Name of Institution  Chipola College

Name, Title, Phone number, and email address of Accreditation Liaison
Gail Hartzog - Associate Dean, Development and Planning
850-718-2342; hartzogg@chipola.edu

Name, Title, Phone number, and email address of Technical Support person for the Compliance Certification
Dennis Everett - Associate Vice President, Information Systems
850-718-2216; everettd@chipola.edu

Educational Programs

1. Level of offerings (Check all that apply)
   - Diploma or certificate program(s) requiring less than one year beyond Grade 12
   - Diploma or certificate program(s) of at least two but fewer than four years of work beyond Grade 12
   - Associate degree program(s) requiring a minimum of 60 semester hours or the equivalent designed for transfer to a baccalaureate institution
   - Associate degree program(s) requiring a minimum of 60 semester hours or the equivalent not designed for transfer
   - Four or five-year baccalaureate degree program(s) requiring a minimum of 120 semester hours or the equivalent
     - Professional degree program(s)
     - Master's degree program(s)
     - Work beyond the master's level but not at the doctoral level (such as Specialist in Education)
     - Doctoral degree program(s)
     - Other (Specify) _____

Types of Undergraduate Programs (Check all that apply)
   - Occupational certificate or diploma program(s)
   - Occupational degree program(s)
   - Two-year programs designed for transfer to a baccalaureate institution
   - Liberal Arts and General
   - Teacher Preparatory
   - Professional
   - Other (Specify) _____
Brief History of Chipola College

Chipola was established in 1946 as a private church-related school. As part of Florida’s Minimum Foundation Law in 1947, it became a two-year public institution and was brought under state control and financing as Chipola Junior College. In 1953 Chipola moved from its original location at the former Graham Army Air Base to its present location on a 120-acre tract near the Chipola River. Workforce Education programs were added in 1967. Chipola was accredited by SACS in 1957 and has maintained continuous accreditation since that time. In June 2003, SACS approved Chipola's Application for Substantive Change to a Level II institution. In August 2003, the name was changed to Chipola College, and in January 2004, the first students enrolled in classes leading to the Bachelor of Science in Education degree. Since its main function is still to provide Associate degrees for transfer to state universities, Chipola remains part of the Florida Community College System for administration and funding. However, adequate special recurring funds are awarded annually to help the college address the critical shortage of math and science teachers in middle and high schools by offering Baccalaureate degrees and teacher certification.

Current Mission/Purpose and Service Region

Chipola College Statement of Mission and Purpose

Motto
A Higher Degree of Success

Vision
Chipola College promotes learning and student achievement through excellence, opportunity, diversity, and progress.

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 leading to Associate in Science degrees, Associate in Applied Science degrees, and Certificates of Training to prepare students for careers;
Success Factors and Institutional Goals

Chipola has adopted the following success factors and institutional goals:

Success Factor 1: Quality Educational Programs
- Institutional Goal 1: Provide quality instruction in academic, workforce development, and continuing education programs, including sufficient instructional support to meet the needs of students.

Success Factor 2: Effective Marketing, Recruitment, and Enrollment
- Institutional Goal 2: Present the college and its programs in positive ways, making every effort to attract and enroll as many students as possible by marketing the college in a variety of methods and enrolling students in efficient and customer-oriented ways.

Success Factor 3: Student Retention, Satisfaction, and Completion
- Institutional Goal 3: Provide a wide-range of academic, developmental, and support services to help retain students in programs by increasing the percentage of students who remain continuously enrolled through completion of a degree or certificate.

Success Factor 4: Responsible Resource Management
- Institutional Goal 4: Promote the responsible management of resources by maintaining sound fiscal operations, seeking additional resources, improving college facilities, and providing an environment conducive to progressive implementation of technology.

Success Factor 5: Staff and Organizational Development
- Institutional Goal 5: Encourage staff and organizational development by supporting an efficient and productive work environment where employees demonstrate competence, integrity, and professional excellence.

Success Factor 6: Community Involvement and Development
- Institutional Goal 6: Foster strong community involvement and workforce development by supporting local and state economic growth and encouraging civic, cultural, recreational, and service activities.

Success Factor 7: Post-Chipola Student Satisfaction and Success
- Institutional Goal 7: Maintain a strong reputation for promoting student satisfaction and long-term success by equipping students with the knowledge and skills necessary to pursue their goals and become more productive citizens.

Student Population and Admissions Policies

Chipola served 3262 students in its regular degree and certificate programs in 2005-06 and an additional 2408 through Continuing Education and Public Service training. Of these, about 75% were employed, and 47% were full-time students. About 90% reside in the college’s five-county district. About 10% come from other Florida counties, other states, or foreign countries. About 60% of all students are women. About 34% are under 20 years of age; 30% are between 20 and 24. Only 16.7% are over 35 years of age. About 23% are minority students, in a district where the minority population is about 25%.
Chipola has an Open Door Admissions Policy which provides educational opportunities to all students 18 years of age or older or high school graduates who are interested in additional education.

**List of Degrees**

**Baccalaureate Degrees**
- Bachelor of Science in Secondary Education—Mathematics (grades 6-12)
- Bachelor of Science in Secondary Education—Biology (grades 6-12)
- Bachelor of Science in Middle School Mathematics Education (grades 5-9)
- Bachelor of Science in Middle School Science Education (grades 5-9)

**Associate in Arts (AA) Degree/University Transfer** parallels the first two years of 4-year curricula in Florida’s state universities

**Associate in Science (AS) Degree**
- Business Administration
- Early Childhood Education
- Computer Engineering Technology
- Computer Information Administrator
- Criminal Justice Technology
- Culinary Management
- Dental Hygiene (articulation agreement with Tallahassee Community College)
- Electronics Engineering Technology
- Fire Science Technology
- Network Administrator
- Nursing (RN)
- Office Administration
- Recreation Technology
- Telecommunications Engineering Technology

**Associate in Applied Science (AAS) Degree**
- Electronic Engineering Technology
- Telecommunications Engineering Technology

**College Credit Certificates of Training**
- Dental Assisting
- Emergency Medical Technician (EMT)
- Paramedic
- Child Development Early Intervention

**Workforce Development/Career and Technical Education Certificates of Training**
- Applied Welding Technologies
- Automotive Service Technology
- Certified Nurse Assistant
- Computer Systems Technology
- Electronic Technology
- Cosmetology
- Telecommunications
- Law Enforcement
- Correctional Officer
- Cross-Over Law Enforcement to Corrections
- Cross-Over Corrections to Law Enforcement
- Firefighting
Locations and Distance Education

Chipola does not offer traditional classroom instruction in courses leading to a degree or certificate at any off-campus site except in cases where dual enrollment courses are offered to capable, college-bound students in district high schools. These courses are taught by teachers with degrees and graduate-level course work equal to or excelling the degrees and/or course work of college faculty. All dual enrollment teachers are in compliance with Chipola’s strict faculty credentialing guidelines. Dual enrollment students follow the same syllabi, use the same textbooks, and take the same final examinations as on-campus students in the same courses.

Chipola does not currently offer complete degrees or certificates through distance education delivered electronically. During recent semesters, 12 on-line courses have been offered in the following areas: microcomputer use and applications (3 courses), educational technology (1 course), communication skills (3 courses), sociology (2 courses), statistics (1 course), health sciences (2). These courses cannot be combined to earn any degree or certificate. Most are one semester-hour courses providing basic skills review before entry into more advanced work.

When necessary, faculty members also accommodate students by providing Directed Independent Study (DIS) and video-taped courses requiring students to meet regularly with the instructor and take proctored examinations.

Accreditation

Chipola College maintains external agency approvals and certifications for the following academic programs:

1. Criminal Justice Training—Class A Certification
   Approved through 2010; Florida Department of Law Enforcement

2. Associate Degree Nursing (RN) and Licensed Practical Nursing (LPN)
   Approved through 2010; Florida State Board of Nursing

3. Child Development Credential
   Certified October 7, 1993 (renewed annually); Current approval; Florida Department of Children and Family Services

4. Emergency Medical Training
   Certified; Re-approval pending scheduled site visit; Florida Department of Health, Bureau of Emergency Medical Services

5. Fire Science Technology/Firefighting—Florida State Fire College
   Certified 1998 (renewed annually); Current approval; Bureau of Fire Standards and Training

6. Teacher Education Program (Baccalaureate)
   Approved 2004; Florida Bureau of Educator Recruitment and Professional Development

There have been no negative actions or sanctions imposed by the agencies or organizations cited above.

7. Institutional Accreditation
   Southern Association of Colleges and Schools—Commission on Colleges

The Commission on Colleges of the Southern Association of Colleges and Schools most recently reaffirmed Chipola’s accreditation in 1998 as a Level I institution to award Associate in Arts degrees, Associate in Science degrees, Associate in Applied Science degrees, and Certificates of Training.
In June 2003, SACS approved Chipola’s Application for Substantive Change to a Level II institution. Chipola then initiated its Bachelor of Science in Secondary Education degree and enrolled its first students at the junior level in January 2004. A Substantive Change Committee visited Chipola in April 2004 to review the new degree. The college submitted its Response to the Substantive Change Committee for review by the Committee on Criteria and Reports (C&R) and the Commission on Colleges.

In December 2004 the Commission continued accreditation but placed Chipola on probation for one year because of questions about the reporting of state funds available for the new baccalaureate program. The Commission authorized a Special Committee to visit Chipola to review its ongoing compliance with the Principles of Accreditation. The college prepared a Monitoring Report for a Special Committee Visit in September of 2005.

The Special Committee visited Chipola but made no recommendations in its Special Committee Report, which stated, “The institution has made commendable progress in meeting the concerns related to each of the recommendations found in the Substantive Change Committee Report and to the concerns raised by the C&R Committee” (p. 2). The Special Committee also found the college in compliance with all Core Requirements, Comprehensive Standards, and Federal Requirements with which the college had been found out of compliance. The Special Committee made no recommendations to the college. The next year, in December 2005, the Commission on Colleges removed Chipola from probation status.

**Relationship to the U.S. Department of Education**

Chipola College has had no limitation, suspension, or termination imposed by the U.S. Department of Education in regard to student financial aid or other financial aid programs.
NOTE: Please attach the following information to the preceding form.

History and Characteristics

Provide a brief history of the institution, a description of its current mission, an indication of its geographic service area, and a description of the composition of the student population. Include a description of any unusual or distinctive features of the institution and a description of the admissions policies (open, selective, etc.). If appropriate, indicate those institutions that are considered peers. Please limit this section to one-half page.

List of Degrees

List all degrees currently offered (A. S., B.A., B.S., M.A., Ph.D., for examples) and the majors or concentrations within those degrees, as well as all certificates and diplomas.

Locations and Distance Education

List locations (country, state, and city) where coursework toward a degree, diploma, or certificate can be obtained primarily through traditional classroom instruction. For each site, indicate the partial or complete degree offered and, for each degree, certificate, or diploma, whether a student can obtain 50 percent of credits toward any of the educational programs.

Provide a brief description of distance education credit offerings that can be obtained primarily through electronic means and indicate where the students are located. Indicate any degree or certificate programs that can be completed primarily through electronic means. Please limit this brief description to one-half page.

Accreditation

List all agencies that currently accredit the institution or any of its programs and the date of the last review for each. Identify the accrediting agency that is the gatekeeper for federal funds if it is not the Commission on Colleges. Describe any sanctions applied or negative actions taken by any of these accrediting bodies (including the Commission) during the two years previous to the submission of this report in regard to your institution.

Relationship to the U.S. Department of Education

Indicate any limitations, suspensions, or termination by the U.S. Department of Education in regard to student financial aid or other financial aid programs during the previous three years. Report if on reimbursement or any other exceptional status in regard to federal or state financial aid.

Updated: May 2005