

## **DALTON STATE COLLEGE SELF STUDY ADDENDUM: SUMMARY AND SUPPLEMENT**

Dalton State College's (DSC) commitment to quality in all aspects of its operation--education for its students, service to the Northwest Georgia community, and support for and development of the faculty and staff--is clear in the results of the *2003 DSC Self Study*. This addendum will summarize the self-study report and will provide the current status of all reported recommendations, suggestions, and proposals and the associated actions planned, in-process, and completed (See the "Master List of Recommendations, Suggestions, and Proposals" below). In addition, this addendum contains information about major changes made to Dalton State College programs, organization, and facilities since the data-collection cut-off date (December 31, 2001) for the DSC Self Study.

### **Summary:**

Between February 2001 and December 2002, nine committees consisting of members who are employees, students, alumni, and Dalton State College Foundation trustees made a diligent and sincere effort to assess and evaluate every function performed by the faculty, staff, and administration of the College and every policy controlling those functions. The committees' findings are contained in the *Dalton State College 2003 Self Study Report*. The *Report* contains all recommendations (concerning conditions of noncompliance with the *SACS Commission on Colleges 1998 Criteria for Accreditation*), suggestions generated from "should" statements in the *Criteria*, and proposals concerning changes the committees believed would enhance the College's operations but which are unrelated to the *Criteria*. Of the fifty-two recommendations produced by the principal committees, twenty-six dealt with faculty credentials. Many of these were minor matters such as missing checklists and were easily corrected. Of the other twenty-six recommendations, four concerned institutional effectiveness, three of which involved support units. The remaining items included nine from Section IV (4.1-4.7), six from Section IV (4.8 and 4.9), and seven from Section VI.

The Self-Study Steering Committee has established a Resolutions Committee, consisting of the Must-Statement Auditor, who will serve as chairperson, and one member from each of the nine principal committees.

Chairman: Dr. Dennis Cook, Associate Professor of Sociology

Members: Dr. Wayne Bosche, Associate Professor of Mathematics

Dr. Donald Bowen, Associate Professor of Management

Dr. Donald Davis, Associate Professor of Sociology

Dr. Victoria Guarisco, Assistant Professor of Chemistry

Dr. Baogang Guo, Assistant Professor of Political Science

Dr. Marilyn Helms, Professor of Management

Dr. Celeste Humphrey, Associate Professor of Biology

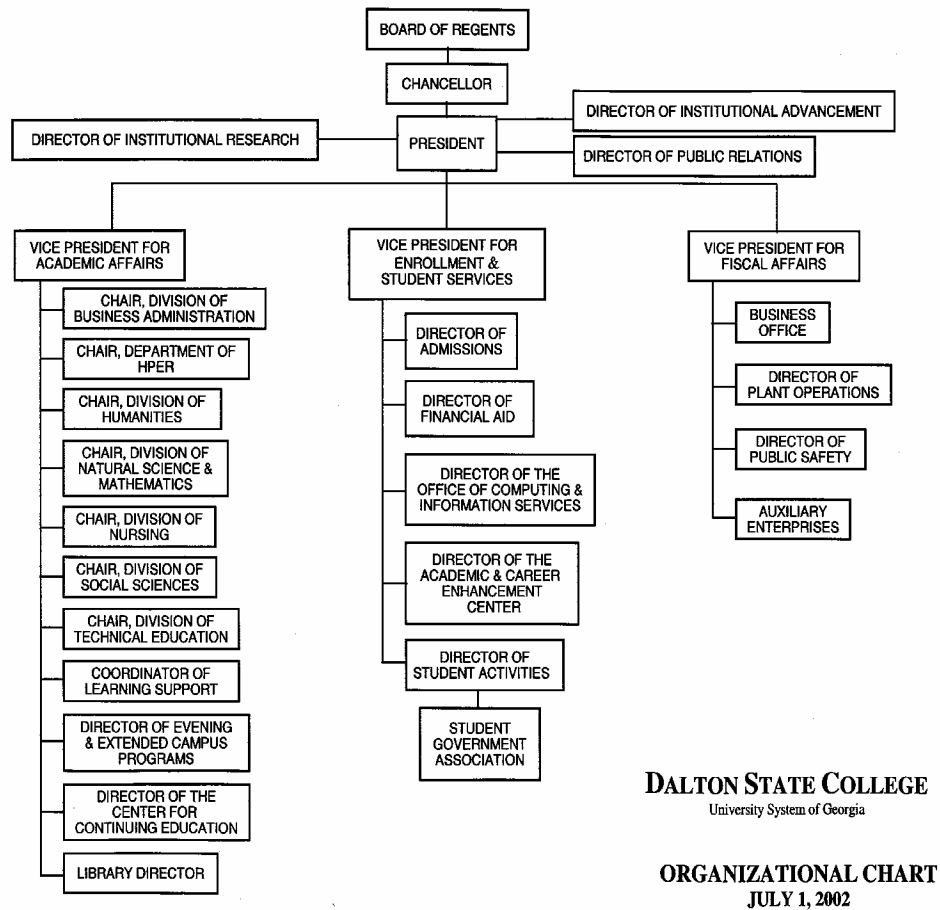
Ms. Lydia Knight, Assistant Librarian

Dr. Mary Nielsen, Associate Professor of English and Reading

This committee will continue to track unresolved recommendations, suggestions, and proposals and will become the DSC Follow-up Committee after the SACS visit. Any findings of the SACS COC Reaffirmation Committee will be included in the “Master List of Recommendations, Suggestions, and Proposals,” which will then become the foundation document for the Follow-up Committee until all open items are resolved and the Follow-up Report is completed (Self-Study Steering Committee Meeting Minutes, June 3, 2002).

**Major Changes at Dalton State College since December 31, 2001:**

1. Expansion and renovation of the Derrell C. Roberts Library was completed during the Spring Semester of 2002. As a result of this expansion, the library now contains the following increased number of personnel and physical facilities: 3 classrooms, 10 offices, 3 labs, 6 restrooms, approximately 60,000 square feet of floor space, 4 librarians, 5.5 staff, and 2 custodians.
2. During the Spring 2002 Semester the Division of Business and Technology became the Division of Business Administration (University System of Georgia [USG] Board of Regents Meeting Minutes, April 16-17, 2002).
3. The USG Board of Regents approved the addition of the Bachelor of Business Administration in Management degree to be initiated in the Fall 2002 Semester (USG Board of Regents Meeting Minutes, November 13-14, 2001).
4. The USG Board of Regents approved reorganization of the Office of Enrollment Services and the Office of Student Affairs under one vice president, the Vice President for Enrollment and Student Services, effective July 1, 2002 (See the July 1, 2002, DSC Organization Chart below).



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5. The USG Board of Regents approved the establishment of five new technical certificate programs:

Multicultural Manufacturing Management Specialist,  
Multicultural Office Specialist,  
Multicultural Healthcare Management Specialist,  
Information Technology Plus Specialist, and  
A+ Certification.

The Board also authorized the College to rename the “Associate of Applied Science in Technology with an option in Electronics” program to “Industrial Electrical and Electronic Technology” and also authorized merging the “One Year Certificate with an option in Electronics” and “Industrial Electrical Technology” to become a one-year certificate in Industrial Electrical and Electronic Technology.

6. Dalton State College received approval in the spring of 2002 for membership in the Regents’ Engineering Transfer Program, a partnership with the Georgia Institute of Technology that allows DSC to provide all freshman and sophomore courses contained within selected engineering majors and provides DSC students preferential admission to Georgia Tech if they have a 2.6 or better GPA.

7. Effective January 1, 2002, Dalton State College revised its procedure for assigning and managing advisees, moving the direct responsibility from the Office of the Vice President for Academic Affairs to the offices of the various division chairpersons. Division secretaries now assign advisees to advisors as directed by the division chairpersons, using new students to achieve and maintain a balanced advising load. The new “Advisor Assignment Procedure Guidelines” are located in the “Advisement and Registration” section of the *DSC Faculty Handbook*.
8. In May of 2002, the Goizueta Foundation announced that it was granting Dalton State College \$800,000 to provide endowed scholarship funding for Latino students and to establish a summer academy for three years to provide academic enrichment for area middle- and high-school students. A sum of \$500,000 will be used for the Goizueta Foundation Scholars Fund; the remaining \$300,000 will establish the three-year Summer Academy for the years 2003, 2004, and 2005.
9. Please note that the term “Developmental Studies Program” used in the *Dalton State College 2001-2002 Catalog and Student Handbook* and other College documents was replaced in the 2002-2003 Academic Year with the term “Learning Support Program.”

## **Master List of Recommendations, Suggestions, and Proposals**

### **Section I. Institutional Philosophy and Principles**

#### **Recommendations/Suggestions:**

None.

### **Section II. Institutional Purpose**

#### **Recommendations/Suggestions:**

None.

#### **Proposals:**

1. Considering changes in terminology that the Board of Regents has made in the wording of the “Core Mission Statement for State Colleges in the University System of Georgia,” the Committee proposes that the Dalton State College Statement of Purpose be reexamined and reedited for greater clarity and consistency of language.

2. Having noted that various documents refer to the Dalton State College “Statement of Purpose” by different names (“Statement of Purpose,” “Purpose Statement,” “Mission Statement,” etc.), the Committee proposes that one title be selected and that it be used consistently wherever the statement of institutional purpose appears in official College documents.

### **Section III. Institutional Effectiveness**

#### **3.1. Recommendation:**

The Committee recommends that the Division of Natural Sciences and Mathematics ensure that each academic program within the Division is systematically evaluated.

#### **Status: CLEARED:**

The division chairperson and the Director of Institutional Research and Planning worked together to complete a program to ensure that each academic program in the Division is systematically evaluated. See the letter from Dr. Patricia White, Chairperson of the Natural Sciences and Mathematics Division to Ms. Laura Rose, Chairperson of the DSC Self-Study Principal Committee for Institutional Effectiveness, with copies to the Self-Study Director and the Vice President for Academic Affairs dated April 11, 2002.

### **3.2 (2 of 2) Recommendation:**

The committee recommends that the DSC Bookstore, the Office of Public Safety/Security, and the Office of Institutional Advancement comply with the SACS *Criteria* regarding establishment of goals, assessment of performance and evaluation of the results, and use of results to improve services (see status below).

1. The Bookstore Manager and the Director of Institutional Research and Planning have worked together to establish an institutional effectiveness program for the Bookstore. See the letter from Cathy Ingram, Manager of the DSC Bookstore to Ms. Laura Rose, Chair of the DSC Self-Study Principal Committee for Institutional Effectiveness dated October 24, 2001.

**Status:** CLEARED:

2. Public Safety & Security institutional effectiveness program verified—see e-mail letter from Laura Rose, Chair of the Principal Committee for Institutional Effectiveness to Frank Beesley, dated September 14, 2001.

**Status:** CLEARED:

3. The Director of the Office of Institutional Advancement, with the assistance of the Director of Institutional Research and Planning, has produced a program for planning, assessing and evaluating the functions performed by her office. See the e-mail from Ms. Laura Rose, Chairperson of the DSC Self-Study Committee for Institutional Effectiveness, to Frank Beesley, dated February 28, 2002.

**Status:** CLEARED:

### **Proposal:**

The committee proposes that all administrators take an active role in the planning, evaluation, and assessment processes. The Committee also feels that the vice presidents should involve chairpersons and directors under their supervision in the strategic planning process by keeping them apprised of the proceedings of the Strategic Planning Committee and involving them in departmental planning and evaluation processes.

### **3.3 Proposals:**

1. The Committee proposes that the College hire additional staff for the Office of Institutional Research and Planning (OIRP).

2. The Committee proposes that the College consider consolidating all assessment functions carried on by units other than the Office of Institutional Research and Planning (e.g. standardized testing in Student Affairs, program assessment in the Technical Division) under the umbrella of the OIRP.

3. The Committee proposes that the College use a peer reviewer or consultant to evaluate the OIRP. The outside consultant should interview key users of the Office's services, processes, and products to determine the level of user satisfaction as well as areas needing improvement.

## Section IV. Educational Program

### 4.2.2 (3 of 13) Recommendations:

1. The Committee recommends that the College remove Human Biology 1100 as an Area D lab science elective in the Associate of Arts in Social Work Program to correct a problem caused when this associate degree serves as the core requirements for the Bachelor of Social Work Program.

**Status:** CLEARED: On November 16, 2001, the DSC Academic Council removed Biology 1100 from the list of courses offered in Area D as lab science electives for the Associate of Arts in Social Work. See the minutes of the Academic Council meeting of November 16, 2001 and the attached memorandum of proposal presented by Dr. John Hutcheson, Chairperson of the Division of Social Sciences, which recommends the program correction. See also the *DSC 2002-2003 Catalog and Student Handbook*, page 190 for the revised Area D requirements for the AA in Social Work.

2. The Committee recommends that the College clearly define what it means by a “major” or an “area of concentration” and state the number of credits required for each.

**Status:** CLEARED: A definition of what is meant by a major at Dalton State College has been developed by Dr. John Black and has been included in the *Dalton State College 2002-2003 Catalog and Student Handbook*, p 104.

### 4.2.2 Proposals:

1. The Committee proposes that the college clearly establish the duties of student advisors to ensure the appropriate sequence of courses.

2. To assist faculty members with advisement, especially new members, the Committee proposes that the College develop an advising template on the BANNER system that tracks student progress and controls course sequencing.

3. The Committee proposes that programs containing courses requiring prerequisites be identified with an asterisk and an appropriate footnote in the *DSC Catalog*.

### 4.2.3 (5 of 12) Recommendation:

The Committee recommends that Dalton State College ensure that a full time, qualified faculty member is assigned to each major.

1. Spanish 1101 and 1102 initiated by Enrollment Services and taught for credit at manufacturing sites not under the supervision of the Humanities Division. **Status:** CLEARED: The Vice President for Academic Affairs and Vice President for Enrollment and Student Services have agreed that this will not occur again.

2. **Status:** CLEARED: The Associate of Applied Sciences in Manufacturing Technology has no credentialed faculty to provide program

coordination and curriculum development and review. Dr. Thomas Sommer, Chairperson for the Technical Education Division, assigned Mr. Michael Jordan to be responsible for oversight of this program. See the letter dated September 5, 2002, from Dr. Sommer to Dr. John Black, Vice President for Academic Affairs.

**4.2.4 (11 of 15) Recommendation:**

The Committee recommends that the College establish policies that ensure that students taking courses having abbreviated schedules experience the same learning **outcomes** as students taking traditional courses. This requirement may, in part, be accomplished by including the same learning objectives in the syllabi.

**Status:** CLEARED: All courses having abbreviated schedules use the same syllabi as equivalent courses taught during traditional schedules, and course outcomes will be tracked to assure equivalent student experiences and grade results.

**4.2.4 (11 of 15) Proposal:**

To ensure that students have adequate time for reflection, analysis, and planning when taking courses during abbreviated terms, the Committee proposes that the College establish a method to block students who register for such classes on-line from registering for an excessive number of courses.

**4.2.5 (1 of 4) Proposal:**

To insure that the College maintains this systematic, effective program of undergraduate advisement, the Committee proposes that DSC require students who plan to self-register to meet with their advisor prior to registration. This meeting may prevent potential problems students may encounter with proper sequencing of courses and prerequisites.

**4.4 (2 of 2) Recommendation:**

The Committee recommends that future printings of the *Dalton State College Viewbook* contain a complete and accurate statement of accreditation.

**Status:** CLEARED:

See the e-mail letter from Jodi Johnson, Vice President for Enrollment and Student Services to Frank Beesley, DSC Self-Study Director, dated October 30, 2002, stating that the *DSC Viewbook* will no longer be printed and distributed.

**4.5 (2 of 2) Recommendation:**

The Committee recommends that Dalton State College establish documented evidence of program effectiveness for distance-learning courses in addition to student evaluation. Data needs to be collected to prove institutional effectiveness of Web-based courses.

**Status:** CLEARED: Data has been collected and will be collected on an on-going basis to ensure that program effectiveness beyond student evaluations is being assessed.



#### **4.5 Proposal:**

Many students are unaware that a class is conducted via GSAMS. The Committee proposes that GSAMS courses need to be clearly identified in all published class schedules.

#### **4.7 (4 of 4) Recommendations:**

1. The Committee recommends that the College ensure that individual class and student records kept by faculty be stored on disks or in paper form (hard copy) in locked cabinets or desks, rather than on the hard drives of PC's in faculty offices.

**Status:** CLEARED:

A. Continuing Education has converted all records to digital format and is recording all enrollment records electronically now. All records are kept in a sealed, fireproof vault off campus. See the e-mail letter dated February 7, 2002, from Dr. Richard Edwards, Director of the Center for Continuing Education, to Ms. Gail Ward, Chairperson of the Self-Study Principal Committee responsible for Section IV, 4.7.

B. The problem of student records stored in faculty offices on hard drives, disks, and in hard copy has been resolved. See the *Dalton State College Faculty Handbook*, "Privacy Act/Office Security." All academic divisions have been reminded of this security policy by Dr. John Black, Vice President of Academic Affairs.

2. The Committee recommends that the Office of Computing and Information Services reformat the e-mail and discussion group student listings for Web CT courses so as not to contain parts of the SSN.

**Status:** CLEARED: Students are now assigned randomly generated four-digit identification numbers to use on WebCT. See page 2 of the memorandum mentioned in 1.B. above from the Vice President for Enrollment and Student Services.

#### **4.7 Proposal:**

The Committee proposes that the College establish explicit written policies, and include them in Records Retention Policy, concerning methods of disposal of both hard copy and computer records so that disposal policies are completely documented.

#### **4.8.2.1 (1 and 8 of 13) Recommendations:**

1. The Committee recommends that Dalton State College take the steps necessary to ensure that all faculty members have credentials on file that meet the described SACS criteria.

**Status:** CLEARED: The appropriate self-study principal committee has verified all noncompliant conditions that have been cleared (see below).

A. Laurette Baughman--missing checklist and justification letter.

CLEARED:

No longer working for the Technical Education Division (Letter, April 4, 2002, Tom Sommer, Chairperson, to John Lughart. Chairperson of the Self-Study Principal Committee for Section 4.8.)

B. Wayne Bosche--lacks graduate credit hours to teach computer Science.

CLEARED:

Dr. Bosche will no longer teach computer science. (Letter, April 11, 2002, from Patricia White, Chairperson of the Natural Sciences and Mathematics Division, to John Lughart, Chairperson of the Self-Study Principal Committee for Section 4.8.)

C. David Boyle--lacks graduate credit hours to teach Spanish

CLEARED:

Dr. Boyle's justification materials have been reviewed and discussed by the President, the Vice President for Academic Affairs, the Chairperson of the Social Sciences Division, the DSC Self-Study Director, and the Chairperson for the Self-Study principal committee for Section 4.8. The justification materials were deemed adequate.

D. David Cancelleri--missing checklist and justification letter.

CLEARED:

(See the letter from Tom Sommer, Chairperson of the Technical Education Division, dated April 4, 2002, to John Lughart, Chairperson of the Self-Study Principal Committee for Section 4.8.)

E. Wyatt Cooper--lacks the graduate hours to teach computer science.

CLEARED:

Dr. Cooper will no longer teach computer science. (Letter, April 11, 2002, from Patricia White, Chairperson of the Natural Sciences and Mathematics Division, to John Lughart, Chairperson of the Self-Study Principal Committee for Section 4.8.)

F. Keven Doheney--lacks the graduate credit hours to teach computer science.

CLEARED:

Dr. Doheney will no longer teach computer science. (Letter, April 11, 2002, from Patricia White, Chairperson of the Natural Sciences and Mathematics Division, to John Lughart, Chairperson of the Self-Study Principal Committee for Section 4.8.)

G. Kent Earley--qualifications to teach courses originally hired to teach.  
CLEARED:

Mr. Earley has the necessary qualifications to teach the courses for which he is now responsible. (See the letter of April 4, 2002, from Tom Sommer, Chairperson of the Technical Education Division to John Lugthart, Chairperson of the Self-Study Principal Committee for Section 4.8.)

H. Richard Edwards--question about Dr. Edwards's graduate credit hours qualifying him to teach business classes.

CLEARED:

Dr. Edwards no longer teaches in the Business Division. He currently is Director of the Center for Continuing Education.

I. Randall Griffus--Lacks the graduate credit hours to teach computer science.

CLEARED:

Dr. Griffus now has the required 18 graduate credit hours. An original transcript from Southern Polytechnic State University indicating successful completion of 21 graduate credit hours in computer science is in Dr. Griffus's personnel file in the office of the Vice President for Academic Affairs.

J. Hubert Kinser--question about Dr. Kinser's graduate credit hours qualifying him to teach mathematics.

CLEARED:

Dr. Kinser's degree is in physical chemistry and he has six physics courses at the graduate level that are mathematics courses. (See the letter of April 11, 2002, from John Black, Vice President for Academic Affairs to John Lugthart, Chairperson of the Self-Study Principal Committee for Section 4.8.)

K. Grace McGee--missing a checklist.

CLEARED:

The checklist has been originated and is in Ms. McGee's personnel file in the office of the Vice President for Academic Affairs. (See the e-mail letter dated May 30, 2001, from John Hutcheson, Chair of the Social Sciences Division to Frank Beesley, Director of the DSC Self-Study).

L. Lydia Postell--incorrect courses listed on Ms. Postell's checklist.

CLEARED:

The checklist has been corrected and is in Ms. Postell's personnel file in the office of the Vice President for Academic Affairs. (See the letter dated June 8, 2001, from Robert Weathersby, Chairperson for the Humanities Division, to John Lugthart, Chairperson of the Self-Study Principal Committee for Section 4.8.)

M. Vince Postell--lacks graduate credit hours to teach computer science.

CLEARED:

Dr. Postell will no longer teach computer science. (See the letter dated April 11, 2002, from Patricia White, Chairperson for the Natural Sciences and Mathematics Division to John Lughart, Chairperson of the Self-Study Principal Committee for Section 4.8.)

N. Mason Richard--lacks the graduate credit hours to teach computer science.

CLEARED:

Mason Richard will no longer teach computer science. (See the letter dated April 11, 2002, from Patricia White, Chairperson of the Natural Sciences and Mathematics Division to John Lughart, Chairperson of the Self-Study Principal Committee for Section 4.8.)

O. Laura Rose--lacks the required graduate credit hours to teach accounting courses.

CLEARED:

Justification records are assembled in Ms. Rose's personnel file in the offices of the Vice President for Academic Affairs and the Chairperson of the Division of Business and Technology.

P. Monte Salyer--incorrect courses listed on the checklist.

CLEARED:

A corrected checklist has been placed in Dr. Salyer's personnel file in the office of the Vice President for Academic Affairs (See the letter dated June 8, 2001, from Robert Weathersby, Chairperson of the Humanities Division to John Lughart, Chairperson of the Self-Study Principal Committee for Section 4.8).

Q. Jack Waskey--question about Dr. Waskey's having the required number of graduate credit hours to teach philosophy.

CLEARED:

The Self-Study committee failed to recognize that courses listed as G400 courses on Dr. Waskey's transcript are identified as graduate-level courses by a footnote. (The President, the Vice President for Academic Affairs, and the Director of the DSC Self-Study reviewed Dr. Waskey's credentials and discovered the problem. (See the note dated July 3, 2001, of a conversation between Frank Beesley, Director of the DSC Self-Study, and John Hutcheson, chairperson of the Social Sciences Division).

2. The Committee recommends that Dalton State College take the steps necessary to ensure all faculty members have official transcripts on file (see below).

A. Margie Bruner—missing transcript.

CLEARED:

The missing transcript was received and added to Ms. Bruner's personnel file in the office of the Vice President for Academic Affairs. See the e-mail letter dated June 10, 2002, from John Hutcheson, Chairperson of the Division of Social Sciences, to Frank Beesley DSC Self-Study Director.

B. Jeff Dypolt--missing an official transcript.

CLEARED:

Mr. Dypolt no longer teaches for the Technical Education Division. (See the letter of April 4, 2002, from Tom Sommer, Chairperson of the Technical Education Division, to John Lugthart, Chairperson of the Self-Study Principal Committee for Section 4.8).

C. Michelle King Earley--missing an official transcript from Covenant College.

CLEARED:

Ms. Earley's transcript has been received and is now in her personnel file in the office of the V.P. for Academic Affairs. (See the letter of April 4, 2002, from Tom Sommer, Chairperson for the Technical Education Division to John Lugthart, Chair of the Self-Study Principal Committee responsible for Section 4.8).

D. Baogang Guo--missing an official transcript from the Chinese University where he completed his undergraduate and master's work.

CLEARED:

The transcript has been obtained and is in Dr. Guo's personnel file in the office of the Vice President for Academic Affairs (See the e-mail letter dated May 10, 2002 from John Hutcheson, Chair of the Social Sciences Division to John Lugthart, Chairman of the Self-Study Principal Committee for Section 4.8).

E. Tina Holt--missing an official transcript from Macon State College.

CLEARED:

Ms. Holt has resigned her position at DSC (See e-mail dated October 10, 2002, from Cheryl Nuckolls for Trudy Swilling to John Lugthart, Chairman, of the Self-Study Principal Committee for Section 4.8).

F. Andy Meyer--lacks an official copy of his transcript from Concordia Teacher's College.

CLEARED:

Dr. Meyers has received an official transcript and it is now in his personnel file in the office of the Vice President for Academic Affairs. (See the letter dated April 4, 2002, from Patricia White, Chairperson of the Division of Natural Sciences and Mathematics to John Lugthart, Chairperson of the Self-Study Principal Committee for Section 4.8.)

G. Christy Price--missing an official transcript from the State University of West Georgia.

CLEARED:

The official transcript has been received and is now in Dr. Price's personnel file in the office of the Vice President for Academic Affairs. (See e-mail letter dated May 10, 2002, from John Hutcheson, Chairperson of the Social Sciences Division to John Lughart, Chairperson of the Self-Study Principal Committee for Section 4.8.)

H. Kelson Smith--missing an official transcript.

CLEARED:

Mr. Smith's transcript has been received and is now in his personnel file in the office of the Vice President for Academic Affairs. See the letter dated April 4, 2002, from Tom Sommer, Chairperson for the Technical Education Division to John Lughart, Chairperson of the Self-Study Principal Committee for Section 4.8.)

I. Greg West--Mr. West is missing an official transcript from Hope International University.

CLEARED:

The transcript has been received and is now in Mr. West's personnel file in the office of the Vice President for Academic Affairs. (See the letter dated April 4, 2002, from Tom Sommer, Chairperson of the Technical Education Division to John Lughart, Chairperson of the Self-Study Principal Committee for Section 4.8.)

**4.8.1 Proposal:**

The Committee proposes that the SACS graduate semester hour requirements for full-time and part-time faculty members be stated in Article V. J. 3. – Teaching Faculty Appointments of the *Statutes of DSC*.

**4.8.2.1 Proposals:**

The committee proposes that all check-sheets located in the front of faculty folders in the Office of the Vice President for Academic Affairs and in the offices of division chairpersons follow the same format and include a list of all graduate courses in the teaching discipline that are being used to document compliance with SACS *Criteria*.

**4.8.2.2 Proposal:**

Other than official transcripts, the type of documentation kept on file for faculty members is not specified in the *Faculty Handbook* or the *Statutes of DSC*. The Committee proposes that the College include in the *Faculty Handbook* a listing of all official documentation (transcripts, curriculum vitae, and letters of reference) required for newly hired faculty members.

#### **4.8.3 Proposal:**

The overall procedures for orientation, supervision, and evaluation of part-time faculty are too informal and inconsistently applied by different divisions. Therefore, the Committee proposes that a formal, consistent procedure be developed and implemented.

#### **4.8.5 (1 of 1) Recommendation:**

Although the categories pertaining to salary increases are addressed in the DSC Faculty Handbook under Faculty Evaluation, the Committee recommends that criteria for salary increases be more specifically and clearly stated.

**Status:** CLEARED: a new salary administration policy has been added to the *Faculty Handbook* under the heading “Salary Administration.”

#### **4.8.5 Proposal:**

The committee proposes that the results of annual evaluations be reflected in the faculty members’ annual salary increases.

#### **4.8.6 (2 of 7) Recommendation:**

Although the *Faculty Handbook* and the *DSC Statutes* make reference to the *1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments*, the Committee recommends that the College include the *Statement* in these documents in its entirety and place a link to the American Association of University Professors web site on the DSC web site under the “Information for Faculty & Staff” section.

**Status:** CLEARED: The *Statement* now appears in the *Faculty Handbook* (See the letter from the President to the faculty dated April 26, 2002 and the *Dalton State College Faculty Handbook*, “Academic Freedom”).

#### **4.8.6 (4 of 7) Recommendation:**

1. The Committee recommends that the College develop a means for spelling out well in advance the compensation faculty members will receive for teaching summer courses under the various possible contingencies.

**Status:** CLEARED: a new “Summer Teaching” section that contains a formula for determining summer salaries has been added to the *Faculty Handbook* (See the letter from the President to Drs. Frank Beesley and John Lugthart dated April 19, 2002).

2. The Committee recommends that the College revise its faculty contract dates to agree with faculty-retreat and graduation dates, which are the dates that traditionally bracket the faculty work year.

**Status:** CLEARED: See the letter from James A. Burran, President of Dalton State College, dated October 30, 2002.

#### **4.8.6 Proposal:**

The Committee proposes that the College include the American Association of University Professors’ *Statement on Professional Ethics* in the *Faculty Handbook*

and *Statutes of DSC*, and a link on the Dalton State College web site, under the Information for Faculty & Staff section, to the American Association of University Professors web site.

#### **4.8.9 Proposals:**

1. While concluding that the College has enough faculty members to support its purpose, the Committee proposes that the College resolve the issue of what constitutes optimum and maximum class sizes for courses offered by all academic divisions.
2. The Committee proposes that the College include a section in the *Faculty Handbook* that specifies the typical teaching load and that describes the procedure for assignment of faculty teaching load, including a statement of the factors taken into consideration in assigning faculty loads.
3. The Committee proposes that the College address the issue of what constitutes “reasonable” and “equitable” teaching loads within each of the Academic Divisions.
4. The Committee proposes that faculty input be sought regarding new student advising procedures.

#### **4.8.10 (2 of 4) Recommendations:**

1. Although the criteria for faculty evaluation are listed in the *DSC Statutes* and the *Faculty Handbook*, the members of the committee recommend that the criteria be clearly and specifically stated in the appropriate sections of the *DSC Faculty Handbook*, *Part-time Faculty Handbook*, and the *DSC Statutes*.

**Status:** CLEARED: In a called meeting on March 15, 2002, the faculty approved a revised faculty evaluation process for implementation (See the letter from the President dated May 7, 2002, and the approved Proposal).

2. The Committee recommends that the College clearly state the tenure criteria in the *DSC Faculty Handbook* (Tenure and Promotion sub-section) and *DSC Statutes* (V, J, 5, p.17).

**Status:** CLEARED: The Faculty Evaluation Process described in 1 above contains clearly stated tenure criteria and will be included in the *Faculty Handbook* and *DSC Statutes*.

#### **4.8.10 (2 of 4) Proposals:**

1. The committee proposes that the revised faculty evaluation process currently underway be completed.
2. Academic advisement is a criterion for annual faculty evaluation, yet it is unclear how advisement should be assessed. The Committee proposes that the College address this issue.



**4.8.10 (3 of 4) Proposals:**

1. To consolidate information pertaining to faculty evaluation, the Committee proposes that the "Dalton State College Pre- and Post-Tenure Review Policy" be moved from Appendix 20 of the *DSC Faculty Handbook* to the "Faculty Evaluation " section.
2. The committee proposes that the DSC Faculty Standards, referred to in the "DSC Pre- and Post-Tenure Review Policy," be included in the Faculty Evaluation section of the *DSC Faculty Handbook*.

**4.8.10 (4 of 4) Proposal:**

The Committee proposes that the College establish a faculty evaluation training process for all division and department chairpersons.

**4.9 (1 of 3) Recommendation:**

The Committee recommends that a written, formal agreement between the College and Murray County High School, clearly stating the purpose and details of the relationship, be established, and that this agreement demonstrate compliance with the *Criteria*.

**Status: CLEARED:** No further classes will be taught at Murray County High School under the existing agreement. Future agreements, should any be proposed, will be properly documented (See the letter from the President to Drs. Frank Beesley and John Lugthart dated June 26, 2002).

**Section V. Educational Support Services**

**5.2 Proposals:**

1. The Committee proposes that the College hire another part-time professional to staff the Writing Lab several nights each week and to assist in the lab during daytime hours.
2. The Committee proposes that the College add Internet enabled computer stations in the Language Lab and that the College hire a technician or coordinator to oversee the facility and to provide tutoring.

**5.3 Proposals:**

1. The Committee proposes that the College establish criteria that must be met to qualify a course as computer intensive or meeting the goals of establishing computer literacy. The Committee also proposes that the College verify that all students have satisfied the computer literacy requirement prior to graduation.
2. The Committee proposes that the College establish a course in AREA B to provide an alternative means for meeting the College's computer literacy requirement.

#### **5.4 Proposal:**

The name of the old “Division of Student Affairs” has been changed to “Office of Student Affairs.” At least some of the official documents, including the most recent Annual Report, reflect the old name. While Dalton State College employees know that these two office titles are the same, the SACS visiting team may not. This Committee proposes that the Office of Student Affairs change its name on published materials. However, the Committee does not suggest throwing out materials (e.g., letterhead stationary) simply to change the name.

#### **5.4.1 Proposal:**

While the College meets the SACS criteria in this area, the committee is concerned with a discrepancy in the Dalton State College Organizational Chart and in the Office of Student Affairs Statement of Purpose. The organizational chart puts three units/departments under the direction of the Vice President for Student Affairs (VPSA): ACE Center, Student Activities and Student Government Association. The Office of Student Affairs Statement of Purpose states that the VPSA has primary responsibility for maintaining the Office of Student Affairs including the ACE Center and Student Activities while listing the Student Government Association as a part of Student Activities. Therefore, the committee proposes that this discrepancy be evaluated so as to ensure consistency between the documents.

#### **5.4.2 Proposals:**

1. Space is the major concern for the Office of Student Affairs. Until the Continuing Education building is constructed and that Office moves out of Westcott Hall, Financial Aid and Veterans Services cannot move from the Student Center to Westcott Hall and vacate that significant space. Student clubs would benefit from greater accessibility to the Miller Room for their meetings.
2. Currently, the Disability Service Support Facilitator has no space for private consultations and must displace staff temporarily from their offices in order to talk with students. A dedicated location for private consultations would be beneficial.

#### **5.4.3.2 Proposal:**

While the College meets the SACS criteria in these areas, the committee proposes that the Office of Student Activities consider modifying the institutional statement of responsibility for student publications found on p. 52 of the *Dalton State College 2001-2002 Catalog and Student Handbook* to more clearly demonstrate the College's supervisory role concerning student publications.

#### **5.4.3.3 Proposals:**

1. While the College meets the SACS criteria in this area, the committee proposes that the list of student infractions be expanded to include things such as stalking, terrorist threats, and utilizing campus computers to break copyright or other laws.

2. While the College meets the SACS criteria in this area, the committee proposes that the College consider developing a policy of regular review of the statements regarding student conduct.

**5.4.3.5 Proposals:**

1. While the College meets the SACS criteria in this area, the committee proposes that the College consider the addition of a staff member to the Office of Financial Aid due to the increased enrollment of Fall 2001 and the high number (78 percent) of students receiving financial aid.

2. While the College meets the SACS criteria in this area, the committee proposes that a complete list of all grants, loans, and scholarships available through DSC be listed on the Office of Financial Aid and Veteran Services' web site and kept up- to-date with the most recent information.

**5.4.3.6 Proposal:**

While the College is in compliance with the SACS criteria, the committee found some first aid boxes with expired medications. Therefore, the committee proposes that the Department of Public Safety inspect all first aid boxes and check expiration dates quarterly and re-supply them as needed.

**Section VI Administrative Processes**

**6.1 (1 of 1) Proposal:**

The Committee suggests that, in order to better facilitate continuity and efficiency and in order to maintain an official record of its decisions, the Administrative Council should appoint a secretary to record minutes for its meetings.

**Suggestion:**

The Committee suggests that Dalton State College establish guidelines to standardize the establishment and oversight of advisory committees. These guidelines should be established while giving consideration to the DSC Foundation's rules regarding fund-raising, should other advisory committees desire to undertake such activities.

**6.1.5 (4 of 6) Recommendation:**

The Committee recommends that the duties of the president and of other administrative officials reporting to the president be clearly defined and made known to faculty and staff.

**Status:** CLEARED: Articles III and IV of the *DSC Statutes* now contain job descriptions for all administrators reporting directly to the president (See the letter from the President to the faculty dated April 26, 2002).

### **6.2.2 Recommendations:**

1. The Committee recommends that the Director of Institutional Advancement develop and publish guidelines and procedures for fund-raising and share them with the Dalton State College Foundation.

**Status:** CLEARED: The Director of Institutional Advancement Fund has developed raising policies, which are contained in the *Dalton State College Faculty Handbook* under “Fund Raising.”

2. The Committee recommends that the Director of Institutional Advancement establish a goal to work with the Dalton State College Foundation to develop a strategic plan which arises from and implements appropriate parts of the *Dalton State College Strategic Plan, 2000-2003*. The plan could include a long-range vision for the College with time lines and targets for developing resources for proposed new programs and facilities. Such a strategic plan for the Dalton State College Foundation could then be included in the “Institutional Advancement” and the “President’s Office” sections of the *Dalton State College Strategic Plan, 2000-2003*.

**Status:** CLEARED: The *DSC Strategic Plan* contains planning relevant to this recommendation, and that planning is further refined in the institutional effectiveness plans and objectives of the Director of Institutional Advancement and the DSC Foundation’s strategic plan.

### **Proposals:**

1. In keeping with Dalton State College’s commitment to diversity, the Committee proposes that the College, through the Director of Institutional Advancement, use its influence with the Dalton State College Foundation to ensure appropriate ethnic, gender, economic class, and professional sector representation on the DSC Foundation Board of Trustees. The Director of Institutional Advancement might also consider recommending to the Foundation that each of the ten counties in the service area be represented. In addition, the Committee proposes that the Office of Institutional Advancement establish diversity goals to be considered when dealing with the DSC Foundation.

2. The Committee proposes that Dalton State College recommend to the DSC Foundation that it consult with a highly successful college foundation, such as Clayton College and State University, for assistance in designing a strategic plan.

### **6.4 Proposal:**

The Committee proposes that the College annually convene a meeting of division chairpersons, the Vice President for Fiscal Affairs, and the Director of Plant Maintenance to address any concerns that might arise related to the effect of physical resources upon the teaching and learning environment.

#### **6.4.2 Recommendation:**

The committee recommends that the College’s Plant Operations unit annually evaluate its maintenance plan.

**Status:** CLEARED: a documented plan for preventive maintenance and repair and a policy for annual evaluation of the plan are located in the document file for Section 6.4.2.

**6.4.3 (1 of 3) Recommendation:**

The Committee recommends that classroom facilities and classroom access at off-campus business and industrial sites be evaluated to establish administrative responsibility for safety/security procedures.

**Status:** CLEARED: See the ADA policy statement for extended-campus sites.

**6.4.3 (2 of 3) Recommendation:**

The Committee recommends that the College clearly assign administrative responsibility for environmental health and safety programs at off-campus sites.

**Status:** CLEARED: See the ADA policy statement for extended-campus sites. Fire-marshal inspections are conducted annually, as indicated by recent reports from all locations.

**6.4.3 (3 of 3) Recommendation:**

The Committee recommends that the College develop, implement, and evaluate regularly a comprehensive safety plan.

**Status:** CLEARED: A comprehensive safety and emergency preparedness plan has been developed and implemented, and will be evaluated regularly.

**Suggestion:**

The Committee suggests that the College include in its comprehensive safety plan provisions to ensure easy egress from buildings in case of fire.

**6.4.3 (3 of 3) Proposals:**

1. The Committee proposes that the College designate a single person to coordinate the campus-wide Right-to-Know program and environmental safety issues.
2. The Committee proposes that the *Dalton State College Right-to-Know Training/Hazardous Chemical Protection Plan* be proofread and updated.