Principles of Accreditation

Compliance Report

Chipola College Compliance Audit Report

SACS Comprehensive Standard

3.4.2 - Continuing Education/Service Programs

The institution’s continuing education, outreach, and service programs are consistent with the institution’s mission.

Judgment of Compliance

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Statement of Rationale for Judgment of Compliance

Chipola College’s Continuing Education, Outreach, and Service Programs are consistent with the following college mission because they provide instruction and support tailored to the specific needs of citizens within the college district.

Chipola College Mission

Chipola is a comprehensive public college whose mission is to provide accessible, affordable, quality educational opportunities to the residents of Calhoun, Holmes, Jackson, Liberty and Washington counties and to all others who choose to attend. The college creates a student-oriented atmosphere of educational excellence and maintains an intellectual environment which inspires the full development of each individual’s goals, abilities, and interests. Because there is no substitute for quality instruction, the college empowers faculty members to establish and achieve the highest possible standards. The college also promotes a strong working relationship with communities, businesses, state agencies, and other educational institutions.

Chipola provides the following:

- Educational programs which include general and pre-professional classes leading to the Associate in Arts degree for transfer into baccalaureate degree programs;

- Selected Baccalaureate degree programs which produce educated and capable professionals;
- Workforce Development programs which lead to Associate in Science degrees, Associate in Applied Science degrees, and Certificates of Training to prepare students for careers;

- Continuing Education programs related to professional and personal development; and

- A broad range of enrollment and student services and instructional and administrative support to facilitate student success.

--Adopted June 15, 2004

The Continuing Education, Outreach, and Service Programs address the needs of a diverse local community and business audience. For the past six years, Chipola has served over 3,000 non-credit students annually. District citizens are provided numerous and varied opportunities to engage in Continuing Education course offerings, as well as access Outreach and Service programs designed to increase participants’ preparation for postsecondary education and workforce education.

**Continuing Education and Professional Development**

Chipola College’s Continuing Education and Professional Development Department addresses the fourth element of the college mission. This department offers a wide range of short courses, seminars, certificate programs, workshops, and mini-conferences available to groups with specific training needs, from young children through senior adults. A few courses focus on personal interests, such as “Mommy and Me” swimming lessons and senior citizen computer classes. Others are more career related, as in child development classes, real estate, and Pharmacy Technician on-line certificate programs. Courses are designed to provide instruction for community service, workforce entry, job enhancement, and community economic development. The Continuing Education Department also provides training for the Child Development Associate (CDA) for child care workers, a program approved by Children and Family Services of Florida. See ([1](#)) for a six-year summary of Continuing Education training and revenue. Some 3,133 students received 37,265 hours of training in 2005-06, 3,717 students received 31,656 hours of training in 2004-2005, and 3,038 students received 31,232 hours of training in 2003-2004.

Continuing Education classes sometimes qualify participants to receive Continuing Education Units (CEUs). The CEU is a nationally recognized standard of measurement earned for participation in qualified programs. One unit is awarded for every ten hours of instruction. The Continuing Education Department assists participants who desire CEUs. All participants complete evaluations ([2](#)) during the final session of each course. These recommendations are used to evaluate the effectiveness of Continuing Education in the areas of registration, faculty preparedness, facilities, safety, and timeliness of curriculum. These evaluations result in recommendations for new courses and plans for the next year as part of the Workforce Development Division’s Operational Unit Plan ([3](#)). This also ensures that Continuing Education course offerings
remain relevant and responsive to the needs of district residents and to the mission of the college.

The Professional Development Center at Chipola College, offers a selection of more than 550 training programs that can be used by companies of any size to provide personal and professional development activities for their staff. Complete information about the Professional Development Center and Continuing Education programs or services can be found on the department’s website at (\url{[4]}).

**Public Service**

The Chipola College Public Service Department offers training opportunities to citizens of Jackson, Calhoun, Washington and Holmes counties. Training programs provide the knowledge and proficiency skills for certification and employment in Corrections, Law Enforcement, and Firefighting (\url{[5]}). Associate degrees are also offered in Criminal Justice (\url{[6]}) and Fire Science (\url{[7]}). All corrections and law enforcement instructors and curricula are certified by the Florida Police Standards and Training Commission. All firefighting and fire science instructors and curricula are certified by the Florida Fire Standards Agency.

The Public Service Department also offers training to previously certified and employed officers who take advanced or Career Development Courses to enhance knowledge, skills, and abilities needed to advance to a higher rank. Chipola College Public Service Programs use state approved curriculum for all programs and courses. Instructors incorporate into classroom instruction many non-traditional delivery methods with a variety of real-time laboratory activities, including driving range, firing range, burn simulation tower, and other hands-on activities which meet the learning needs of a diverse student population and the training needs of area employers. Student evaluations, assessment of expected unit outcomes, and program advisory committee recommendations result in plans for improvement as part of the Workforce Development Division’s Operational Unit Plan (\url{[3]}).

**Chipola College’s Proposed Apprenticeship Training Plans:** Chipola College is developing plans to implement a Masonry Apprentice Training Program. When implemented, students will have opportunities to combine workforce instruction with on-the-job training. Each participant will gain theoretical knowledge, practical skills, and hands-on experience in the masonry occupation. All apprenticeship programs will be sponsored by employers, either joint (union) or non-joint (non-union). Sponsors may be individual employers or groups of employers. The total length of the program is two and one-half years. Upon successful completion of the program, each apprentice will receive a Chipola College Apprenticeship Completion Workforce Development Certificate and a federally-approved State Apprenticeship Council Completion Certificate.
Outreach Programs

Chipola undertakes a wide range of outreach efforts in fulfilling its mission of “providing accessible, affordable, quality educational opportunities” to area residents. Some of these are grant funded programs to meet the needs of special populations. Others are funded through the college’s operating budget through Student Services, Enrollment Services, and Instructional Services.

**Educational Talent Search:** The Educational Talent Search Program (ETS) is funded through the U.S. Department of Education. In 2001, Chipola College received its first five-year ETS grant totaling $1,016,000. The grant was recently refunded in the amount of $1,032,000 for an additional four years. The ETS grant provides services to approximately 600 youth in middle and high school (grades six through twelve) identified as first-generation, college-bound who meet specific low-income criteria. Program goals are to graduate participants from high school and transition them into post-secondary education. Participant services include assistance with tutoring and mentoring; personal, career and academic counseling; exposure to a variety of college campuses; assistance with preparation for college entrance exams; and assistance with applications for financial aid, scholarships, and college admission. As a federal grant project, the Talent Search project is evaluated according to program objectives. Plans for improvement are made as Operational Unit 6-A as part of the college’s annual planning process ([8]).

**The Partners Program:** The Partners Program was initiated by the Marketing and Recruitment Committee in 2002-2003. A minimum of 14 Chipola employees volunteer annually to serve as “Partners” in high schools in the Chipola district. These 14 individuals made approximately 400 visits to area high schools during 2005-2006, up from approximately 250 in previous years. “Partners” provide information to high school students—primarily seniors—about various careers and how to transition into post-secondary education. Counselors in the district high schools have reported that this program is “the best thing Chipola has ever done for them and their students.” Chipola’s Partners Program was recognized as an “Exemplary Practice” at the 2006 state convention of the Florida Association of Community Colleges. The Partners Program is evaluated as part of the Student Services Division. Annual plans for improvement are included in the Operational Unit Plan for Unit 6 ([9]).

**Displaced Homemaker Trust Fund Program (New Beginnings):** The New Beginnings Program is funded by a state grant for Displaced Homemakers. It offers assistance with tuition and books for women 35 years of age or older who have lost their main source of income due to divorce, separation, death of a spouse; or whose husband is disabled or has lost his job due to layoff. The program director assists students by providing financial aid for tuition and books, referrals to other sources of financial aid, academic advising and career exploration, admissions and testing information, and employment referrals. The program served 39 students in 2005-2006, 54 in 2004-2005, and 65 in 2003-2004. As a state funded grant project, New Beginnings
is evaluated according to strict program objectives. Plans for improvement are made as Operational Unit Plan 6-B (\[10\])

**The College Reach-Out Program (CROP):** The College Reach-Out Program (CROP) at Chipola College is a State of Florida grant program designed to serve middle school students in three of the five counties in the Chipola College district. Participants must meet specific eligibility criteria to receive services. All services are designed to improve academic performance and encourage postsecondary education and training. The CROP program served 361 middle school students in 2005-2006, 223 in 2004-2005, and 183 in 2003-2004. As a state funded grant project, the CROP project is evaluated according to strict program objectives. Plans for improvement are made as Operational Unit 6-C (\[11\])

**Student Ambassadors Program:** The purpose of the Student Ambassador Program is to recruit new students, promote the ideals of Chipola College, and encourage students to become involved in the college and their local communities. Ambassadors are chosen based on leadership ability, creativity, and high school/college GPA. They regularly visit area high schools, provide campus tours, and serve as hosts for a variety of campus activities including Senior Day and the Senior Leadership Conference. Between 60 and 80 students participate annually as Student Ambassadors. As part of the Student Activities Department, the Student Ambassadors Program is evaluated as part of Operational Unit 6—Student Services. The Dean of Student Services and the Student Activities Coordinator assess expected unit outcomes annually, conduct feedback sessions with students, and make plans for how the program can improve its efforts to help the college fulfill its mission (\[9\]).

**Educational Service Programs**

**Success Center:** Chipola College’s Success Center assists current and new or returning students with transitioning and adjusting to postsecondary education (workforce/technical or academic) and with obtaining general equivalency diplomas (GED). Trained personnel assist students in determining academic weaknesses that might prevent them from entering or completing any program of study. Basic skills instruction is provided to Workforce Development students via the Vocational Preparator (Voc-Prep) curriculum, designed for students who must develop specific skills to enter a Workforce Development training program.

Students are provided with career exploration activities, financial aid information, counseling, and interaction with State approved professional assistance for students who need help with required course work in reading, mathematics, language, employability skills, and complimentary skills needed in the workplace. See (\[12\]) for a summary of Success Center services since 1997-1998. The Dean of Enrollment Services and Success Center/Testing Professor assess expected unit outcomes annually, conduct feedback sessions with students, and make plans for how the program can improve its efforts to help the college fulfill its mission (\[9\]).
Testing Center: The Testing Center assists Chipola in fulfilling its mission by coordinating testing services. These services are designed to assess and place students in appropriate courses, to place students into specific training programs, and to assist students as they complete requirements for a degree or certificate. Tests offered by the Testing Center include the American College Assessment Test (ACT), College Level Academic Skills Test (CLAST), College Level Examination Program (CLEP), Computerized Placement Test (CPT), Health Education Systems, Inc. (HESI), Test of English as a Foreign Language (TOEFL), Florida Teachers Certification Exam (FTCE), Florida Teachers Certification Exam-computer based (FTCE), and the College Assessment of Academic Proficiency (CAAP). The Testing Center also accommodates Chipola’s faculty and students by administering distance learning examinations and make-up tests on an appointment basis. Testing Center personnel work flexible hours to offer a schedule to accommodate the testing needs of students and faculty. As part of the Enrollment Services Division, the Testing Center is assessed according to specific unit outcomes. Plans for the center’s improvement are included annually by the Dean of Enrollment Services in the Operational Unit Plan for Unit 7 (ılması [13]).

Other Outreach Efforts: Numerous other outreach efforts are carried out by organizations and departments to increase the college’s impact in fulfilling its mission.

Following are five varied examples for 2006:

- Community service projects by student organizations like Phi Theta Kappa, Mu Alpha Theta, and SGA;
- Fine and Performing Arts Department’s performances, especially those for which public school students are bused to campus, and coordination of the Artist Series for the Chipola Regional Arts Association (CRAA);
- Athletics Department’s coordination of the Chipola Appreciation Club;
- New Friends, a program that matches Chipola’s students as mentors with area public school students;
- Coordination of the Blue Springs Working Group through a grant project funded by the Florida Department of Environmental Protection; and
- Competitions for high school students during the annual Math Olympiad, Literature/Language Festival, and high school Brain Bowl.

Documentation:

[1] 🔗 Continuing Education 6-Year Activity Report

[2] 🔗 Chipola College Continuing Education Course Evaluation Form

[3] 🔗 Operational Unit Plan: Unit 5 - Workforce Development

[4] 🔗 Chipola College website - Continuing Education