: COMPREHENSIVE STANDARDS

3.1 INSTITUTIONAL MISSION

3.1.1	.1.1 The mission statement is current and comprehensive, accurately guides the institution's operation periodically reviewed and updated, is approved by the governing board, and is communicated to institution's constituencies. (Mission)		
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Narrative

Northeast Texas Community College's mission statement is current. It was developed as part of a comprehensive strategic planning process involving a cross-section of the college community including faculty, professional and classified staff, and community and student representatives (May 1, 2008 SP Committee Minutes). Faculty and staff in-service on April 30, 2009, was allocated to the discussion and evaluation of the college mission and its wording. All college constituencies were provided access to drafts of the new statement and encouraged to comment prior to the adoption of the statement in its final form. It was unanimously approved by the Board of Trustees as recorded in the June 23, 2009 Board minutes.

The current mission statement is comprehensive and accurately guides the institution's operations. It states:

MISSION

Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.

VISION

Northeast Texas Community College is poised and ready to help our region meet the challenges of a changing world. The delivery of superior instruction, training and services steadily improve our communities educationally, economically, culturally and ecologically. NTCC is a model of good stewardship of financial, structural and natural resources, dedicated to assisting students as they achieve their personal hopes and dreams and ambitions.

VALUES

- Students are our priority
- In all things-excellence
- Preserve the strength of the general education core curriculum
- Build in a sustainable manner
- Care for the earth and our natural resources

GOALS

- 1. Enhancing High Quality Learning Opportunities
- 2. Assuring Student Success

- 3. Providing Access and Support of the Educational Mission
- 4. Building Regional, State, and National Economic Vitality
- 5. Living in Community
- 6. Maintaining Fiscal Stability
- 7. Preserving Our Heritage

The mission statement and associated vision, values, and goals serve as the basis for all NTCC programs and activities and direct the planning for all aspects of the college's operations including:

- academic transfer, workforce and allied health programs
- developmental education
- distance learning
- continuing education
- community outreach and enrichment programs
- support services

The Strategic Planning and Review Committee (SPaRC) reviews the Strategic Plan including the mission statement and associated vision, values, and goals for continued relevance and accuracy on an annual basis (May 18, 2011 SPaRC Minutes). In addition, the President's Cabinet (May 24, 2011 Cabinet Minutes) and the NTCC Board of Trustees (August 23, 2011 Board Minutes) annually review the Strategic Plan.

The mission, vision, values and goals statements are communicated to the institution's constituencies through its publication on the Web site, in the 2011-2012 Catalog, the Faculty Handbook, and the Student Handbook.

Evidentiary Documents

- **5** 05-18-2011 SPaRC Meeting Minutes.pdf
- 7 05242011 Cabinet Meeting Minutes.pdf
- 1 06232009 Board minutes.pdf
- 7 08232011 Board Minutes.pdf
- 🔼 4 24 2009Email frm Johnson on Mission statement.pdf
- Catalog-About-NTCC.pdf
- TacultyHandbook Mission.pdf
- Mission website.pdf
- Strategic Planning Committee Minutes 2008.05.01.pdf
- Student Handbook Mission.pdf

3.2 GOVERNANCE AND ADMINISTRATION

3.2.1	The governing board of the institution is responsible for the selection and the periodic evaluation of the chief executive officer. (CEO Evaluation/Selection)		
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Narrative

Northeast Texas Community College's chief executive officer is the <u>president</u> who is selected and evaluated by the Board of Trustees as described in <u>Policy BAA (Legal) Powers, Duties, Responsibilities</u> and <u>Policy BFD (Local) President Evaluation</u>. The <u>current president</u> was hired in an open meeting of the Board of Trustees as reflected in the board minutes of <u>May 20, 2008</u>. Since that time, the Board of Trustees has evaluated the president on a yearly basis. A copy of the <u>evaluation instrument</u> is sent to the board members in April and upon completion by each member is returned directly to the board chair. The evaluations are discussed during executive session of the June meeting but any action to extend, not extend or take no action on the president's contract occurs when the board returns to open session as recorded in board minutes of <u>June 23, 2009</u>, <u>June 22, 2010</u> and <u>June 28, 2011</u>.

Evidentiary Documents

- 7 05202008 Board Minutes.pdf
- 7 06222010 Board Minutes.pdf
- 7 06232009 Board minutes.pdf
- 7 06282011 Board Minutes.pdf
- BFD (Local) President Evaluation.pdf
- Johnson Vitae SACS.pdf
- Policy BAA (Legal) Powers Duties Responsibilities.pdf
- The President Job Description.pdf
- The President's Evaluation Form.pdf

3.2.2		ce structure: 3.2.2.1 institution's	learly defined for the following areas mission 3.2.2.2 fiscal stability of the rol)
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

The legal authority and operating control of the institution are clearly defined in NTCC Policy. According to Policy BA (Legal) Board Legal Status, the board has the "exclusive power to manage and govern the college district." In all instances then, the NTCC Board of Trustees has both legal authority and operational control for all areas within the institution's governance structure.

Evidentiary Documents



Policy BA (Legal) Board Legal Status.pdf

3.2.2.1	The legal authority and operating control of the institution are clearly defined for the institution's mission. (Governing Board Control: Mission)		
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

The legal authority and operating control of the institution are clearly defined for the college mission. According to Policy AD (Legal) Educational Role, Mission, Purpose, and Responsibility, the college district "must develop a statement regarding the purpose, role and mission of the district." Since the board has the "exclusive power to manage and govern the college district" this authority for the college mission clearly resides with the Board of Trustees.

The mission statement of Northeast Texas Community College and its accompanying vision, values, and goals serves as the ultimate source for all decisions relating to the institution. It states:

	MISSION
Northeast Texas Comm	unity College exists to provide responsible, exemplary learning opportunities.
	VISION
changing world. The de educationally, economi	unity College is poised and ready to help our region meet the challenges of a divery of superior instruction, training and services steadily improve our communities cally, culturally and ecologically. NTCC is a model of good stewardship of financial, resources, dedicated to assisting students as they achieve their personal hopes and
	VALUES
•	Students are our priority In all things-excellence Preserve the strength of the general education core curriculum Build in a sustainable manner Care for the earth and our natural resources
	GOALS
1.	Enhancing High Quality Learning Opportunities
2.	Assuring Student Success
3.	Providing Access and Support of the Educational Mission
4.	Building Regional, State, and National Economic Vitality
5.	
6.	Maintaining Fiscal Stability
7.	Preserving Our Heritage

Through its mission, the college provides the educational programs and supporting activities prescribed by the Texas Legislature, the Texas Higher Education Coordinating Board and the Northeast Texas Community College

Board of Trustees. The college mission is developed through a careful review process as described in the documentation provided for Core Requirement 2.4. It incorporates all requirements made by regulatory authorities and receives final approval by the Board of Trustees. This formal approval occurred on <u>June 23, 2009 Board Minutes</u>. Annually thereafter the board reviews the Strategic Plan, receiving reports and recommended changes to the plan as well as providing further guidance as to its wishes for the college vision (<u>June 22, 2010 Board Minutes</u>, <u>August 23, 2011 Board Minutes</u> and <u>October 12, 2011 Board Minutes</u>). The primary means of evaluating progress will be the use of the Key Performance Indicators (KPI's).

Evidentiary Documents

🔁 06222010 Board Minutes.pdf

7 06232009 Board minutes.pdf

₹ 08232011 Board Minutes.pdf

🟂 10122011 Board Minutes.pdf

KPI Dashboard with backup data - Jan 2012.pdf

🔼 Policy AD (Legal) Educational Role, Mission, Purpose and Responsibility.pdf

3.2.2.2	The legal authority and operating control of the institution are clearly defined for the fiscal stability of the institution. (Governing Board Control: Fiscal Stability)		
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

The legal authority and operating control of Northeast Texas Community College (NTCC) are clearly defined for the fiscal stability of the institution.

The legal authority and operating control resides exclusively and totally with the Board of Trustees (<u>Policy BAA</u> (<u>Legal</u>) <u>Board Legal Status Powers</u>, <u>Duties</u>, <u>Responsibilities</u>). Within this policy are stated the following responsibilities of NTCC's Board that are related to fiscal stability:

- 1. Set and collect any amount of tuition, rentals, rates, charges, or fees;
- 2. Adopt a tax rate each fiscal year;
- 3. Levy and collect taxes and issue bonds;
- 4. Approve an itemized current operating budget (2010-2011 Operating Budget, 2011-2012 Operating Budget);
- 5. Have the accounts audited;
- 6. Submit the required annual reports (<u>2010 Annual Report</u>, <u>2011 Annual Report</u>) to the governor and comptroller;
- 7. Receive beguests and donations or other monies or funds;
- 8. Establish an endowment fund:
- 9. Select a depository for College District funds;
- 10. Be authorized to fix and collect rentals, rates, charges, or fees from students and others for the occupancy, use, or availability of all or any of its property, buildings, structures, activities, operations, or facilities;
- 11. Execute, perform, and make payments under a contract for the use or purchase or other acquisition of real property or an improvement to real property;
- 12. Execute, perform, and make payments under contracts, which may include leases;
- 13. Act as a fiduciary in the management of funds.

Evidence of the fiscal stability of NTCC can be clearly seen within its annual reports (links provided above). Of particular note in summarizing the fiscal stability of NTCC are the following summary statements found in each of these annual reports:

- Financial Condition and Outlook in 2010 annual report:
- Financial Condition and Outlook in 2011 annual report.

Evidentiary Documents

5 0910CAFR 31Aug2010.pdf

1011CAFR 31Aug2011.pdf

2011-2012AnnualBudget.pdf

2011OperatingBudget.pdf

Policy BAA (Legal) Powers Duties Responsibilities.pdf

3.2.2.3	The legal authority and operation policy. (Governing Board Control	_	are clearly defined for institutional
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

The legal authority and operating control of Northeast Texas Community College (NTCC) is clearly defined for institutional policy. All college policies are published in the NTCC Policy Online available to the public from the college website. According to Policy BE (Local) Policy and Bylaw Development, the board has the sole right to adopt policies. Additionally, policies concerning related auxiliary services are covered in Policy CQ (Legal) College <u>District Auxiliary Enterprises</u>. NTCC does not have any affiliated corporate entities.

Evidentiary Documents



policy BE (Local) Policy and Bylaw Development.pdf



🏂 Policy CQ (Legal) College District Auxiliary Enterprises.pdf



7 Policy Online website.pdf

3.2.3	The governing board has a policy Interest)	addressing conflict of interest for	its members. (Board Conflict of
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

The governing board of Northeast Texas Community College (NTCC), the NTCC Board, has a policy addressing conflict of interest for its members.

The NTCC Board conflict of interest policy is clearly delineated in its policy entitled Policy BBFA (Legal) Board Conflict of Interest Disclosures. Within this policy the following topics and situations are clearly addressed:

- 1. Disclosure of an interest in a business entity and/or property by a board member in which NTCC has or will be conducting a business or other form of relationship. Specific affidavits are required for board members to disclose their interest in such businesses and/or property in which NTCC has an interest (Policy BBFA (Exhibit) Board Conflict of Interest Disclosures).
- 2. Board voting process related to business entities in which a board member has an interest.
- 3. Process for handling violations of these conflict of interest policies.
- 4. Process for handling transactions entered into by NTCC in which a conflict of interest is later discovered.

An example of the use of this policy related to conflict of interest is given below.

In 2007, a trustee's company performed work for the College at a below-market rate by refraining from taking any profits from the contract. An affidavit was filed with the College President disclosing the nature and extent of the interest in the business entity. When the invoice was presented at the conclusion of the work performed, the trustee abstained from voting on the formal payment approval.

Evidentiary Documents



对 Bill Priefert Affidavit.pdf



🔼 Policy BBFA (Board Conflict of Interest Disclosures).pdf



policy BBFA Exhibit (Board Conflict of Interest Disclosures).pdf

3.2.4	The governing board is free from undue influence from political, religious, or other external bod protects the institution from such influence. (External Influence)		
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

The Board of Trustees of Northeast Texas Community College (NTCC) is free from undue influence from political, religious, or other external bodies and protects the institution from such influence. Each member is elected according to the Texas Election Code and files the Statement of Elected/Appointed Officer prior to taking the Oath of Office as found in Policy BBB (Exhibit) Board Members Election.

Additional policies on undue influence on a board member include:

- 1. <u>Policy BBF (Local) Board Members Ethics</u>, which is a pledge taken by all board members elected to serve on NTCC's Board. Item number 11 states: "Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain."
- 2. <u>Policy BBFB (Legal) Ethics Prohibited Practices</u>, which lists in detail other practices that may lead to an undue influence or conflict of interest situation.

NTCC has never had a situation in which a board member has received undue influence from any external body and as such NTCC has no examples of such undue influence. However, an example of an <u>affidavit</u> showing the avoidance of conflict of interest was filed by an NTCC board member.

Evidentiary Documents



🔼 Policy BBB (Exhibit) Board Members Election.pdf

Policy BBF (Local) Board Members Ethics.pdf

Policy BBFB (Legal) Ethics Prohibited Practices.pdf

3.2.5	3.2.5 The governing board has a policy whereby members can be dismissed only for appropriate reason by a fair process. (Board Dismissal)			
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

The NTCC Board of Trustees has adopted a policy whereby members can be dismissed only for appropriate reasons and by a fair process. Policy BBC (Legal) Board Member Vacancies and Removal states and defines the reasons for which a board member may be removed from office which include:

- 1. quo warranto: if an individual usurps or unlawfully holds a public office;
- 2. removal by petition and trial: for "incompetency," "official misconduct," "intoxication, conviction by a jury for a felony or misdemeanor official misconduct," or unexcused absence from more than half of the officially called board meeting for the calendar year; and
- 3. removal for a purchasing violation.

The process for dismissal is included in the policy and requires that such action be brought before the judge of the district court holding jurisdiction, except that any court convicting a board member of a felony or official misconduct shall order immediate removal of the member. The policy is in compliance with 19 TEC §130.0845 and Texas Local Govt Codes 87.011, 87.012, 87.013 and 87.031.

Northeast Texas Community College has never utilized this policy nor had a member of the Board of Trustees removed from office.

Evidentiary Documents



🔁 19 TEC Chp 130.0845 Board Removal.pdf



🔼 3 TGC Chp 87.011 Removal of County Officers.pdf

Policy BBC(LEGAL) Board members removal.pdf

3.2.6	There is a clear and appropriate distinction, in writing and practice, between the policy-making functions of the governing board and the responsibility of the administration and faculty to administer and implement policy. (Board/Administration Distinction)			
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

There is a clear and appropriate distinction, in writing and practice, between the policy-making functions of the Northeast Texas Community College (NTCC) Board of Trustees (governing board) and the responsibility of the NTCC administration and faculty to administer and implement these policies.

Examples of the policy-making functions of the governing board are listed below.

- 1. <u>Policy BAA (Legal) Powers Duties Responsibilities</u>, which lists the major duties of the board such as goal setting, tax rate setting, annual budget preparation, choosing a college president and property acquisition and/or leasing.
- 2. <u>Policy BBE (Local) Board Members Authority</u>, which mainly relates to the fact that the NTCC board acts as a corporate body and not as individual members.
- 3. <u>Policy BCAE (Legal) Board Officers and Officials Duties and Requirements of Chief Tax Officials</u>, which describes in detail the role of the NTTC Board in the legal process of property appraisal within the NTCC district for the purpose of assessing taxes to support the college.
- 4. <u>Policy BE (Legal) Policy and Bylaw Development</u>, which is a simple statement that emphasizes that the NTCC Board has the ability to establish rules, etc., as they deem necessary to facilitate their duty as a policy-making body.
- 5. <u>Policy BE (Local) Policy and Bylaw Development</u>, which, among other things, asserts that NTCC shall be governed by policies adopted by the NTCC Board and makes it possible for any person related to the college (student, faculty, staff, etc.) to propose policies for the consideration of the NTCC Board.

The responsibility of the NTCC administration and faculty to administer and implement these policies is documented in the entirety of the contents of the NTCC Policy Manual that is not specifically related to the function and responsibility of the NTCC Board of Trustees. Examples of policies for which NTCC administration and faculty members are responsible are listed below.

- 1. <u>Policy BGC (Local) Administrative Organization Plan</u>, which identifies and describes the official Standing Committees responsible for the administration and implementation of NTCC policies and procedures.
- Policy CF (Local) Purchasing and Acquisition, which states that, among other things, "the Board delegates to the College President or designee the authority to determine the method of purchasing..." Hence designated administrative staff member(s) assigned by NTCC's President manage college purchases.
- 3. <u>Policy DC (Local) Hiring Practices</u>, which states that, among other things, "the College President or designee shall advertise employment opportunities within the College District and shall establish guidelines for posting notices of vacancies." Hence Human Resources, part of the NTCC administration

- and reporting to NTCC's President, manages all aspects of NTCC's hiring policy.
- 4. Policy EFB (Local) Curriculum Design Degrees and Degree Plans, which states that, among other things, "the degree plan is an official document, which shall be prepared by the student with assistance from the counseling staff and faculty." Hence a student's degree plan is developed with active participation by the administration's counseling staff and the NTCC faculty.
- 5. <u>Policy FJ (Local) Student Records</u>, which states that, among other things, "the registrar is custodian of all records for currently enrolled students and for all official academic records." Hence the registrar, a key member of the administration's staff, takes care of all student records, grades, and transcripts.

In practice, documentation of NTCC's compliance with this standard can be found in May 19, 2009 Board
Minutes, November 23, 2010 Board Minutes, and April 26, 2011 Board Minutes for the Board's policy-making functions; in March 1, 2011 Cabinet Minutes and Minutes for the administration role in administering policies; and in March 1, 2011 Curriculum Committee
Minutes, and April 12, 2011 Curriculum Committee Minutes for the faculty's role in implementing policies.

Evidentiary Documents

- 3 03-01-11 Curriculum Meeting Minutes.pdf
- 7 04-12-2011 Curriculum Committee Minutes.pdf
- 🔼 04262011 Board minutes.pdf
- 7 05192009 Board Minutes.pdf
- 11232010 Board minutes.pdf
- Cabinet Jan 3 2012.pdf
- Tabinet Mar 1 2011.pdf
- Tabinet Nov 29 2011.pdf
- Policy BAA (Legal) Powers Duties Responsibilities.pdf
- Policy BBE (local) Board Members Authority.pdf
- 🔼 Policy BCAE (Legal) Board Officers and Officials Duties and Requirements of Chief Tax Officials.pdf
- 🔼 Policy BE (Legal) Policy and Bylaw Development.pdf
- 🔼 Policy BE (Local) Policy and Bylaw Development.pdf
- policy BGC (Local) Admin Org Plan Faculty Senates and Councils.pdf
- Policy CF (Local) Purchasing and Acquisition.pdf
- policy DC (Local) Hiring Practices.pdf
- policy EFB (Local) Curriculum Design Degrees and Degree Plans.pdf
- Policy FJ (Local) Student Records.pdf

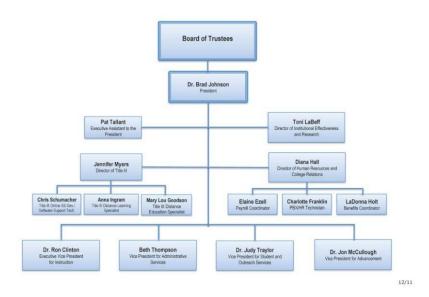
3.2.7 The institution has a clearly defined and published organizational structure that delineates responsibility for the administration of policies. (Organizational Structure)

X In Compliance Not In Compliance In Partial Compliance Newly assigned Not applicable

Narrative

Northeast Texas Community College (NTCC) has a clearly defined organizational structure that delineates responsibility for the administration of policies. Job descriptions and organizational charts can be accessed from the Human Resources website. Job descriptions which identify specific responsibilities, tasks, accountability, and oversight are created for all full-time positions. Organizational charts clearly show reporting lines and relationships between various departments within the college.

The top-level organization chart as published in NTCC's Human Resources website is reproduced below:



Evidentiary Documents



Job Descriptions website.pdf



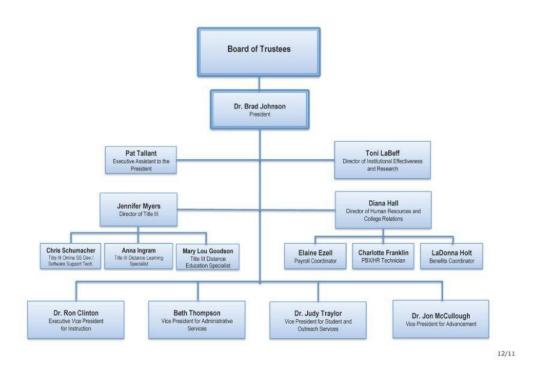
Link to HR page with organization charts for NTCC.pdf

3.2.8 The institution has qualified administrative and academic officers with the experience and competence to lead the institution. (Qualified Administrative/Academic Officers)

X In Compliance	Not In Compliance	In Partial Compliance
Newly assigned	Not applicable	

Narrative

Shown below for reference is the organization chart for those positions reporting directly to the president of NTCC.



Rosters for all qualified administrative/academic officers listed in the previous organizational chart are found below:

- <u>President</u>
- Executive Vice President for Instruction
- Vice President for Administrative Services
- Vice President for Student and Outreach Services
- Vice President for Advancement

Evidentiary Documents

- **EVP for Instruction.pdf**
- Job Descriptions website.pdf
- President's Office.pdf
- ▼ VP for Administrative Services.pdf
- **VP for Advancement.pdf**
- NP for Student and Outreach Services.pdf

3.2.9	The institution publish personnel. (Personnel A	-	ding appointment	t, employment,	and evaluation	of	all
	X In Compliance Newly assigned		Compliance oplicable	In Pari	tial Compliance		

Northeast Texas Community College defines and publishes policies regarding appointment and employment of faculty and staff. Policy DC (Legal) Hiring Practices and DC (Local) Hiring Practices define the hiring policy of the college.

The Office of Human Resources and College Relations (HR) maintains a "<u>Job Opportunities</u>" page on the NTCC website. This site provides details of and applications for any open positions at the college.

The <u>Human Resources tab</u> in the myEagle portal for faculty and staff provides access to hiring process <u>Guidelines for Employment</u>, internal job openings, and contact information for the HR staff for any inquiries regarding employment, including the policies and procedures used in the appointment and employment of faculty and staff.

<u>Policy DLA (Local) Status of Employment, Evaluation</u> requires that all College employees shall be evaluated in the performance of their duties. The policy also requires that all full-time faculty members shall be evaluated through a process that includes supervisors, students, and a self-evaluation. The procedure for faculty evaluation is found in the <u>Faculty Handbook</u>.

Employees at all levels of classification undergo periodic evaluations as evidenced in the following examples: Classified Staff Appraisal; Faculty Appraisal; Administrative/Professional Appraisal.

Evidentiary Documents

- Appraisal Examples Administrative.pdf
- Class Staff Appraisal Example 1_Redacted.pdf
- Tac Handbook Evaluation.pdf
- Taculty Appraisal Combined Example.pdf
- 🔼 Guidelines for Employment.pdf
- HR Job opps website.pdf
- The Human Resources Tab in My Eagle Portal.pdf
- policy DC (Legal) Hiring Practices.pdf
- Policy DC (Local) Hiring Practices.pdf
- policy DLA (Local) Status of Employment Evaluation.pdf

3.2.10	The institution periodically Evaluations)	evaluates the effectiveness of its	administrators. (Administrative Staff
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College's Policy DLA (Local) Status of Employment Evaluation clearly states that "All College District employees shall be evaluated in the performance of their duties at least annually." As indicated in CS 3.2.1, the Board of Trustees evaluates the college president. All other personnel, including all members of the administrative staff are evaluated by their immediate supervisors as indicated in the organizational charts.

Examples of Administrative/Professional Performance Appraisals are provided. All completed performance appraisals for are retained in each employee's Human Resources file or scanned electronically and stored in DocuBase.

Evidentiary Documents



Appraisal Examples Administrative.pdf



🔼 Policy DLA (Local) - Status of Employment Evaluation.pdf

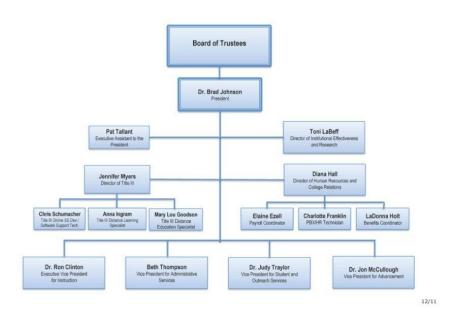
3.2.11 The institution's chief executive officer has ultimate responsibility for, and exercises appropriate administrative and fiscal control over, the institution's intercollegiate athletics program. (Control of Intercollegiate Athletics)

X In Compliance	Not In Compliance	In Partial Compliance
Newly assigned	Not applicable	

Narrative

The Northeast Texas Community College President who serves as the college chief executive officer has ultimate responsibility for and exercises appropriate administrative and fiscal control over the institution's intercollegiate athletics program. The president exercises NJCAA voting rights and attends NJCAA Region XIV Conference meetings as the representative of NTCC. He reports to the NTCC Board of Trustees on those activities as recorded in the September 27, 2011 Board Minutes.

Athletic program staff and activities are supervised on a daily basis by the <u>athletic director</u> who reports to the <u>Vice President of Administrative Services</u> for purposes of evaluation, budget approval and strategic planning. As shown in the college organizational chart, the Vice President of Administration is a member of the President's Cabinet and is a direct report to the President clearly placing the chief executive's office with the responsibility for both the administrative and fiscal control of the intercollegiate athletic program.



Evidentiary Documents

5 09272011 Board Minutes.pdf

AthleticDirectorHeadBBCoachJobDescrip.pdf

NJCAA Meeting Fall 2011.pdf

VPforAdministrativeServicesJobDescrip.pdf

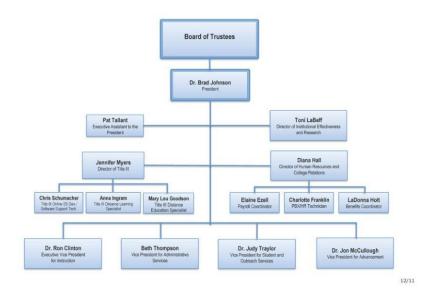
3.2.12 The institution demonstrates that its chief executive officer controls the institution's fund-raising activities. (Fund-raising Activities)

X In Compliance Not In Compliance In Partial Compliance Newly assigned Not applicable

Narrative

The Northeast Texas Community College President who serves as the chief executive officer controls the institution's fund-raising activities. The president's job description includes responsibilities related to fundraising in support of the College and its programs.

Fund-raising staff and activities are supervised on a daily basis by the Vice President for Advancement for purposes of evaluation, budget approval and strategic planning. As shown in the college organizational chart, the Vice President of Advancement is a member of the President's Cabinet and is a direct report to the President clearly placing the chief executive's office with the responsibility for all fund-raising activities.



Evidentiary Documents

The President Job Description.pdf

VPforAdvancementJobDescrip.pdf

3.2.13	For any entity organized separate supporting the institution or its institution is clearly defined with institution and the extent of any lia written manner; and (3) the institutiondraising activities of that entitionmal, written manner which institution. (Institution-related Entitle)	programs, (1) the legal authority respect to that entity; (2) the respect to that entity; (2) the respect to that relationship actions demonstrates that (a) the charge or (b) the fund-raising activities assures that those activities	y and operating control of the elationship of that entity to the ip is clearly described in a formal, ief executive officer controls any s of that entity are defined in a
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

The legal authority and operating control of Northeast Texas Community College is clearly defined with respect to the Northeast Texas Community College Foundation (the Corporation) through a <u>Memorandum of Understanding</u> between the institution and the Corporation. The relationship of the Corporation to the institution and the extent of any liability arising out of that relationship is clearly described in its <u>Bylaws and Articles of Incorporation</u>.

The Northeast Texas Community College Foundation (the Corporation) was established as a separate nonprofit organization in 1984 with the primary objective and purpose as described in Article III of the Bylaws "to create and found a charitable, educational not-for-profit Corporation for the sole benefit of Northeast Texas Community College, Mt. Pleasant, Texas, to assist, strengthen and further in every proper and useful way the purposes, work and services of the College, to develop, enhance and utilize the ties of interest, concern, and affections existing between the college and its local communities, alumni, and friends throughout the state and nation."

The mission statement found on the NTCC Foundation website reads:

"The Northeast Texas Community College (NTCC) Foundation is a non-profit corporation chartered under the laws of Texas and established in 1984. Its purpose is to receive and administer gifts to enhance educational excellence at NTCC. The foundation board seeks to identify potential sources of gifts and grants to enable donors to make contributions that match their interests and needs, to provide for the prudent management of gift resources, and to encourage the involvement of interested persons in the work of the foundation."

The chief executive officer controls any and all fund-raising activities as described in CS 3.2.12. All fund-raising activities are defined in the <u>Bylaws and Articles of Incorporation</u> and <u>yearly gifts</u> are published on the Foundation website. The President of Northeast Texas Community College assures that fund-raising efforts comply with the policies and requirements of the NTCC Board of Trustees and state and federal law. The Corporation submits regular reports to the Board of Trustees. Accordingly, the <u>Foundation's financial statements</u> are included in the college's annual report as a discrete component unit.

Evidentiary Documents

2011 Financial Report.pdf

Foundation ByLaws.pdf

Foundation MOU.pdf

Sifts to the NTCC Foundation.pdf

MTCC Foundation Homepage.pdf

3.2.14	The institution's policies are clear concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property. These policies apply to students, faculty, and staff. (Intellectual Property Rights)		
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College (NTCC) has a policy on intellectual property (IP) rights which is clear and applies to students, faculty, and staff. Policy DB (Local) Employment Requirements and Restrictions, Intellectual Property addresses ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property.

Evidentiary Documents



Policy DB (Local) Intellectual Property.pdf

3.3 INSTITUTIONAL EFFECTIVENESS

3.3.1	and provides evidence of improv 3.3.1.1 educational programs, to services 3.3.1.3 academic and stu	The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas: 3.3.1.1 educational programs, to include student learning outcomes 3.3.1.2 administrative support services 3.3.1.3 academic and student support services 3.3.1.4 research within its mission, if appropriate 3.3.1.5 community/public service within its mission, if appropriate. (Institutional Effectiveness)		
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

Narrative

Northeast Texas Community College began developing expected outcomes, assessing the extent to which they were achieved, and using results to improve programs in 1997 with the development of the first Operational Planning process. This process occurred with assessment happening either annually or biennially until 2008 when a change of leadership and approach occurred. The Operational Plans for 1997-1999, 2000-2002, 2002-2005, and 2006-2008 demonstrate the College's longstanding commitment to this process of continuous improvement.

In 2008, with the appointment of a new president, a comprehensive strategic planning process resulted in a new direction for planning both programmatically and organizationally. In an attempt to reduce the departmental silo effect that the previous process utilized, strategies and objectives (that were in many cases operational in nature) were assigned to the person best qualified to lead the effort regardless of his/her organizational position. Because of the dramatic change from previous planning activities and the scope of change that the implementation of the new Strategic Plan would require, it was decided that a phased-in approach to unit planning would be most effective -- beginning with instructional units and followed by administrative units. The chart below outlines the implementation plan:

Strategic Plan Year	Planned Activity	
2008	Development of Strategic Plan	
2009-2010	Development and Implementation of Strategic Plan Strategies and Objectives	
2010-2011	Development and Implementation of Instructional Program Review Process (pilot) Review and Revision of Instructional Student Learning Outcomes in every course (2 year process)	

	Development of Instructional Program Level Outcomes	
2011-2012	Development and Implementation of Administrative Program Review Process (pilot) Development of Divisional and Departmental Annual Administrative Outcomes Continue Instructional Program Reviews of all disciplines using five-year cycle Completion of Instructional Student Learning Outcome revisions in every course Assess and Use Results of Instructional Student Learning Outcomes developed in year one Assess and Use Results of Instructional Program Level Outcomes	
2012-2013	Continue Administrative Program Reviews of all departments using five-year cycle Assess and Use Results of all Instructional Student Learning Outcomes (Years 1 and 2) Assess and Use Results of all Instructional Program Level Outcomes Assess and Use Results of all Administrative Divisional and Departmental Outcomes	

To date on the instructional side, one pilot group of four disciplines and a second pilot group of three disciplines have completed Program Review self-studies and undergone a Peer Review evaluation. A third group of six disciplines are currently writing self-study reports and will undergo peer review in summer 2012. The remaining disciplines will complete the self-study and peer review processes on a five-year cycle with approximately 8-9 groups participating each year.

On the administrative side, three departments have completed pilot self-studies and undergone a peer review evaluation. A second group of three departments are currently writing self-study reports and will undergo peer review in summer 2012. The remaining departments will complete the self-study and peer review processes on a five-year cycle with approximately 6-7 groups participating each year.

Assessment occurs at many levels throughout these two processes. At the unit level, every department and discipline complete annual outcomes (student learning and program level outcomes, divisional outcomes, departmental outcomes) and participate in the more comprehensive self-assessment process of program review every five years. Each department and discipline next undergoes a peer review process, the results of which are reviewed with the immediate unit supervisor as well as the cabinet level supervisor. The overall results of the Program Review process are then reported to the Strategic Plan and Review Committee (SPaRC) who consider the results as recommendations for updates to the Strategic Plan are developed each year and forwarded to the President's Cabinet for consideration.

As the cycles progress in this phased-in approach, the results of these assessments will be used to improve courses, programs, and processes. Use of results for improvement can already be shown from implementation as a result of the pilot groups' experience. Some examples of the modifications that were made are:

- The addition of four additional questions in the Instructional Program Review template when it was
 discovered that the original questions addressing curriculum review were not clear enough and did not
 produce in-depth study
- Modification of the Instructional Peer Review template to better clarify the distinctions between scoring categories
- Modification of both the instructional and administrative self-study templates to provide more flexibility
 in formatting responses (administrative template modification complete, software options are being
 explored for the instructional template and will be incorporated in the fall self-study cycle)

Evidentiary Documents

🔁 1997-1999 Operational Plan.pdf

🔁 2000-2002 Operational Plan.pdf

2002-2005 Operational Plan.pdf

🔁 2006-2008 Operational Plan.pdf

<u> IE Planning Model (Jan).pdf</u>

Strategic Plan 2009.pdf

3.3.1.1	outcomes, and provides evide	nce of improvement based on ar	extent to which it achieves these nalysis of the results in educational fectiveness: Educational Programs)
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

As outlined in CS 3.3.1, all instructional disciplines undergo comprehensive Program Review on a five-year cycle and complete both student learning outcomes and program level outcomes annually. As a result of the phased-in nature of the new unit-level assessment process, at the current time assessment results are available only for the Program Review portion. Examples of that process are provided for the first pilot group: Biology, Nursing, Office Technology, and Psychology. The attachments show the completed self-study template, the cover letter from the Peer Review Committee which shows required recommendations and/or suggested improvements, and the completed peer review rubric. Each discipline is currently addressing the required recommendations, determining with their supervisor which of the optional suggestions will be completed, and agreeing on a timeline for completion. A final report will be prepared by the discipline faculty and submitted to the supervisor who monitors the process until satisfactorily completed.

Student Learning Outcomes (course objectives) have always been included in each course syllabus and have been assessed at the discipline level in many programs, especially workforce programs with external accreditation. For many disciplines, however, the assessment was completed by each faculty member for his/her own classes. With the development of the new Program Review process, it was determined that the process needs to be more coordinated and formalized so that a common set of learning outcomes is used for every course, regardless of the faculty member or mode of delivery. To that end, faculty in each area are collaborating to develop these common outcomes which will be assessed at the discipline level.

The Program Level and Student Learning Outcome portion of the process is still in development as indicated in the table in CS 3.3.1. Attached is a document containing the <u>Program Level Outcomes</u> which have been developed but will not be assessed until the end of spring semester 2012. Also attached are documents containing the Student Learning Outcomes (SLO's-alphabetized by course prefix) that have been developed in year one of the two-year cycle which will also be assessed at the end of spring semester 2012 (<u>SLO's ABDR-CJSA</u>; <u>SLO's COMM-ITSY</u>; <u>SLO's MATH-PTHA</u>; <u>SLO's RADR-WLDG</u>)

Evidentiary Documents Biology Program Review.pdf Nursing Program Review.pdf

- March March
- Table 1 Program Level Outcomes NTCC.pdf
- Program Review Schedule.pdf
- Psychology Program Review.pdf
- Strategic Plan 2009.pdf
- **Student Learning Outcomes ABDR-CJSA.pdf**
- **Student Learning Outcomes COMM-ITSY.pdf**
- **Student Learning Outcomes MATH-PTHA.pdf**
- Student Learning Outcomes RADR-WLDG.pdf

3.3.1.2	The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in administrative support services. (Institutional Effectiveness: Administrative Support)			
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

As outlined in CS 3.3.1, all administrative support service departments undergo comprehensive Program Review on a <u>five-year cycle</u> and complete divisional or departmental outcomes annually. As a result of the phased-in nature of the new unit-level assessment process, at the current time assessment results are available only for the Program Review portion. Examples of that process are provided for the first pilot group. The attachments show the completed self-study template, the cover letter from the Peer Review Committee which shows required recommendations and/or suggested improvements, and the completed peer review rubric. Each department is currently addressing the required recommendations, determining with their supervisor which of the optional suggestions will be completed, and agreeing on a timeline for completion. A final report will be prepared by the department members and submitted to the supervisor who monitors the process until satisfactorily completed.

The divisional and departmental outcomes portion of the process is still in development as indicated in the table in CS 3.3.1. Attached is a document containing the <u>Division and Department Annual Outcomes</u> which have been developed but will not be assessed until the end of spring semester 2012.

The departments that are considered to be administrative support services at NTCC are listed below:

- Administrative Services Administration
- Advancement/Foundation
- **Business Office**
- **Computer & Technical Services**
- **Human Resources**
- Institutional Effectiveness & Research
- Marketing & Public Relations
- Plant Services
- President's Office

The sample Program Review attached is from the Office of Institutional Effectiveness and Research.

Evidentiary Documents

🔼 Administrative Program Review - SCHEDULE 2011-2016.pdf



🔼 Division and Departmental Outcomes NTCC.pdf



梵 <u>IE Program Review.pdf</u>

3.3.1.3	outcomes, and provides eviden		extent to which it achieves these alysis of the results in academic and Student Support Services)
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

As outlined in CS 3.3.1, all academic and support service departments undergo comprehensive Program Review on a five-year cycle and complete divisional or departmental outcomes annually. As a result of the phased-in nature of the new unit-level assessment process, at the current time assessment results are available only for the Program Review portion. Examples of that process are provided for the first pilot group. The attachments show the completed self-study template, the cover letter from the Peer Review Committee which shows required recommendations and/or suggested improvements, and the completed peer review rubric. Each department is currently addressing the required recommendations, determining with their supervisor which of the optional suggestions will be completed, and agreeing on a timeline for completion. A final report will be prepared by the department members and submitted to the supervisor who monitors the process until satisfactorily completed.

The divisional and departmental outcomes portion of the process is still in development as indicated in the table in CS 3.3.1. Attached to CS 3.3.1.2 is a document containing the Division and Department Annual Outcomes which have been developed but will not be assessed until the end of spring semester 2012.

The departments that are considered to be "academic and support services" at NTCC are listed below:

- Academic Skills Center
- Admissions
- Athletics
- College Connection Center/Advising
- College Store
- Dual Credit
- Financial Aid
- Housing
- Instructional Administration
- Learning Resource Center
- Registrar
- Student Development & Diversity
- Student Services Administration
- Testing

The sample Program Review attached is from the **College Connection Center**.

Evidentiary Documents

Administrative Program Review - OVERVIEW.pdf

Administrative Program Review - SCHEDULE 2011-2016.pdf

Administrative Program Review - TEMPLATE.pdf

Sollege Connection Program Review.pdf

Strategic Plan 2009.pdf

3.3.1.5	outcomes, and provides	evidence of improvement	s the extent to which it achieves these based on analysis of the results in appropriate. (Institutional Effectiveness:
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

As outlined in CS 3.3.1, all community and public service departments undergo comprehensive Program Review on a five-year cycle and complete divisional or departmental outcomes annually. As a result of the phased-in nature of the new unit-level assessment process, at the current time assessment results are available only for the Program Review portion. Examples of that process are provided for the first pilot group. The attachments show the completed self-study template, the cover letter from the Peer Review Committee which shows required recommendations and/or suggested improvements, and the completed peer review rubric. Each department is currently addressing the required recommendations, determining with their supervisor which of the optional suggestions will be completed, and agreeing on a timeline for completion. A final report will be prepared by the department members and submitted to the supervisor who monitors the process until satisfactorily completed.

The divisional and departmental outcomes portion of the process is still in development as indicated in the table in CS 3.3.1. Attached to CS 3.3.1.2 is a document containing the Division and Department Annual Outcomes which have been developed but will not be assessed until the end of spring semester 2012.

The departments that are considered to be "community and public support departments" at NTCC are listed below:

- Adult Education
- Communities in Schools
- Continuing Education & Corporate Training
- Hanson-Sewell Center
- Naples-Omaha Center/Morris County Liaison
- Outreach Services Administration
- Upward Bound
- Whatley Center

The sample Program Review attached is from Adult Education.

Administrative Program Review - SCHEDULE 2011-2016.pdf

Adult Ed Program Review.pdf

3.3.2	.2 The institution has developed a Quality Enhancement Plan that (1) demonstrates institutional capa for the initiation, implementation, and completion of the QEP; (2) includes broad-based involveme institutional constituencies in the development and proposed implementation of the QEP; an identifies goals and a plan to assess their achievement. (Note: This requirement is not addressed b institution in its Compliance Certification.) (Quality Enhancement Plan)		
	In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance
Narrat	ive		

3.4 ALL EDUCATIONAL PROGRAMS

3.4.1	The institution demonstrates that each educational program for which academic credit is awarded is approved by the faculty and the administration. (Academic Program Approval)		
	X In Compliance Newly assigned	Not In ComplianceNot applicable	In Partial Compliance

Narrative

Northeast Texas Community College (NTCC) ensures that educational programs for which academic credit is awarded are approved by faculty and administration.

Educational programs are generated and developed by the faculty at Northeast Texas Community College. The Faculty Handbook states that "the college recognizes that the primary responsibility for the content, quality and effectiveness of the curriculum resides with the faculty." The faculty job description specifically requires that faculty "cooperate in the development of curriculum" as well as "participate in program/curriculum review." Division Directors are required to "lead the full-time faculty in their division in curriculum development."

Any changes to existing course and/or program offerings are initiated by the faculty.

The <u>Curriculum Approval Process</u> requires that a <u>Course Approval</u> is completed by the faculty and signed by the appropriate director or dean prior to submission to the Curriculum Committee. <u>Policy BGC (Local)</u> <u>Administrative Organizational Plan</u> delineates the responsibility of the <u>Curriculum Committee</u> to provide the structure through which the faculty have ownership and control over the college curriculum and ensure the integrity and substance of courses and programs. Before final approval, curricular changes are reviewed and considered by the <u>Curriculum Committee membership</u>, which includes Division and Program Directors, Deans and the Executive Vice-President for Instruction. Faculty within each program area are invited to attend meetings to present recommendations for any curricular changes proposed. The committee reviews and approves the proposed changes and forwards to the Executive Vice President for signatory approval before the new or revised curriculum is implemented.

For changes or modifications to an existing program, a <u>Program Approval</u> form is completed by the appropriate director, dean, or associate vice president prior to submission to the Curriculum Committee. A proposal for a new degree program requires approval from the NTCC Board of Trustees, the Higher Education Regional Council (HERC), and the Texas Higher Education Coordinating Board (THECB). Because this process requires a minimum of 3-6 months to develop a new degree or certificate program and work it through the various approval stages, the process requires close collaboration with the appropriate dean or vice president before initiating the proposal.

An example of the process in action can be seen in the April 12, 2011 Curriculum Committee Minutes. In that

meeting, faculty members and administration changed course descriptions, proposed new courses, and/or modified the curriculum in both academic transfer and workforce programs.

- **5** 04122011 Curriculum Committee Minutes.pdf
- **Source Approval Revised Form.pdf**
- Table Curriculum Approval Process.pdf
- **Material State of St**
- Curriculum Committee Membership.pdf
- Division Director Job Description.pdf
- **5** Faculty Handbook curriculum respon.pdf
- Taculty Job Description.pdf
- Policy BGC (Local) Admin Org Plan Faculty Senates and Councils.pdf
- The Program Approval Form.pdf

3.4.2	•	education, outreach, and service ng Education/Service Programs)	programs are consistent with the
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College provides continuing education, outreach and service programs that fulfill the College's mission to "provide responsible, exemplary learning opportunities."

While Northeast Texas Community College's primary institutional focus is on credit courses for academic transfer and workforce training, the College maintains a significant commitment to noncredit education that serves the working and personal lives of the community in which it resides. This effort is entirely consistent with the College's mission.

Continuing education

The <u>Continuing Education Department</u> supports the mission of the college with its purpose as follows:

"It is the purpose of Continuing Education at Northeast Texas Community College to provide general educational opportunities to assist all citizens in the achievement of personal, family, civic, technical, or professional goals through the offering of diversified non-credit courses at convenient times and locations."

Continuing Education courses are scheduled to meet the needs of the NTCC community in response to requests from area businesses and regional demand. The Skills Development Fund of the Texas Workforce Commission partners with NTCC's Continuing Education Department to provide local training needs for current business and industry to aid in strengthening Texas businesses as they strive to remain competitive in a global economy.

In addition to providing courses designed to meet the regional workforce needs, NTCC also provides opportunities for community members to take courses that address personal interest or career enhancement goals. These "mirror classes" are offered by Northeast Texas Community College for college credit but are often taken by individuals who do not desire formal college credit.

Additionally, NTCC offers ed2go courses where any student with Internet access and a web browser can participate. These online classes are designed for non-credit and adult learning needs. <u>JER Online</u> offers 1000+ open enrollment self-directed and instructor-led online courses in Continuing Workforce Education.

Outreach

NTCC has developed a variety of outreach programs to serve students and educators in surrounding counties to provide information and assistance in developing college readiness. Two nationally funded grant programs, Upward Bound and Communities in Schools, are headquartered on the NTCC campus with coordinators located on public school campuses throughout the community.

<u>Upward Bound</u> provides a knowledgeable staff to help the service area high schools' low-income, first generation students gain early college access and support them in being successful in their college experience. The <u>Upward Bound Calendar</u> documents a broad range of activities that provide learning opportunities consistent with the NTCC mission.

<u>Communities in Schools of Northeast Texas</u> (CIS) is part of a nationally recognized program that has successfully decreased the dropout rate and increased graduation rates. Starting as early as elementary school, youth coordinators work with at-risk students to provide them a community of support, empowering them to stay in school and achieve in life. The <u>September 27, 2011 Board Minutes</u> document that the CIS program is consistent with NTCC's mission

Service Programs

NTCC also provides a variety of services to the community. This includes both Adult Education and the Small Business Development Center.

Adult Education teaches literacy as well English as a Second Language to adults in the region.

The <u>Small Business Development Center</u> provides management education, quality counseling and training, community involvement and leveraging of resources in order to help achieve business ownership and success. Its motto, "Your Success is Our Business," closely parallels in intent the NTCC mission "to provide responsible, exemplary learning opportunities."

Consistent with the mission

Northeast Texas Community College also provides programs to enhance the quality of life in the community it serves. NTCC offers a variety of fine arts programs through the <u>Whatley Performing Arts Center</u> including concerts, theater performances, and art shows as well as <u>public education events or lecture series</u> to which the public is invited.

The College's <u>Key Performance Indicator</u> on Community Outreach is intended to measure the success of the continuing education, outreach, and service programs in fulfilling the college mission "to provide responsible, exemplary learning opportunities." The most recent data from January 2012 shows that the college has surpassed its benchmark of serving twice the number of fall credit students (6,588) through community outreach annually.

Community Outreach	
Outreach Activity	Community Members
Continuing Education Classes	1,305
Whatley Season Ticket Holders	420
Theatre Northeast Student Productions	3,433
Outreach Services Programs*	12,362

Athletic Event Visitors	2,645
Learning Resource Center Library Card Holders	28
Community Garden (through Titus County Food Pantry)	N/A**
TOTAL	20,193

- **5** 09272011 Board Minutes.pdf
- 3.4.2 Adult Education.pdf
- 3.4.2 Communities in Schools 2010.2011.pdf
- 3.4.2 Small Business Development Center.pdf
- 3.4.2 Upward Bound Calendar.pdf
- **Sontinuing Education website.pdf**
- Drought 2011 and Beyond.pdf
- **IER** online website.pdf
- KPI Dashboard with backup data Jan 2012.pdf
- <u>Upward Bound website.pdf</u>
- mhatley calendar_html.pdf

3.4.3	The institution publishes admissions policies that are consistent with its mission. (Admissions Policies)		
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College (NTCC) publishes admissions policies consistent with its mission "to provide responsible, exemplary learning opportunities." Admission policies comply with educational directives in Texas state statutes and with the regulations of the Texas Higher Education Coordinating Board. The College is an "open door" institution within the Texas state system of publicly supported institutions of higher education under the authority of Texas Administrative Code, 19 TAC §9.53 and Policy AD (Legal) Educational Role, Mission, Purpose, and Responsibility.

Published admissions policies

Admission policies are published in <u>Policy FBA (Local) Admissions Requirements</u> and the <u>2011-2012</u> <u>Catalog</u> which is available on the college website. This policy identifies the following methods of admission: high school graduation or equivalent, concurrent enrollment, individual approval, transfer from another college, and readmission. Steps for admission include completion of an application, provision of transcripts, placement scores, health examination and residency information documents and payment of tuition and fees. Students enrolling in distance learning courses, including VCT courses, must follow the same policies as students enrolling in any other course offered by the college.

Instructional programs in several allied health science areas require students to meet additional admissions standards appropriate to the degree and employment field. Those criteria, such as that for <u>medical laboratory technology admission</u>, <u>nurse science admission</u>, and <u>physical therapy assistant admission</u>, are found on the college website.

Consistent with mission

As an "open door" institution, NTCC has adopted a mission that embraces wide access for students from all backgrounds and all levels of academic preparation. Therefore, its admissions policies are designed to encourage and facilitate the enrollment of all students, even those with minimal qualifications.

Because every student admitted may not be fully qualified for college work, Policy EFA (Local) Curriculum Design, Instructional Programs and Courses describes the various assistance programs designed to launch students into college with greater confidence, persistence, and opportunities for success. NTCC uses the Texas Higher Education Assessment (THEA) or an approved alternative test to determine college readiness for all incoming students. Enrollment in all college-level courses requires students to demonstrate specific assessment levels in the basic skills of English, reading and mathematics.

Overall, the goal is to ensure that all students admitted begin working at a level consistent with their backgrounds and academic preparation. Ultimately, the mission includes the hope of success for as many

students as possible, and the college admission policies support and are consistent with that mission.

- 19 TAC 9.53b Role Mission Purpose.pdf
- **Tatalog-Admission.pdf**
- MLT Admission Information.pdf
- Nurse Science Admission Information.pdf
- 🔁 Policy AD (Legal) Educational Role, Mission, Purpose and Responsibility.pdf
- Policy EFA(LOCAL) Curriculum Design Instructional Programs 2.pdf
- 🔁 Policy FBA (Local) Admissions Requirements.pdf
- **PTA Admission Information.pdf**

3.4.4	transfer, experiential learning, credit by examination, Advanced Placement, and professional certificate that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution transcript. (See Commission policy "Collaborative Academic Arrangements.") (Acceptance of Academ Credit) X In Compliance Not In Compliance In Partial Compliance		ment, and professional certificates nd learning outcomes are at the rograms. The institution assumes dit recorded on the institution's
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College (NTCC) publishes policies in the 2011-2012 Catalog that include criteria for evaluating, awarding and accepting credit for <u>transferred courses</u>, <u>credit by examination</u>, <u>International Baccalaureate Diploma Credit</u>, <u>experiential learning</u>, <u>advanced placement and professional certificates</u> that is consistent with its mission. In all cases, NTCC ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs. Faculty members in the appropriate area make the determination whether or not to award credit. NTCC offers credit only for those courses which are included on the approved inventory of courses at NTCC.

The guidelines and processes for determining such credit are defined by the Curriculum Committee, as provided for in Policy BGC (Local) Administrative Organizational Plan. The Curriculum Committee adheres to the principles and guidelines established by the Texas Higher Education Coordinating Board in Chapter 4, Subchapter B, Rule 4.24 for the learning objectives appropriate for the Associate of Arts, the Associate of Arts in Teaching, and the Associate of Science degrees' core curricula as well as programs of study leading to the Associate of Applied Science in technical programs. Additionally, the Curriculum Committee adheres to the recommendations of the Southern Association of Colleges and Schools as laid out in the Transfer of Academic Credit position statement. Based on the policies and procedures in place for evaluating, awarding and accepting credit, NTCC assumes responsibility for the academic quality of any coursework or credit recorded on an NTCC transcript.

The following examples, though not all inclusive, document NTCC's accepting of academic credit by an alternative means:

NTCC accepts college-level coursework satisfactorily completed at regionally accredited colleges or universities as transfer credit. An official transcript from all previous colleges/universities must be received before the transfer coursework will be posted to a student's transcript.

Students who have completed active military service may receive up to two hours of kinesiology credit for active military service. Form DD-214 must be presented as proof of such service for the credit to be posted to the <u>student's transcript</u>.

- **19 TAC 4.24.pdf**
- AS transcript-military.pdf
- AS transcript-transfer credit.pdf
- **Tatalog Credit by Examination.pdf**
- **Tatalog Credit for Experience.pdf**
- **Tatalog International Bacc.pdf**
- Tale Catalog Transfer of Credit .pdf
- Policy BGC (Local) Admin Org Plan Faculty Senates and Councils.pdf
- SACS Transfer of Credit position statement.pdf

3.4.5	The institution publishes academic policies that adhere to principles of good educational practice. These policies are disseminated to students, faculty, and other interested parties through publications that accurately represent the programs and services of the institution. (Academic Policies)		
	X In Compliance Newly assigned	Not In ComplianceNot applicable	In Partial Compliance

Northeast Texas Community College (NTCC) publishes academic policies that adhere to principles of good educational practice through an institutional program of planning, evaluation and improvement. These policies incorporate mandates and good practices from the Texas Legislature, the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools. For Distance Learning courses, including Virtual College of Texas (VCT) courses, NTCC follows the Principles of Good Practice for Electronically Offered Academic Degree and Certificate Programs as endorsed by the Texas Higher Education Coordinating Board.

Policies are disseminated to students

NTCC publishes its academic policies in the <u>2011-2012 Catalog</u>, <u>Student Handbook</u>, and additional locations on the college website.

Policies are disseminated to faculty

In addition to all the publications available to students and the public, the <u>Faculty Handbook</u> is published online in both the Human Resources webpage and the Faculty and Staff webpage.

Policies are disseminated to other interested parties

The college website is available to the general public and anyone with internet access can access the college's academic policies. As required by <u>Policy EFA (Legal) Curriculum Design</u>, class syllabi and course information is available and accessible from the college website.

Publications accurately represent the programs and services of the institution

All publications accurately represent the programs and services of NTCC. Faculty update syllabi each semester for publication to students through Blackboard 9. Online publications, such as the Spring Schedule of Classes, the 2011-2012 Catalog, and the Student Handbook, provide all students, including those enrolled in VCT and distance education, with access to accurate information. As evidenced in the Oct 27, 2011 Curriculum Committee Minutes and the Feb 3, 2012 Summer and Fall Schedule Review Memo from the office of the Executive Vice President for Instruction, publications are subject to faculty-staff review, committee review, and administrative review prior to each publication, ensuring accurate representation of the programs and services of the institution.

- 10-27-11 Curriculum Committee Minutes.pdf
- 2012SpringSchedule.pdf
- **Tatalog-NTCC-Policies-Procedures.pdf**
- zatalog ntcc edu website.pdf
- **FacultyHandbook2011-2012** wMap.pdf
- Policy EFA (Legal) Curriculum Design.pdf
- Principles of Good Practice CoBoard policy.pdf
- **Schedule Review Timeline Memo.pdf**
- **Student Handbook.pdf**

3.4.6	.6 The institution employs sound and acceptable practices for determining the amount and level of awarded for courses, regardless of format or mode of delivery. (Practices for Awarding Credit)			
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

Northeast Texas Community College (NTCC) employs sound and acceptable practices for determining the amount and level of credit awarded for courses regardless of the format or mode of delivery. NTCC uses the Lower Division Academic Course Guide Manual (ACGM) for academic transfer courses and the online searchable Workforce Education Course Manual (WECM) for technical courses to determine the amount and level of credit awarded for all courses whether face-to-face, online, hybrid or other delivery mode. These documents published by the Texas Higher Education Coordinating Board contain course levels, course descriptions, the range of contact hours, the range of credit hours, and the range of lab hours that may be assigned to courses offered by Texas public two-year institutions. All courses offered at NTCC adhere to the standards identified in these documents.

The April 12, 2011 Curriculum Committee minutes document the changing of semester credit hours based on WECM guidelines in the Culinary Arts program.

Evidentiary Documents



1 041211 Curriculum Committee Minutes.pdf



ACGM Fall 2010.pdf



MECM website.pdf

3.4.7	relationships or contractual agree periodically evaluates the consor	ements, ensures ongoing com tial relationship and/or agree policy "Collaborative Acade	courses offered through consortial appliance with the Principles, and ment against the mission of the emic Arrangements.") (Consortial
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College's mission "to provide responsible, exemplary learning opportunities" is enhanced by participation in the Virtual College of Texas (VCT), the only consortial relationship or contractual agreement in effect.

Ensures Quality

State planning for VCT began in 1997 and after a three year pilot program, VCT began serving members of the consortium in fall of 2001, according to the stipulation of a <u>Memorandum of Understanding</u>. Students may enroll at NTCC for courses provided by other colleges throughout Texas while receiving support services from NTCC. NTCC also serves students of other colleges as a provider through VCT.

To ensure that the quality of instruction is consistent across all courses offered to NTCC students, VCT course descriptions and syllabi from the provider colleges are reviewed by the appropriate dean or program/division director to ensure consistency with the established learning outcomes for equivalent courses on campus. The credentials of the VCT provider-college instructors are also evaluated by the appropriate dean or program/division directors to ensure the instructor meets the same guidelines and standards established for all other NTCC faculty. Students who wish to take classes through VCT complete a VCT Student Enrollment Approval Form which must then be approved by the appropriate dean or program/division director. Additionally, a VCT Course Approval Form must be signed by the appropriate dean or program/division director.

Each semester, the VCT Coordinator receives evaluation results which assess the ongoing success and satisfaction of NTCC students with VCT courses. The evaluations are reviewed and any issues are addressed resulting in the potential elimination of a VCT course from the list of NTCC approved offerings. Division directors involved in the course approval process have indicated no issues related to course comparability, rigor, access to faculty, or student support.

VCT courses completed by NTCC students appear on the students' transcripts as NTCC credit.

Ensures Ongoing Compliance and Evaluates the Relationship

VCT has been <u>accredited</u> by the Southern Association of Colleges and Schools as a result of a 2005-2006 statewide review of VCT. Additionally, as a result of NTCC's decennial review of the Principles, the institution assures ongoing compliance for all consortial relationships.

Contained in NTCC's <u>Strategic Plan</u>, Strategy 1.2 "Deliver healthy and viable instructional programs" and 3.5 "Make optimum use of the digital community" are achieved, in part, through NTCC's participation with the Virtual College of Texas. These courses and flexibility provided to students through VCT demonstrate that this consortium remains a viable component for providing a wider range of high quality choices for our students.

Evidentiary Documents

StrategicPlan2011-2012.pdf

VCT Accreditation Status.pdf

VCT MOU.pdf

VCT Signed Course Approval.pdf

VCT Signed Student Approval.pdf

3.4.8		noncredit course work	taken on a noncredit basis only when the is equivalent to a designated of	ere is credit
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

Northeast Texas Community College (NTCC) awards credit for course work taken on a noncredit basis when there is documentation that the noncredit course work is equivalent to a designated credit experience. Policy ECD (Local) Instructional Arrangements, Credit by Examination describes the process of awarding credit through departmental examination, or for learning achieved through experiences outside typical educational settings. A maximum of fifteen hours of credit by examination/experience may be applied toward graduation requirements for the Associate of Applied Science degree or certificate of competency.

Evidentiary Documents



policy ECD (Local) Credit by Examination.pdf

3.4.9	The institution provides appropria	te academic support services.	(Academic Support Services)
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College provides appropriate academic support services to aid in fulfilling its mission "to provide responsible, exemplary learning opportunities." The most recent Community College Survey of Student Engagement (CCSSE) indicated that <u>88.9% of the respondents</u> were "very satisfied" or "satisfied" with the instructional support available when they needed help with a specific course.

Instructors are often the primary source for academic support. Each face-to-face, online or hybrid course syllabus is made available to all students through Blackboard 9 and contains contact information and contact hours for the faculty member using the standardized template.

Detailed descriptions of all student support services are found in CR 2.10. NTCC provides admission, advising, testing, financial aid and student affairs services which all support the academic programs of the college. Additionally, as described in CR 2.9, NTCC provides appropriate library services for academic support along with the appropriate technology services described in CS 3.8.

Academic Skills Center

The <u>Academic Skills Center (ASC)</u> serves as the main on-campus site through which several programs are administered to prepare students for satisfactory achievement in academic or technical college level courses. The ASC, a multi-laboratory setting, provides peer and paraprofessional tutoring in a variety of subjects, and an array of self-instructional materials and equipment for student use. The center also provides small group instruction, and computer and video-assisted instruction. Assistance is available to help students in a variety of disciplines including reading, writing, math, science and study skills. Students may also use computers for word processing, Internet, and checking email. The center administers the Test of Adult and Basic Education (TABE) by instructor request to vocational students to assess basic skill levels. The center is staffed by a director and trained students available to assist students.

Learning Express Library

The <u>Learning Express Library</u>, accessible from the myEagle portal or the Quik Links drop down menu on the college homepage, provides students with resources for skills improvement in math, statistics, trigonometry, science, public speaking, reading comprehension, vocabulary, spelling, writing, and grammar. THEA, SAT, ACT, Advanced Placement, and CLEP preparation are also available along with Workplace Skills Improvement, Occupational Practice Tests, Computer and Internet basics, and popular software tutorials.

Accommodations for Students with Disabilities

The Coordinator of Special Populations, located in the College Connection Center of the Administration/Student Services Building, is specially trained to help students with disabilities that need assistance due to physical or learning challenges such as visual, hearing, psychological or physiological impairments. The Coordinator helps

with required documentation, ADA standardized requirements, and other appropriate accommodations for a successful transition to the college environment. Results of the 2011 CCSSE show that of the 28.2% for whom this question was applicable, 20.2% of the respondents indicated that they were "very satisfied" or "somewhat satisfied" with services to students with disabilities. Although this number is not as high as we would like, it exceeds the Texas Small Colleges Cohort by 3.2% and is 7.0% higher than the national cohort.

Degree Planning and Academic Advisement

NTCC recognizes the importance of academic advising and supports students having the opportunity to work closely with faculty members of their declared major. All students are encouraged to meet with an academic advisor, declare a major, and develop a degree plan. In addition, advisors in the College Connection Center in the Administration/Student Services Building can assist students with undeclared majors in selecting courses of study, determining transferability of courses, and choosing or changing careers. Results of the 2011 CCSSE show that 79.6% of the respondents indicated that they were "very satisfied" or "somewhat satisfied" with academic advising/planning. Although this number is not as high as we would like, it exceeds the Texas Small Colleges Cohort by 3.2% and is 7.0% higher than the national cohort.

Distance Learning Support Services

Distance learning students require the same academic support services as on-campus students so NTCC has adapted services to provide access for students who are learning online or off-campus. To make the online platform more effective for distance learners, NTCC hired a full-time Online Student Services

Developer/Software Support Technician. The job responsibilities include developing, streamlining, and automating online student services. The myEagle portal provides all students, including distance learners, with a platform using a single secure login to access the college website, Blackboard Learning Management System, the Learning Express Library, Campus Connect Student Information System, campus email, the Learning Resource Center/Library, and campus calendars and announcements. NTCC requires students to complete SmarterMeasure (READi), an online diagnostic tool, to determine their readiness for distance learning. A new student orientation is available either online or in person and is required for all students, including distance education students, with less than 12 hours of college level course work. Trained advisors in the College Connection Center are available through the college's email system, by phone or onsite to ensure students are aware of the academic support services available to them. As described in CS 3.8.1, the library's academic support services are also readily available to all students, including those enrolled in distance learning.

Evidentiary Documents



🟂 CCSSE 2011 Academic Support Satisfaction.pdf

Z CCSSE 2011 Instructional Support Custom Data.pdf

Z CCSSE 2011 Support for Learners Results.pdf

🟂 Learning Express website.pdf

TitleIIIOnlineStudentServicesDeveloper.pdf

3.4.10	The institution places primary recurriculum with its faculty. (Response	•	quality, and effectiveness of the
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College (NTCC) places primary responsibility for the content, quality and effectiveness of its curriculum with its faculty as stated in Policy EFA (Local) Curriculum Design, the Faculty Handbook and the faculty job description. Policy BCG (Local) Administrative Organizational
Structure establishes the Curriculum Committee as the structure through which the faculty have ownership and control over the college curriculum to ensure the integrity and the substance of courses and programs. Changes to programs and courses are approved by the Curriculum Committee via Program Approval and Course Approval Forms as described in CS 3.4.1.

As the result of a spring of 2011 Learning Outcomes Workshop, NTCC began an aggressive plan to re-design the college's process for course and program-level assessment. Formerly, the core curriculum evaluation process was used to evaluate the exemplary educational objectives for all core curriculum courses. This re-tooled plan is a faculty managed process which is designed to evaluate and maintain the quality and effectiveness of the entire curriculum with its focus supporting the college mission to "provide responsible, exemplary learning opportunities." The faculty of each department developed student course learning outcomes for each individual course in the discipline as well as program learning outcomes used to assess the curriculum and relate the department's contribution, as a whole, to the college mission. Instructional departments use these data to make improvements within their courses or programs and document those changes as a component of the process.

The faculty are also responsible for analyzing the effectiveness of the curriculum through the Instructional Program Review Process. This process involves a comprehensive self-study by full- and part-time faculty occurring on a <u>five-year cycle</u> and includes a section evaluating the quality and currency of the curriculum as shown in the <u>Business Administration 2011 Program Review</u>, Part Two.

- **Z** Course Approval Form PHED 1136.pdf
- Course Outcomes RNSG 1105_Fall 2011_updated.pdf
- Curriculum Committee Membership.pdf
- **Taculty Job Description.pdf**
- **TacultyHandbook Mission Stmt.pdf**
- Learning Outcomes Workshop.pdf
- Policy BGC (Local) Admin Org Plan Faculty Senates and Councils.pdf
- Policy EFA(Local) Curriculum Design.pdf

Program Approval Example.pdf

Program Review 2011 - Business Admin-Part 2.pdf

Program Review Schedule.pdf

3.4.11	For each major in a degree program, the institution assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field. In those degree programs for which the institution does not identify a major, this requirement applies to a curricular area or concentration. (Academic Program Coordination)		
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Each program, curricular area or concentration offered at Northeast Texas Community College is administered by a department under the supervision of an academically qualified individual as seen in the <u>Instructional</u> Leadership Roster.

As seen in the Instructional Organizational Chart, all instructional programs and curricular areas offered by the college are under the oversight of the Executive Vice President of Instruction. In the Arts and Sciences, the Division Directors Organizational Chart shows the oversight for various curricular areas. The Workforce Organizational Chart and the Allied Health Organizational Chart identify the oversight of the Associate Vice President for Workforce Development and the Dean of Allied Health, respectively, with Program Directors overseeing the specific programs within their areas. The division and program directors are responsible for coordinating program activities and developing and reviewing curriculum.

As shown in the division director job description, division directors are responsible for coordinating program activities and developing and reviewing curriculum. The job description also specifies academic degree requirements as well as years of related experience. Division Directors are chosen from among qualified faculty within a curricular area and thus must have already met the requirements for faculty within the discipline as outlined in the faculty job description. For disciplines in areas where courses transfer to four-year colleges or universities, the director must be qualified to be a faculty member in that area. This means a minimum of a Master's degree and 18 graduate semester hours in the field. Additionally, Division Directors need to have at least five years of full-time college teaching experience. The chart below shows the Division Directors in academic transfer course areas, the degree required, the degree held, and the years of full-time related experience.

Arts & Sciences Program Coordination Title	Degree Required	Degree Held	Years Full- time Related Experience
Executive Vice President for Instruction	Doctorate	Doctorate	25
Division Director for Behavioral Sciences	Master's	Doctorate	26
Division Director for Natural Sciences	Master's	Doctorate	25
Division Director for Languages	Master's	Master's	23
Division Director for Social Sciences	Master's	Doctorate	12
Division Director for Mathematics	Master's	Doctorate	26
Division Director for Creative & Performing Arts	Master's	Doctorate	19

As shown in this <u>program director job description</u> example, program directors are responsible for coordinating program activities and developing and reviewing curriculum. The job description also specifies academic degree requirements as well as years of related experience. In workforce areas where courses do not generally transfer to four-year institutions, Directors are required to have a minimum of an Associate degree in the area with appropriate work experience and/or certification. For areas in which courses are transferable, the requirement is a Master's degree. The chart below shows the Program Directors in workforce areas, the degree required, the degree held, and the years full-time related experience.

Workforce Program Coordination Title	Degree Required	Degree Held	Years Full- time Related Experience
Associate Vice President for Workforce Development	Master's	Master's	15
Director of Agriculture, Research and Demonstration Farm*	Master's	open	
Division Director for Business/Technology*	Master's	Master's	17
Director of Carroll Shelby Automotive	Associate	Master's	27
Director of Northeast Police Academy	Associate	Master's	19
Director of Culinary Arts	Associate	Bachelor	30

^{*}contains both transferable and non-transferable coursework

As shown in the <u>allied health program director job description</u>, allied health program directors are responsible for coordinating program activities and developing and reviewing curriculum. The job description also specifies academic degree requirements as well as years of related experience. In allied health areas where courses do not generally transfer to four-year institutions, directors are required to have a minimum of an Associate degree in the area with appropriate work experience and/or certification. The chart below shows the Program Directors in allied health areas, the degree required, the degree held, and the years full-time related experience.

Allied Health Program Coordination Title	Degree Required	Degree Held	Years Full- time Related Experience
Dean of Allied Health & Director of Radiologic Sciences	Master's	Doctorate	24
Director of Nursing	Master's	Master's	30
Director of Dental Hygiene	Associate	Bachelor	14
Director of Administrative Medical Assistant	Associate	Associate	20
Director of Medical Laboratory Technology	Associate	Bachelor	30
Director of Physical Therapy Assistant	Associate	Doctorate	25
Coordinator of Emergency Medical Technology	Associate	Bachelor	25

- Allied Health Organizational Chart.pdf
- DirectorofNETXPoliceAcademy.pdf
- Division Directors Org Chart.pdf
- <u>DivisionDirectorJobDescription.pdf</u>
- **EVP for Instruction.pdf**
- **Taculty Job Description.pdf**
- Instruction Organizational Chart.pdf
- ProgramDirectorAlliedHealth.pdf
- Morkforce organizational chart.pdf

3.4.12	The institution's use of technology enhances student learning and is appropriate for meeting the objectives of its programs. Students have access to and training in the use of technology. (Technology Use)			
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

The use of technology at Northeast Texas Community College (NTCC) enhances student learning and is appropriate for meeting the objectives of its programs. As stated in the 2011-2012 Catalog Acceptable Use Policy, NTCC provides its "faculty, staff and students with access to information technologies and network resources. The College encourages the use of these resources for the advancement of its mission and fulfillment of its goals."

NTCC provides a wide variety of instruction, services and support through use of technology and all students enrolled at NTCC have the opportunity to receive technology-enhanced instruction. The 2011 Community College Survey of Student Engagement (CCSSE) results in the use of technology as it relates to student learning are found in the following table.

Use of Technology 2011 CCSSE Results

2011 CCSSE ITEM	NTCC	TEXAS SMALL COLLEGES GROUP	
4.j <u>Used the internet or instant</u> messaging to work on an assignment	66.3% Very often or often	68.7 Very often or often	
4.k <u>Used Email to communicate</u> with an instructor	52.9% Very often or often	59.1% Very often or often	
15. My institution does a good job using technology to improve classroom instruction.	86.9 % Strongly Agreed or Agreed	82.3 % Strongly Agreed or Agreed	
16. Faculty effectively incorporates use of computers and other technology into teaching.	87.6% Strongly Agreed or Agreed	85.8 % Strongly Agreed or Agreed	

The table above shows that NTCC exceeds the Texas Small Colleges Group in the incorporation and use of technology in instructional activities (Questions 15 & 16). However the use of technology for communication purposes with faculty and students lags behind the Texas Small Colleges Group (Questions 4j & 4k). The recent transition from Blackboard 8 to Blackboard Learn 9 and the additional <u>professional development</u> offered by the College to both full- and part-time faculty in its implementation has increased the use of technology for communication between and among faculty and students.

Interactive television (ITV) classes, online classes, including courses offered by the Virtual College of Texas, supplemental instruction online for face-to-face, class time computer lab availability, campus-wide internet access, and program-specific technologies are all part of the technology-enhanced instruction at NTCC. Every classroom on campus has data projector capability and in some locations smart boards are used.

The use of technology on the NTCC campus goes far beyond the use of computers. Students in the laboratory sciences routinely use data collection devices and instrumentation, allied health students utilize simulation laboratory manikins, industrial maintenance students use electronic circuit boards and multimeters, mathematics students use graphing calculators, and sustainable agriculture students utilize the photovoltaic solar array and a wind turbine as a component of their studies. The Whatley Employee Enhancement Program under the direction of the NTCC foundation has provided funds to faculty to improve and incorporate technology into the curriculum to enhance student learning. Awards for Molecular Technology Instructional Lab (2009), Advanced Physiology Lab (2010) and More Math, More Math (2011) have all contributed to the college mission to "provide responsible, exemplary learning opportunities."

In accordance with <u>Policy EFA (Legal) Curriculum Design</u>, every class offered in a traditional, online or hybrid format has a course syllabus and instructor curriculum vitae posted and available to students or the general public through Blackboard Learn 9 accessible from the <u>NTCC website</u>.

Computers and special application software are available to students in open-use computer labs and classrooms. Although the 2011 CCSSE report showed that 29 percent of the respondents felt this question was not applicable, <u>64.9 percent</u> indicated that they were "somewhat" or "very" satisfied with the computer labs on campus. The table below shows the location and number of computers available both on and off-site.

Computers On and Off-site

Location	Number of Computers	
Location	student	instructor
Hanson-Sewell Center	20	1
Naples Omaha Center	14	
Industrial Training Technology Center: lab #1	20	
Industrial Training Technology Center: lab #2	16	
Agriculture Center	20	1
Academic Skills Center	16	
Math/Science 103 - Computer Lab	20	1
Math/Science 108 - Chemistry Lab	3	
Math/Science 110 - Microbiology Lab	1	
Math/Science 111- General Biology Lab	3	
Business Technology 113	20	1
Business Technology 114	20	1
Business Technology 115	20	1
Industrial Technology 120	20	1
Upward Bound	20	
Industrial Technology 104 - Anatomy & Physiology Lab	3	
Industrial Technology 113 - Speech	12	

University Health Sciences lab #1 (all iMacs)	12	
University Health Sciences lab #2 (all iMacs)	12	
Learning Resources Center 107	20	1

Students may also access a variety of services through the college web site, including, but not limited to, such useful processes as applying for <u>admission to NTCC</u>, <u>registering for courses</u>, or <u>applying for financial aid</u>. The <u>MyEagle Portal</u> provides access to the <u>college website</u>, <u>library and learning resources</u>, <u>bookstore</u>, the SmarterMeasure READi test, current news and events, email accounts, and college calendars.

Students who want to take an online course must take the <u>SmarterMeasure READi test</u>. The test is housed in the <u>MyEagle Portal</u>, but a direct link (<u>ntcc.readi.info</u>) is also provided for those students who do not have portal access. The test determines the student's readiness for enrolling in an online course by assessing life factors, personal attributes, learning styles, reading rate and recall, technical competency, technical knowledge, and typing speed and accuracy. Results can be emailed to the student. The staff checks the results daily and inputs the score into Campus Connect. If the student has taken an online course at another institution before transferring to NTCC, the student is "grandfathered" in as having taken an online course. New students take the online readiness test as part of the myEagle online orientation.

Students who do not come to NTCC with well-developed computer literacy skills are encouraged to complete one of the basic computer literacy courses. Students have the option of taking a variety of technology courses on a credit or non-credit basis. At NTCC, the Division Director for Business/Technology oversees course offerings for students for academic credit. The Director of Continuing Education and Corporate Training oversees non-credit courses for students and community members. Both of these individuals report to the Associate Vice President for Workforce Development.

- Advanced Physiology Lab.pdf
- Apply to NTCC website.pdf
- 🔼 Begin BB9 Training Fall 2011.pdf
- Tampus Connect online help.pdf
- Campus Connect Registration website.pdf
- 🔼 Catalog Acceptable Use Policies.pdf
- Catalog-NTCC-Policies-Procedures.pdf
- CCSSE 2011 Indiv Question Data 13.2h.pdf
- 📆 CCSSE 2011 Indiv Question Data 4j and 4k.pdf
- CCSSE 2011 Indiv Question Data 9g.pdf
- CCSSE 2011 Small Coll Survey responses quest 10.pdf
- CCSSE 2011 Use of Technology Results.pdf
- **Taculty Toolbox.pdf**
- Financial Aid forms website.pdf

- Table Instruction Organizational Chart.pdf
- Molecular Technology Instructional Lab.pdf
- More Math More Math.pdf
- MyEagle Portal.pdf
- ntcc readi info.pdf
- nline Course Syllabi and CV Department website.pdf
- Policy EFA (Legal) Curriculum Design.pdf
- Policy EFA (Local) Curriculum Design.pdf
- Policy EFAA (Legal) Instructional Programs.pdf
- Melcome to the Learning Resource Center .pdf
- Morkforce organizational chart.pdf
- 🟂 www_ntcc_edu website.pdf
- mww ntccbookstore com website.pdf

3.5 UNDERGRADUATE EDUCATIONAL PROGRAMS

3.5.1 The institution identifies college-level general education competencies and the extent to which standard them. (General Education Competencies)				
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

Narrative

The Northeast Texas Community College mission states that the college "exists to provide responsible, exemplary learning opportunities." Inherent to the mission, Strategy 1.1 of Goal 1 of the NTCC Strategic Plan requires that the college "provide a purposeful and comprehensive education that prepares students for meaningful and productive lifestyles, work and civic participation." An integral component of providing this purposeful and comprehensive education is the identification of college-level general education core competencies and the extent to which students achieve them.

According to the 2011-2012 Catalog, the general education core curriculum philosophy at Northeast Texas Community College is based on the development of students so that they are prepared for successful careers, successful transfer to baccalaureate programs, and for effective functioning as citizens and as members of families, groups, and organizations. To accomplish this, the college has adopted six basic intellectual competencies - reading, writing, speaking, listening, critical thinking, and computer literacy – that serve as the foundation of its college-level general education core curriculum. In the NTCC Core Matrix, the faculty has linked each of these competencies to specific courses offered as an element of its general education core because the courses "allow for multiple perspectives about the individual and the world in which he or she lives; stimulate a capacity to discuss and reflect upon individual, political, and social aspects of life so students understand ways in which to exercise responsible citizenship; and enable students to integrate knowledge and understand the interrelationships of the disciplines." (ACGM, p. 230)

NTCC's general education core curriculum includes the exemplary educational objectives (EEO's) originally proposed by the Texas Higher Education Coordinating Board (THECB) Advisory Committee on Core Curriculum. All courses in the general education core curriculum include the EEO's within the syllabus and the assessment of those EEO's has occurred with the evaluation of the core curriculum.

In a spring 2011 Learning Outcomes Workshop, NTCC began an aggressive plan to re-design the college's course and program-level assessment as a part of a new Program Review process. Formerly, the core curriculum evaluation process was used to evaluate only the exemplary educational objectives for all general education core curriculum courses. This re-tooled plan is a faculty managed process which is designed to evaluate and maintain the quality and effectiveness of the entire curriculum. The faculty of each department developed student learning outcomes for each individual course in the discipline as well as program learning outcomes used to assess the curriculum and relate the department's contribution, as a whole, to the college mission. Instructional departments use these data to make improvements within their courses or programs and document those changes as a component of the process.

In addition to program and course level assessment measures used to verify the extent to which students attain college-level competencies, NTCC uses a number of other internal and external indicators to determine the extent to which students attain college-level general education competencies. On the internal level, NTCC prepares and submits a Core Curriculum Report which includes an evaluation of the general education core curriculum to the Texas Higher Education Coordinating Board every ten years, most recently in Spring 2011. In addition, the Strategic Plan and Review Committee (SPaRC) conducts an annual review of Strategic Plan Strategy 1.1 "Provide a purposeful and comprehensive education that prepares students for meaningful and productive lifestyles, work and civic participation." Finally, two of the College's Key Performance Indicators, Transfer Rate and Graduation Rate, track measures of student success related to completion of the general education core curriculum.

Externally, the college reviews data compiled by the THECB which tracks the <u>academic performance of 2-year college transfer students at Texas public universities</u>. The data show that 62.7% of students who earned an academic associate degree at NTCC prior to transfer were still enrolled at the university after one year. Eighty-three percent of those students had a GPA of 2.0 or greater for the first year at the university.

The Texas Higher Education Coordinating Board Accountability System also tracks a number of community college performance indicators. The 2011 NTCC Accountability Report, item 13, documents the number of awards, certificates by type, core completers and field of study completers. From FY 2000 to FY 2010, there was an increase of 73.9% in the number of associate degrees awarded by NTCC with a corresponding 62.1% increase in headcount. During the same time period, the Texas Small Colleges Group showed a headcount enrollment increase of 55.6% and a 50.5% rise in associate degrees awarded. This indicates that NTCC is making above average progress towards its goal of preparing students for transfer to universities and providing the general knowledge needed to be successful and responsible citizens in their community.

NTCC also participates in the Community College Survey of Student Engagement (CCSSE) which provides the college with data useful in assessing general education. The following table provides a summary of those survey items that relate to college level competencies of critical thinking, reading, writing, speaking and listening.

2011 CCSSE Report on College-level Competencies

		TX Small Colleges
CCSSE Item	NTCC Respondents	Group
		Respondents
4r. Discussed ideas from your readings or classes with others outside of class (students, family members, co-workers, etc.) (ACTCOL)	90% Some to Very much	88.2% Some to Very much
4s. Had serious conversations with students of a different race or ethnicity other than your own	77.4% Some to Very Much	74.1% Some to Very much
4t. Had serious conversations with students who differ from you in terms of their religious beliefs, political opinions, or personal values	75.2% Some to Very much	76.1% Some to Very much
5b. Analyzing the basic elements of	94.7%	95.3%
an idea,	Some to Very much	Some to Very

experience, or theory (ACCHALL)		much
5c. Synthesizing and organizing ideas, information, or experiences in new ways (ACCHALL)	93.9% Some to Very much	93.2% Some to Very much
5d. Making judgments about the value or soundness of information, arguments, or methods (ACCHALL)	87.1% Some to Very much	88.4% Some to Very much
5e. Applying theories or concepts to practical problems or in new situations (ACCHALL)	87.9% Some to Very much	91% Some to Very much
5f. Using information you have read or heard to perform a new skill (ACCHALL)	93% Some to Very much	92.3% Some to Very much
6a. Number of assigned textbooks, manuals, books, or book-length packs of course readings (ACCHALL)	39.4% 5 to 20	46% 5 to 20
6c. Number of written papers or reports of any length (ACCHALL)	47.9% 5 to 20	49.6% 5 to 20
7. Mark the box that best represents the extent to which your examinations during the current school year have challenged you to do your best work at this college (ACCHALL)	72.9% On a scale of 1-7 5 to 7 (extremely challenging)	69.3% On a scale of 1-7 5-7 (extremely challenging)
9a. Encouraging you to spend significant amounts of time studying (ACCHALL)	77.3% Quite a bit to Very much	74.8% Quite a bit to Very much

Northeast Texas Community College is using the results of the CCSSE data to examine its own educational practices relating to student success since our students report slightly lower levels of student effort and academic challenge than our Texas Small Colleges cohort on some key questions. A Student Success Committee, whose membership includes the Executive Vice President for Instruction, the Vice President for Student and Outreach Services, the Associate Vice President of Workforce Development, the Dean of Allied Health, the Division Director for Social Sciences and the Director of Institutional Effectiveness and Research is working with a Student Success by the Numbers/Achieving the Dream data coach to analyze both qualitative and quantitative data to identify areas for improvement and to develop strategies to achieve them.

These routine assessment and evaluation processes ensure that expected outcomes and competencies fall within actual student experience. Identifying and assessing the college-level competencies within each general education core course, analyzing internally and externally collected institutional data, and the annual review of the Core Curriculum Program in the NTCC Strategic Plan, assist faculty in the design of curriculum and instruction to ensure that all students learn effectively and carry the aptitude of learning with them throughout their college experience.

- ACGMfall2010AppendicesF&G.pdf
- Catalog-Instructional-Program-Information.pdf
- CCSSE 2011 College Level Competencies.pdf
- **Sourse Outcomes BIOL 1407** Fall 2011 updated.pdf
- KPI Dashboard with backup data Jan 2012.pdf
- Learning Outcomes Workshop.pdf
- NTCC Core Curriculum Report March 2011[4].pdf
- NTCC Core matrix.pdf
- NTCC Stu at 4-yr schools.pdf
- NTCC_Success Report.pdf
- StrategicPlan2011-2012.pdf

3.5.2	· ·	ding the degree. (See Comm	ee are earned through instruction offered ission policy "Collaborative Academic
X In Compliance Newly assigned		Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College awards degrees only to those students who earn at least 25 percent of the credit hours required for the degree through instruction offered by the College.

As stated in the 2011-2012 Catalog (Instructional Programs) each degree offered requires a minimum of 18 semester credit hours to be earned at NTCC. The following table identifies the total number of credits required for each degree and the number of credit hours required to be earned at NTCC along with the appropriate percentage.

Degree Type	Total Credit Hours	Credit Hours Required at NTCC	Percentage
Associate of Arts	62	18	29%
Associate of Science	62	18	29%
Associate of Arts in Teaching	66	18	27%
Associate of Applied Science	60 - 72	18	25% - 30%

The Registrar at NTCC verifies that each student meets the 25% credit hour requirement through a general form checklist used for the three university transfer degrees. The AAS degree is verified according to the requirements pertaining to the specific program as listed in the Catalog (NTCC Registrar Graduation Checklist for AA, AAT, AS, and AAS).

Evidentiary Documents



Catalog-Instructional-Program-Information.pdf



Taduation Checklist all degrees.pdf

3.5.3 The institution publishes requirements for its undergraduate programs, includin components. These requirements conform to commonly accepted standards are programs. (See Commission policy "The Quality and Integrity Degrees.") (Undergraduate Program Requirements)						andards an	_			
	X In Compliance Newly assigned			Not In Compliance Not applicable			-	In Partia	l Com _l	pliance

Northeast Texas Community College defines and publishes requirements for its undergraduate programs, including its general education components. These requirements conform to commonly accepted standards and practices for degree programs.

NTCC defines and publishes requirements for its undergraduate programs, including its general education components, in the "<u>Instructional Programs</u>" section of the 2011-2012 Catalog. These programs include three university transfer degrees based on a general education component: Associate of Arts (A.A.), Associate of Science (A.S.), and Associate of Arts in Teaching (A.A.T.). NTCC also offers an Associate of Applied Science (A.A.S.), a degree awarded for the successful completion of a two-year technical program.

For university transfer degrees, Texas state law mandates a core curriculum of at least 42 semester hours. The courses (43 total semester credit hours) that comprise the core curriculum at Northeast Texas Community College are in compliance with this requirement and are consistent with elements recommended in the Lower Division Academic Course Guide Manual (ACGM) by the Texas Higher Education Coordinating Board (THECB), including the regulated components of history and government (ACGM THECB, Appendix G, 4.28 and 4.29). In March of 2011, NTCC, in accordance with 19 TAC §4.30 of the Texas Administrative Code, reviewed and evaluated the core curriculum and submitted the report to the THECB (Core Curriculum Report). The THECB approved the report providing evidence that the college's general education and core components conform to commonly accepted standards and practices for degree programs in the state of Texas.

Since all transfer courses are in the inventory of the ACGM (<u>ACGM</u>, <u>List of Approved of Courses</u>) and follow the Texas Common Course Numbering System (<u>TCCNS</u>), they are recognized as collegiate level and are fully transferable toward baccalaureate degree completion at state colleges and universities.

For the A.A.S. degree, the THECB identifies general education requirements for each program. Courses that satisfy these general education requirements at NTCC are drawn from the Core Curriculum. All course requirements for the A.A.S. degree are published in the 2011-2012 Catalog. Program-specific courses for the A.A.S. degree are chosen according to guidelines identified by the THECB, recommendations from program-specific advisory boards, and by the NTCC Curriculum Committee using the Guidelines for Instructional Programs in Workforce Education (GIPWE). All courses are chosen from the Workforce Education Course Manual (WECM) and have been approved by the THECB.

- ACGMfall2010 List of Approved Courses.pdf
- ACGMfall2010AppendicesF&G.pdf
- Catalog-Instructional-Program-Information.pdf
- Guidelines for Instructional Programs in Workforce Education Texas Higher Education Coordinating

 Board.pdf
- MTCC Core Curriculum Report March 2011[4].pdf
- Texas Administrative Code Title 19 Part 1 Chapter 4 Subchapter B Rule 4.30.pdf
- **WECM** website.pdf

3.7 FACULTY

Narrative

Northeast Texas Community College employs competent faculty members qualified to accomplish the mission and goals of the institution. The institution defines competence according to the qualities set forth in the Southern Association of Colleges and Schools Commission on Colleges "Faculty Credentials Guidelines." Factors considered in the employment of faculty include the highest degree earned in the discipline, competence, effectiveness, appropriate work experience in the field, professional licensure and certifications, awards and honors, and documented excellence in teaching or other competencies that contribute to effective teaching and student learning outcomes.

The College takes deliberate steps to assure the best faculty are recruited and that an atmosphere exists which develops and supports their talents while encouraging high levels of engagement in the life of the College. NTCC maintains an institutional culture that values and rewards excellence in teaching. One of the Key Performance Indicators used by NTCC in evaluating the mission and goals of the institution includes the target that 66% of the full-time faculty will exceed the qualifications needed in their teaching field. At the present time, 70.4% of full-time faculty hold degrees above that required for employment.

All faculty are hired according Policy DC (Local) Hiring Practices and the process found in NTCC's Hiring Process Guidelines, which can be found on the Human Resources webpage. When an open faculty position is posted, the applicant downloads the application and submits it, along with other required components including a cover letter, letters of reference and transcripts. In the review process to determine who will be interviewed, unofficial transcripts are acceptable to determine the applicant's credentials; however, before an applicant can be presented to the Board of Trustees for employment, degrees must be verified through the National Student Clearinghouse and all official transcripts must be on file. A screening committee is appointed by the Executive Vice President for Instruction made up of the appropriate program or division director, dean, and faculty members of the department, as well as a faculty member from a different discipline. This committee reviews application packages forwarded by the Office of Human Resources, chooses candidates to interview, conducts interviews and makes recommendations based on the interview, a teaching demonstration, and credentials.

Credentials Guidelines Used by Northeast Texas Community College

<u>Policy DBA (Local) Credentials and Records</u> indicates that the College will follow faculty credentials guidelines of the Southern Association of Colleges and Schools.

Transfer Faculty

All full- and part-time faculty members teaching transfer courses must have, at a minimum, a master's degree and 18 semester graduate hours in the teaching discipline, or other documented competencies that contribute to effective teaching and student learning outcomes.

Technical Faculty

All full- and part-time faculty members teaching workforce courses must possess at least the academic credential for the level at which they are teaching, unless a higher degree is required by another accrediting agency, and if appropriate, a current license or certification. Relevant work experience is highly valued as criteria for employment.

Developmental Education Faculty

All full- and part-time faculty members in developmental education must possess at least a bachelor's degree. In addition, teaching experience and certifications are considered for employment.

The credentials and required records for all faculty members are the same, regardless of full- or part-time status, onsite or distance delivery. The Office of Human Resources is the official repository of all documentation relating to faculty credentials. NTCC uses a Faculty Credential Approval Form to standardize the presentation of credential information. The form is updated by the appropriate division or program director and signed by the director and dean, when appropriate, as well as the Executive Vice President of Instruction. The form is maintained in the faculty member's credential file along with all official transcripts and justifications. Virtual College of Texas (a SACS approved distance learning consortium as outlined in CS 3.4.7) instructor credentials are evaluated and approved by the appropriate program or division director.

A listing of faculty credentials, with the courses taught for the most recent semester spring 2012, as well as fall of 2011 and spring of 2011 are provided (NTCC Faculty Roster Spring 2012, Fall 2011, Spring 2011).

NTCC strives to hire the highest credentialed applicants possible. Data from the Spring 2011 <u>CBM008</u> sent to the Coordinating Board reports that 14.4% of the faculty at NTCC have doctorate degrees and 58.6% have master's degrees. Additional <u>Key Performance Indicators</u> involving "Employment after Graduation" and "Licensure Pass Rates", which are externally measured, also serve as evidentiary data for documenting the quality of the faculty.

NTCC recognizes that its reputation as a quality institution rests on the competence of its faculty. The College expects the same high quality of teaching from both its full- and part-time faculty.

- TA CBM008 SPRING 2011.pdf
- human resources website.pdf
- KPI Dashboard with backup data Jan 2012.pdf
- NTCC Employee Process Guidelines.pdf
- Policy DBA (Local) Employment Requirements.pdf
- Policy DC (Local) Hiring Practices.pdf
- studentclearinghouse org.pdf

3.7.2	The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. (Faculty Evaluation)						
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance				

Northeast Texas Community College regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status.

Northeast Texas Community College evaluates all full- and part-time faculty members regardless of the location or instructional delivery method as required by Policy DLA (Local) Status of Employment, Evaluation. The evaluation process is published in the Faculty Handbook and all forms are included in Appendix C. The evaluation process includes three components, student evaluations completed every semester, a self-evaluation, and the supervisor's evaluation completed every spring semester. The student evaluations of a course and instructor use Online Course Evaluations (an electronic course and instructor evaluation system with which NTCC contracts) which may include additional specific questions based on course type (laboratory, online, or practicum). Results of the student course evaluations are available electronically to all faculty at the end of each semester after all grades have been submitted. The appropriate Program/Division directors, Dean, or Associate Vice President have access to the evaluations of all faculty who report to them.

The annual process of self- and supervisor evaluation occurs in the spring semester each year with full-time faculty completing a Faculty Self-Evaluation. Faculty record their teaching strengths, potential areas of improvement, document evidence of student success, college and community involvement, and professional development. Additionally, they identify at least two professional development teaching and learning activities in which they plan to participate in the upcoming year.

Once the self-evaluation is submitted to the appropriate Program/Division Director, Dean, Associate Vice President or Executive Vice President, a meeting is arranged to discuss and review the instructor's course and self-evaluations. The supervisor then fills out a Supervisor's Evaluation form. Upon completion of that form and after the instructor reviews and signs it, the completed evaluation form, along with the self-evaluation, is sent to the Office of the Executive Vice-President for Instruction for his review and signature. The instructor receives a copy of the evaluation and the original is placed in the instructor's permanent personnel folder (Faculty Evaluation Examples Portfolio).

All part-time faculty are also evaluated by their respective Program/Division Director, Dean or Associate Vice President. Returning part-time faculty members are evaluated once a year in the spring semester. A self-evaluation is included in the process for both new and returning part-time faculty. A meeting is scheduled with the appropriate supervisor to discuss the self-evaluation as well as the course evaluations and any other pertinent topics. In addition to the course evaluations and self-evaluations, new part-time faculty undergo a classroom observation during the first semester of employment. Upon completion of the classroom observation, a meeting is scheduled to review the results of the observation. This may or may not occur at the same time as the self-evaluation.

Online instructors must also participate in an evaluation by their supervisor. They are expected to complete the

same self-evaluation as any other full -or part-time instructor, and the meeting to discuss the results may take place over the phone if it is not feasible for the instructor to meet face-to-face with the supervisor. All Division Directors have auditing access to online instruction for both full- and part-time faculty through the Blackboard Learn 9 system.

- Faculty Evaluation Examples.pdf
- **Taculty Evaluation Forms.pdf**
- **5** Faculty Evaluation Procedure.pdf
- Faculty-Course Evaluation results sample Redacted.pdf
- Policy DLA (Local) Status of Employment Evaluation.pdf
- The PT Faculty Evaluation for First Time Faculty.pdf

3.7.3	The institution provides practitioners. (Faculty De		velopment of	faculty as	teachers,	scholars,	and
	X In Compliance Newly assigned	Not In Complia		In Part	ial Compli	ance	

Northeast Texas Community College provides ongoing professional development of faculty. The College provides local professional development through in-service activities, faculty brown bag luncheons, and special workshops. The College also offers financial support and class-time release for traveling to professional seminars and conferences when resources are available.

Policy DK (Local) Professional Development states, "The College District is committed to the professional development of its faculty and staff. In keeping with this commitment, the Board shall consider professional development a condition of continued employment. Professional development shall reflect the College District's mission and goals, and the College District shall strive to recognize an individual's personal and professional development efforts through a program that is flexible in its interpretation and execution. Professional development shall be defined as a continuous process that strengthens an individual's knowledge, skills, and personal abilities to benefit both the individual and the College District."

The College professional development funds for faculty are managed by the Executive Vice President for Instruction. All faculty are encouraged to submit professional development requests in need of funding. The monies are distributed as needed with priority given to providing the widest range of opportunities to the greatest number of people. All NTCC faculty are provided with the opportunity to attend the Texas Community College Teachers Association Annual Convention. Teams of faculty members are routinely <u>funded</u> to attend the Northeast Texas Consortium <u>Distance Learning Conference</u> and the Texas A&M University <u>Outcomes</u> <u>Assessment Conference</u> in support of the college mission. NTCC encourages excellence in its faculty by supporting participation in professional organizations, professional development and scholarship.

All full-time faculty must report their professional development participation on their annual self-evaluation. Faculty participate in a variety of <u>professional organizations</u> related to their disciplines of study. Opportunities for professional development within disciplines include participation in conferences at the regional, state and national level, if possible, as well as workshops and webinars provided from various sources. At the beginning of each fall and spring semester, <u>in-service programs</u> at NTCC provide opportunities for professional development training. Additional "<u>Friday Faculty Forums"</u> are offered when needed to address current topics related to instruction.

Division Directors organize faculty "brown bag" seminars. Lead by the faculty, these seminars are scheduled on an occasional basis during the fall and spring semesters. Topics have included: "Thanksgiving" Division of Social Sciences; "The History of the Atomic Bomb" Division of Natural Sciences; "A Demonstration of Art and Music" Division of Creative and Performing Arts, "Honey Bees: Mathematical Geniuses" Division of Mathematics.

Blackboard (Bb) Learn 9 Workshops conducted throughout the summer and fall of 2011 by NTCC's Distance Learning Specialists have been instrumental in offering training to all college faculty on the use of the Bb Learn 9

System. Both full- and part-time faculty have <u>participated</u> in these workshops to gain the skills needed to deliver support for face-to-face, online or hybrid instruction. All faculty have access to the <u>Bb Faculty Toolbox</u> where they can find instructions and tutorials for working with Bb Learn 9, instructional software downloads, and access to Learning Resources and Computer Services.

Part-time faculty are encouraged and invited to participate in all NTCC faculty workshops or in-service activities. In addition to the general faculty in-service, <u>part-time faculty in-service</u> is offered in some divisions prior to the beginning of the fall and/or spring semesters to deliver department-specific presentations and to provide an opportunity for part-time faculty to interact with each other and with full-time faculty.

All full- and part-time faculty have access to opportunities for professional development from <u>STARLINK</u>, an agency of the Texas Association of Community Colleges who produce a series of live professional development programs each year. STARLINK also maintains a library of more than sixty full-length professional development programs available through streaming video and five to ten-minute "Ideas" programming.

- 2011summerdlconference.pdf
- Begin BB9 Training Fall 2011.pdf
- Taculty Brown Bag Lecture_Atomic Bomb.pdf
- Taculty Brown Bag Lecture_Honey Bees.pdf
- Taculty Brown Bag Creative Arts.pdf
- **Taculty Brown Bag Thanksgiving.pdf**
- **Taculty Professional Organizations.pdf**
- Taculty Spring Inservice January 2012.pdf
- Taculty Toolbox.pdf
- Learning Outcomes Workshop.pdf
- Natural Science Orientation Memo.pdf
- Dutcomes Assessment Conference website.pdf
- Policy DK (Local) Professional Development.pdf
- Professional Development DL Conference.pdf
- material www_starlinktraining_org.pdf

3.7.4	The institution freedom. (Acade		•	procedures	for	safeguarding	and	protecting	academic
	X In Compliance Newly assigned			ot In Complia ot applicable	nce	lr	n Partia	al Compliance	2

NTCC ensures adequate procedures for safeguarding and protecting academic freedom. The college's statement on academic freedom is published in the Faculty Handbook and guarantees that "the instructor is entitled to full freedom in research and in the expression of those results, and second, the instructor is entitled to freedom in the classroom for discussion of his or her subject, but the instructor should be careful not to introduce controversial material that has no relationship to the subject being taught." The handbook also states that "The exercise of academic freedom as defined above will not be cause for termination or non-renewal of employment by the College."

<u>Policy DGC (Local) Academic Freedom</u> further assures faculty of academic freedom while Policies <u>DGBA (Legal)</u>: <u>Personnel Management Relations, Employee Complaints</u> and <u>DGBA (Local)</u> provide a description of the processes through which faculty may lodge a complaint regarding academic freedom or any other concern.

There have been no issues regarding faculty academic freedom at NTCC.

Evidentiary Documents

Tac Handbook academic freedom.pdf

🔁 Policy DGBA (Legal) Employee Complaints.pdf

policy DGBA (Local) Employee Complaints.pdf

Policy DGC (Local) Academic Freedom.pdf

3.7.5	The institution publishes policies governance matters. (Faculty Role	•	and authority of faculty in academic and
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College publishes policies on the responsibility and authority of faculty in academic and governance matters. These policies can be found in "NTCC Policy Online", the Faculty Handbook and the 2011-2012 Catalog. All of these documents are accessible from NTCC's website.

The <u>faculty job description</u> identifies the role of faculty in matters relating to academics and governance.

Policy BGC (Local) Administrative Organization Plan recognizes the NTCC Faculty Senate and its role to provide a professional forum for the discussion and clarification of faculty issues in the areas of curriculum, instruction, student evaluations, professional development, and campus governance. The faculty also participates in policymaking and governance through NTCC standing committees identified in Policy BGC (Local) including the Curriculum Committee, the Strategic Planning and Review Committee, the Professional Development Committee and the Program Review Committee. Faculty are involved in the College's institutional effectiveness process through participation in the budgeting process, program reviews, and assessment of student learning outcomes all of which support the College's mission, vision, values, and goals. Faculty actively participate in curriculum development, both individually and through the Curriculum Committee as fully described in CS 3.4.1 and CS 3.4.10.

The authority and responsibility of the faculty in all areas of teaching and instructional management is published in the <u>Faculty Handbook</u>. This includes authority and responsibilities related to syllabus and learning outcomes development for all courses, grading, assessment, textbook selections, classroom order, certification of class rosters, and posting of syllabi and curriculum vitae. All other aspects of responsibility and authority in academic matters granted to the faculty, such as the responsibility for credit by experience and departmental examinations, are published in the <u>2011-2012 Catalog</u>.

Evidentiary Documents



Faculty Job Description.pdf

🔁 FacultyHandbook2011-2012 wMap.pdf

FS Bylaws Purpose.pdf

🟂 Policy BGC (Local) Admin Org Plan Faculty Senates and Councils.pdf

3.8 LIBRARY AND OTHER LEARNING RESOURCES

3.8.1 The institution provides facilities and learning/information resources that are appropriate to teaching, research, and service mission. (Learning/Information Resources)				
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

Narrative

Northeast Texas Community College provides facilities and learning/information resources for all students, regardless of location, that are appropriate to support its teaching and service mission. The mission of NTCC's <u>Learning Resource Center (LRC)</u> is to "provide the information resources and services necessary to support the college's instructional programs."

The Learning Resource Center is a 15,087-square-foot building in the center of campus that houses the library, College Store, and copy center. As of August 2011, the LRC owned 36,488 books, 3,688 audiovisual materials in all formats, and 8,087 microforms. An additional 33,281 electronic books are available through the library's subscription to EBSCO eBook Collection, which is available to users off-campus. The LRC also subscribes to 197 print periodicals and maintains access to approximately 29,318 online full-text journals through its subscriptions to various databases. Indexing to full-text journals is provided through a subscription to Serials Solutions.

The LRC website serves as an introduction to the library's services and as a gateway to its electronic resources. The LRC offers access to its print and audiovisual collection through its SirsiDynix online catalog, WebCat. The LRC website also provides access to 61 online databases, many of which include the full text of books and journals. A complete list of databases available to students is listed on the website. Most, though not all, of these databases are made available through the library's subscription to TexShare, a cooperative program of the Texas State Library and Archives Commission to make database subscriptions available to libraries throughout the state at reduced costs. Due to licensing restrictions, off-campus access to online databases is restricted to NTCC students, faculty, and staff. The LRC uses EZproxy to authenticate off-campus access to databases. The appropriate groups of users are emailed a user name and password at the beginning of every semester.

The LRC uses a variety of methods to insure that users, whether on-campus or distance learners, students or members of the local community, have access to the broadest possible range of materials, including materials we do not own. Interlibrary loans are available from libraries nationwide through membership in Online Computer Library Center. Use of the TExpress courier service, another TexShare service, increases the speed at which interlibrary loan materials can be sent and received. Through the library's membership in the TexShare library card program, students and faculty have reciprocal borrowing privileges with academic, public, and special libraries across Texas. Members of the community may also apply for library cards to utilize the resources and services of the LRC.

The LRC professional staff provides <u>library tours</u>, <u>instructional sessions</u>, <u>and individual instruction</u> in the use of the library and its resources. Librarians also work with faculty to create online tutorials and instructional guides specific to subjects and courses. Students may access these tutorials through the library's website and through links imbedded in Blackboard. Since fall 2011, LibGuides by Springshare has been the preferred platform for creating online tutorials and instructional guides.

All students, including distance learners, may take advantage of the virtual reference service prominently displayed on the library's home page. Users ask questions and receive answers using Meebo instant messenger software. This service is hosted by Western Texas College and staffed by graduate library students at Texas Woman's University, the University of North Texas, and the University of Texas at Austin. Questions are answered using online resources available in the LRC.

The LRC is open 47 hours a week year-round and its <u>hours of operation</u> are published on the LRC website. The LRC has always strived to have one professional librarian on duty all hours the LRC is open. This policy insures that students who come to the library will always have a librarian available to help them should they need it.

The LRC seeks to meet the needs of its users as determined by its users. This goal requires the periodic evaluation of the collection and services. Surveys of both students and faculty have long indicated a very high level of overall satisfaction with the LRC. The Spring 2012 LRC Student Survey showed that 94% of the student respondents rated the physical collection of the LRC as being very good to excellent and 90% rated the electronic resources as being very good to excellent. Eighty-six percent of the student respondents rated the ease of obtaining resources as very easy to extremely easy. Additionally, data from the 2011 Community College Survey of Student Engagement (CCSSE) indicated that 87.9% of NTCC respondents were satisfied or very satisfied with the instructional support available. The Spring 2012 LRC Faculty Survey shows that 84.7% of faculty respondents rated the physical collection of the LRC as it supports the courses that they teach as being adequate to excellent; 90.2% of the faculty respondents rated the electronic resources as being adequate to excellent, and 94.4% rated the ease of obtaining resources as moderate to extremely easy.

For those students and faculty who own notebook computers with wireless capability, the College provides free wireless Internet access within buildings on the main campus. Users must register their wireless network card with Computer Services to gain access to the network. Wired Internet access is also available at all other campus locations.

- EBSCOhost Choose Databases.pdf
- Taculty Survey Spring 2012 RESULTS-LRC.pdf
- 🔼 Instructional Support CCSSE Data.pdf
- Learning Resource Center Services.pdf
- Learning Resource Center's online databases (Username & Password).pdf
- List of Data bases website.pdf
- The LRC Home unicorn interior in LRC edu.pdf
- Table LRC Hours of Operation.pdf
- Table LRC mission.pdf

- Meebo Virtual Library Resource Help.pdf
- MTCC Campuses website.pdf
- **Student Survey Spring 2012 RESULTS-LRC.pdf**
- texcard LRC website.pdf
- TexShare agreement website.pdf
- **WebCat.pdf**

3.8.2	The institution ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources. (Instruction of Library Use)			
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

Northeast Texas Community College Learning Resources users have access to regular and timely instruction in the use of the library and other learning/information resources. The library's professional staff is committed to information literacy and instruction in basic library skills that are transferable to other learning situations and institutions.

LRC staff provide library tours, instructional sessions, and individual instruction in the use of the library and its resources. Librarians also work with faculty to create online tutorials and instructional guides specific to subjects and courses. Students may access these tutorials through the library's website and through links imbedded in Blackboard Learn 9. Since fall 2011, LibGuides by Springshare has been the preferred platform for creating online tutorials and instructional guides.

Instructional sessions are normally conducted in the LRC to classes or groups near the beginning of each semester and are scheduled at the instructor's request. The following table documents the library tours and instructional sessions conducted spring 2010 through fall 2011 by LRC staff.

Library Tours and Instruction 2010-2011. Number of Students

Semester	Tours	Instruction
Spring 2010	58	58
Summer 2010	328	444
Fall 2010	439	462
Spring 2011	211	290
Summer 2011	56	56
Fall 2011	337	375
TOTAL SERVED	1,429	1,685

Source: Interim Director of Library Services

The LRC staff makes every effort to inform faculty who teach off-campus courses of their options for arranging instructional sessions. Students taking online and off-campus classes can receive face-to-face instructional sessions at off-campus sites by making advance arrangements with the NTCC library. Distance learners may also take advantage of the virtual reference service prominently displayed on the library's home page. Users ask questions and receive answers using Meebo instant messenger software. This service is hosted by Western Texas College and staffed by graduate library students at Texas Woman's University, the University of North Texas, and the University of Texas at Austin. Questions are answered using online resources available in the LRC. NTCC library staff are currently developing video tutorials that will be made available online to assist students with library services.

Evidentiary Documents



EBSCOhost Choose Databases.pdf



Meebo Virtual Library Resource Help.pdf

3.8.3	The institution provides a sufficient number of qualified staff with appropriate education or experiences in library and/or other learning/information resources to accomplish the mission of the institution. (Qualified Staff)			
	X In Compliance Newly assigned	Not In ComplianceNot applicable	In Partial Compliance	

Northeast Texas Community College provides a sufficient number of qualified staff with appropriate education or experience in library and other learning information resources to accomplish the college mission, regardless of the method of delivery, as evidenced in the Qualified Staff-Learning Information Resources Roster. LRC services and resources are organized under the Director of the Learning Resource Center, who is a member of the Instructional Council and reports to the Executive Vice President for Instruction. The LRC provides its services through a professional staff, a suitable collection of resources, instruction in the use of the library, and increasing access to digital resources.

The LRC staff consists of a full-time director of library services, a full-time librarian, a technical services clerk, and a circulation clerk. In addition, the LRC relies on two FTE student assistants each semester. In the Spring 2012 LRC Faculty Survey, 95.8% of the respondents rated the LRC staff as moderately to extremely helpful in meeting their needs.

Evidentiary Documents



Taculty Survey Spring 2012 RESULTS-LRC.pdf



Qualified Staff-Learning Information Resources.pdf

3.9 STUDENT AFFAIRS AND SERVICES

3.9.1	The institution publishes a clear and appropriate statement of student rights and responsibilities and disseminates the statement to the campus community. (Student Rights)			
	X In Compliance Newly assigned	Not In ComplianceNot applicable	In Partial Compliance	

Narrative

Northeast Texas Community College publishes a clear and appropriate statement of student rights and responsibilities and disseminates the statement to the campus community.

The NTCC Statement of Ethics and Philosophy is published in the 2011-2012 Catalog. This statement indicates that NTCC seeks to treat each person of the College community as a unique individual and provide a positive, encouraging and success-oriented environment. "Protection from unlawful discrimination, including conduct that constitutes sexual harassment and freedom to develop as a student...shall be promoted. NTCC accepts its responsibilities to its students...and is committed to meet these responsibilities with balance, fairness, accountability, and ethical integrity." Examples of other "Student Rights and Responsibilities" that are found in the 2011-2012 Catalog, the Student Handbook and the Faculty Handbook include the right to privacy (Family Educational Rights and Privacy Act), the right to freedom from bullying and dating violence, and the right to due process. The catalog and handbooks are available to the entire campus community electronically through the NTCC website or the MyEagle Portal. Policy FLB (Local) Student Rights and Responsibilities is published in the NTCC Policy Online and states that "Each student shall be charged with notice and knowledge of the contents and provisions of the College District's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct."

Student complaint procedures are clearly defined in <u>Policy_FLD (Local) Student Rights and Responsibilities</u>
<u>Student Complaints</u> and in the <u>Student Handbook</u>. In Federal Requirement 4.5, the procedure for addressing written complaints is fully described.

- 🟂 Catalog-General-Information.pdf
- Catalog-Registration.pdf
- Tac Handbook Due Process.pdf
- Policy FLB(LOCAL) Student Rights and Responsibilities.pdf
- 🟂 Policy FLD(LOCAL) Stu Rights_Respon Student Complaints.pdf
- **Stu Handbook Complaint Procedures.pdf**
- **Stu Handbook Dating Violence Prohibited.pdf**

3.9.2	The institution protects the security, confidentiality, and integrity of student records and maintains security measures to protect and back up data. (Student Records)			
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

Northeast Texas Community College (NTCC) protects the security, confidentiality, and integrity of student records and maintains special security measures to back up data. All records are maintained in compliance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), as summarized in the 2011-2012 Catalog, the Student Handbook and the Faculty Handbook. Policy FJ (Legal) Student Records and Policy FJ (Local) Student Records are directly connected to maintaining the security, confidentiality and integrity of student records. Responsibility for protection of the privacy of student educational records rests primarily with the Registrar. Disciplinary records and proceedings shall be kept confidential and separate from the student's academic record. These records are maintained by the Office of the Vice President for Student and Outreach Services.

NTCC complies with FERPA, which provides that all students and former students of the College have the right to inspect their educational records (including records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such an agency or institution.) All faculty include a statement of FERPA on the course syllabus made available to all students enrolled in their classes.

<u>Signed authorization</u> is required from students before releasing any information, including registration statements, transcripts, and copies of health records. Under FERPA the following is designated as directory information and may be made public unless the student desires to withhold all or any portion of it: student's name, permanent address or local address, , telephone listing, dates of attendance, most recent previous educational institution attended, major field of study, degrees, awards received, and participation in officially recognized activities and sports. Any student wishing to withhold any or all of this information should fill out the directory information release form within two weeks after the first class day.

For anyone working in the area of student records, the Associate Director of Admissions provides initial training regarding the confidentiality of the information that they work with along with FERPA laws, and delineates the consequences of any breach of confidentiality. All paper documents received by the Admissions Office and by the Registrar's Office are checked in (usually by manual entry of data in several fields in the POISE student information system), and then scanned into DocuBase as quickly as possible. Once scanned, certain original items, such as transcripts, are held for a period of six months, and then destroyed. All information in the POISE and DocuBase systems is also backed up by Computer Services on a nightly basis.

All student permanent records and academic files are maintained and stored securely in the Admissions Office in either a fire safe cabinet or the data system DOCUBASE. The Registrar verifies a parent's request to access student records via the student's signed consent for disclosure to parents form, granting the parent's access or the parental verification of student dependency. All individuals requesting student information must petition

the Registrar with appropriate documentation before access can be granted.

All critical student enrollment and financial aid data, student billing and payment data, general college financial accounts data, and human resources data are part of a regular tape backup cycle designed to insure data integrity and availability in the event data should need to be restored. Data are written nightly Monday through Friday to tape. On the first Monday of the month, a backup, designated as an archive, is written to tape. As an additional safeguard, tapes are stored offsite on a weekly basis to insure adequate data safety. At all times, there are at least two backup tapes stored offsite, a "Friday" tape from the weekly schedule and the previous month's archive tape. Presently, Guaranty Bond Bank is the facility that stores these tapes in a locked vault. Security personnel are assigned to transport these tapes.

Evidentiary Documents

authorizationtoreleaseeducationrecords.pdf

Tatalog-Registration.pdf

T consentforparentsofdependentstudents.pdf

Course Syllabus FERPA Example.pdf

directoryinformationrelease.pdf

🏂 <u>Fac Handbook FERPA.pdf</u>

parentalverificationofstudentdependency.pdf

policy FJ (Legal) Student Records.pdf

Policy FJ (Local) Student Records.pdf

Stu Handbook FERPA.pdf

3.9.3	•	·	aff with appropriate education or of the institution. (Qualified Staff)
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College (NTCC) provides a sufficient number of qualified staff with the appropriate education or experience in the Student Services area to accomplish the College mission, vision, values and goals. Goal Two of the NTCC Strategic Plan entitled "Assuring Student Success" states, "Upholding the mission of NTCC to provide exemplary responsible learning opportunities, a variety of programs, services, and activities will be designed to create an environment that is nurturing and challenging for a diverse student population."

Each Student Services position has a specific job description indicating the required tasks and oversight responsibilities necessary. Job descriptions can be found on the Human Resources website or in the HR office. All Student Services staff are chosen based on a careful examination of education and experience that would qualify an individual to fulfill the position to which they are assigned. The Human Resources office maintains resumes and continuing education and/or ongoing position-related records for all Student Services staff.

The organizational chart for the Office of the <u>Vice President for Student and Outreach Services</u> shows the oversight for Student Services. The <u>Dean of Enrollment Management/Director of Financial Aid</u> reports to the Vice President for Student and Outreach Services and oversees the activities of the Registrar, Admissions Office, and Financial Aid Office.

On the main campus and at every off-site location where full- or part-time credit students are served, the College provides sufficient staff to accomplish the mission. The following table shows the number of Student Services staff and the number of credit students served for all college locations.

Location	Students	Number of Student Services Staff	Student Services Offered on Site
Main Campus/Online	2675	13	All Student Services Including: Admissions, Advising/Career Services, Financial Aid, Registration, Student Activities, Testing, Veterans Affairs
Hansen-Sewell/Our Place (12.5 miles from Main Campus)	261	2	Advisement, Registration, Testing
Naples/Omaha Center (19.3 miles from Main Campus)	45	2	Advisement, Registration, Testing
Industrial Technology Training Center (9.3 miles from Main Campus)	13	1	Advisement, Registration

Dual Credit High Schools			
(various-0.5 to 35 miles	332	2	Advisement, Registration, Testing
from Main Campus)			

The list of Student Services staff is found in the table of <u>Qualified Staff- Student Services Roster</u>.

Evidentiary Documents

Dean of Enrollment.pdf

Job Descriptions website.pdf

Student Services Roster.pdf

NP of Student Outreach.pdf

3.10 FINANCIAL RESOURCES

3.10.1	0.1 The institution's recent financial history demonstrates financial stability. (Financial Stabilit		
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Narrative

Northeast Texas Community College's recent financial history is documented in the approved budgets for 2008-2009, 2009-2010, 2010-2011, and 2011-2012 as well as the audited Annual Financial Reports for the Fiscal Years Ended August 31, 2008, 2009, 2010 and 2011.

NTCC's commitment to maintaining financial stability is demonstrated in its mission, vision, values and goals. NTCC's mission is "to provide responsible, exemplary learning opportunities." Two of NTCC's main goals in supporting this mission are "Enhancing High Quality Learning Opportunities" and "Maintaining Fiscal Stability." In addition, one of NTCC's Key Performance Indicators reflects financial targets related to "Reserve Balance." As the table below demonstrates, NTCC has more than doubled its reserve balance in the last three years.

Reserve Balance, KPI

Year	Reserve Balance
2008-2009	\$ 1,152,703
2009-2010	\$ 2,036,544
2010-2011	\$ 2,755,622

Source: Office of Institutional Effectiveness

Revenues: As seen in the accompanying revenue table from the college annual financial report, NTCC's revenue comes from a variety of sources and has shown a steady increase in the last few years. The included pie chart provides a visual representation of the revenue source percentages.

Expenses: Expenses at NTCC have increased alongside revenues. The included expenses table taken from the annual financial report shows a summary of the College's operating and non-operating expenses. Summary: Despite the increase in expenses, Northeast Texas Community College continues to produce adequate revenue to support its mission and operation. Both the increase in revenue and expenses can be partially attributed to increases in student enrollment.

Evidentiary Documents

🔼 2008 Financial Report.pdf

📬 2008-2009 Budget.pdf

- 2009 Financial Report.pdf
- **2009-2010** Budget.pdf
- 2010 Financial Report.pdf
- **2010-2011 Budget.pdf**
- 2011 Financial Report.pdf
- **2011-2012** Budget.pdf
- **z** expenses table.pdf
- revenue pie chart.pdf
- revenue_table.pdf

3.10.2	The institution audits financial aid programs as required by federal and state regulations. (Financial Aid Audits)		
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College audits financial aid programs as required by federal and state regulations and Policy CDC (Legal) Accounting, Audits.

According to Policy CDC (Local) Accounting, Audits, each year an independent auditor is contracted to inspect the financial condition of the College. In recent years, this audit has been conducted by the firm of Wilf and Henderson, P.C., Certified Public Accountants. The annual audit includes sections discussing the auditor's finding relating to federal and state financial assistance and regulations. The audit examines NTCC's compliance with financial aid requirements as described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to NTCC's major federal programs. The audit is conducted in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations; and State of Texas Single Audit Circular.

Annual Financial Audit and Auditor's Management Letter

NTCC received an unqualified opinion in the auditor's report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with governmental auditing standards. The external auditor's report of NTCC's financial aid program resulted in no findings for the 2010-2011 year.

Evidentiary Documents



🔼 2011 Financial Report.pdf



policy CDC (Legal) Accounting Audits.pdf



Policy CDC (Local) Accounting Audits.pdf

3.10.3	The institution exercises appropriate control over all its financial resources. (Control of Finances)		
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Effective policies, procedures, and internal controls are in place to ensure Northeast Texas Community College exercises appropriate control over its financial resources.

The financial resources of Northeast Texas Community College come from revenues from governmental appropriations, tuition and fees, auxiliary enterprises, restricted funds (state and federal grants and contracts), investments, and other sources.

As shown in the Administrative Services Organizational Chart, business and financial functions of the College are centralized under the office of the Vice President for Administrative Services, who reports to the College President. The organization and staffing of the College's Business Office, under the direction of the Controller, who reports to the Vice President for Administrative Services, are consistent with the purpose and size of the institution and appropriate for the volume of transactions handled by the office. The Vice President for Administrative Services possesses the appropriate credentials and training to lead the Administrative Services Division in fulfilling its functions and responsibilities in advancing the mission of the College. In accordance with Policy CDA (Local) Accounting Financial Reports and Statements, the Vice President for Administrative Services and the Controller prepare an extensive monthly report for NTCC's Board of Trustees. This report becomes part of the minutes of the meeting as seen in the Board minutes of December 13, 2011.

The organization of NTCC's Business Office is consistent with the College's mission and size and with the volume of transactions flowing through the office. The Administrative Services Division fulfills these functions with a full-time staff consisting of the following positions:

- Controller
- Accountant
- Grant Accountant
- Accounts Receivable Clerk
- Accounts Receivable Specialist II
- Accounts Payable Specialist

The functions performed within the Administrative Services Division are essential to the College's purpose of providing high-quality, low-cost education to the citizens of its service area and supporting economic growth within the community. The organization of the Administrative Services Division allows for the effective performance of the following business and financial functions:

- Administration and control of the institutional budget (Policy CC (Local) Annual Operating Budget)
- Establishment and operation of a system of accounting and financial reporting for internal and external users
- Formation of internal controls and audit trails
- Overseer of receipt, custody, and disbursement of funds
- Procurement of supplies and equipment (<u>Policy CF (Local) Purchasing and Acquisition</u>)
- Investment of funds for operating accounts, debt service, and foundation funds (<u>Policy CAK (Local)</u>
 Appropriations and Revenue Sources Investments)
- Administration and financial oversight of auxiliary services (College Store, food service and concessions)
- Supervision of Computer Services
- Capitalization and maintenance of capital assets inventory
- Timely distribution of financial reports
- Monthly presentation and accounting of financial reports to the Board

NTCC maintains budget control systems that conform to Texas Higher Education Coordinating Board requirements and meet the standards of the Commission of Colleges of the Southern Association of Colleges and Schools. As stated in Policy CC (Local) Annual Operating Budget, budget control is the responsibility of the Vice President of Administrative Services under the direction of the President.

The Business Office generates monthly budgetary status reports for each campus department and program to enable budget heads to stay within budgetary allocations.

After an annual budget has been adopted, the College uses appropriate methods to ensure control of the approved budget. NTCC's accounting system is in compliance with the Annual Financial Reporting Requirements for Public Community and Junior Colleges in Texas published by the Texas Higher Education Coordinating Board.

At the beginning of each fiscal year, the Vice President for Administrative Services notifies each department of its approved budget allocation. To expend funds for purchases, the department prepares an electronic Purchase Order (PO) in the POISE data management system. A PO can be generated <u>onlyif</u> the department has sufficient funds within the line item. The PO moves through the electronic system and must be approved at all management levels up to the Vice President for Administrative Services. The POISE system encumbers the account when the purchase order is approved. If a department has insufficient funds in a given line item, a budget transfer may be requested. The (electronic) budget transfer is subject to the same approval process as set forth with the PO system.

NTCC maintains proper control over purchasing through its purchasing and procurement policies and procedures and its compliance with the Texas Procurement Code. The College President and Vice President for Administrative Services, or their designees, are the only persons authorized to obligate funds of the district to purchase equipment, supplies, or services (Policy CF (Local) Purchasing and Acquisitions).

<u>Policy CAK (Local) Appropriations and Revenue Sources, Investments</u> describes the College's investment policies and guidelines. The investment policy is clearly defined and the objectives are listed in this document. The College invests public funds in a manner that provides the highest investment return with the minimum risk while meeting its daily cash flow demands and conforming to all state and local statutes governing the investment of public college funds.

NTCC utilizes centralized cashiering procedures. All purchasing and expenditures are processed through the Business Office. The Business Office staff verifies all deposits and receipts. The Business Office maintains a cash drawer during the day and keeps cash funds in a locked vault at night. After all accounts have been balanced each day, the daily deposit is prepared. The NTCC security officer makes the deposit the following day. To assure compliance with policies governing cashiering, an external audit is conducted yearly. External auditors review the records to assure that all in-coming and out-going funds are in compliance with state and local guidelines. In the past two years the auditors have not found any fault in the procedures.

The addition of key-card access controls via a centrally-controlled and monitored security system greatly enhances security and serves to minimize losses from unauthorized access to campus facilities. In addition, the Student Services/Administration Building, which houses the Business Office, is monitored by a campus-wide digital video surveillance system, consisting of a series of hybrid digital video recorders (DVRs) capable of receiving input from IP or analog cameras. Connected through the College's local area network, the DVRs are accessible locally or via the internet. DVRs were placed in equipment rooms in each building to facilitate network and wiring efficiency and to conform to the needs of the College. Each DVR is equipped to record 240 images per second with a storage capacity of 1 Terabyte. The complete system consists of 150 cameras placed inside and outside most buildings on campus.

Insurance is used to minimize risk exposure of the College, which maintains five insurance policies:

- 1. <u>Property and general liability insurance</u>through TASB (Texas Association of School Boards) which includes vehicular insurance.
- 2. <u>Medical professional liability occurrence insurance</u> through the Allied Health Purchasing Group Association to cover NTCC students who see "patients" in such academic disciplines as cosmetology, dental hygiene, nursing, medical assistant, medical lab technician, physical therapy assistant, etc.
- 3. <u>Basic athletic accident insurance</u> through Summit America Insurance Services covers student athletes, student managers and trainers, student coaches, etc. in the sponsored sports at NTCC (baseball, rodeo, soccer, and softball)
- 4. <u>Special risk accident insurance</u> is provided through AIG Group Insurance for the youth associated with the Communities-In-Schools and Upward Bound programs and also the Adult Education students involved in certain grant-related programs.
- 5. <u>Nonprofit executive advantage</u> ("directors and officers" or "D and O") policy provided by Liberty Insurance Underwriters Inc. to cover officers and board members serving on the NTCC Foundation Board.

Policy CAK (Local) describes the College's investment policies and guidelines. The investment policy is clearly defined and the objectives are listed in this document. The College invests public funds in a manner that provides the highest investment return with the minimum risk while meeting its daily cash flow demands and conforming to all state and local statutes governing the investment of public college funds.

Annual Financial Audit and Auditor's Management Letter

Each year NTCC hires an external auditor to review the financial situation and procedures of the college. Financial Audit reports and Management Letters are provided for review.

Financial Audit

Annual Financial Audit (2007-2008)

Annual Financial Audit (2008-2009)

Annual Financial Audit (2009-2010)

Annual Financial Audit (2010-2011)

Audit Management Letters

Audit Management Letter (2007-2008)

Audit Management Letter (2008-2009)

Audit Management Letter (2009-2010)

Audit Management Letter (2010-2011)

Annual Budget

Each year NTCC prepares and approves its annual operating budget according to established procedures. Documentation of the budgeting process can be found in the annual budget as well as board agendas and minutes below.

Annual Operating Budgets

Annual Operating Budget (2008-2009)

Annual Operating Budget (2009-2010)

Annual Operating Budget (2010-2011)

Annual Operating Budget (2011-2012)

Board of Trustees Agendas and Minutes

Budget Workshop Agenda

Budget Workshop Minutes

Hearing on Operating Budget Agenda

Hearing on Operating Budget Minutes

Evidentiary Documents

12132011 Board Minutes.pdf

🟂 2008 Financial Report.pdf

2008-2009 Budget.pdf

🟂 2009 Financial Report.pdf

🟂 <u>2009-2010 Budget.pdf</u>

2010 Financial Report.pdf

2010-2011 Budget.pdf

🔼 2011 Financial Report.pdf

- **2011-2012** Budget.pdf
- Accountant Job Descrip.pdf
- 🟂 accounts payable specialist.pdf
- AccountsReceivableClerk Job Descrip.pdf
- AccountsReceivableSpecialist II Job Descrip.pdf
- 🔼 Audit Letter 12092011.PDF
- Audit Letter 12102008.pdf
- Audit Letter 12112009.pdf
- Audit Letter 12272010.pdf
- pasic athletic accident insurance.pdf
- Budget Workshop Agenda.pdf
- Budget Workshop Minutes.pdf
- 🟂 Controller Job Descrip.pdf
- TantAccountant Job Descrip.pdf
- Hearing on Operating Budget Agenda.pdf
- Mearing on Operating Budget Minutes.pdf
- medical professional liability occurrence insurance .pdf
- nonprofit executive advantage policy.pdf
- policy CAK (Local) Appropriations and Revenue Sources Invest.pdf
- policy CC (Local) Annual Operating Budget.pdf
- policy CDA (Local) Accounting Reports & Statements.pdf
- Policy CF (Local) Purchasing and Acquisition.pdf
- special risk accident insurance for CIS.pdf
- tasb risk management.pdf
- T VPAdministrative.pdf
- T VPforAdministrativeServicesJobDescrip.pdf

3.10.4		financial control over external sored Research/External Funds	ally funded or sponsored research and
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College maintains financial control over externally funded or sponsored research and programs. The college currently has no externally funded or sponsored research.

The college's external program funding is through federal, state, and local grants. The NTCC Grant Accountant is responsible for performing all accounting duties related to grants, reconciling accounts receivable, and completing daily cash balancing. Policy CAM (Legal) Appropriations and Revenue, Grants and Policy CAM (Local) Appropriations and Revenue, Grants detail college policies relating to grants, funds, and donations from private sources.

NTCC's annual financial audit, conducted by independent Certified Public Accountants, includes a review of externally funded programs that are subject to OMB Circular A-133 and State Single Audit procedures. The financial audit includes a report stating that Northeast Texas Community College and Northeast Texas Community College Foundation, Inc. complied, in all material respects, with the requirements that are applicable to each of its major federal programs for the year ended August 31, 2011. The audit then provides a schedule of expenditures of federal awards, summary of audit results, and findings relating to federal funding. These findings are evidence of NTCC's control over its federal grant assistance. A similar format follows detailing the college's compliance with Texas state grant assistance including a schedule of expenditures of state awards.

Evidentiary Documents



2011 Financial Report.pdf



🏂 GrantAccountant Job Description.pdf



🔼 Policy CAM (Legal) Approp & Revenue Grants.pdf



🔼 Policy CAM (Local) Approp & Revenue Grants Donations from Private.pdf

3.11 PHYSICAL RESOURCES

3.11.1	The institution exercises app Resources)	propriate control over all its pl	hysical resources. (Control of Physical
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Narrative

Northeast Texas Community College exercises appropriate control over all its physical resources. The authority for this control is documented and carried out in multiple ways primarily by the <u>Administrative Services Division</u>. <u>Policy BAA (Legal) Board Legal Status, Powers Duties, Responsibilities</u> delegates the legal responsibility for the College and its operations to an elected Board of Trustees by the state of Texas and the Texas Higher Education Coordinating Board. <u>Policy BH (Local) Administrative Rules and Regulations</u> confers responsibility for daily operations from the Board to the College president and to qualified individuals who oversee College operations within specific areas. The President's Cabinet consists of the following personnel:

- 1. Executive Vice President for Instruction
- 2. Vice President for Administrative Services
- 3. Vice President for Student and Outreach Services
- 4. Vice President for Advancement

These individuals in turn provide appropriate control over their areas of responsibility. The Vice President for Administrative Services maintains a resource inventory for fixed assets in an effort to maintain tracking and control over such items; the list is subdivided into the College, the Library, and the Foundation, and all are updated annually.

Inventory of Fixed Assets

2010	2011
College Fixed Assets	College Fixed Assets
Library Fixed Assets	<u>Library Fixed Assets</u>
Foundation Fixed Assets	Foundation Fixed Assets

Source: Office of the Vice President for Administrative Services

Building contents insurance requires no inventory of building contents but representatives of the insurer make an annual inspection of all buildings on campus.

Primary day-to-day control of the physical resources of the College has been vested with the Director of Plant Services. The Director of Plant Services, under the supervision of the Vice President for Administrative Services, is the chairman of the College Safety Committee, the supervisor of the Coordinator of Security, and is "responsible for the satisfactory operation of the security, custodial, grounds, and maintenance departments of the college." Additional information about campus security procedures can be found in 3.11.2. The Director of Plant Services resides on campus and is available as needed after hours and on weekends. He is responsible for maintenance of all college vehicles and for shipping and receiving operations.

The <u>Director of Computer and Technical Services</u> and his staff maintain an inventory of computing resources on campus which represents the starting place each year for computer replacement decisions. The Computer Services Department carries a pivotal responsibility in terms of protecting and defending the computing resources on campus. The integrity of the College's network is accomplished through the development of an "<u>Acceptable Use Policy</u>" including policies related to e-mail, and the communication of those policies via the official College catalog; the filtering of websites, primarily for malware and to prevent peer-to-peer file sharing; and computer access restriction to wireless and wired campus networks by non-College computers, requiring registration of these devices with Computer Services before access can be obtained.

Risk management, under the direction of the Vice President for Administrative Services, is accomplished by maintaining proper security controls in buildings and by way of insurance to cover for any losses. The addition of key-card access controls via a centrally-controlled and monitored security system greatly enhances security and serves to minimize losses via unauthorized access to campus facilities.

The digital video surveillance system consists of a series of hybrid digital video recorders (DVRs) capable of receiving input from IP or analog cameras. Connected though the College's local area network, the DVRs are accessible locally or via the internet. DVRs were placed in the "network" or "equipment" rooms in each building to facilitate network and wiring efficiency and to conform to the needs of the College. Each DVR is equipped to record 240 images per second with a storage capacity of 1 Terabyte. The complete system consists of 150 cameras placed inside and outside most buildings on campus.

Insurance is used to minimize risk exposure of the College, which maintains five insurance policies:

- 1. <u>Property and general liability insurance</u> through TASB (Texas Association of School Boards) which includes vehicular insurance.
- 2. <u>Medical professional liability occurrence insurance</u> through the Allied Health Purchasing Group Association to cover NTCC students who see "patients" in such academic disciplines as cosmetology, dental hygiene, nursing, medical assistant, medical lab technician, physical therapy assistant, etc.
- 3. <u>Basic athletic accident insurance</u> through Summit America Insurance Services covers student athletes, student managers and trainers, student coaches, etc. in the sponsored sports at NTCC (baseball, rodeo, soccer, and softball)
- 4. <u>Special risk accident insurance</u> for the Communities-In-Schools program which is administered by the College and includes the Upward Bound program among others.
- 5. Nonprofit executive advantage ("directors and officers" or "D and O") policy provided by Liberty

Insurance Underwriters Inc. to cover officers and board members serving on the NTCC Foundation Board.

Physical control of College-owned vehicles is also important for demonstrating the College's commitment to maintaining control of physical facilities. Car and van use/rental is coordinated by NTCC's Accounts Payable Specialist who reserves the vehicles, receives documentation following vehicle use which indicates miles driven and any maintenance issues which need attention. The Accounts Payable Specialist then communicates maintenance needs to Plant Services and miles driven to NTCC's Accountant who applies charges to accounts or against purchase orders in NTCC's POISE computerized financial management system. Bus use/rental follows a similar process except that the person assigned the task of reserving and communicating mileage to NTCC's Accountant is the Secretary for Athletics and Student Housing since most bus use involves trips by NTCC athletic teams.

Space planning and management is assigned to members of the President's Cabinet, based on the departments under their supervision. The Cabinet annually evaluates the usage and condition of classrooms, offices, residence halls, athletic facilities, and all other spaces to determine improvement, redistribution, or expansion needs. Planning for these needs becomes a part of the annual strategic planning and budgeting process. the Executive Vice President for Instruction has authority over the scheduling and assigning of campus spaces including instructional space, faculty offices, performance, and common areas or meeting rooms with the exception of the Administrative Board Room as seen in the room usage report.

- accountant.pdf
- 🔁 accounts payable specialist.pdf
- 🟂 asset rollforward 2010 sheet 1 College.pdf
- 🟂 asset rollforward 2010 sheet 2 Library.pdf
- asset rollforward 2010 sheet 3 Foundation.pdf
- 🟂 asset rollforward 2011 update 11-17 sheet 1 College.pdf
- 🔼 asset rollforward 2011 update 11-17 sheet 2 Library.pdf
- 🟂 asset rollforward 2011 update 11-17 sheet 3 Foundation.pdf
- 🟂 basic athletic accident insurance.pdf
- 🟂 college vehicle form.pdf
- DirectorofComputerandTechnicalServices Job Descrip.pdf
- 🟂 <u>DirectorofPlantServices Job Descrip.pdf</u>
- 🔁 INFORMATION TECHNOLOGY AUP.pdf
- 🔁 medical professional liability occurrence insurance .pdf
- nonprofit executive advantage policy.pdf
- 🟂 Policy BAA (Legal) Powers Duties Responsibilities.pdf
- Policy BH (Local) Administrative Rules and Regulations.pdf
- noom usage report.pdf
- special risk accident insurance for CIS.pdf

tasb risk management.pdf

VPAdministrative.pdf

VPforAdministrativeServicesJobDescrip.pdf

3.11.2 The institution takes reasonable steps to provide a healthy, safe, and secure members of the campus community. (Institutional Environment)			, and secure environment for all
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.

With regard to promoting a healthy campus environment and lifestyle, multiple policies and initiatives have been developed and put in place for NTCC students and employees.

- Vaccination requirements mandated by the state of Texas are required of all students, as outlined in Policy FDAB (Legal) Health Requirements and Services Immunizations as is the requirement for certain communicable diseases to be reported to the state (Policy FDAD (Legal) Health Requirements and Services Communicable Diseases), and the requirement that certain information be provided to students about HIV and bacterial meningitis (Policy FDA (Legal) Student Welfare Health Requirements and Services) These policies are also found in the Student Handbook and Student Housing Handbook. Policy FDAD (Local) Health Requirements and Services, Communicable Diseases also prohibits discriminating against a student in enrollment decisions solely based on the existence of a communicable disease, but does allow a student to be excluded when deemed medically necessary for the well-being of the student or those around him/her.
- Additional vaccination requirements exist for students in certain academic programs at NTCC, such as the Medical Lab Technician Program.
- NTCC is a tobacco-free campus with tobacco use prohibited in campus buildings and outdoors with the
 exception of two designated locations as indicated in <u>Policy_GFA (Local) Conduct on College District</u>
 <u>Premises</u>. This policy is communicated to students via the <u>Student Housing Handbook</u> for on-campus
 residents (which also establishes penalties for violations) and the <u>Student Handbook</u>.
- The College developed a <u>pandemic response plan</u> to address and modify College operations in the event of a significant outbreak of disease.
- At present there are 10 <u>Automated External Defibrillators</u> (AED) located on campus with an additional 19 needed to fully equip the campus as funds are available.

In addition to the actions and policies cited above, the College has sought to be proactive in promoting employee welfare through the construction of an on-campus fitness center which is available 24-hours a day to employees and students (keycard required for after-hours entry). An active faculty and staff Wellness Committee offers the rest of the campus encouragement to exercise and promotes active membership in a Wellness Club; this same group also honors one College employee per month who is perceived to have the fittest lifestyle (Fittest Employee of the Month).

In the event a student should need special accommodations, the Advisor/Special Populations in the College Connection Center has developed a Students with Special Needs Resource Manual for students and faculty regarding special accommodations when appropriate. This manual contains resources for students requiring

accommodations beyond those available on campus, such as counseling services, services provided under the auspices of the Texas Health and Human Services Commission, the Texas Department of Family and Protective Services, and the Texas Department of Assistive and Rehabilitative Services. The manual also contains a listing of licensed professional counselors in northeast Texas.

NTCC also has a significant obligation to provide a safe and secure environment for students, faculty, and staff.

- Under the oversight of the Director of Plant Services and the Coordinator of Security is a centrallycontrolled door locking system by which after-hours access to instructional and support facilities is
 restricted; lighting and HVAC equipment are also centrally controlled; central control provides lockdown capability in the event of campus emergency.
- The College has recently added a digital video surveillance system.
- An IRIS software system product provides an emergency public notification system in the case of a natural disaster, impending dangerous weather phenomena, or campus emergency and integrates with pushing announcements and warnings out across a number of platforms including email, pager, text messaging, and phone calls to both conventional landline and cell-based phones.
- The Director of Plant Services, the Coordinator of Security, the College Administration, and the Board of Trustees all take public safety seriously
 - a. Security personnel roles and responsibilities: Security personnel at NTCC are unarmed and not considered law enforcement personnel. The Titus County Sheriff's Office (TCSO) responds to and investigates any criminal acts that occur on campus. The NTCC security officer makes a report of the offense and also assists TCSO personnel in any way possible in the investigation of the potential crime.
 - b. Security at the outreach centers in Pittsburg and Naples (Hanson-Sewell Center, Culinary Arts Institute, Naples-Omaha Center) is provided by local law enforcement via a verbal agreement by which hours worked are billed to and paid by Plant Services. In the case of the remaining outreach centers (Mount Pleasant Community Adult Education Center, Regional Training Academy), personnel at those sites know to call local law enforcement officials when criminal activity is suspected
 - c. As required by the Clery Act, <u>annual crime data</u> are provided to campus and the public via the College's website. This annually-updated information reports crime data for the prior 3 years.
 - d. The Board of Trustees, via various policies, has banned weapons on campus (<u>Policy FLBF (Legal)</u> student conduct weapons; <u>Policy GFA (Local) Use of college district facilities</u>), have prohibited assault by students of any person on campus (<u>Policy FLBG (Legal) student conduct assaults</u>), and have prohibited other activities which have at their root criminal intent (<u>Policy GFA (Legal) Use of college district facilities</u>) including such things as trespass, assuming unauthorized control of a campus building, etc.
- NTCC has an <u>Emergency Procedures Manual</u> that describes various emergency situations and the appropriate responses. The plan is available on the myEagle Portal for all college employees and students.
- Three emergency phones are located on campus, near the Administration Building, the Business Technology Building, and the Math Science Building, The emergency phones are located in brightly-painted red weatherproof boxes on the outside of the indicated buildings.
- Providing a safe and secure environment also means that the College actively discourages discrimination at every level of the institution
 - a. A non-exhaustive list of examples are the statements "No person shall, on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected

to discrimination under any College District program or activity" (<u>Policy GL (Legal) access to programs</u>, <u>services</u>, <u>and activities</u>) and "No officer or employee of the College District shall, when acting or purporting to act in an official capacity, refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin" (<u>Policy FA(Legal) equal educational opportunities</u>). In addition, Board policy prohibits bullying and dating violence among College District students (<u>Policy FDF (Local) student welfare - freedom from bullying and dating violence</u>).

Oversight of on-campus housing is a shared responsibility between Campus Security, the video surveillance system, resident assistants, and the Director of Housing who lives in a campus residence hall. Access to the residence halls is controlled 24 hours per day and is enforced via a key-card system. The job descriptions for the Housing Director Housing Director/Head Softball Coach, the Assistant Housing Director and the Assistant Baseball Coach explicitly assigns "security matters" to these positions.

- ssistant director of housing and assistant softball coach.pdf
- assistant housing supervisor and assistant baseball coach.pdf
- automated external defibrillation NTCC 10-11-11.pdf
- Clery Act Crime Stats.pdf
- The Emergency Procedures Manual.pdf
- 🏂 FA legal equal educational opportunities.pdf
- The standard services of the standard services
- 🏂 FDAB legal health requirements and services immunizations.pdf
- 🏂 FDAD legal health requirements and services communicable diseases.pdf
- 🏂 FDAD local health requirements and services communicable diseases.pdf
- FDF local student welfare freedom from bullying and dating violence.pdf
- The state of the s
- This is a standard conduct assaults.pdf
- This is a GFA legal student and community use of college district facilities conduct on college district premises.pdf
- **SET IDEA OF A SET IDEA OF A PARTICLE SET IDEA OF A PARTICLE SET IDEA OF A PARTICLE PROFILE PROFILE SET IDEA OF A PARTICLE PROFILE PROFIL**
- GL legal access to programs, services, and activities.pdf
- nousing director & head softball coach.pdf
- MLTProgramCostsAAS2009 10.pdf
- 🟂 pandemic plan public.pdf
- policy GFA (Local) Conduct on College Premises.pdf
- Stu Handbook Tobacco.pdf
- student housing handbook.pdf
- students with special needs manual.pdf
- 📆 StuHandbook Immunization.pdf

3.11.3	.3 The institution operates and maintains physical facilities, both on and off campus, that appropria serve the needs of the institution's educational programs, support services, and other mission-rela activities. (Physical Facilities)		
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College (2886 FM 1735, Mount Pleasant, TX 75455) operates and maintains physical facilities that appropriately serve the needs of the institution's educational programs, support services and other mission-related activities.

The original campus including most of the instructional space mentioned below was constructed between November 1984 and August 1985, and the first classes were held on the campus in the Fall of 1985. The campus includes the following buildings; unless a different year of construction is indicated, buildings were constructed in 1984-85.

- The Business Technology Building contains 18,876 square feet divided between instructional, support, and administrative functions.
- The Carroll Shelby Automotive Technology Building was constructed in 2005 and houses the Carroll Shelby Automotive Technology Program. The building contains 17,357 square feet, primarily for instruction and instructor offices. The 8,700 square foot shop area contains twelve 15x30 foot bays. Outside there is a fenced and secure area with ample parking for the program's 20+ lab vehicles and student project vehicles, a covered 15x81 foot wash bay, and covered storage.
- The Criminal Justice Center, housing the Northeast Texas Community College Police Academy, was constructed in 2005, and contains 6,832 square feet.
- The Elizabeth Hoggatt Whatley Agriculture Complex, situated on the Demonstration and Research Farm, is a LEED®-certified Platinum net-zero facility which includes on-site solar and wind-powered electrical generation, rainwater harvest off two roofs, a pervious parking lot, a 13,000 square foot covered agricultural pavilion, and three instructional spaces including a teaching kitchen. The building, which contains approximately 8,500 square feet, was first occupied in early October 2010.
- The Humanities Building, consisting of 19,074 square feet, houses instructional space, an art studio, and faculty and staff offices. The Academic Skills Center is also located in the Humanities Building.
- The Industrial Technology Building contains 12,852 square feet of instructional and departmental space.
- The Learning Resource Center, housing the library, the recently-remodeled College Store, the new Copy Center, and the new Caddo Café, contains 15,087 square feet.
- The Math/Science Building contains instructional space for the natural and physical sciences and mathematics, and offices for faculty teaching in these areas. The Math/Science Building also contains an open-access supervised computer lab and is a 19,346 square foot structure.
- The Physical Fitness Annex is presently vacant; when finances allow, the facility will be repurposed to house administrative offices for the College; the building contains 4,158 square feet; activities previously housed in the PFA have now moved to the recently-constructed Fitness Center.
- Student Housing East (SHE) contains 33,380 square feet and Student Housing West (SHW) contains

- 26,304 square feet are the College's two residence halls. Combined, these two facilities contain 59,684 square feet and provide housing for up to 220 people. SHW was constructed in 1991-92; SHE was constructed in 2011 and first occupied at the beginning of the fall semester.
- Student Services/Administration Building contains 11,673 square feet. In addition to presently housing administrative offices, many student support services are housed in the structure, including the College Connection Center, Financial Aid, Admissions, the Registrar's Office, and the Business Office.
- The Student Union Building contains 16,149 square feet. It houses the office of the Director of Student Activities/Multicultural Affairs, food services and meeting rooms.
- Industrial Technology Building provides instructional and faculty office space for the Welding and Auto Body programs. The building contains 18,714 square feet primarily allocated to shop space, faculty offices, and storage.
- University and Health Science Center (UHS), constructed in 2005, contains 39,176 square feet in
 instructional, clinical, and faculty and staff office space. Meeting rooms are also found therein, as is an
 ITV classroom. UHS provides primary clinical and instructional space for allied health-related disciplines
 on campus (dental hygiene, emergency medical services, medical assistant, medical laboratory
 technology, nursing, physical therapy assistant, and radiologic sciences).
- The recently-completed Fitness Center boasts 6,251 square feet of floor space, divided into two large rooms and one smaller room, bathroom/locker rooms, and offices.
- Jim and Elizabeth Whatley Center for the Performing Arts, completed in the fall of 1991, features a theatre with an instructional stage and seating for 570. The lobby area doubles as an art gallery for student and visiting art shows, and the building includes theatre and music classrooms and offices. The building contains 26,129 square feet.

Baseball facilities

The baseball complex at NTCC consists of three structures: Bob Baker Stadium, Eagle Field, and the Joe Bernat Athletic Services Building. Also used by the baseball team (and other NTCC athletes) is the American National Bank Field House, located behind the first base side of Eagle Field. This indoor facility provides office space for assistant coaches, a player's lounge, a weight room, two indoor batting cages, as well as two indoor pitching mounds. NTCC baseball players use these indoor spaces during inclement weather.

Softball facilities

The NTCC Softball Team began using their new state-of-the-art softball field in the 2010 season. The new field matches many NCAA Division I ballparks in that it is 210 feet to left, center and right fields. The associated dugouts are the largest in the region.

Priefert Rodeo Complex

The Priefert Rodeo complex includes the following elements:

- A fully-lit arena measuring 350' x 170'
- Two stall barns which house personally-owned rodeo horses and other livestock; and
- A rodeo concessions and multipurpose building constructed in 2009.

NTCC Soccer Field

The Eagle soccer field, which was constructed in the Spring of 2008, plays host to the new Men's Soccer program at NTCC.

Outreach Centers

- Hanson-Sewell Center. Physical address: 237 College St., Pittsburg, TX 75686, (903) 855-1441. The
 Hanson-Sewell Center in Pittsburg opened in the fall of 2005 and contains 6,558 square feet of
 instructional, meeting, and office space. The building is also designed to accommodate community
 meetings and events. Two of the classrooms and the commercial grade kitchen can be used for
 community banquets and dinners or can be used by area businesses for professional meetings.
- Our Place Restaurant. Physical address: 114 Jefferson Street, Pittsburg, TX 75686, (903) 856-7000. The
 NTCC Our Place Restaurant facility, located in downtown Pittsburg, was acquired by NTCC and opened in
 the fall of 2008. This approximately 5,000 square foot facility houses the new Julia Truitt Culinary Arts
 program and includes a commercial-grade kitchen, restaurant facilities with tables and seating for
 approximately 225 people, a classroom, and student lounge area.
- Naples-Omaha Center. Physical address: Naples Civic Center, 412 W.L. "Doc" Dodson Blvd., Naples, TX 75568, (903) 897-2935. The Center is equipped with wireless internet capabilities and a computer lab which is open to the public during normal operating hours. The building includes two small classrooms, one large multi-purpose classroom, and a computer lab. The Center offers a wide range of college credit and continuing education courses, basic literacy instruction, an Upward Bound high school tutorial program, Head Start, and LaserGrade state certification testing.
- Mount Pleasant Community Adult Education Center. Physical address: 201 N. Gibson Avenue, Mount Pleasant, TX 75455, (903) 575-2130. The Mount Pleasant Community Adult Education Center is a partnership between NTCC and the Mount Pleasant Independent School District. Services include: adult basic education and GED preparation, English as a second language instruction, tutoring, testing for the Texas Workforce Center, and computer-assisted instruction.
- Industrial Technology Training Center. Physical address: 1100 Lakewood Drive, Mount Pleasant, TX 75455, (903) 434-8145. The Industrial Technology Training Center (ITTC) is a 15,625 square foot facility, formerly used as a distribution warehouse, which has now been transformed into a state-of-the-art training facility. The instructional space at the ITTC is comprised of one general function classroom, one computer lab, a computer aided drafting (CAD) lab, an electrical occupations lab, and an industrial technology lab.

Deferred Maintenance 5-year plan

Since the bulk of campus was constructed 27 years ago, aging of campus infrastructure has occurred. The first attempt to identify campus maintenance needs was a Property Condition Assessment prepared for the College by Carter-Burgess of Fort Worth, TX in 2000-2001. Due to budgetary constraints over the last 5-10 year period, some needed maintenance was deferred, a common occurrence at many institutions of higher education. NTCC now has in place a five-year plan for addressing deferred maintenance in the campus' physical plant. Highlights of this plan follow:

- Total deferred maintenance to be addressed in FY 12 FY 16 is approximately \$1.75 million.
- Due to changes in state funding and decreased property tax inflows, some deferred maintenance

originally scheduled for FY 12 has been postponed to FY 13. Items postponed include:

- 1. Campus painting;
- 2. Campus flooring upgrades to include carpet removal, grinding and polishing of the underlying concrete, and staining of the same; and
- 3. Remodel/refresh of Student Housing West;
- 4. If funds should become available, the President's cabinet will fund projects per an established priority list for unfunded projects.
- Deferred maintenance expenditures vary year to year but are on average approximately \$350,000 per FY for the upcoming 5-year period.

The following table provides additional detail regarding the 5-year deferred maintenance plan:

	FY12	FY13	FY14	FY15	FY16	-
Campus Painting	48,400	48,400	-	-	-	
Campus Floor Staining	42,000	42,000	-	-	-	
Old Dorm Remodel	50,000	50,000	50,000	50,000	50,000	
Plant Services Upgrade	-	-	-	30,000	-	
LRC Carpet Change Out	-	60,000	-	-	-	
Sand Blast & Paint Water Tank Interior	40,000	-	-	-	-	
Rehab pump	10,000	-	-	-	-	
BT Roof Replacement	-	-	-	-	210,000	
IT Roof replacement	-	-	-	190,000	-	
Roof Preventive Maintenance	30,000	30,000	30,000	30,000	30,000	
Pipe Restoration (35K ft est.)	-	457,000	-	-	-	
Seal Coat & Repair Parking	-	-	200,000	-	-	
Lot						
Contingency	20,000	-	-	-	-	
Total Deferred	100,000	687,400	280,000	300,000	290,000	1,777,800
Maintenance	220,400					

3.12 SUBSTANTIVE CHANGE PROCEDURES AND POLICY

3.12 The Commission on Colleges accredits the entire institution and its programs and services, wherever they are located or however they are delivered. Accreditation, specific to an institution, is based on conditions existing at the time of the most recent evaluation and is not transferable to other institutions or entities. When an accredited institution significantly modifies or expands its scope, changes the nature of its affiliation or its ownership, or merges with another institution, a substantive change review is required. The Commission is responsible for evaluating all substantive changes to assess the impact of the change on the institution's compliance with defined standards. If an institution fails to follow the Commission's procedures for notification and approval of substantive changes, its total accreditation may be placed in jeopardy. (See Commission policy "Substantive Change for Accredited Institutions.") If an institution is unclear as to whether a change is substantive in nature, it should contact Commission staff for consultation. An applicant, candidate, or member institution in litigation with the Commission may not undergo substantive change. 3.12.1 The institution notifies the Commission of changes in accordance with the Commission's substantive change policy and, when required, seeks approval prior to the initiation of changes. (Substantive Change) X In Compliance Not In Compliance In Partial Compliance Newly assigned Not applicable

Narrative

Northeast Texas Community College notifies the Commission on Colleges of changes in accordance with the College's <u>Substantive Change Policy</u> and, when required, seeks approval prior to the initiation of changes. At Northeast Texas Community College, the job description for the <u>Executive Vice President of Instruction</u> (EVPI) includes responsibility as SACS liaison. As chair of the Curriculum Committee, the EVPI/SACS liaison is made aware of proposed curricular or program changes. Additionally, the EVPI is a member of the President's Council and is privy to all proposed changes to college programs, process and facilities. The NTCC Substantive Change committee is also chaired by the EVPI. The committee membership includes the Vice President of Student and Outreach Services, the Associate Vice President of Business, Technology and Workforce Development, the Dean of Allied Health, the Registrar, and the Director of Institutional Effectiveness and Research and meets on a quarterly schedule to review possible substantive changes. In this way, the NTCC EVPI/SACS liaison is able to take appropriate action to notify the Commission on Colleges or request approval from the Commission on Colleges of any proposed substantive change in a timely manner.

The table on the following page represents the list of substantive changes or notifications that have been sent to the Southern Association of Colleges and Schools since NTCC's last re-affirmation of accreditation.

Approval Date	Description of Substantive Change
8/21/2006	Hanson-Sewell Center Substantive Change-Off campus site at which
8/21/2000	students can earn at least 50 percent of credits toward degree.
7/6/2007	Continued accreditation after Commission state-wide review of
77072007	participation in Virtual College of Texas as a Host Institution
9/30/2008	Approval of Our Place Restaurant off-campus site
4/21/2010	Approval of Culinary Arts Certificate at Our Place Restaurant
2/16/2011	Approval of Tremont Building and offering 50% or more of workforce
2/10/2011	development certificate programs at the site
9/6/2011	Approval of Relocation of Naples-Omaha Center
9/6/2011	Paul Pewitt High School approved for 25-49% of AA/AS program
9/6/2011	Mount Vernon High School approved for 25-49% of AA/AS program
9/6/2011	Mount Pleasant High School approved for 25-49% of AA/AS program
10/10/2011	Concurred that Sustainable Agriculture is not a substantive change and
10/10/2011	accepted NTCC's notification
12/09/2011	De-activation of Radiological Sciences Program
Submitted	Pittsburg High School pending approval to offer 25-49% of AA/AS
1/04/2012	program
Submitted	Winnsboro High School pending approval to offer 25-49% of AA/AS
1/04/2012	program
Submitted	50% or more of a program offered through Distance Education
1/17/2012	pending approval
Submitted	Hughes Springs High School pending approval to offer 25-49% of
2/09/2012	AA/AS program
Submitted	Mt Pleasant High School pending approval to offer 50% or more of
2/09/2012	AA/AS program
Submitted	Mt Vernon High School pending approval to offer 50% or more of
2/09/2012	AA/AS program

Evidentiary Documents



EVPI job description.pdf



NTCC Substantive Change Policy.pdf

3.13 RESPONSIBILITY FOR COMPLIANCE WITH OTHER COMMISSION POLICIES

3.13.1	Department of Education reco recognized accrediting body certificates, personnel, finance	gnized accrediting body must des with regard to purpose, goverr s, and constituencies, and must ke	accreditation from more than one U.S. scribe itself in identical terms to each nance, programs, degrees, diplomas, eep each institutional accrediting body diting body. (Accrediting Decisions of
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Narrative

Northeast Texas Community College's Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Avenue, Chicago, IL 60611 which is a U.S. Department of Education recognized accrediting body. In all instances, NTCC describes itself in identical terms with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituencies, and keeps each institutional accrediting body apprised of any change in its status with one or another.

3.13.2	with signed final copies of agreer in this policy). These arrangement academic arrangements policy institutions assume responsibility the quality of credits recorder	nber institutions are responsible for nents governing their collaborative a ents must address the requirement and procedures. For all such arra for (1) the integrity of the collaborated and on their transcripts, and (3) ademic Arrangements: Policy and Presented	academic agreements (as defined ts set forth in the collaborative angements, SACSCOC-accredited ative academic arrangements, (2) compliance with accreditation
	In Compliance Newly assigned	Not In Compliance X Not applicable	In Partial Compliance

Northeast Texas Community College has no collaborative academic agreements with other parties or institutions.

3.13.3	Applicable Policy Statement. Each institution is required to have in place student grievance and public complaint policies and procedures that are reasonable, fairly administered, and well-publicized. (See FR 4.5). The Commission also requires, in accord with federal regulations, that each institution maintains a record of complaints received by the institution. This record is made available to the Commission upon request. This record will be reviewed and evaluated by the Commission as part of the institution's decennial evaluation. (Complaint Procedures Against the Commission or Its Accredited Institutions)			
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

Northeast Texas Community College recognizes several categories of student complaints: academic, disciplinary, discrimination, sexual harassment, etc. The institution has in place student grievance (Policy FLD (Local) Student Complaints) and public complaint policies (Policy GB (Local) Public Complaints and Hearings) and procedures that are reasonable, fairly administered, and well-publicized. All policies are available and published in Policy Online. The Student Handbook outlines the procedures for addressing written student complaints. A Log of written complaints, made by students, and their resolution is retained by the Office of the Vice President for Student and Outreach Services. Two samples of student complaint cases serve to demonstrate that NTCC's policies and procedures are fairly administered (Student Complaint Example 1 and Student Complaint Example 2). NTCC has received no formal written complaints from the public.

Evidentiary Documents

Policy FLD(LOCAL) Stu Rights_Respon Student Complaints.pdf

Policy GB (Local) Public Complaints and Hearings.pdf

Sample 1 Grievance.pdf

Sample 2 Grievance.pdf

Sample Grievance Log.pdf

🟂 Stu Handbook Complaint Procedures.pdf

3.13.4	demonstrate that the student who program is the same student who performs the credit by verifying the identity of option of the institution, method examinations, and (3) new or other identification. The institution makes privacy and (2) it notifies student	the time of review by the Commission, the institution must registers in a distance or correspondence education course or articipates in and completes the course or program and receives a student who participates in class or coursework by using, at the is such as (1) a secure login and pass code, (2) proctored technologies and practices that are effective in verifying student it clear in writing that (1) it has processes that protect student so of any projected additional student charges associated with at the time of registration or enrollment. (Distance and
	X In Compliance Newly assigned	Not In ComplianceIn Partial Compliance

Northeast Texas Community College (NTCC) verifies the identity of a student who registers in a distance or correspondence education course or program, who participates in and completes the course or program, and who receives the credit for the class or coursework by (1) using a secure login and pass code for all students to access Blackboard Learn 9 and (2) the use of proctored examinations in various courses offered in the online format.

The process begins when a student applies for admission to NTCC. The social security number is used as a permanent student identification number. Each student is also assigned a unique student identification number randomly generated by the POISE Student Information Management System which they can use to access their records. It is not mandatory for a student to have a social security number to be admitted to NTCC.

Once a student is enrolled in a distance learning course, the Blackboard Learn 9 system provides students with access to their online courses. The naming format for the student login is first name initial + last name + last 3 digits of their Social Security Number (SSN) or unique student ID number. The password is set to their date of birth (DOB) in an 8-digit format, mmddyyyy. It is through this secure login and passcode format that NTCC endeavors to verify that the student who registers is the same student who participates and receives credit for the course.

Additionally, the use of proctored examinations in distance education/online courses endeavors to verify student identity. In a recent survey of full- and part-time faculty, 42% of the faculty teaching online courses in spring 2012 required students to take proctored examinations at a testing center or other faculty approved site.

Northeast Texas Community College has written processes protecting student privacy as published in <u>Policy FJ (Legal) Student Records</u> and <u>Policy FJ (Local) Student Records</u>, the <u>2011-2012 Catalog</u>, the <u>Faculty Handbook</u>, and the <u>Student Handbook</u>. At the current time, Northeast Texas Community College has no additional student costs associated with the verification of student identity.

- **Catalog-Registration.pdf**
- **Fac Handbook FERPA.pdf**
- Policy FJ (Legal) Student Records.pdf
- Policy FJ (Local) Student Records.pdf
- **Stu Handbook FERPA.pdf**

3.13.5.a	Applicable Policy Statement. (a) An institution includes a review of its distance learning the Compliance Certification. (Reaffirmation of Accreditation and Subsequent Reports (
	X In Compliance Newly assigned	Not In ComplianceNot applicable	In Partial Compliance

Northeast Texas Community College has included a <u>review of its distance learning program</u> in the Compliance Certification. NTCC submitted a Substantive Change Prospectus requesting approval for programs that may be earned by taking 50 percent or more coursework via distance learning on January 13, 2012. Additional information has been requested by SACS regarding faculty credentials. The College will submit the response by the March 23, 2012 deadline.

Evidentiary Documents



Distance Ed Sub Change Prospectus - 17 Jan 2012.pdf

3.13.5.b	description of the system of Certification for the decening peer review committees up	peration (or corporate structure) i nial review. The description should inderstand the mission, governan	f a system or corporate structure, a is submitted as part of the Compliance d be designed to help members of the ice, and operating procedures of the ice. (Reaffirmation of Accreditation and
	In Compliance Newly assigned	Not In Compliance X Not applicable	In Partial Compliance

Northeast Texas Community College is not part of a system or corporate structure.

3.13.6.a	corporate or administrative co its accreditation is dependent evaluated during reviews for i accreditation. All other exten	ntrol (1) include the name of the part on the continued accreditation nstitutions seeking candidacy, initiation	d to the parent campus through arent campus and make it clear that of the parent campus and (2) are ial membership, or reaffirmation of on of the parent campus are also s of a Member Institution (a))
	In Compliance Newly assigned	Not In Compliance X Not applicable	In Partial Compliance

Northeast Texas Community College has no branch campuses.

3.13.6.b	institution, it is located in a America, or other internatio institution is part of a systen control for the institution	and chartered or incorporated wi nal sites approved by the Commis n covering more than one accrediti	ligible for accreditation as a separate ithin one of the eleven states, Latin ission on Colleges. Furthermore, if the ing region, the locus of administrative tion of the Southern Association of tember Institution (b))
	In Compliance Newly assigned	Not In Compliance X Not applicable	In Partial Compliance

Northeast Texas Community College has no extended units located within one of the eleven states, Latin America, or other international sites approved by the Commission on Colleges.

3.13.6.c	autonomous to the extent that impaired, the Commission may institution. A unit which seeks parent. A unit which is locate Southern Association of Colleg separately accredited or the inaccreditation from the region	t the control over that unit by to direct that the extended unit se separate accreditation should be ed in a state or country outsid ges and Schools and which the astitution requests to be separa	s determines that an extended unit is the parent or its board is significantly sek to become a separately accredited ear a different name from that of the le the geographic jurisdiction of the e Commission determines should be ately accredited, applies for separate accredits colleges in that state or ution (c))
	In Compliance Newly assigned	Not In ComplianceNot applicable	In Partial Compliance

Northeast Texas Community College has no extended units.

3.14 REPRESENTATION OF ACCREDITATION STATUS

3.14 The institution publishes the name of its primary accreditor and its address and phone number in accordance with federal requirements. Institutions should indicate that normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission's office. In such a publication or Web site, the institution should indicate that the Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. The institution is expected to be accurate in reporting to the public its status with the Commission. In order to meet these requirements, the institution lists the name, address, and telephone number in its catalog or Web site using one of the following statements: (Name of member institution) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award (name specific degree levels, such as associate, baccalaureate, masters, doctorate). Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of (name of member institution). (Name of candidate institution) is a candidate for accreditation with the Southern Association of Colleges and Schools Commission on Colleges to award (name specific degree levels, such as associate, baccalaureate, masters, doctorate). Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of (name of member institution). No statement may be made about the possible future accreditation status with the Commission on Colleges of the Southern Association of Colleges and Schools, nor may an institution use the logo or seal of the Southern Association in any of its publications or documents. 3.14.1 A member or candidate institution represents its accredited status accurately and publishes the name, address, and telephone number of the Commission in accordance with Commission requirements and federal policy. (Publication of Accreditation Status)

X In Compliance	Not In Compliance	In Partial Compliance
Newly assigned	Not applicable	_

Narrative

Northeast Texas Community College represents its accredited status accurately and publishes the name, address, and telephone number of the Commission in accordance with Commission requirements and federal policy.

The following statement is published in the 2011-2012 Catalog:

"Northeast Texas Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of Northeast Texas Community College. (Note: The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.)"

No statement is ever made about possible future accreditation status with the Commission on Colleges of the Southern Association of Colleges and Schools and NTCC does not use the logo or seal of the Southern Association in any of it publications or documents.

Evidentiary Documents



Tatalog-Home.pdf

Section 4: FEDERAL REQUIREMENTS

4.1	The institution evaluates success with respect to student achievement consistent with its mission. Cri may include: enrollment data; retention, graduation, course completion, and job placement rates; slicensing examinations; student portfolios; or other means of demonstrating achievement goals. (Student Achievement)					
	X In Compliance Newly assigned	Not In Co Not appl	ompliance icable		In Partial Com	pliance

Narrative

Northeast Texas Community College (NTCC) evaluates success with respect to student achievement consistent with its mission "to provide responsible, exemplary learning opportunities." NTCC utilizes enrollment data, retention, graduation, course completion and job placement rates, state licensing examinations, and other means of demonstrating student achievement.

NTCC engages in an integrated and institution-wide research-based planning, evaluation, and improvement process that incorporates a systematic review of programs and services. A five-year cycle of Instructional Program Review includes a wide-variety of data, including enrollment data, retention, graduation, course completion and job placement rates, state licensing examinations, and other means of demonstrating student achievement to generate a snapshot and mini-self-study of each program to make sure that it meets, and will continue to meet, the mission of NTCC. NTCC tracks completion rates for all courses through grade distribution. At the institutional level, NTCC sets goals for Key Performance Indicators (KPIs) and monitors them over time to see whether or not the goals are being met.

NTCC utilizes data compiled by external agencies to monitor student success. The Texas Higher Education Coordinating Board (THECB) Accountabilty Measures Report provides persistence, graduation, progress through developmental education, and course completion to provide NTCC with comparable data for benchmarking against all Texas Community Colleges and the Texas Small College Cohort. The THECB also provides data to track success of NTCC graduates at receiving four-year institutions. Finally, the THECB Automated Student and Adult Learner Follow-up System (ASALFS) provides detailed feedback regarding a variety of data demonstrating student achievement, including graduation and job placement rates, primarily for workforce graduates.

NTCC publishes an annual institutional resume indicating persistence, graduation rates, degrees awarded, transfer rates and employment data.

NTCC incorporates all of the above data, especially the KPIs, in its annual review of its strategic plan.

Evidentiary Documents

🔼 2009-2010 Annual Grade Distribution - All Credit Courses by Department.pdf

2010 BIOL Snapshot.pdf

- 🔁 2010-2011 Annual Grade Distribution All Credit Courses by Department.pdf
- ASALFS Definitions.pdf
- ASALFS Employed and Transferred 08-09 cohort.pdf
- institutional resume.pdf
- This Instructional Program Review Schedule.pdf
- KPI Dashboard with backup data Nov 2010.pdf
- KPI Dashboard with backup data Nov 2011.pdf
- Table Licensure Student Success Summary Fall 2010-2011.pdf
- NTCC Instructional Program Review Instructions HIGHLIGHTED.pdf
- NTCC Stu at 4-yr schools.pdf
- NTCC Success Report.pdf
- Program Review Biology Example.pdf
- Spring 2012 Student Profile.pdf

4.2	4.2 The institution's curriculum is directly related and appropriate to the purpose and goals of the institution and the diplomas, certificates or degrees awarded. (Program Curriculum)			
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

Northeast Texas Community College's curriculum is directly related and appropriate to the purpose and goals of the institution and the diplomas, certificates, or degrees awarded.

The mission, vision, values, and goals are "to provide responsible, exemplary learning opportunities" as operationalized through Strategic Plan Strategy 1.1 "Provide a purposeful and comprehensive education that prepares students for meaningful and productive lifestyles, work and civic participation", and Strategy 4.1 "Develop and enhance programs targeted to meet service area workforce needs."

To satisfy Strategy 1.1, NTCC awards three university transfer degrees: Associate of Arts (A.A.), Associate of Science (AS), and Associate of Arts in Teaching (A.A.T.). To satisfy Strategy 4.1, NTCC awards the Associate of Applied Science (A.A.S.) and several certificates in a variety of workforce education programs. These degrees and certificates are listed in the 2011-2012 Catalog.

NTCC is required to follow the policies and procedures of the Texas Higher Education Coordinating Board (THECB) in developing new programs, revising existing programs, and terminating programs that no longer meet student needs or the needs of business and industry. In order for program curriculum to be approved by the THECB, all courses must be drawn from the state-approved Lower Division Academic Course Guide Manual (ACGM) or the exclusively online Workforce Education Course Manual (WECM).

The college's mission is also demonstrated through the core curriculum of the college. Each university transfer degree requires the core curriculum plus additional course hours specific to the degree program. Concerning the core, the A.A.S. workforce degree and the certificate programs meet the standards set forth in the Guidelines for Instructional Programs in Workforce Education (GIPWE) and the ACGM, ensuring that the courses are appropriate to higher education.

Evidentiary Documents

ACGMfall2010Final86.pdf

🟂 Catalog-Instructional-Program-List Degrees & Certs.pdf

GIPWE2010.pdf

StrategicPlan 2011 Strat 1.1.pdf

🟂 WECM website.pdf

4.3	4.3 The institution makes available to students and the public current academic calendars, grading policiand refund policies. (Publication of Policies)			
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

Northeast Texas Community College makes current academic calendars, grading policies, and refund policies available to students and the public.

The College publishes the current academic calendar on the college <u>website</u>, in the <u>2011-2012 Catalog</u> and in the <u>Spring Schedule of Classes</u>. Further information about the School Year and Calendar are found in <u>Policy EA</u> (Legal) School Year and Calendar.

The college grading policy is found in both the 2011-2012 Catalog and the Student Handbook.

<u>Policy FBB (Legal) Admissions and Attendance, Tuition</u> describes the refund policies of the college which are also published in the <u>2011-2012 Catalog</u>, and the <u>Spring Schedule of Classes</u>.

In addition, the College provides quick answers and easy access to students and the community through the Student Services Office, located in the Administration Building. College publications, including current course schedules are available at all <u>campus locations</u>. The Admissions Office and Recruiter corresponds with potential students who request college information via email, by telephone, or in writing.

- 1-Academic-Calendar.pdf
- 4-NTCC-Policies-Procedures.pdf
- 7-Tuition-Fees.pdf
- 🗖 Academic Calendar website.pdf
- NTCC Campuses website.pdf
- Policy EA (Legal) School Year and Calendar.pdf
- policy FBB (Legal) Admissions and Attendance Tuition.pdf
- Spring 2011 Sched.pdf
- Stu Handbook Grades.pdf

4.4	Program length is appropriate for each of the institution's educational programs. (Program Length)					
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance			

Northeast Texas Community College offers one or more degree programs based on at least 60 semester credit hours (SCH) at the associate level.

The NTCC 2011-2012 Catalog (Instructional Programs) identifies the following university transfer degrees:

- Associate of Arts (A.A.): Requires 62 semester credit hours.
- Associate of Science (A.S.): Requires 62 semester credit hours.
- Associate of Arts in Teaching (A.A.T.): Requires 63-66 semester credit hours based on degree plan.

The A.A. and A.S. degrees are designed for students planning to transfer to a four-year college or university or who desire the education provided by the first two years of a four-year degree. NTCC awards the A.A. or the A.S. degree upon successful completion of a minimum of 62 semester credit hours.

The A.A.T. degree is designed for students planning to transfer to a baccalaureate program leading to initial Texas teacher certification and consists of a Texas Higher Education Coordinating Board-approved A.A.T. curriculum. The A.A.T. degree requires successful completion of 63 to 66 credit hours based on the specific degree plan for the intended major.

The authorization to award the A.A., A.S., or A.A.T. degree is granted by the state of Texas in compliance with the degree requirements (60-66 SCH limitation) set by <u>9 TAC §9.183</u> and also located in the Lower-Division Academic Course Guide Manual (ACGM) Appendix F, pp. 211-214. The <u>ACGM</u> contains the official list of approved courses for general academic transfer curriculum that may be offered by public community and technical colleges in Texas.

- **TAC 9.183.pdf**
- ACGM Appendix F Assoc Degree and Cert Programs.pdf
- ACGMfall2010 List of Approved Courses.pdf
- **Zatalog-Instructional-Program-Information.pdf**
- **GIPWE AAS SCH Limit.pdf**

4.5	demonstrating that it follows	those procedures when resolving	tudent complaints and is responsible for student complaints. (See Commission d Institutions.") (Student Complaints)
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College (NTCC) has adequate procedures for addressing written student complaints and demonstrates that it follows those procedures when resolving student complaints.

Adequate Procedures for Addressing Written Student Complaints

Student complaint procedures are clearly defined in Policy FLD (Local) Student Rights and Responsibilities Student Complaints and in the Student Handbook. The NTCC Student Handbook is available to students on the NTCC website. Both the Handbook and Policy Manual outline in detail student general conduct and grievance procedures. Procedures are in place to address both informal and formal grievances. These procedures enable the College to address the following issues: (1) when the student feels that he/she has been discriminated against based on gender, disability, race, color, age, religion, national origin, or veteran status; (2) when policies have been applied incorrectly or not at all; and (3) when students and faculty members dispute.

Student grievance procedures define the sequence of steps to be taken by students to address their complaints. As students move through the grievance process, they are guided to follow the appropriate sequence of steps outlined in the Student Handbook as referenced above.

Demonstrates that Procedures are Followed in Resolving Student Complaints

Record of two recent grievances <a>Sample #1 and <a>Sample #2.

Reporting Complaints to SACS

The following statement informing students and the public about attempting to resolve complaints with the institution prior to contacting SACS is published in the 2011-2012 Catalog:

"Northeast Texas Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of Northeast Texas Community College. (Note: The Commission is to be contacted only if there is evidence that appears to support the institution's significant noncompliance with a requirement or standard.)"

- **Catalog-Home.pdf**
- Policy FLD(LOCAL) Stu Rights Respon Student Complaints.pdf
- Sample 1 Grievance.pdf
- Sample 2 Grievance.pdf
- ₹ Stu Handbook Complaint Procedures.pdf

4.6	Recruitment policies. (Rec			presentations als)	accurately	represent	the	institution's	practices	and
	X In Complia	· —		Not In C Not app	Compliance blicable		In	Partial Compl	iance	

Northeast Texas Community College exhibits integrity and responsibility in advertising, student recruitment, and representation of accreditation status and adheres to the principles of good practice established by the Commission on Colleges.

The Director of Marketing and Public Relations is responsible for print, radio and television advertising and has developed Marketing Guidelines available to the campus community that must be followed when producing any college materials that could be used for recruiting purposes. Prior to registration and campus events, appropriate ads are placed in various print media, such as magazines and newspapers, that reflect NTCC programs and offerings. In addition, NTCC uses radio, television, and billboards to aid in recruitment. The President's Cabinet must review and approve all radio, television, and billboard advertisements.

The offices of Admissions, Advising/Recruiting, and Marketing ensure that information describing the College accurately represents the practices and policies at NTCC. These offices are also responsible for disseminating recruitment materials including these examples: Housing Brochure, Department Specific Brochures, NTCC
Checklists, and various College events brochures.

In order to ensure that recruitment materials accurately represent the instititution, as part of the Perkins Grant evaluation a comprehensive marketing materials review was completed in June 2011. A designated task force of faculty and staff members representing a cross section of college employees of different races, ethnicities, and genders reviewed print advertisements, the college webpages, and all print materials for biases in race, ethnicity, and gender. An evaluation rubric was used to evaluate each item to assure consistency in the process. Approximately 76% of the materials reviewed were found to be sensitive to race, ethnicity, and gender while 34% were found to be non-compliant with the guidelines provided to committee members. As a result, several print items were removed from distribution or were updated to reflect the guidelines identified by the committee to more appropriately represent all races, ethnicities, and genders.

Evidentiary Documents

🔼 Ag Recruiting Brochure.pdf

Checklist to Enroll at NTCC w-o check2011-revised.pdf

🟂 Housing Recruiting Brochure.pdf

🔼 Marketing Guidelines .pdf

News Advertisement.pdf

🟂 <u>Recruitment Fair.pdf</u>

🔼 Registration Ad.pdf

4.7	Education Act as amended.	(In reviewing the institution's compli	under Title IV of the most recent Higher ance with these program responsibilities, U.S. Department of Education.) (Title IV
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance

Northeast Texas Community College (NTCC) is in compliance with its program responsibilities under Title IV of the 1998 Higher Education Amendments.

Compliance with Title IV of the 1998 Higher Education Amendments

All funds for financial aid programs are audited to ensure compliance with all federal, state, and local requirements. NTCC adheres to the Texas Higher Education Coordinating Board (THECB) reporting requirement to conduct an independent annual audit by a certified public accounting firm. Independent auditors, hired by the Northeast Texas Community College Board of Trustees, annually audit the financial aid programs at the end of the school's fiscal year. Each year the annual audit is attached to the Data Collection Form and presented to the Federal Audit Clearing House to be reviewed.

As evidenced in the 2011 and 2010 annual financial reports, the auditors did not identify any deficiencies in internal control over financial reporting. Also, as reported in the auditor's Report on Compliance with Requirements Applicable to Each Major Program and Internal Controls Over Compliance in Accordance with OMB Circular A-133, the College complied, in all material respects, with the requirements that have a direct and material effect on each of its major federal and state programs. Both of these opinions report compliance with reporting standards. Lastly, the summary of the auditor's results in fiscal 2010 showed two findings and questioned costs only in respect to the federal award program audit. Processes were appropriately addressed for these items and did not re-occur in the 2011 audit. The annual audit conducted for fiscal 2009 also shows no issues.

The Department of Veterans Affairs and the Texas Workforce Commission conduct periodic audits of the College's compliance with veterans program requirements. Additionally, an <u>annual supervisory visit</u> is conducted by the Texas Veterans Commission. Recertification of the College's eligibility to offer federal financial aid to students is conducted every six years by the Department of Education. The last recertification was completed in 2007, with the College receiving verification of its recertification for Title IV eligibility via the following documents: <u>Approval Letter</u>, <u>Cohort Default Rate</u>, <u>Eligibility and Certification Approval Report</u>, <u>Program Participation Agreement Transmittal Letter</u>, and <u>Program Participation Agreement</u>.

Audit records, copies of the College's Annual Financial Reports, and any responses to audit findings (Title IV) are located in the office of the Vice President for Administrative Services. The College's Annual Financial Reports are also available on the College's <u>website</u>.

- ₹ 08-09 Annual Financial Report.pdf
- 7 09-10 Annual Financial Report.pdf
- 🟂 10-11 Annual Financial Report.pdf
- Approval Letter.pdf
- Cohort Default Rate.pdf
- Data Collection Form SF-SAC.pdf
- Eligibility and Certification Approval Rpt (ECAR).pdf
- This is a straight of the straight in the stra
- PPA Transmittal Letter.pdf
- Program Participation Agreement.pdf
- TX Veterans Site visit Letters.pdf

4.8	_ ' ' _ ' '			
	X In Compliance Newly assigned	_Not In Compliance _Not applicable	_In Partial Compliance	

Northeast Texas Community College (NTCC) verifies the identity of a student who registers in a distance or correspondence education course or program, who participates in and completes the course or program, and who receives the credit for the class or coursework by (1) using a secure login and pass code for all students to access the Blackboard Learning Management System and (2) the use of proctored examinations in various courses offered in the online format.

The process begins when a student applies for admission to NTCC. The social security number is used as a permanent student identification number. Each student is also assigned a unique student identification number randomly generated by the POISE system which they can use to access their records. It is not mandatory for a student to have a social security number to be admitted to NTCC.

The myEagle Campus Portal is designed to be the student's entry to tools, applications and information to successfully manage their educational business in a secure manner at NTCC. From the myEagle Campus Portal the student can login to Blackboard, Campus Connect and Eagle Mail by entering their unique credentials. Once a student is enrolled in a distance learning course, the Blackboard Learning Management System provides students with access to their online courses. The naming format for the student login is first name initial + last name + last 3 digits of their Social Security Number (SSN) or unique student ID number. The password is set to their date of birth (DOB) in an 8-digit format, mmddyyyy. It is through this secure login and passcode format that NTCC endeavors to verify that the student who registers is the same student who participates and receives credit for the course.

Additionally, the use of proctored examinations in distance education/online courses endeavors to verify student identity. In a recent survey of full and part-time faculty, 42% of the faculty teaching online courses at NTCC required students to take proctored examinations at a testing center or other faculty approved site.

Northeast Texas Community College has written processes protecting student privacy as published in <u>Policy FJ (Legal) Student Records</u> and <u>Policy FJ (Local) Student Records</u>, the <u>2011-2012 Catalog</u>, the <u>Faculty Handbook</u>, and the <u>Student Handbook</u>. At the current time, Northeast Texas Community College has no additional student

costs associated with the verification of student identity.

Northeast Texas Community College has no additional charges associated with the verification of student identity.

Evidentiary Documents



<u>Catalog-Admission.pdf</u>



Policy FJ (Legal) Student Records.pdf



policy FJ (Local) Student Records.pdf

4.9	The institution has policies and procedures for determining the credit hours awarded for courses and programs that conform to commonly accepted practices in higher education and to Commission policy. (See Commission policy "Credit Hours"). (Definition of Credit Hours)			
	X In Compliance Newly assigned	Not In Compliance Not applicable	In Partial Compliance	

Northeast Texas Community College has policies and procedures for determining credit hours awarded for courses and programs that conform to commonly accepted practices in higher education and to Commission policy.

According to 19 TAC 4.6, "(a). Traditionally-delivered three-semester-credit-hour courses should contain 15 weeks of instruction (45 contact hours) plus a week for final examinations so that such a course contains 45 to 48 contact hours depending on whether there is a final exam. (b). Every college course is assumed to involve a significant amount of non-contact hour time for out-of-class student learning and reflection. To ensure the quality of student learning, institutions should not allow students to carry more courses in any term (that is, regular or shortened semester), which would allow them to earn more than one semester credit hour per week over the course of the term. For example, in a five and a half week summer term, students should not generally be allowed to enroll for more than six semester credit hours."

NTCC conforms to the state of Texas Administrative Code and the <u>Commission on College's Policy Statement on Credit Hours.</u>

"A credit hour is a unit of measure that gives value to the level of instruction, academic rigor, and time requirements for a course taken at an educational institution. At its most basic, a credit hour is a proxy measure of a quantity of student learning. The higher education community has long used the credit hour, as defined by the Carnegie unit, as part of a process to establish a standard measure of faculty workloads, costs of instruction, and rates of educational efficiencies as well as a measure of student work for transfer students" (IFAP, Dear Colleague Letter GEN-11-06).

The NTCC <u>Faculty Handbook</u> also confirms that the credit hour is based on a fifty minute instructional period with extended time allowed for activity or laboratory courses.

Northeast Texas Community College (NTCC) employs sound and acceptable practices for determining the amount and level of credit awarded for courses regardless of the format or mode of delivery. NTCC uses the Texas Lower Division Academic Course Guide Manual (ACGM) for academic transfer courses and the online searchable Workforce Education Course Manual (WECM) for technical courses to determine the amount and level of credit awarded for all courses whether face-to-face, online, hybrid or other delivery mode. These documents published by the Texas Higher Education Coordinating Board contain course levels, course descriptions, the range of contact hours, the range of credit hours, and the range of lab hours that may be assigned to courses offered by Texas public two-year institutions. All courses offered at NTCC adhere to the standards identified in these documents.

- 19 TAC 4.6 Credit Hour.pdf
- ACGM Fall 2010.pdf
- **Tac Handbook Credit Hour.pdf**
- March GEN1106 Credit Hour Def.pdf
- SACS Policy Statement Credit Hours.pdf
- MECM website.pdf