Part II: The “Institutional Summary Form Prepared for Commission Reviews”
(Applicable to all institutions)

Directions: Please include Part II with Parts I, III, and V on the same electronic device or with the same print document. It should not be combined/submitted with Part IV.

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) _____

2. 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) _____
Check the appropriate governance control for the institution:

- [ ] Private *(check one)*
  - [ ] Independent, not-for-profit
    - Name of corporation OR
      - Name of religious affiliation and control: 
  - [ ] Independent, for-profit *
    - If publicly traded, name of parent company: 

- [ ] Public state * *(check one)*
  - [ ] Not part of a state system, institution has own independent board
  - [ ] Part of a state system, system board serves as governing board
  - [ ] Part of a state system, system board is super governing board, local governing board has delegated authority
  - [ ] Part of a state system, institution has own independent board
1. Brief History and Characteristics 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 near the Chipola River. Additions through the years have created a complex of 35 buildings arranged on about 80 acres of a 120-acre tract. Chipola was accredited by SACS in 1957 and has maintained continuous accreditation since that time. Workforce Education programs were added in 1967.

In 2003, the Florida Legislature granted permission for community colleges to offer baccalaureate degrees to meet documented local workforce needs. Chipola was among the first three institutions granted permission to establish a Teacher Education Program to meet the need for certified math and science teachers in public high schools in the college district. Soon afterwards, the Commission on Colleges 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 Bachelor of Education degrees—with concentrations in Secondary Math and Secondary Science. Since that time, other education degrees have been added along with a BS in Nursing (RN-to-BSN) and Bachelor of Science in Business Administration. The main function of the college remained to provide AA degrees for transfer to state universities or AS degrees or Certificates for immediate entrance into the workforce. In 2008, Chipola was named a State College in Florida. The Florida College System consists of community colleges where 2-year and 4-year degrees are granted.
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;
- Baccalaureate degree programs which produce educated and capable professionals prepared for successful careers or advancement to graduate degree programs;
- Workforce Development programs leading to Associate in Science degrees and Certificates of Training to prepare students for careers;
- Continuing Education opportunities for professional and personal development; and
- A broad range of enrollment and student services and instructional and administrative support to facilitate student success.

--- Revised September 21, 2010

Student Population
In 2012-2013 the college’s enrollment was 4415 (unduplicated) in credit programs. Of these, 72% (3172) were seeking AA degrees for advancement into four-year programs. Over 17% (750) were training for immediate entry into the workforce. Of these, 442 (10%) were seeking AS degrees and 313 (7%) were seeking Certificates of Training. Seven percent (318) were enrolled in BS degree programs.

During the last five years, the unduplicated headcount has ranged from 3285 to 4415. Each year, about 45% are full-time students. Ninety percent reside in the college’s five-county district. About 16% come from other Florida counties, other states, or foreign countries. Over 90% commute to classes, 25% from 30 or more miles (one way) each day. About 75% are employed with 55% of those describing themselves as “full time employees and part time students” (Entering Student Survey).

About 64% of all students are women. About 39% are under 20 years of age; 32% are between 20 and 24. Only 11% are over 35 years of age. Over 23% are minority students, in a district where the minority population is about 25%.
Admissions Policies
Chipola College has an Open Door Admissions Policy. All admissions rules and practices are based on Board Policy 1.030—Purpose of Chipola College and State Statutes governing the Florida College System:

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 participating in the degree programs, courses, and services offered by the college. However, state placement rules determine the level of classes a student may enter, depending upon his or her scores on certain standardized tests.

Applicants should understand that admission to the college does not imply admission to any particular program or course. They should also understand that admission to specific academic programs may be limited by state law, state and federal regulations, or by policies of the District Board of Trustees.

2013-2014 Chipola College Catalog
# 2. List of Degrees

<table>
<thead>
<tr>
<th>Degrees and Certificates of Training Offered by Chipola College</th>
<th>Number 2013 Graduates January to December 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bachelor of Science Degrees</strong></td>
<td></td>
</tr>
<tr>
<td>BS in Business Administration</td>
<td>16</td>
</tr>
<tr>
<td>BS in Nursing (RN-to-BSN)</td>
<td>24</td>
</tr>
<tr>
<td>BS in Elementary Education (K-6)</td>
<td>23</td>
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<tr>
<td>BS in Exceptional Student Education (K-12)</td>
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<tr>
<td>BS in English Education (6-12)</td>
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</tr>
<tr>
<td>BS in Middle School Mathematics Education (5-9)</td>
<td>3</td>
</tr>
<tr>
<td>BS in Secondary Mathematics Education (6-12)</td>
<td>2</td>
</tr>
<tr>
<td>BS in Middle School Science Education (5-9)</td>
<td>1</td>
</tr>
<tr>
<td>BS in Biology Education (6-12)</td>
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<tr>
<td><strong>Associate in Arts (AA) Degree/Transfer</strong></td>
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</tr>
<tr>
<td>General Education Core of AA Degree</td>
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</tr>
<tr>
<td><strong>Associate in Science (AS) Degrees</strong></td>
<td></td>
</tr>
<tr>
<td>Business Administration</td>
<td>1</td>
</tr>
<tr>
<td>Computer Information Technology</td>
<td>2</td>
</tr>
<tr>
<td>Criminal Justice Technology</td>
<td>1</td>
</tr>
<tr>
<td>Culinary Management</td>
<td>4</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>2</td>
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<tr>
<td>Fire Science Technology</td>
<td>1</td>
</tr>
<tr>
<td>Networking Services Technology</td>
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<tr>
<td>Nursing (RN)</td>
<td>67</td>
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<tr>
<td>Recreation Technology</td>
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<tr>
<td><strong>College Credit Certificates</strong></td>
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<tr>
<td>Child Care Center Management</td>
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<tr>
<td>CISCO Certified Network Associate (CCNA)</td>
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<tr>
<td>Information Technology Management</td>
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<tr>
<td>Emergency Medical Technician (EMT)</td>
<td>22</td>
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<tr>
<td>Paramedic</td>
<td>17</td>
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<tr>
<td><strong>Workforce Development Certificates (clock hour)</strong></td>
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<tr>
<td>Automotive Service Technology</td>
<td>7</td>
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<tr>
<td>Cosmetology</td>
<td>4</td>
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<tr>
<td>Nursing Assistant (Long Term Care)</td>
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<tr>
<td>Law Enforcement Officer</td>
<td>28</td>
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<tr>
<td>Correctional Officer</td>
<td>19</td>
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<tr>
<td>Fire Fighter II</td>
<td>22</td>
</tr>
<tr>
<td><strong>TOTAL GRADUATES</strong></td>
<td>585</td>
</tr>
</tbody>
</table>

**2012 Term Dates:**
- 2012 Spring Semester, January 6 – May 1, 2012
- 2012 Summer Semesters, May 8 – June 19 and June 25 – August 7, 2012
- 2012 Fall Semester, August 20 – December 12, 2012
3. Locations and Distance Education

Branch Campuses or Sites: Chipola College does not offer traditional classroom instruction in courses leading to a degree or certificate at any off-campus site, except to dual enrollment students in district high schools.

Dual Enrollment: Florida allows Chipola College to offer dual enrollment courses to capable, college-bound students in high schools in the five-county district. 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. Dual enrollment students who attend high schools located close enough to campus may attend classes on campus, where they are registered into regular classes taught by regular faculty. However, other students take dual enrollment classes at their high school location. All dual enrollment teachers in district high schools are in compliance with Chipola’s strict faculty credentialing guidelines. Regardless of where classes are taught, 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.

In 2010, school systems in the college’s five-county district requested that the college increase the number of semester hours available via dual enrollment at high school campuses. Chipola submitted a letter notifying the Commission on Colleges that from 25-49% of the AA degree would be offered via dual enrollment at ten high school sites. The Commission on Colleges acknowledged and approved this increase in March 2010.

Distance/Online Learning: Chipola does not currently offer complete degrees or certificates online or through distance education delivered electronically. In fact, Chipola College has moved cautiously into online learning over the last decade.

However, after significantly increasing its capacity to deliver more courses online and training faculty in online pedagogy, the college submitted a Substantive Change to offer 50% or more of the AA degree online. The request was approved in May 2013.

Also, at least 50% of the BS in Nursing (RN-to-BSN) is offered online. Only upper division courses in nursing theory and administration are offered online. Only practicing RNs with significant clinical experience are admitted into the BSN degree program. The college submitted a Substantive Change to offer the BSN in this format in June 2008. The substantive change was approved by SACS on July 7, 2008.

All departments offer online courses via the college’s course management system, which was Desire-2-Learn (D2L) through June 30, 2013. However, in response to a recommendation from a faculty-led Distance Learning Task Force, the college began a contract with Canvas on July 1, 2013. Faculty are being trained in the use of Canvas and will transition course materials from D2L into Canvas. The transition will continue throughout the fall 2013 term.

When necessary, faculty members occasionally accommodate individual students by providing Directed Individual Study (DIS). Requests for these DIS arrangements have decreased in recent semesters with the increase of online classes.
4. **Accreditation**

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

1. **Bachelor of Science in Nursing (RN-to-BSN) and Associate Degree Nursing (RN)**  

2. **Associate Degree Nursing (RN) and Practical Nursing (PN)**  
   Florida Department of Health, Division of Medical Quality Assurance—Approved through December 31, 2013

3. **Criminal Justice Training School**  
   Department of Law Enforcement, Criminal Justice Standards and Training Commission; Class A Certification—Approved through June 30, 2015

4. **Child Development Credential**  
   Original Certification: October 7, 1993 by the Florida Department of Children and Family Services—Renewed annually since 1993

5. **Emergency Medical Technician and Paramedic**  
   Florida Department of Health, Bureau of Emergency Medical Oversight— Renewed March 15, 2013; Approved through March 15, 2015

6. **Fire Science Technology/Firefighting**  
   Bureau of Fire Standards and Training, Division of State Fire Marshal Certified 1998 as a Fire Academy and Certified Fire Training Center in the State of Florida—Renewed annually; Approved through May 21, 2014

7. **Teacher Education Program (Baccalaureate)**  
   Florida Bureau of Educator Recruitment and Professional Development Program—Approved in 2004; Renewed annually since 2004

8. **Institutional Accreditation:**  
   **Southern Association of Colleges and Schools—Commission on Colleges**  
   Most recently reaffirmed in 2008 as a Level II Institution to award Baccalaureate degrees, Associate in Arts degrees, Associate in Science degrees, and Certificates of Training

There have been no negative actions or sanctions imposed by any of the agencies or organizations cited above since the 2008 SACS reaffirmation of accreditation.

4. **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.