

# Orangeburg-Calhoun Technical College

## Institutional Effectiveness, Research, and Assessment Plan

Prepared by the Office of Institutional Effectiveness, Research and Assessment  
Fall 2020



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## **I. Introduction**

Orangeburg-Calhoun Technical College (OCtech) is a comprehensive two-year technical college that provides training of persons for jobs in new and expanding industries, upgrading programs for workers already employed, and university transfer opportunities. OCtech is committed to continuous quality improvement of programs and services dedicated to the students and the communities we serve. The College seeks to maintain alignment between the OCtech mission, beliefs, vision, and strategic goals, all in an effort to ensure the educational quality and effectiveness of program offerings and services required to fulfill the institutional mission. The mission of OCtech is to provide relevant training and education in a flexible, diverse, and inclusive environment that promotes success and self-reliance for students, and fosters economic development for the region. The vision is to Engage, Empower and Transform. From the mission and vision, to the strategic plan, to the division plan and strategies, to the individual departmental assessment and unit plans which include both the general education and program outcomes plans for improvement, OCtech demonstrates strategic planning and continuous improvement through specific outcomes-based assessment.

This Institutional Effectiveness (IE) Plan is designed to be a detailed roadmap for continuous quality improvement. It serves as a strategic planning management tool that shows all OCtech workgroups how to engage in evaluation, assessment, and continuous quality improvement practices that allows the institution to effectively accomplish its mission. The IE plan is broken down as follows:

Mission and Vision Statements

Strategic Plan and College Strategies

Institutional Effectiveness Cycles

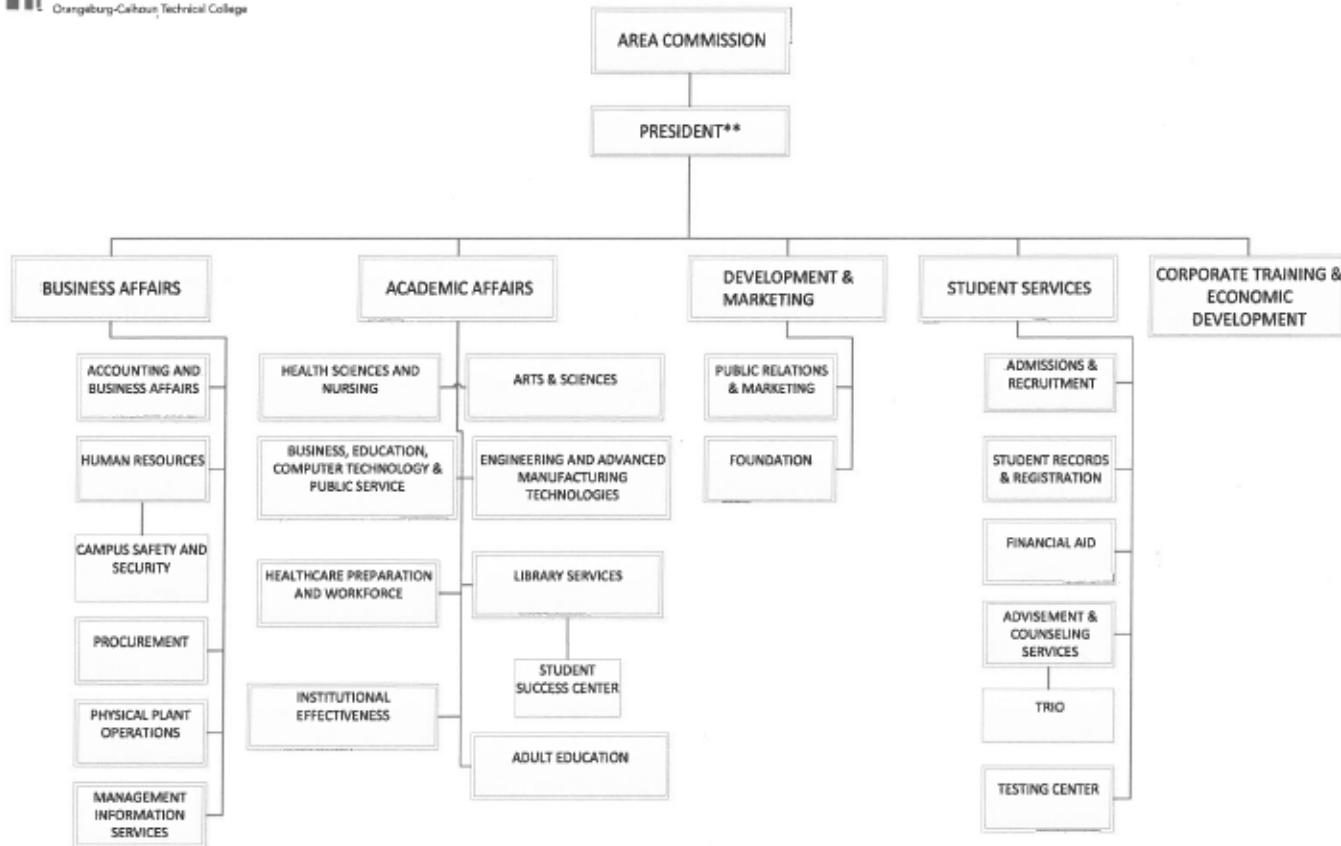
- Administrative and Non-Instructional Assessment
  - Administration
  - Business Services
  - Student Services
  - Individual Employee Improvement Planning
- Instructional Assessment
  - General Education Competencies
  - Program-Level Student Learning Outcomes
  - Developmental Education
  - Course-Level Student Learning Outcomes
  - Program Review
  - Individual Employee Improvement Planning

The following document details the procedures that direct the College to engage in ongoing, integrated and institution-wide research-based planning and evaluation.

## **II. Senior Leadership and Governance**

In the structure/governance system depicted in the OCtech organization chart, the Orangeburg-Calhoun Area Commission oversees compliance with state, federal, and local regulations and approves tuition and expenditures. The Area Commission also sets policies/parameters in categories such as Executive Limitations, Board-Staff Relations, and Board Process, thereby empowering both Board and Staff to perform the duties outlined therein.

The following chart depicts both the 2020 – 21 organizational and planning\* relationships of the institution.



\*\*Exempt from State Employee Grievance Act.

Positions are filled unless noted.

*\*Each program and its related certificate and diploma serves as an indirect academic or service planning unit.*

### III. Education Program Codes:

The College offers a wide variety of academic degrees, diplomas, and certificates. There are 18 associate degrees. The following chart details Colleague codes for all approved degrees, diplomas, and certificates of the College that are in an active status. **It also includes transfer pathways for specific degrees that are currently active in Colleague, as well as Associate in Applied Science majors and specializations.**

#### Approved and in Active Status

Program	CIP Code	Local Code	Level	Award	Crt Hrs	Title	Teach Out
AA.ART	24.0101	45600	3	AA	60	Associate in Arts Degree	
AA.ART.BUS.CITADEL	24.0101	45600	3	AA	61	Associate in Arts - Business Transfer Program - Citadel	
AA.ART.CRJ.CITADEL	24.0101	45600	3	AA	66	Associate in Arts - Citadel Transfer - Criminal Justice	
*AA.ART.EC	24.0101	45600	3	AA	62	Associate in Arts - Early College	
*AA.ART.ECE	24.0101	45600	3	AA	60	Associate in Arts Degree - Early Childhood Education (USC)	
*AA.ART.ECE.CLAFLIN	24.0101	45600	3	AA	63	<i>Associate in Arts Degree - Early Childhood Education</i>	
*AA.ART.ECE.SCSU	24.0101	45600	3	AA	63	Associate in Arts Degree - Early Childhood Education	
AA.ART.EEC	24.0101	45600	3	AA	66	Associate in Arts Degree - Elementary Education (USC)	
*AA.ART.EEC.CLAFLIN	24.0101	45600	3	AA	66	Associate in Arts Degree - Elementary Education	
*AA.ART.EEC.SCSU	24.0101	45600	3	AA	66	Associate in Arts Degree - Elementary Education	
AA.ART.HOSMGT.USCB	24.0101	55600	3	AA	64	Associate in Arts Degree - HOSP/MGT Transfer	
AA.ART.MLE	24.0101	45600	3	AA	60	Associate in Arts Degree - Mid-Level Education to Bachelor in Arts-USC Columbia	
*AA.ART.MLE.CLAFLIN	24.0101	45600	3	AA	60	Associate in Arts Degree - Mid-Level Education	
*AA.ART.MLE.SCSU	24.0101	45600	3	AA	60	Associate in Arts Degree - Mid-Level Education	
*AA.ART.TRANSIENT	24.0101	45600	3	AA	60	Associate in Arts - Transient Students	
*AA.BRIDGE.SCS	24.0101	45600	3	AA	60	Associate in Arts Degree -SC State Bridge Program	
*AA.BRIDGE.USC	24.0101	45600	3	AA	60	Associate in Arts Degree - USC Bridge Program	
AAS.ADN.FALL	51.3801	35208	3	AAS	67	Associate in Applied Science in Nursing	
AAS.ADN.FLEX	51.3801	35208	3	AAS	68	Associate in Applied Science in Nursing	
AAS.ADN.SPRING	51.3801	35208	3	AAS	67	Associate in Applied Science in Nursing	
AAS.ADN.TN	51.3801	35208	3	AAS	68	Associate in App Sci. Deg. - NUR - Transition Model	
AAS.AOT	52.0401	35007	3	AAS	66	Associate in App Sci. Deg. in Adminstrative Office	
AAS.AUT	47.0604	35306	3	AAS	71	Associate in App Sci. Deg. in Automotive	
*AAS.AUT.EC	47.0604	35306	3	AAS	71	AAS - Automotive Technology - Early College	
*AAS.BA.EC	52.0101	35001	3	AAS	69	AAS - Business Administration - Early College	
AAS.BA.ACCTING	52.0101	35001	3	AAS	69	Associate in App Sci. Deg. - Business Administration- Accounting	

\*Not listed in Catalog

π Enrolled only with Dean Approval

Program	CIP Code	Local Code	Level	Award	Crt Hrs	Title	Teach Out
AAS.BA.ENTMGT	52.0101	35001	3	AAS	69	Associate in App Sci. Deg. - Business Administration-Enterprise Management	
AAS.CPT.CP	11.0301	35104	3	AAS	69	Associate in App Sci. Deg. CPT - Computer Programming	
*AAS.CPT.EC	11.0301	35104	3	AAS	72	AAS - Computer Technology - Early College	
AAS.CPT.NSIA	11.0301	35104	3	AAS	72	Associate in App Sci. Deg. -CPT –Network Security & Info Assurance	
AAS.CRJ	43.0104	35505	3	AAS	66	Associate in App Sci. Deg. - Criminal Justice	
*AAS.CRJ.EC	43.0104	35505			67	AAS - Criminal Justice - Early College	
AAS.CRJ.UPSTATE	43.0104	35505	3	AAS	60	Associate in App Sci. Deg. - Criminal Justice-USC Upstate	
AAS.ECE	19.0708	35508	3	AAS	71	Associate in App Sci. Deg. - Early Childhood Education	
*AAS.ECE.EC	19.0708	35508	3	AAS	71	AAS - Early Childhood Education - Early College	
AAS.ECE.FALL.START	19.0708	35508	3	AAS	68	AAS - Early Childhood Education - Fall Start	
AAS.ECE.SPRING.START	19.0708	35508	3	AAS	68	AAS - Early Childhood Education - Spring Start	
AAS.EDT	15.0303	35310	3	AAS	78	Associate in App Sci. Deg. - Engineering Design Tech.	
*AAS.EDT.EC	15.1301	35307	3	AAS	78	AAS - Engineering Design Technology - Early College	
*AAS.EET.EC	15.0303	35310	3	AAS	78	AAS - Electronics Engineering Technology - Early College	
AAS.EET.EIT	15.0303	35310	3	AAS	74/77	Associate in App Sci. Deg. - Elect ENGR - Elect Instrumentation	
AAS.EET.EIT.FALL	15.0303	35310	3	AAS	75	Associate in App Sci. Deg. – Elect ENGR - Elect Instrumentation - Fall	
AAS.EET.EIT.SPRING	15.0303	35310	3	AAS	75	Associate in App Sci. Deg. – Elect ENGR - Elect Instrumentation - Spring	
AAS.EET.ETP	15.0303	35310	3	AAS	74/75	Associate in App Sci. Deg. - Electronics ENGR – Eng. Tech. Programming	
AAS.EET.EIT.UT	15.0303	35310	3	AAS	78	Associate in App Sci. Deg. - Elect ENGR - Elect Instrumentation-University Transfer	
AAS.EET.ETP.UT	15.0303	35310	3	AAS	77	Associate in App Sci. Deg. - Electronics ENGR – Eng. Tech. Programming -University Transfer	
AAS.GT.AGR.BUS	30.9999	35318	3	AAS	65	Associate in Applied Science - GT - AGR/BUS	
AAS.GT.EMT.CRJ	30.9999	35299	3	AAS	63	Associate in Applied Sci. in EMT/CRJ	
AAS.GT.IMT	30.9999	35318	3	AAS	81	Associate in App Sci. Deg. - GT - Ind. MAINT./IND. Electronics	2016-2017
AAS.GT.IMW	30.9999	35318	3	AAS	64	Associate in App Sci. Deg. - GT – IND. Maintenance/Welding	
*AAS.GT.IMW.EC	30.9999	35318	3	AAS	64	AAS - General Technology - IMT/Welding - Early Col.	
AAS.GT.MOA	30.9999	35318	3	AAS	64	Associate in App Sci. Deg. – GT – Medical Assisting/Health Science	
*AAS.GT.MOA.EC	30.9999	35318	3	AAS	64	Associate in App Sci. Deg. – GT – Medical Assisting/Health Science	
AAS.GT.PCT	30.9999	35318	3	AAS	63	Associate in App Sci. Deg. - GT - Patient Care Tech./Health Sci.	
*AAS.GT.PCT.EC	30.9999	35318	3	AAS	63	AAS - General Technology - PCT - Early College	

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Program	CIP Code	Local Code	Level	Award	Crt Hrs	Title	Teach Out
AAS.IET	47.0105	35360	3	AAS	74	Associate in App Sci. Deg. - Industrial Electronics	
AAS.IET.ME	47.0105	35360	3	AAS	75/76	Associate in App Sci. Deg. -IET- Electrical & Mechanical	
AAS.MEC	15.0499	35371	3	AAS	71	Associate in App Sci. Deg. - Mechatronics	
AAS.MEC.EC	15.0499	35371	3	AAS	71	AAS - Mechatronics - Early College	
AAS.MTT	48.0501	35370	3	AAS	80	Associate in App Sci. Deg. - Machine Tool Technology	
AAS.MTT.EC	48.0501	35370	3	AAS	80	AAS - Machine Tool Technology - Early College	
AAS.PTA	51.0806	35219	3	AAS	78	Associate in Applied Sci. in Physical Therapist Assistant	
AAS.RAD	51.0907	35207	3	AAS	93	Associate in App Sci. Deg. - Radiologic Technology	
AAS.RES	51.0908	35215	3	AAS	84	Associate in App Sci. Deg. - Respiratory Therapy	
*AS.BRIDGE.SCS	24.0101	55600	1	AS	60	Associate in Science Degree - SC State Bridge Program	
*AS.BRIDGE.USC	24.0101	55600	1	AS	60	Associate in Science Degree USC Bridge Program	
AS.FSP	24.0101	55600	1	AS	61	Associate in Science - Food Science Program	
AS.HS.MUSC	24.0101	55600	1	AS	60	Associate in Science - Health Science - Med. Univ. of South Carolina	
AS.HSNUR.CAREER.PREP	24.0101	55600	1	AS	61	Associate in Science in HS/NUR - Career Prep Program	
*AS.HSNUR.EC	24.0101	55600	1	AS	63	AS - NUR/HS - Early College	
AS.HSNUR.TRANSFER	24.0101	55600	1	AS	63	Associate in Science in HS/NUR- Transfer Prep Program	
*AS.NUR.CLEMSON	24.0101	55600	1	AS	60	Associate in Science - NUR - Clemson - ADN to BSN	
AS.NUR.USCUPSTATE	24.0101	55600	1	AS	63	Associate in Science - Nursing - USC Upstate ADN to BSN	
AS.SCI	24.0101	55600	3	AS	60	Associate in Science Degree	
AS.SCI.AGED	24.0101	55600	3	AS	65	Associate in Science in Agric. Education	
*AS.SCI.EC	24.0101	55600	3	AS	60	Associate in Science-Early College	
*AS.SSC.EC	24.0101	55600	1	AS	64/65	AS - Soils Sustainable Crops - Early College	
AS.SCI.SSC	24.0101	55600	1	AS	64/65	Associate in Science Degree - Soils & Sustainable Crops	
CB.ACC	52.0301	70451	1	CB	27	Certificate in Basic Accounting	
CB.LOGISTICS	52.0203	71148	1	CB	24	Certificate in Business Logistics	
CCT.CNE	11.9999	60665	1	CCT	18	Certificate in Network Engineering/MCSE	
CCT.DBP	11.0301	60921	1	CCT	18	Certificate in Database & Programming	
CCT.INC	11.0301	60753	1	CCT	21	Certificate in Internetworking/CISCO	
CCT.NSP	11.0901	71113	1	CCT	27	Computer Network Specialist	
CET.CADII	15.1306	60775	1	CE	18	Computer Aided Design II	
CET.CD1	15.1306	60774	1	CE	17	Certificate in Computer Aided Design I	
π*CET.RPT1	51.0916	71235	1	CE	16	Health Physics Certificate I ( <i>Radiation Fundamentals</i> )	

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Program	CIP Code	Local Code	Level	Award	Crt Hrs	Title	Teach Out
*CGT.GEN.USMC	24.0101	70445	1	CPS	#N/A	Early College	
CHS.CNA	51.3902	60432	1	CHS	9	Certificate in Health Science in Nursing Assistant	
*CHS.ECG	51.0802	70613	1	CHS	8	Certificate in Health Science in Electrocardiography/Cardiac Mon.	
CHS.EMT	51.0904	61048	1	CHS	16	Certificate in Emergency Medical Technician	
CHS.MAM	51.0919	60917	1	CHS	16	Certificate in Mammography	
CHS.MRI	51.092	71048	1	CHS	31	Certificate in Magnetic Resonance Imaging	
CHS.PCT	51.3902	71242	1	CHS	36	Certificate in Health Science - Patient Care Technician	
*CHS.PHL	51.3901	60504	1	CHS	12	Certificate in Health Science in Phlebotomy	
CHS.RAD	51.0907	70886	1	CHS	40	Certificate in General Radiologic Technology	
CIT.BDM	47.0605	60861	1	CIT	16	Certificate in Basic Diesel Maintenance	
CIT.BE	46.0302	61089	1	CIT	18	Certificate in Basic Electrician	
CIT.BIM	47.0303	60881	1	CIT	16	Certificate in Basic Ind. Maintenance	
CIT.BWLD	48.0508	61012	1	CIT	19	Certificate in Basic Welding	
CIT.FWLD	48.0508	71193	1	CIT	21	Welding Fundamentals Certificate	
CIT.IIM	47.0303	70987	1	CIT	27	Certificate in Ind. Maint. - Mech & Elec I	
CIT.INDELEC	15.0399	61084	1	CIT	17	Certificate in Industrial Electrician	
CIT.IWLD	48.0508	61000	1	CIT	20	Intermediate Welding Certificate	
CIT.MEC1	15.0499	60995	1	CIT	20	Certificate in Mechatronics I-Fundamentals	
CIT.MEC2	15.0499	71183	1	CIT	20	Certificate in Mechatronics II-Automated Controls	
CIT.MEC3	15.0499	71184	1	CIT	21	Certificate in Mechatronics III-Automated Systems	
CIT.POC	48.0501	60989	1	CIT	16	Certificate in Production Operator	
CIT.TRUCK	49.0205	61054	1	CIT	16	Certificate in Professional Truck Driving	
*CIT.TRUCK.EC	49.0205	61054			16	CERT - Professional Truck Driving - Early College	
CIT.US	47.0604	61083	1	CIT	16	Certificate in Undercar Specialist	
CPS.AGR	1.0308	71134	1	CPS	33	Certificate in Sustainable Agriculture	
CPS.ECD	19.0709	70623	1	CPS	27	Certificate in Early Childhood Development	
CPS.ECE	19.0709	70623	1	CPS	27	Certificate in Early Childhood Development	
CPS.FOR	43.0104	71010	1	CPS	27	Forensics Certificate Program	
*CPS.GENERALSTUDIES	24.0101	70445	1	CPS	15	Certificate in General Studies	
CPS.SEC	43.0104	70446	1	CPS	30	Certificate in Security	
DAS.AS	52.0408	15041	2	DAS	42	Diploma in Applied Science in Administrative Support	
DAS.ECE	19.0709	15508	2	DAS	45	Diploma in Applied Science in Early Childhood Development	
DAS.LPN	51.3901	15209	2	DAS	48	Diploma in Licensed Practical Nursing	

\*Not listed in Catalog

π Enrolled only with Dean Approval

Program	CIP Code	Local Code	Level	Award	Crt Hrs	Title	Teach Out
DAS.LPN.FLEX	51.3901	15209	2	DAS	48	Diploma in Licensed Practical Nursing - Flex Program	
DAS.MOA	51.0802	15205	2	DAS	48	Diploma in Applied Science in Medical Assisting	
*ND.CDV	61	6100		ND	#N/A	Career Development	

*\*Not listed in Catalog*

*π Enrolled only with Dean Approval*

## IV. Institutional Planning/Effectiveness

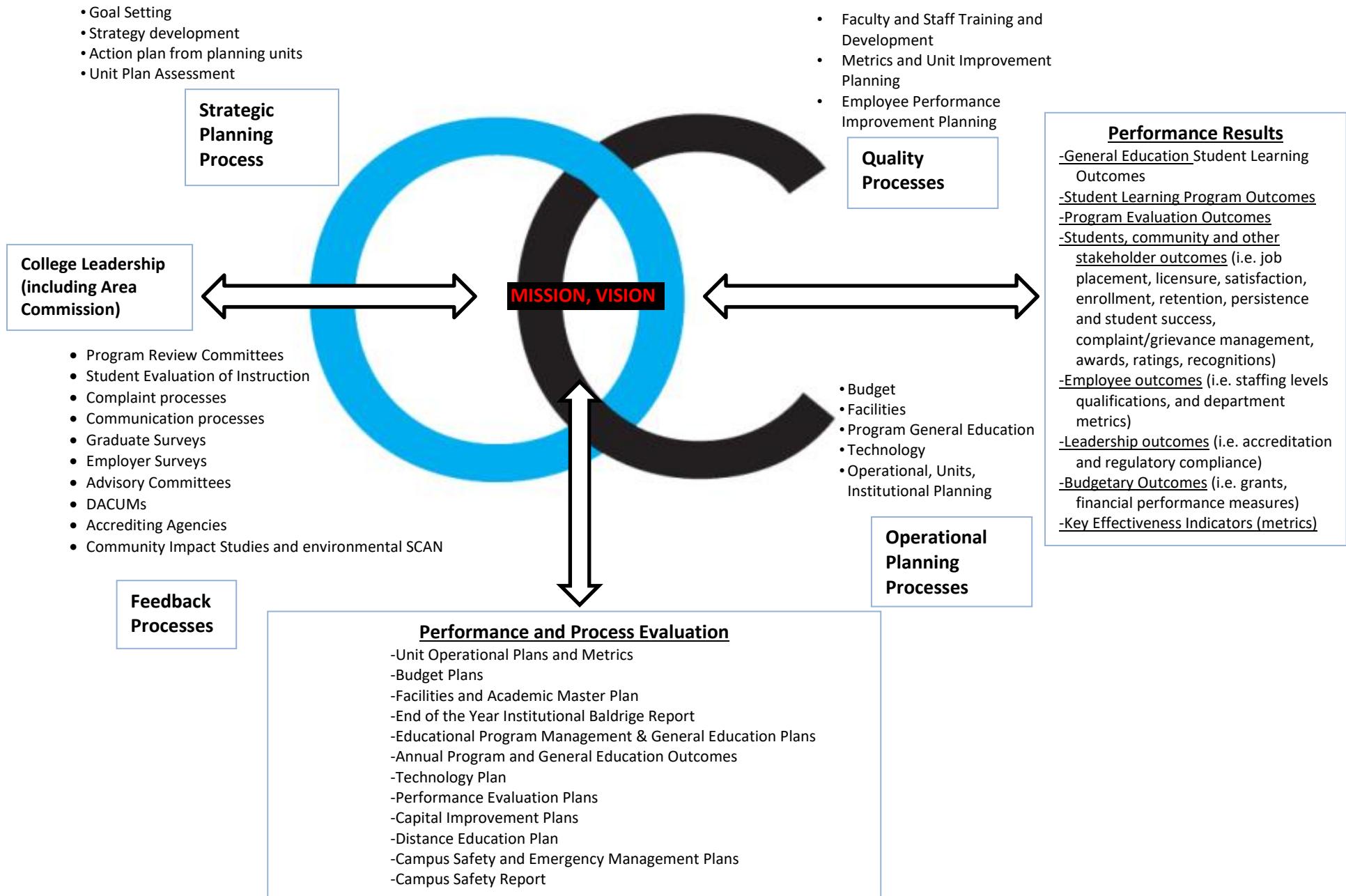
### A. Responsibility/Team Members:

The responsibility for institutional effectiveness lies with all members of the College. The Office of Institutional Effectiveness, Research and Assessment is charged with working with faculty and staff to assess and evaluate college programs, effectiveness, functions, goals, and accountability.

Institutional Planning, Assessment and Evaluation Committees include, but not limited to the following:

1. Strategic Planning Committee (President's Staff and others as needed)
2. General Education Assessment Committee
3. Facilities and Academics Master Planning Committee
4. Curriculum Committee
5. Technology Planning Committee
6. Distance Education/LMS Committee
7. Campus Safety and Security Committee
8. Advising Committee
9. IT Security Committee

# Institutional Effectiveness Continuous Improvement Planning Process



## V. Research/Assessment:

### A. Purpose of Assessment

Orangeburg-Calhoun Technical College is committed to helping faculty, administrators, and staff find ways to ask and answer difficult questions about teaching, career development, and learning so that the College can continue to improve the quality of education.

Assessment is a systematic and ongoing process of gathering, analyzing, and using data for the purpose of improving the student learning experience and thus assisting Orangeburg-Calhoun Technical College in fulfilling its educational mission. Assessment data is generated to look for answers to questions such as:

- How do we know if our students are learning what we are teaching?
- How do we know if we are teaching what our students need to learn?
- How can we improve the educational success of all students regardless of their educational background, race, gender, or ethnicity?
- How well do we prepare students for transfer or the job market?
- How can we get answers to those questions about student learning that test questions don't provide?

Underlying each of these questions is the assumption of a desire for educational excellence—excellence in learning, excellence in teaching, and excellence in supporting the teaching and learning process.

### B. Principles of Assessment

1. Assessment is faculty or staff driven. Faculty members identify student learning outcomes at the course, program, and college-wide levels, specify the means of assessment, and decide what to do with the results; staff identify outcomes for non-instructional units, specify the means of assessment, and decide what to do with the results.
2. Assessment is an ongoing process. Instructors, as well as college services personnel, assess achievement of outcomes as a regular and annual event.
3. Assessment continues after and apart from visits of accrediting agencies because the reason for assessment is improvement.
4. Assessment refocuses institutional attention on quality.
5. Assessment is not and should not be associated with faculty or staff evaluation.
6. Assessment analyzes the learning process, not the individual student, faculty member, or course.

## C. Levels of Assessment

### **Course Assessment**

Assessment of student learning begins in the classroom where instructors can evaluate learning, analyze data, and improve instruction. At the course level, assessment is structured to determine whether the student learning outcomes are being achieved at the completion of the course.

### **Program Assessment**

At the program level, faculty collaborate to identify program level student learning outcomes and then design assessment plans to evaluate the critical learning outcomes students should be able to demonstrate as a result of completing the program. Program assessments also include periodic Program Reviews to evaluate systematical program performance.

### **Institutional Assessment**

And finally, at the institutional level, assessment occurs by evaluating the effectiveness of college-wide functions such as transfer and career and technical programs, academic foundations, and student services. Common to all of these levels is the belief that learning is what matters most in community college education. Because of this belief, OCtech assesses effectiveness; seeks evidence of the degree to which learning is taking place; and seeks information to guide the steps needed to improve what matters most—student learning. When possible, the uses state and national benchmarks to monitor improvement progress.

## D. Process of Assessment

The purpose of the assessment process at Orangeburg-Calhoun Technical College is to provide concrete information to enhance the quality of teaching and learning as well as the quality of services provided in support of teaching and learning. The process consists of five steps, which comprise an ongoing opportunity for recursive improvement that supports the quest for excellence.

### **State Purpose**

1. The unit states its function within the larger context of the College's overall mission.

### **Identify Outcomes**

2. The unit identifies the outcomes it intends to achieve and criteria it will use to determine whether those outcomes have been achieved.

### **Assess Outcomes**

3. The unit defines the methods by which it will assess whether the outcomes criteria have been met and analyzes the data gathered by that methodology.

### **Implement Improvements**

4. The unit creates and implements improvement plans based on the information it gathered from assessing its outcomes.

### **State Impact**

5. The unit states the impact its improvements have made on the quality of what it does.

These steps are dynamic and interactive. The unit's purpose is made concrete and specific in the outcomes it identifies. The outcomes, in turn, are directly addressed by the methods and criteria designed to demonstrate achievement of those outcomes, and improvements are implemented that impact the quality of the unit's function.

Completing all five steps ends one assessment cycle. Each successive year, the steps are completed again. Using information and improvement plans from the previous year as the basis for assessment planning the following year creates a continuous quality improvement spiral that supports each unit's efforts to improve the student learning experience at OCtech.

6. All steps are documented and housed in the appropriate module of ***Compliance Assist:***

- Strategic Plans and Metrics
- Division Unit Plans/Strategies/Assessments
- Annual Individual Department Unit Plans/Assessments
- Annual Program Outcomes Assessments
- Annual General Education Programs Outcomes Assessments
- Unit Plan Budget Requests
- Program Reviews

## VI. Planning, Assessment, Evaluation and Improvement Processes:

### A. Strategic Planning and Evaluation Cycle:

The planning process at OCtech includes both strategic planning and operation planning. The College's current strategic planning cycle will end in 2021. The College uses information from three important sources in the development of its annual strategies and operational plans.

- **Performance results:** OCtech regularly evaluates institutional performance on a variety of key measures. As part of the strategic planning process, the College identifies expected outcomes for key performance measures. Additionally, college leaders regularly review college performance on metrics that reflect overall organization health and sustainability. These analyses are integral to continuous improvement.
- **Environmental Scan:** OCtech places value on both the internal and external environment. To assess its internal climate, the College regularly surveys students, faculty and staff. To complete its external assessment, OCtech uses information from a variety of sources, such as, advisory committees, the various service areas' Chambers of Commerce, and the State Board for Technical and Comprehensive Education. In addition, the College participates in the planning processes of both the Orangeburg and Calhoun County Development Commissions, which help to inform the OCtech planning process regarding economic development.
- **Stakeholders:** The College begins each strategic planning cycle by actively soliciting advice and counsel from all college stakeholders. In the development of the current planning cycle, the Institutional Effectiveness Office presented environmental scan data to the President's Staff. Staff members then responded to the scan at additional work sessions, involving key areas of the College in discussion and review as necessary. Additionally, the President convened a committee that included business and economic development leaders, industry leaders and the Regional Medical Center executive staff for review and input. The President then presented the results of this review to the Area Commission at its annual planning retreat. This input allowed the College to identify its strengths and weaknesses, as well as key barriers and opportunities. The result is a comprehensive plan to guide the College's strategic initiatives over the next planning cycle years.

### B. Orangeburg-Calhoun Technical College Assessment Cycle:

The OCtech Strategic Planning process is led by the President of the College and teams that are composed of administration, faculty and staff representing all areas of the institution. Members are charged with analyzing the strengths, weaknesses, opportunities, and challenges facing the institution. They are provided with a wide array of data and other information from both internal and external sources, ranging from enrollment, recruitment, and student success information to regional demographics and educational funding information. The teams develop, implement, assess, and evaluate a set of proposed strategic action items for the three college-wide goals. The following diagram illustrates the campus-wide process.

# Strategic Planning



**C. Mission/Vision/College Wide Outcomes and Goals:**

**Mission:** OCtech provides relevant training and education in a diverse, flexible, and inclusive environment that promotes success and self-reliance for students, and fosters economic development for the region.

**Vision:** Engage. Empower. Transform

**1. Deliver student centered programs and services that maximize intellectual and economic growth**

**College Strategies 2017 - 2021**

1. Promote student success through engagement among students and among students/faculty
2. Provide flexible and effective programs, course offerings, and entry, exit points to improve student outcomes
3. Provide the most effective academic support and career development services available to improve student outcomes
4. Provide adequate financial resources to students to improve student outcomes
5. Provide funds in support of effective academic initiatives
6. Identify and implement the necessary technologies to support faculty, staff, and students
7. Provide reliable and valid qualitative and quantitative data to create a culture of continuous improvement
8. Foster the development of workforce and social skills needed for today's diverse workplace
9. Promote student leadership and provide opportunities for leadership development
10. Provide extra-curricular and co-curricular activities that promote self-reliance, social justice, civic engagement, intercultural competence and economic development

**2. Align college processes that promote growth and improve our ability to meet the needs of employers and prepare students for transfer**

1. Create a mission driven culture by effectively attracting/retaining students through: utilization of data, cultivation of relationships, and establishment of partnerships in the community
2. Create a mission driven culture by effectively retaining students through: engagement, effective advisement, counseling services, and outreach activities.
3. Support enrollment management efforts through the College website, data analytics, social media and appropriate community publications
4. Increase relationships with community partners through the Foundation and through marketing efforts
5. Increase relationships with college's educational partners
6. Ensure clear pathways for the attainment of educational goals

**3. Create an organizational environment of engaged and qualified employees who are effective, efficient, and committed to future growth.**

1. Provide professional development focused for faculty/staff needed to support student success
2. Provide growth opportunities for facility and staff who demonstrate a commitment to the college, to the success of students, and to one another
3. Maintain a safe and secure environment for employees, students, and visitors
4. Provide students with teaching practices that reflect research based pedagogical best practice
5. Provide for effective utilization of space and facilities
6. Ensure open and transparent communication throughout the college and the community
7. Create opportunities for collegiality and partnerships
8. Effectively prepare for pending retirements and for grant positions coming to a close

9. Raise the college's profile through multiple mediums in the service area, the state, and throughout the United States
10. Cultivate the relationship with past, present, and future donors

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

The following diagram represents the planning process and its relationship to unit and individual efforts:



**D. Educational Program Planning and Assessment**

**Quality of Education Programs**

**Institutional:** The College evaluates student learning at the institutional, program and course levels. All associate degrees at OCtech require the completion of a core of general education courses to ensure that all graduates have demonstrated both communication and critical thinking skills. Students are assessed in designated general education courses. The College then assesses their application of these skills in subsequent program course work and on a nationally normed instrument given as part of the graduation process. Faculty use multiple measures to assess the College General Education Students Learning Outcomes in advanced, technical and transfer courses. However, beginning this year, faculty developed a new general education rubric which will be used across all programs. The following General Education Student Learning Outcomes have been identified by OCtech faculty and staff.

**General Education Core Competencies**

- A. Create and comprehend written communications.
- B. Listen for understanding and express views orally.
- C. Use a variety of critical thinking skills to evaluate and solve problems.
- D. Have research skills necessary to locate, analyze, and synthesize information.
- E. Understand contemporary social values.

**Program:** Each associate degree program and its related certificates undergo a multi-pronged program review process designed to give a holistic assessment of the program. The assessment plan identifies the broad discipline specific student learning outcomes that program completers should master, as well as strategies for collecting evidence of this learning. The College assesses academic programs on a three-year cycle. In addition, the College reviews data annually that provides information on the overall status of its academic programs in accordance with the State Board for Technical and Comprehensive Education's Annual Program Evaluation, which now includes a Performance Funding formula. The three-year program planning and review process is illustrated in the following diagram:

# Institutional Effectiveness Research and Assessment Plan

## PROGRAM PLANNING AND REVIEW

1. Program Description and Mission Review
2. Outcomes Assessment Information
3. Department Goals, Resources, Impressions and Metrics

## STAKEHOLDER INVOLVEMENT

Program Review Committee

Deans

Vice President for Academic Affairs

President

Area Commission

ALL PROGRAM REVIEWS AND SLOs ARE HOUSED IN COMPLIANCE ASSIST.

Continuous Improvement Planning

Outcomes Assessment

General Education

Programs

SLOs

SLOs



Each associate degree program also undergoes a DACUM (Developing A Curriculum) validation process using area technical practitioners. The student learning outcomes that are identified, along with licensure, accreditation, and credential performance criteria inform the course and program development process.

**Course:** All OCtech courses identify student learning objectives in the course syllabi. Standardized syllabi are maintained online through the office of the Vice President of Academic Affairs, and faculty post their individual outlines on Desire to Learn (D2L). Assessment methods vary by discipline, but many programs rely on department finals, licensure, and/or capstone course projects to assure uniform course content and instructor expectations. Academic managers also regularly review grade distributions for all courses as an indicator of institutional consistency. Student success data by course is available online in the College's data management system (Informer), available to all faculty and staff. Every course undergoes a Student Evaluation of Instruction (SEI) which is performed each semester in every course. The College's IE office compiles the surveys and distributes the results to deans and the Vice President of Academic Affairs. The data is used for course and program improvement. SEIs are conducted for all faculty, including adjuncts.

**Student Learning Support:** OCtech has been a Leader College in the *Achieving the Dream* Program. OCtech faculty continues to conduct focus groups, examine data, and set goals in the hope of accomplishing the following for all students:

- Improve the student completion rates in all courses;
- Improve the success rates of students in remedial courses;
- Have students enroll in and successfully complete gatekeeper courses;
- Persist from one semester to the next;
- Successfully complete degrees and/or certificates.

**Evaluation of Off-Campus Sites:** Each academic dean works with the Institutional Effectiveness staff to ensure that any course offered at an off-campus site undergoes the same process of evaluation as all other courses at the College.

**Instruction:** Division deans and program coordinators conduct periodic classroom observation of full-time and part-time faculty members to ensure instructional quality.

**Evaluation of Online Learning:** All aforementioned quality control measures (student learning objectives, course review, student evaluation of instruction, etc.) for standard in-class course and program offerings are applicable to their counterparts in the online college. However, additional control processes are in place for online offerings. Course development and review is conducted with help from the Assistant Dean for Online Learning. The College has adopted the Quality Matters model, and the Assistant Dean of Online Learning works with deans to evaluate ten courses annually for review and improvement.

**E. General Education Planning and Assessment:**

As an institution of higher education, Orangeburg-Calhoun Technical College embraces the philosophy that a well-educated person understands multiple perspectives about the individual and the world in which he or she lives; discusses and reflects upon individual, political, and social aspects of life so as to understand ways in which to exercise responsible citizenship; and integrates knowledge and understands the interrelationship of the disciplines.

The general education component in OCtech degree programs (AA, AS and AAS) is comprised of college-level courses, approved by a cross disciplinary faculty (Curriculum Committee) that present a breadth of knowledge and promote intellectual inquiry. There are at least 15 semester credit hours drawn from the humanities/fine arts courses, social/behavioral science courses and natural science/mathematics courses included in every degree program offered. General education student learning outcomes are assessed directly. General Education Assessment includes the following levels of assessment:

- Designated general education courses
- Program level assessment in designated courses
- Nationally normed assessment of students upon graduation

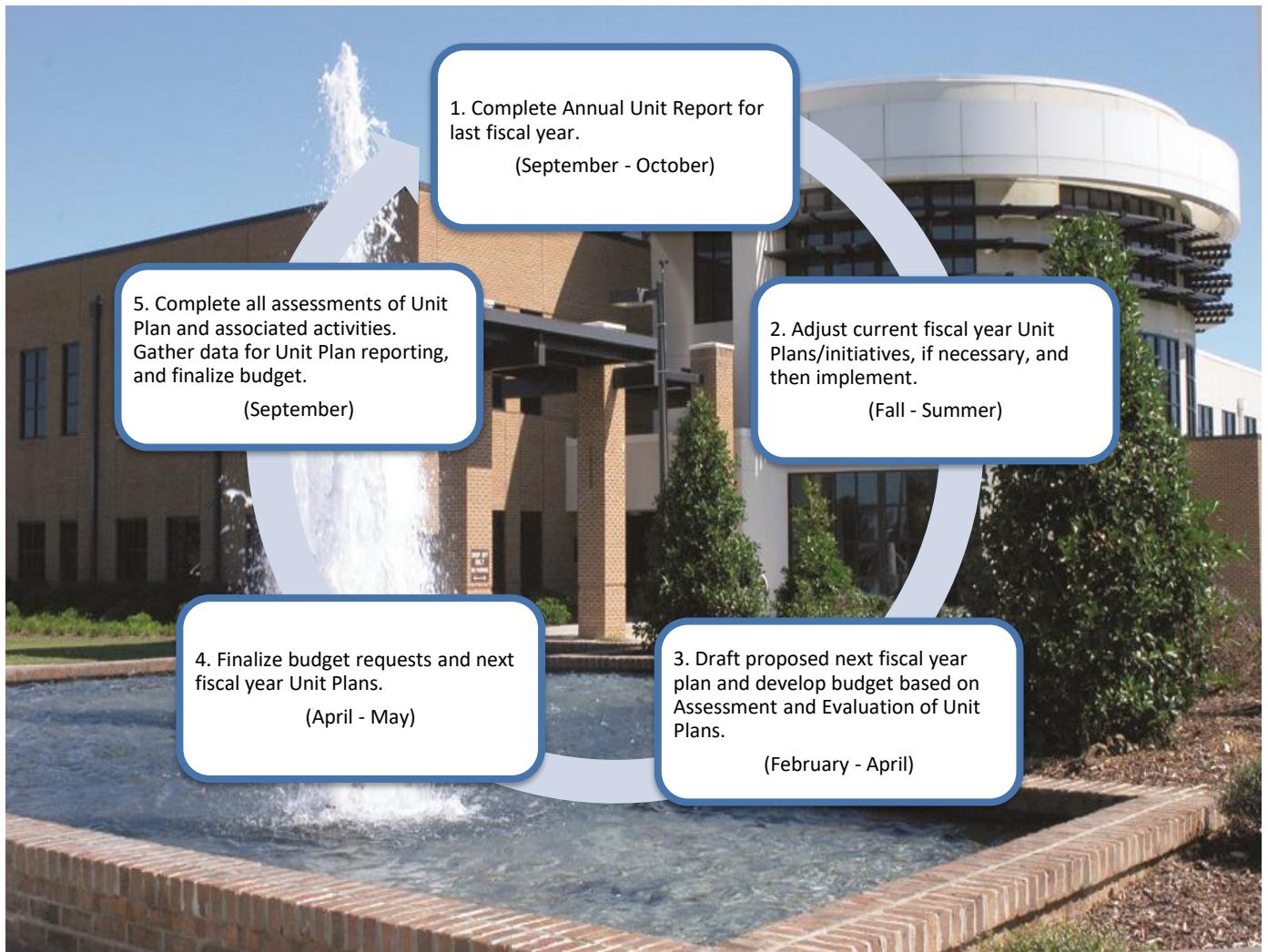
The result of general education assessments is compiled annually and informs the planning process for general education offerings, as well as program offerings.

**F. Operation/Support Unit Planning and Assessment:**

Operation support planning units are defined at Orangeburg-Calhoun Technical College as those units who have primary control over daily operational administrative activities and primary responsibility for budgeting, hiring, and allocation of resources and efforts. Academic and Student Support Services planning units are defined as those units which include activities such as career development, advising, tutoring, financial aid and student activities. Community/public service planning units are defined as those units which primarily focus on community needs through continuing education and cultural and intellectual outreach.

Data collection for assessments of these units is facilitated by the Office of Institutional Effectiveness, Research and Assessment. However, each unit is responsible for unit plan development, annual metrics, and annual assessments of those metrics.

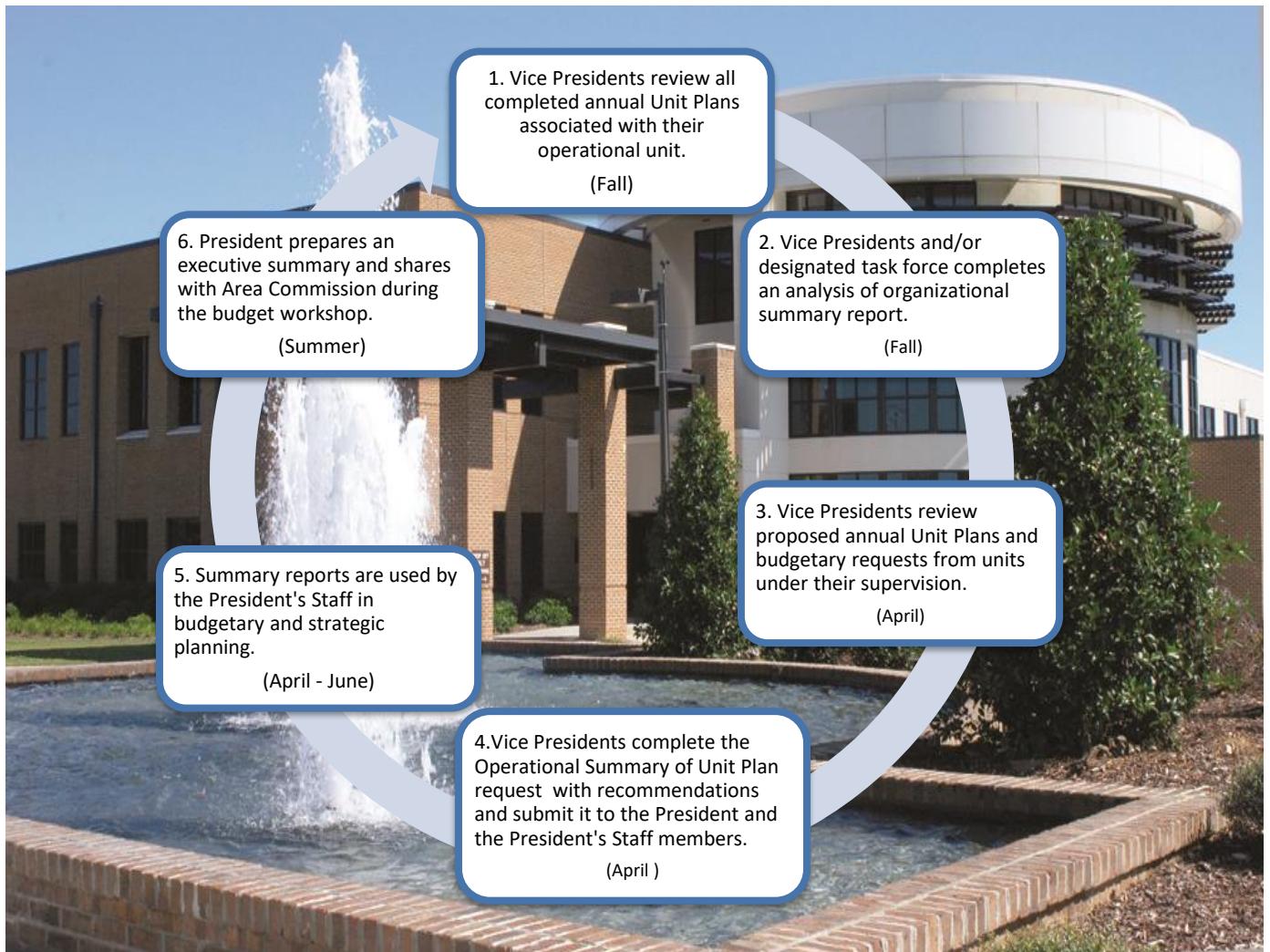
**Unit Planning Process-One Year Cycle and Timeline:**



**G. Operational Plan and the Relationship for Budgeting:**

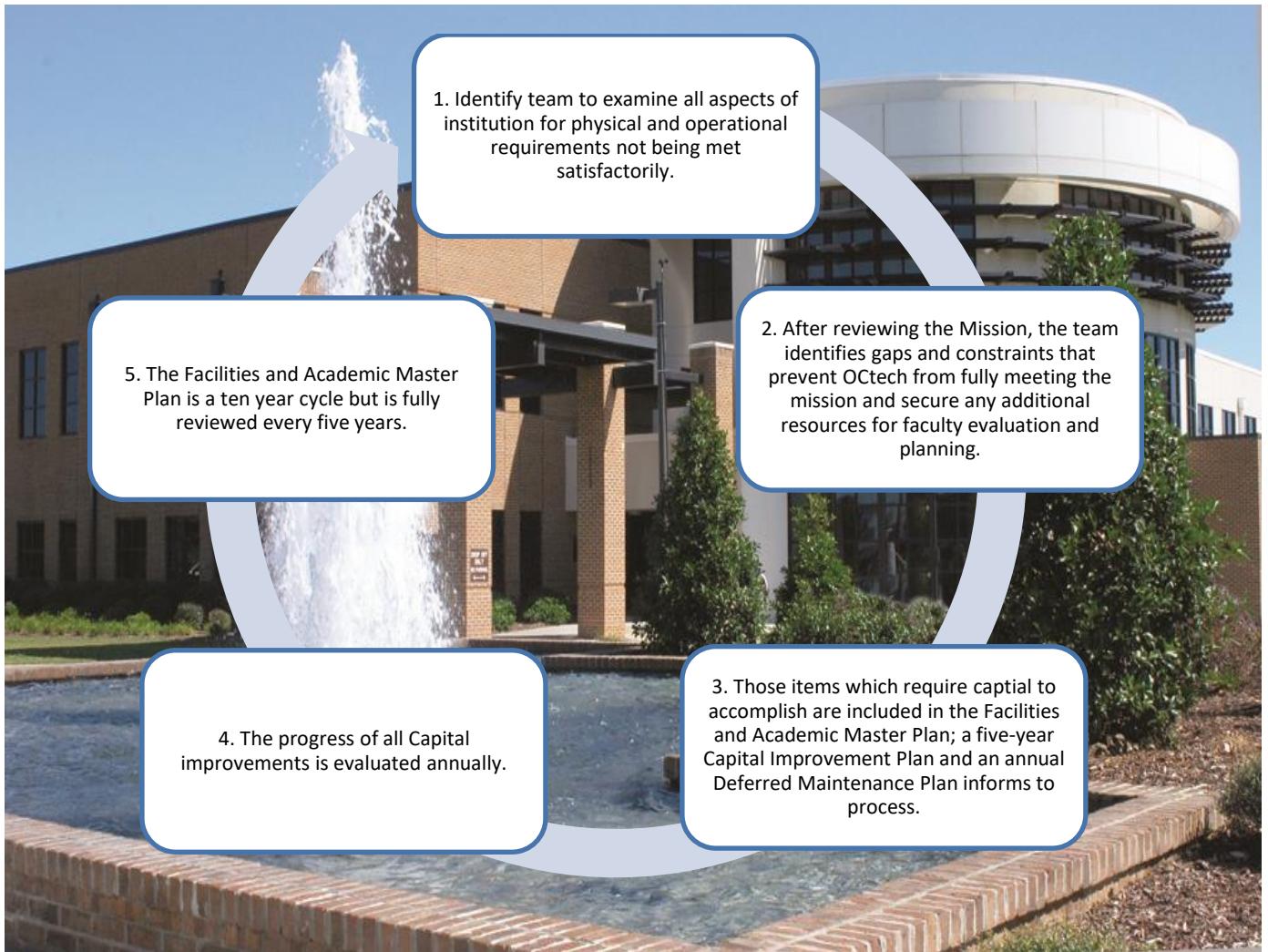
OCtech's operational plan describes how each operational unit will conduct its business in fulfillment of the College's mission, values, and priority goals, as well as how each unit can improve the institution through department-level actions. The annual operational plan also provides the framework for appropriate budgeting and hiring decisions in the context of the mission. The operational plan takes the form of annual Unit Plans and Program Operating Budget Development and is housed in ***Compliance Assist***.

**Operational Planning- One Year Cycle:**



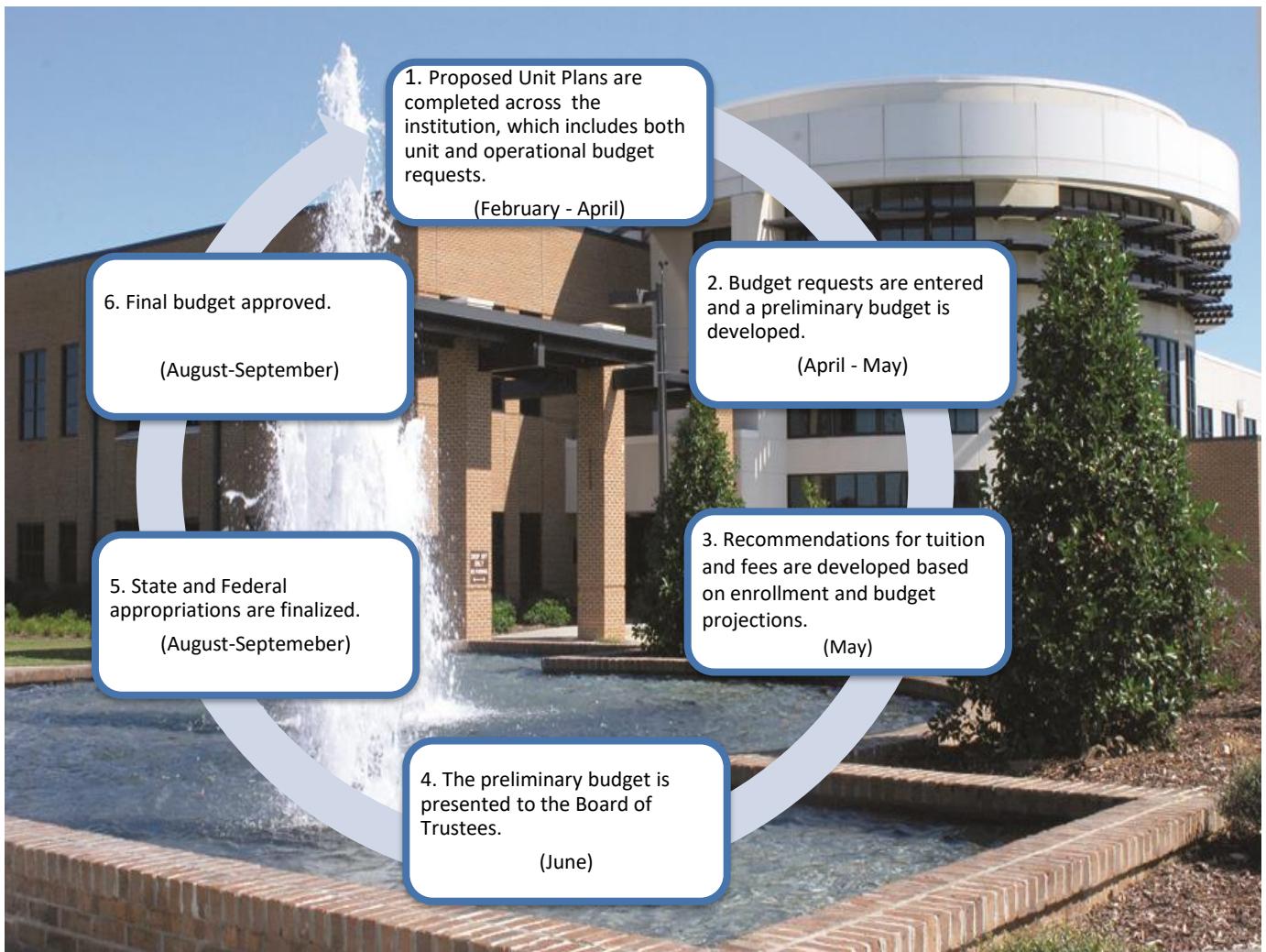
## H. Facilities Master Planning:

Facility planning occurs in ten-year cycles with interim reviews every five years. For each planning review, an institution-wide team is formed to examine all aspects of college operations from the perspective of physical and operational requirements. Focusing on OCtech's need to fulfill its mission and goals, the team identifies all gaps and constraints that prevent OCtech from optimally meeting its mission, as well as any opportunities that can be pursued through facility development. The College uses the facility master plan to allocate capital toward the projects that will have the greatest impact on meeting institutional goals. The master plan serves as a multi-year reference to keep institutional priorities focused on achieving the mission.



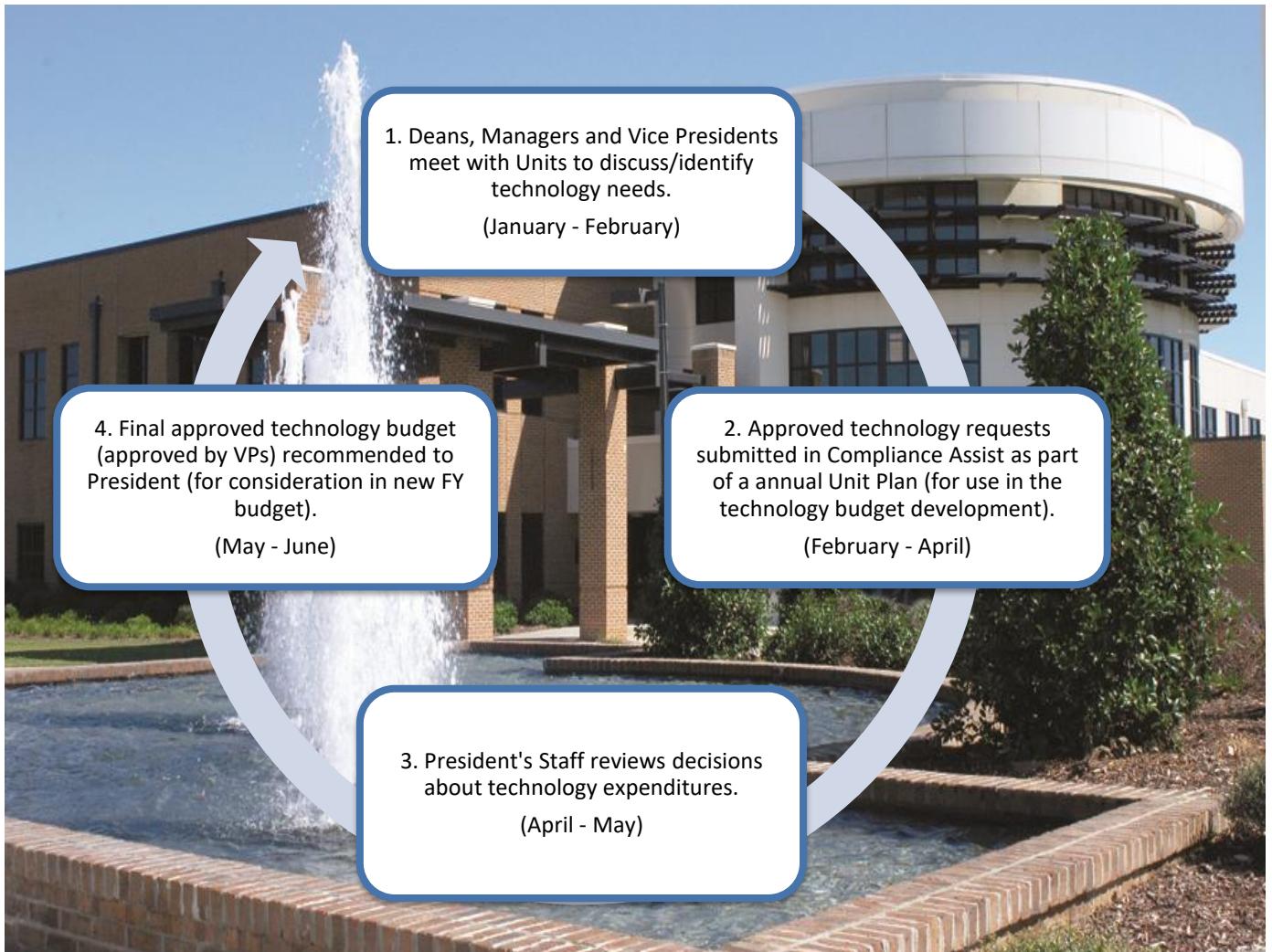
## I. Final Budget Planning:

Final budget planning at OCtech is integrated with strategic, operational, and facilities planning. Annual budget development is informed by the OCtech mission, the strategic planning priority goals, and the initiatives identified through operational unit plans. Long-term budget planning is also informed by the mission and goals, as well as the overarching priority of maintaining financial strength and good fiscal stewardship.



J. Technology Planning:

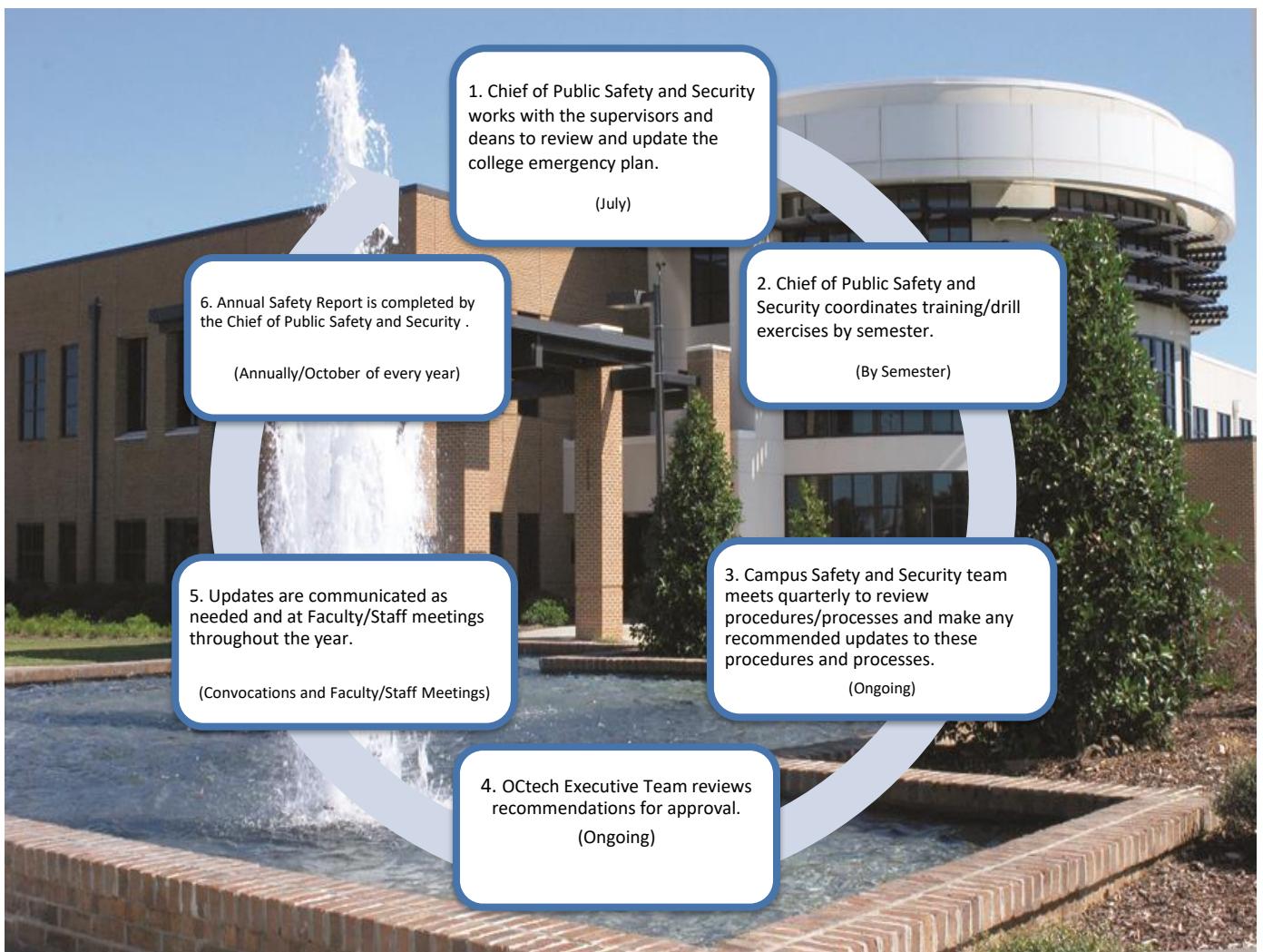
Technology planning must start from the perspective of what the College expects technology to provide and how the objectives may be achieved within the limits of available funds. The College's annual technology budget plan outlines the strategy for distributing all funds towards satisfying Orangeburg-Calhoun Technical College's computer-based information technology needs. The College provides money for hardware, software, and infrastructure needs. Information technology is used to help fulfill the Orangeburg-Calhoun Technical College mission by contributing to instructional delivery, curriculum development, administrative efficiency, and employee growth.



**K. Campus Safety and Security and Emergency Management Planning:**

Orangeburg-Calhoun Technical College develops, implements and maintains an annual campus safety, security, and emergency management Unit Plan. Personnel establish procedures to help ensure the continuity of the College operations. The intent of the plan is to establish operational concepts and identify tasks and responsibilities required to carry out emergency management and recovery, as well as prevention.

**Campus Safety and Security (Emergency Management-Business Continuity) Planning Cycle:**



## VII. Annual Academic Assessment Calendar

### Required Updates in Compliance Assist Planning Module

Date	Action	Responsible
September 15	SLO, Gen Ed SLO, QEP SLO, and Unit Plan results entered into system	Program Coordinators, Deans, Department Managers
October 15	Copy over Program SLO and Gen Ed SLO statements into upcoming academic year	Leah Jones
November 1	Key Metrics results for previous academic year updated on IE website and in Compliance Assist	Connie Hoffman, Leah Jones
February 15	Key Metrics forms copied into current academic year	Leah Jones
February 15	Unit Plan statements and Budget Requests completed for next academic year	Program Coordinators, Deans, Department Managers
April 15	Finalize and add Approval Status for next academic year Unit Plans	VPs, Leah Jones
July 1	Add 3 semesters of program data into Planning Module so faculty will have necessary information for Faculty Evaluations	Connie Hoffman, Leah Jones

*Please Note: Program Coordinators should refer to the IE Handbook to view the Program Review Cycle.*

## VIII. Integrated Planning Timeline

### INSTITUTIONAL EFFECTIVENESS 2020-2021 CALENDAR

#### 2020 FALL

MONTH/YEAR	ACTIVITY
<b>Program Review Data and Faculty <i>Compliance Assist</i> Updates Due by the end of the Semester</b>	
<b>SLO (Student Learning Outcomes) Assessment</b>	
<b>SACS Faculty Loading Report</b>	
<b>Adjust Current Fiscal Year Unit Plan</b>	
<b>GAINFUL EMPLOYMENT</b>	
<b>DACUMs—Due Fall 2020</b>	
<b>AAS.PTA; AAS.RAD</b>	
<b>Beginning of each semester</b>	Update Add Accepted, Student, and Faculty emails
<b>Beginning of each month</b>	Patches updated to Datatel
<b>1<sup>st</sup> &amp; 15<sup>th</sup> of each month</b>	HR Extractions
<b>Around 5<sup>th</sup> of each month</b>	Salary Fringe
<b>Weekly (Tuesday)</b>	Library Extractions
<b>Weekly (Friday)</b>	SC Track Academic Course Equivalency
<b>AUGUST 2020</b>	<b>Sample of Grad Emp. Verification for JCERT</b>
Aug 15	CERS: CE Spring DUE
Aug 18	UPDATE (Informer) Advising Staff Daily Accept-Spring
Aug 24	Clearinghouse 2020FA First of Term
<b>Aug 17-December 15</b>	<b>FALL 2020 SEMESTER</b>
Aug 17	Begin of 2020FA semester
<b>SEPTEMBER 2020</b>	
	SLO-General Education, SLO and Unit Plans results entered in Compliance Assist
	Complete Annual Unit Report for last fiscal year
Sept 6 – Oct 18	<b>IPEDS: Institutional Characteristics; Completions; 12-month Enrollment (beginning)</b>
Sept 8	CERS: Begin work on Completions
Sept 11	MID TERM GRADES (August Mini Session)
Sept 12	CHE: 2020SU (CHE A, B, C)
Sept 14	Peterson's Report
<b>Sept 15</b>	<b>SLO, Gen ED SLO, QEP SLO, and Unit Plan REULTS entered into system</b>
Sept 15	<b>Online Course Assistance Survey I</b>
Sept 15	CERS: Completions-Due Date
Sept 15	Accreditation Council for Business Schools and Programs (ACBSP) Quality Assurance Report Due
Sept 15	State Agency Accountability Report (Baldrige)
Sept 17	CERS: Begin work on ending Summer
Sept 28	Clearinghouse Sub of Term 1
Sept. 29 – Aug 31	Student Perkins IV Grant Survey
Sept 30	IE Website Updates

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

<b>OCTOBER 2020</b>	
	Update to Program Reviews in Compliance Assist
	OCtech College Survey of Information Technology, Physical Plant, and Public Safety
	OCtech Library/Health Science Media Survey for Students
	OCtech Library/Health Science Media Survey
	Services to Students Survey
	Faculty/Staff Survey of College Services to Students
	New Student Advising Center Survey
	Continuing Student Academic Advising Survey
	Campus Climate Survey
	Copy over Program SLO and Gen Ed SLO statement into upcoming academic year
Oct 1	Opening Dual Enrollment
<b>Oct 4</b>	<b>Run query to end Advisor-production.sql for FAR2019 and prior advisees</b>
Oct 4	<b><i>End Advising Relations (Advisees not here for three semesters) Close Programs</i></b>
Oct 9	CHE Abatement submission—(2 <sup>nd</sup> Fri-Oct)
Oct 9	UPDATE (Informer) Scheduled Advising Staff Daily Accept-Spring
Oct 9	UPDATE (Informer) Scheduled Applicants Detailed Report-Spring
Oct 9	MID TERM GRADES ( <i>Regular Session</i> )
Oct 13	Update Informer SP Reports ( <i>016_Advisee_View</i> ) Active Advisee/All Active Advisee and Registration Report
Oct 15	<b>SAVE XHFTD for Nursing Division</b>
Oct 15	CERS: End summer/Open fall Due Date
Oct 15	CERS Distribution Files Due at State Tech
Sept 3 – Oct 15	IPEDS: Institutional Characteristics; Completions; 12-month Enrollment (end)
Oct 21	Informer Updates for Daily Reports
Oct. 27	MID TERM GRADES ( <i>September Mini Session</i> )
Oct 26	Clearinghouse Sub of Term 2
Oct 26	Online Course Assistance Survey II
Oct 28	IE Website Updates
<b>NOVEMBER 2020</b>	
	<b>ACEN Reporting DUE—Along with ENR by FT/PT, ETH,GENDER &amp;GRAD</b>
	<b>OCtech Employer Follow-up Survey</b>
	<b>Key Metrics Updated on IE website and in Compliance Assist</b>
	<b>Program Review Data Review Retreat</b>
	<b>Proposed ABET (Accreditation Board for Engineering and Technology) Site Visit</b>
Nov 1	CERS: Begin work on Faculty
Nov 1	Key Metrics results for previous academic year updated on IE website and in Compliance Assist
Nov 1	Title 3 and 5 Application Due
Nov 8	CERS: Begin work on CE Summer
<b>Nov 9 - Nov 25</b>	<b>Fall 2020 Student Evaluation of Instruction</b>
Nov 11	MID TERM GRADES ( <i>October Mini Session</i> )
Nov 13	Advisory Committee Meeting and Evaluations
Nov 15	CERS: CE Summer-Due Date
Nov 17	MID TERM GRADES ( <i>November Mini Session</i> )
Nov 20	Perkins Annual Report
Nov 21	End of semester Online Course Assistance Survey
Nov 23	Clearinghouse Sub of Term 3
Nov 25	IE Website Updates

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

<b>DECEMBER 2020</b>	
	<b>Make Copy of DaCums for Graduates</b>
Dec 1	CERS: Faculty-Due Date
Dec 7	WorkKey Data Pull
Dec. 13 – Feb 14	<b>IPEDS:</b> Student Financial Aid; Graduation Rates; 200% Graduations Rates, Admissions
Dec. 13– April 11	<b>IPEDS:</b> Fall Enrollment; Finance; Human Resource; Academic Library
Dec 15	<b>End of 2020fa semester</b>
Dec 16	IE Website Updates
Dec 16	Final Grades Due <i>by 9:00 am</i>
Dec 18	Informer Updates and Clean-up
Dec 18	Batch Eval for Graduation Percentage report
Dec 22	Clearinghouse End of Term
Dec 22	Clearinghouse for Transfer
Dec 23	MID TERM GRADES ( <i>December Mini Session</i> )
Dec 30	PBI Annual Report
<b>End of each Semester</b>	Run XGPCT for all Programs –Closing CERS. Graduation Files sent to Clearinghouse Create New Semester on D2L Submit Support Ticket to remove semester information from hold tank
<b>Program Reviews—Due 2020fa</b> <b>AAS.PTA; DAS.MA; CERT.EMT</b>	

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

### 2021 SPRING

MONTH/YEAR	ACTIVITY
	<b>Program Review Data and Faculty <i>Compliance Assist</i> Update by the of the semester</b>
	<b>SLO (Student Learning Outcomes) Assessment</b>
	<b>SACS Faculty Loading Report</b>
	<b>DACUMS—Due 2021sp AAS.ADN; AAS.ME; AAS.IET</b>
<b>Beginning of each semester</b>	Update Add Accepted, Student, and Faculty emails
<b>Beginning of each month</b>	Patches updated to Datatel
<b>1<sup>st</sup> &amp; 15<sup>th</sup> of each month</b>	HR Extractions
<b>Around 5<sup>th</sup> of each month</b>	Salary Fringe
<b>Weekly (Tuesday)</b>	Library Extractions
<b>Weekly (Friday)</b>	SC Track Academic Course Equivalency
<b>JANUARY 2021</b>	
<b>January 11 –May 06</b>	<b>SPRING 2021 SEMESTER</b>
Jan 11	Begin of Spring 2021 Semester
Jan 11	UPDATE (Informer) Scheduled Applicants Detailed Report-Fall
Jan 11	UPDATE (Informer) Scheduled Advising Staff Daily Accept-Summer
Jan 13	CHE reporting FAR202 (CHE A, B, C)
Jan 14	SACS Profile Report
Jan 18	Clearinghouse – First of Term
Jan 27	IE Website Updates
<b>FEBRUARY 2021</b>	
	Draft Proposal /next fiscal year plan
	Unit Plans and Key Metrics completed for next fiscal year (Copy)
	Develop Budget based on Assessment and Unit Plan Objectives
	OCtech College Survey of Information Technology, Physical Plant, and Public Safety
	OCtech Library/Health Science Media Survey for Students
	OCtech Library/Health Science Media Survey
	Services to Students Survey
	Faculty/Staff Survey of College Services to Students
	Advising Survey
Feb 6	IPEDS: Student Financial Aid
Feb 8	Online Course Assistance Survey I
Dec. 10 – Feb 11	IPEDS: Student Financial Aid; Graduation Rates; 200% Graduations Rates, Admissions
Feb. 5	MID TERM GRADES ( <i>January Mini Session</i> )
Feb 15	Unit Plan statements and Budget Requests completed for next Academic year
Feb 15	Key Metrics form copied into current academic year
Feb 15	CERS: Begin work on ending Fall
Feb 15	Clearinghouse – Subsequent of Term 1
Feb 26	IE Website Updates
Feb 27 – May 13	Unit Plan Updates to be submitted for approval
Feb 28	PBI Phase I
<b>MARCH 2021</b>	
Mar 1	CERS: Begin work on opening Spring
Mar 3	Informer Updates for Daily Reports
Mar 3 – July 15	Program Eval/DEW Data/ Job Placement
Mar 5	MID TERM GRADES ( <i>Regular Session</i> )
<b>MARCH 2021</b>	

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

Mar 5-8	Spring Break
Mar 7	Title 3 & 5 Submissions
Mar 10 – 12	Budget Meeting w/Donna (Unit Plans need approval before any budget meeting)
Mar 11	UPDATE (Informer) Scheduled Advising Staff Daily Accept-Summer/Fall
Mar 11	UPDATE (Informer) Scheduled Applicants Detailed Report-Summer/Fall
Mar 15	Online Course Assistance Survey II
<b>Mar 15</b>	<b>Run query to end Advisor-production.sql for SPR2020 and prior advisees</b>
Mar 15	<b><i>End Advising Relations (Advisees not here for three semesters) End Programs</i></b>
Mar 15	CERS Distribution Files Due at State Tech
Mar 19	MID TERM GRADES ( <i>February Mini Session</i> )
Mar 20	Program Eval/DEW Data/Job Placement
Mar 20 – April 12	Quarterly Budget Review
Mar 22	Clearinghouse – Subsequent of Term 2
Mar 24	CHE-Dual Enrollment
Mar 26	IE Website Updates
Mar 27	Dual Enrollment
Mar 31	NAEYC (National Association for the Education of Young Children) Annual Report
<b>APRIL 2021</b>	
	Finalize Budget Requests
	Finalize Next Fiscal year Unit Plan
Dec. 10 – April 8	IPEDS: Fall Enrollment; Finance; Human Resource; Academic Library
April 3	MID TERM GRADES ( <i>March Mini Session</i> )
<b>April 5 – April 21</b>	<b><i>Spring 2021 Student Evaluation of Instruction</i></b>
April 8	CERS: Begin work on CE Fall
April 9	MID TERM GRADES ( <i>March Mini Session</i> )
April 13 – May 16	Preparation for Area Commission Meeting
April 15	CERS: CE Fall-Due Date
April 15	Finalize and add Approval Status for next academic year Unit Plans
April 19	End of the Semester Online Course Assistance Survey
April 19	Clearinghouse Subsequent of Term 3
April 20	MID TERM GRADES ( <i>April Mini Session</i> )
April 24	IPEDS: Fall Enrollment; Graduation Rates; 200% Graduations Rates; Finance; Human Resource
	<b>Make Copy of DaCums for Graduates</b>
<b>MAY 2021</b>	
	<b><i>Counselor Institute</i></b>
May 2	Make copies of DACUMs for each Graduating Curriculums
May 7	Informer Updates and Clean-up
May 6	<b>End of Spring 2021 Semester</b>
May 8	Batch Eval for Graduation Percentage report
May 13	Clearinghouse – End of Term
May 13	Clearinghouse for Transfer
<b>End of each Semester</b>	Run XGPCT for all Programs –Closing CERS.

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

<b>MAY 2021</b>	
	Graduation Files sent to Clearinghouse
	Create New Semester on D2L
	Submit Support Ticket to remove semester information from hold tank
<b>Program Reviews—Due 2021sp</b>	
	AA.ART; AS.SCI; CPS.AGR; AAS.ECE

Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

2021 SUMMER

MONTH/YEAR	ACTIVITY
Program Review Data and Faculty <i>Compliance Assist</i> Updates	
SLO (Student Learning Outcomes) Assessment	
SACS Faculty Loading Report	
Gather data for Unit Plan Reporting	
DACUMS—Due 2021su – AAS.AOT	
Beginning of each semester	Update Add Accepted, Student, and Faculty emails
Beginning of each month	Patches updated to Datatel
1 <sup>st</sup> & 15 <sup>th</sup> of each month	HR Extractions
Around 5 <sup>th</sup> of each month	Salary Fringe
Weekly (Tuesday)	Library Extractions
Weekly (Friday)	SC Track Academic Course Equivalency
<b>MAY 2021</b>	
<b>May 17 – July 29</b>	<b>SUMMER 2021 SEMESTER</b>
May 17	Begin of Summer 2021 Semester
May 17	Budget due to Area Commission
May 17	Budget due to Area Commission
May 24	Clearinghouse – Summer - First
May 25	Update Informer FA Reports (016_Advisee_View) Active Advisee/All Active Advisee and Registration Report
May 26	IE Website Updates
<b>May 20</b>	<b>Run query to end Advisor-production.sql for SUR2020 and prior advisees</b>
May 20	<b>End Advising Relations (Advisees not here for three semesters) End Programs</b>
May 28	Online Course Assistance Survey I
<b>JUNE 2021</b>	
June	CHE reporting Spring 2021 (CHE A, B, C)
June 1	Perkins
June 1	Add three semesters of program data into Planning Module so faculty will have necessary information for Faculty Evaluations
June1	MID TERM GRADES ( <i>May Mini Session</i> )
June 14	Program Evaluation Data Validation Deadline – PEMS Closes
June 15	Department of Education – Military Service Support Survey
June 17–July 25	NCCBP (National Community College Benchmark Project) Data Entry
June 18	MID TERM GRADES ( <i>Regular Session</i> )
June 18	Informer Updates for Daily Reports
June 19	End Advising Relations (Advisees not here for three semesters)
June 19	MID TERM GRADES ( <i>Regular Session</i> )
June 18	Online Course Assistance Survey II
June 28 – July 29	<b>Summer 2021 Student Evaluation of Instructions</b>
June 30	Clearinghouse – Summer - Subsequent
June 30	<b>Update and publish 2021 IE Handbook</b>
June 30	IE Website Updates
<b>July 2021</b>	
	<b>Make Copy of DaCums for Graduates</b>
July 2	MID TERM GRADES ( <i>June Mini Session</i> )
July 3	CERS: Begin work on ending Spring
July 6	MID TERM GRADES ( <i>June Mini II Session</i> )
July 13	End of Semester Online Course Assistance Survey

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

<b>July 2021</b>	
July 15	Copy over Program SLO and Gen Ed SLO statement into upcoming academic year
July 15	Program Evaluation (PEMS) Reports Due to System Office
June 17-July 25	NCCBP (National Community College Benchmark Project) Data Entry
July 17	CERS: Begin work on opening Summer
July 30	<b>End of 2021su Semester</b>
July 30	<b><i>Update and Publish 2021 FACT Book</i></b>
July 30	IE Website Updates
July 30	Batch Evals for Graduation Percentage report
July 31	CERS: End Spring Open Summer-Due Date
July 31	CERS Distribution Files Due at State Tech
<b>August 2021</b>	
	<b><i>MOU for Dual Enrollment and CTE/Perkins</i></b>
	<b><i>Review University Transfer Articulation Agreements</i></b>
Aug 1	CERS: Start Continuing Education (CE) for Spring
Aug 5	Clearinghouse-Summer-End
Aug 5	Clearinghouse for Transfer
Aug 5	IPEDS: Student Financial Aid
Aug 5	IPEDS: (Registration, Report Mapping, Institution ID, IC-Header)
Aug 15	CERS: Continuing Education (CE) for Spring due
Aug 31	CERS: CE Spring-Due Date
<b>End of Summer Semester</b>	Update Approved Programs Active and Inactive
	Updated Gainful Employment Listing with Contracted List
<b>End of each Semester</b>	Run XGPCT for all Programs –Closing CERS.
	Graduation Files sent to Clearinghouse
	Create New Semester on D2L
	Submit Support Ticket to remove semester information from hold tank
<b>Program Reviews—Due 2021su</b>	

**Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan**

**Appendix A**

**PROGRAM REVIEW TIMELINE**

<b>Arts and Sciences</b>	<b>M. PLUMMER</b>	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Arts & Sciences											
Associate in Arts & Related Certificates	Plummer		<b>17sp</b>			<b>20sp</b>			<b>23sp</b>		
Associate in Science and Related Certificates	Plummer		<b>17sp</b>			<b>20sp</b>			<b>23sp</b>		
Certificate in Sustainable Agriculture	Plummer		<b>17sp</b>			<b>20sp</b>			<b>23sp</b>		
Certificate in Pre-Dental Hygiene— <b>(Currently Inactive)</b>											
Certificate in Pre-Health Information Management— <b>(Currently Inactive)</b>											
Certificate in Pre-Occupational Therapy Assistant— <b>(Currently Inactive)</b>											
Certificate in Pre-Physical Therapist Assistant— <b>(Currently Inactive)</b>											
<b>Business/Education/Public Service</b>	<b>W. WARING-BERRY</b>	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Administrative Office Technology											
Associate Degree in Administrative Office Technology and Related Diploma	Jones				<b>19sp</b>			<b>22sp</b>			<b>25sp</b>
Criminal Justice											
Associate Degree in Criminal Justice and Related Certificates	Waring-Berry				<b>19sp</b>			<b>22sp</b>			<b>25sp</b>
Early Childhood Education											
Associate Degree in Early Care and Education and Related Certificates, Diploma	Hughes		<b>17sp</b>			<b>20sp</b>			<b>23sp</b>		
Associate Degree Education (University Transfer)	Hughes										
Business Administration											
Associate Degree in Business Administration Enterprise Management related certificates	Jones				<b>19sp</b>			<b>22sp</b>			<b>25sp</b>
Associate Degree in Business Administration Accounting related certificates	Jones				<b>19sp</b>			<b>22sp</b>			<b>25sp</b>
Certificate in Entrepreneurship	Jones				<b>19sp</b>			<b>22sp</b>			<b>25sp</b>
Certificate in Logistics					<b>19sp</b>			<b>22sp</b>			<b>25sp</b>
Paralegal/Legal Assistant											
Associate Degree in Paralegal/Legal Assistant	Waring-Berry				<b>19sp</b>			<b>22sp</b>			<b>25sp</b>
Computer Technology-NSIA											

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Associate Degree in Computer Technology – Network Security and Information Assurance and Related Certificates	Singletary				19sp			22sp			25sp
Certificate in Computer Network Specialist	Singletary				19sp			22sp			25sp
Computer Technology-PC Support											
Associate Degree in Computer Technology-PC Support and Related Certificates— <b>(Currently Inactive)</b>	Singletary										
Certificate in Microcomputer Applications— <b>(Currently Inactive)</b>	Singletary										
Certificate in Office Productivity	Singletary										
Computer Technology-Programming											
Associate Degree in Computer Technology-Programming and Related Certificates	Coward				19sp			22sp			25sp
Certificate in Database & Programming	Coward				19sp			22sp			25sp
Certificate in Webmaster	Coward				19sp			22sp			25sp
<b>Computer/Engineering/Advance Manufacturing Technologies</b>	<b>R. MURPHY</b>	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Automotive Technology											
Associate Degree in Automotive Technology and Related Certificates (including Diesel)	Kneece				19sp			22sp			24sp
Electronics Engineering Technology											
Associate Degree in Electronics Engineering Technology-Computer Electronics and Related Certificates	Murphy				18fa			21fa			24fa
Associate Degree in Electronics Engineering Technology-Electronic Instrumentation Technology and Related Certificates	Murphy				18fa			21fa			24fa
Certificate in Health Physics I— <b>(Currently Inactive)</b>	Murphy										
Certificate in Health Physics II— <b>(Currently Inactive)</b>	Murphy										
Industrial Electronics Technology											
Associate Degree in Industrial Electronics Technology and Related Certificates	Wilson				19su			22su			24su
Engineering Design Technology											
Associate Degree in Engineering Design Technology and Related Certificates	Odom				18fa			21fa			24fa
Mechatronics Technology											
Associate Degree in Mechatronics Technology and Related Certificates	Zissett				18fa			21fa			24fa
Certificates in Power Plant Technology— <b>(Currently Inactive)</b>	Zissett										
Machine Tool Technology											
Associate Degree in Machine Tool Technology and Related Certificates	Reddick				18fa			21fa			24fa
Certificates in Welding	Johnson				19sp			22sp			24sp

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Certificates in Industrial Maintenance Technology	J. Wilson				<b>19su</b>			<b>22su</b>			<b>24su</b>
Certificate in Truck Driver Training	Kennedy				<b>19sp</b>			<b>22sp</b>			<b>24sp</b>
<b>Nursing/Health Science</b>	<b>C. TOOLEY</b>	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Nursing											
Associate Degree in Nursing	Macaruso/Chavis				<b>19sp</b>			<b>22sp</b>			<b>24sp</b>
Diploma in Practical Nursing	Browning/Chavis				<b>18fa</b>			<b>21fa</b>			<b>24fa</b>
Physical Therapist Assistant											
Associate Degree in Physical Therapist Assistant	Fralix					<b>19fa</b>			<b>22fa</b>		
Radiologic Technology											
Associate Degree in Radiologic Technology and Related Certificates	Andrews			<b>17fa</b>			<b>20fa</b>			<b>23fa</b>	
Certificate in Computed Tomography	Andrews				<b>18fa</b>			<b>21fa</b>			<b>24fa</b>
Certificate in Magnetic Resonance Imaging	Andrews				<b>18fa</b>			<b>21fa</b>			<b>24fa</b>
Certificate in Mammography	Andrews				<b>18fa</b>			<b>21fa</b>			<b>24fa</b>
Respiratory Care Technology											
Associate Degree in Respiratory Care Technology — <b>(Closing)</b>	Coffey										
Medical Office Assisting											
Diploma in Medical Assisting	Cheek		<b>16fa</b>			<b>19fa</b>			<b>22fa</b>		
Health Science Certificates											
Certificate in Emergency Medical Technician	A. Wolfe		<b>16fa</b>			<b>19fa</b>			<b>22fa</b>		
Certificate in Patient Care Technician	S. Wolfe				<b>19sp</b>			<b>22sp</b>			<b>24sp</b>
Certificate in Nursing Assistant	Collins			<b>18sp</b>			<b>20fa</b>			<b>23fa</b>	

**Appendix B**

<b>OCtech Nationally Accredited Programs</b> $\diamond$ <i>Indicates USDOE approval</i>		
<b>Program</b>	<b>Accrediting Agency</b>	<b>Most Recent Final Accreditation Approval and Next Reaffirmation Year</b>
<b>Associate Degree Programs</b>		
Business, Accounting, Automated Office Technology	Associate of Collegiate Business Schools and Programs (ACBSP)	Final Reaccreditation Letter dated 2018  Next Reaffirmation Fall 2028
Automotive Technology	National Automotive Technicians Education Foundation (NATEF)	Final Reaccreditation Letter dated February 12, 2019  Next Reaffirmation March 1, 2024
Electronics Engineering Technology	Accreditation Board for Engineering and Technology, Inc. (ABET)	Final Reaccreditation Letter dated August 31, 2016  Next Reaffirmation 2022 (Site Visit November 2021)
$\diamond$ Associate Degree Nursing	Accrediting Commission for Education in Nursing (ACEN)	Final Reaccreditation Letter dated October 11, 2019  Next Reaffirmation Spring 2027
$\diamond$ Radiologic Technology	Joint Review Committee on Education in Radiologic Technology (JCERT)	Final Reaccreditation Letter dated November 23, 2015  Next Reaffirmation Summer 2023
Medical Assisting	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	Final Reaccreditation Letter dated March 22, 2021  Next Reaffirmation Spring 2030
$\diamond$ Physical Therapist Assistant	Commission on Accreditation in Physical Therapy Education (CAPTE)	Full Accreditation Letter dated April 28, 2020  Self-Study Report Due and On-Site Visit in Fall 2029; Next Reaffirmation 2030
Early Care and Education	National Association for the Education of Young Children (NAEYC)	Accreditation Letter dated July 1, 2016  Next Annual Report due March 31, 2022. Approval letter dated March 19, 2021.
Paralegal/ Legal Assistant	American Bar Association (ABA)	<b>Program Closed in 2021 due to low enrollment; Closed in good standing; Teach-out Complete</b>  Voluntary Withdrawal effective March 12, 2021
Respiratory Care Technology	Committee on Accreditation of Respiratory Care (CoARC)	<b>Program Closed in 2019 due to low enrollment; Closed in good standing; Teach-out Complete</b>

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		Voluntary Withdrawal effective September 1, 2019
<b>Diploma Programs</b>		
Medical Assisting	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	Final Reaccreditation Letter dated March 22, 2021 Next Reaffirmation Spring 2030
◊Practical Nursing	Accrediting Commission for Education in Nursing (ACEN)	Final Reaccreditation Letter dated April 20, 2020 Next Reaffirmation Spring 2027

## Appendix C

### Orangeburg-Calhoun Technical College Approved Substantive Changes

Approval Date	Description of Substantive Change
March 25, 2010	<p>Notification of 14 certificates created from existing approved programs using existing approved courses:</p> <ul style="list-style-type: none"> <li>• Automated Manufacturing I</li> <li>• Automated Manufacturing II</li> <li>• Industrial Maintenance – Mechanical and Electrical I</li> <li>• Industrial Maintenance – Mechanical and Electrical II</li> <li>• Mechatronics I</li> <li>• Mechatronics II</li> <li>• Mechatronics III</li> <li>• Power Plant Technology I</li> <li>• Power Plant Technology II</li> <li>• Power Plant Technology III</li> <li>• Principles of CAD, Cam and Solid State Devices</li> <li>• Production Operator</li> <li>• Basic Welding (NCCER)</li> <li>• Welding Fundamentals</li> </ul>
March 25, 2010	<p>Approval of two certificate programs:</p> <ul style="list-style-type: none"> <li>• Intermediate Welding</li> <li>• Advanced Welding</li> </ul>
June 28, 2010	Approval of a site designated as Carolina Quick Jobs Center where students may earn 50% or more of a workforce development certificate (CNA)
September 27, 2010	Notification of termination of Medical Laboratory Technology degree program
November 30, 2010	Notification of Computer Network Specialist Certificate with the majority of the program taught online (implemented spring 2008)
November 30, 2010	<p>Approval of six certificate programs:</p> <ul style="list-style-type: none"> <li>• Computer Aided Design III Certificate; implemented fall 2008</li> <li>• Database Certificate; implemented fall 2006</li> <li>• Certificate in Health Science with a major in Magnetic Resonance Imaging taught online; implemented fall 2006</li> <li>• Certificate in Health Science with a major in Mammography taught online; implemented fall 2006</li> <li>• Certificate in Health Science with a major in Computed Tomography; implemented fall 2006</li> <li>• Sustainable Agriculture Certificate</li> </ul>
November 30, 2010	<p>Notification of Off-Campus instructional sites where 25% - 49% of the General Studies certificate's credits are available:</p> <ul style="list-style-type: none"> <li>• Calhoun Academy</li> <li>• Cope Area Career Center</li> <li>• Edisto High School</li> <li>• Orangeburg Preparatory Schools</li> </ul>
July 11, 2011	<p>Approval of two certificate programs:</p> <ul style="list-style-type: none"> <li>• Health Physics Certificate I</li> <li>• Health Physics Certificate II</li> </ul>
August 1, 2011	Notification of 5 programs where 50% or more of the programs' credits are offered through distance education:

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	<ul style="list-style-type: none"> <li>• Associate in Arts – University Transfer</li> <li>• Associate in Science – University Transfer</li> <li>• Associate in Applied Science – Criminal Justice</li> <li>• Associate in Applied Science – Paralegal/Legal Assistant</li> <li>• Associate in Applied Science – Computer Technology</li> </ul>
October 31, 2011	Approval of two certificate programs: <ul style="list-style-type: none"> <li>• Entrepreneurship Certificate</li> <li>• Entrepreneurship Business Plan Certificate</li> </ul>
January 3, 2012	Notification of changes in the Certificate in Health Science/Major in Magnetic Resonance Imaging program. Number of credit hours required for certificate increased by eight credit hours.
May 1, 2012	Approval of the termination of the General Studies Certificate program on July 26, 2012
July 25, 2012	Approval of the Emergency Medical Technician Certificate
November 26, 2012	Notification of plans to offer Associate in Applied Science with a major in Physical Therapy Assistant
March 25, 2013	Approval of Truck Driver Training Workforce Development Certificate
December 3, 2013	Approval of Physical Therapist Assistant Program
June 23, 2014	Approval of Name Change – Carolina Quick Jobs Center to OCtech Quick Jobs Development Center
June 23, 2014	Approval of Name Change – Health Physics I to Radiation Fundamentals Approval of Name Change – Health Physics II to Radiation Protection
October 17, 2014	Notification of new certificate programs with curricula consisting of existing approved courses. <ul style="list-style-type: none"> <li>• Basic Electrician</li> <li>• Industrial Electrician</li> <li>• Industrial Technology – General Technology – Under Car Specialist</li> <li>• Logistics</li> <li>• Radiation Response and Instrumentation</li> </ul>
October 17, 2014	Notification of programs where 50% or more of the programs' credits are offered through distance education: <ul style="list-style-type: none"> <li>• AAS in Accounting</li> <li>• AAS In Administrative Office Technology</li> <li>• AAS in Computer Technology – IT</li> <li>• AAS in Computer Technology – PC Support</li> <li>• AAS in Computer Technology – Programming</li> <li>• AAS in General Business</li> <li>• Certificate in Basic Accounting</li> <li>• Certificate in Entrepreneurship</li> <li>• Certificate in Entrepreneurship Business Plan</li> <li>• Certificate in Internetworking</li> <li>• Certificate in Network Security</li> <li>• Certificate in Network Specialist</li> <li>• Certificate in Webmaster</li> <li>• Diploma in Applied Science in Administrative Support</li> </ul>
February 9, 2015	Notification of 25%-49% of the reinstated General Studies Certificate at all off-campus sites, including four new additional sites off-campus instructional sites: <ul style="list-style-type: none"> <li>• Lake Marion High School</li> <li>• The Technology Center</li> <li>• Barnwell Area Career Center</li> </ul>

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	<ul style="list-style-type: none"> <li>• Calhoun County High School</li> </ul> <p><i>No prospectus was required for the certificate because it is comprised of pre-approved courses.</i></p>
August 13, 2015	Notification of 25%-49% of the Mechatronics I Certificate at Cope Area Career Center (off-campus site).
October 5, 2015	Notification of addition of seven credit hours to Certificate in Mammography to satisfy ARRT requirements.
October 5, 2015	Notification of addition of four credit hours to Truck Driving Certificate based on recommendations of local employers and SCDOT.
October 13, 2015	<p>Approval of prospectus for Middle College program students to potentially earn more than 50% of the General Studies Certificate at the following off-campus sites:</p> <ul style="list-style-type: none"> <li>• OCtech Quick Jobs Development Center</li> <li>• Barnwell Area Career Center</li> <li>• Calhoun County High School</li> <li>• Cope Area Career Center</li> <li>• Edisto High School</li> <li>• The Technology Center</li> </ul>
July 12, 2017	Approval of Electronic Health Records Specialist Certificate Program
July 26, 2017	Approval of Associate in Applied Science in Engineering Design Technology Degree
December 14, 2017	Approval of Associate in Applied Science in Mechatronics Technology Degree
March 1, 2019	Approval of program closing and teach-out plan for Associate in Applied Science Respiratory Care Technology. Notification letter dated October 18, 2018.
May 15, 2019	Acknowledgement of expanded offerings (25% - 49% of the Professional Truck Driving Certificate) at Cope Area Career Center, a previously approved off-campus site.
November 8, 2019	Approval of the closure of the Associate in Applied Science in Accounting degree program.
March 22, 2020	Acceptance of notification of temporary emergency relocation of instruction from Orangeburg-Calhoun Technical College and all off-campus sites to distance learning effective March 17, 2020 to July 15, 2020. (COVID-19)
April 10, 2020	Approval of prospectus for Early College program students to potentially earn more than 50% of the General Studies Certificate at Lake Marion High School
April 10, 2020	Approval of prospectus for Early College program students to potentially earn more than 50% of the Certificate in Patient Care Technician at the High School for Health Professions
May 4, 2020	Acceptance of notification of the High School for Health Professions off-campus instructional site for Early College students to potentially earn 25% - 49% of the Patient Care Technician Certificate and Medical Assisting Diploma.
September 9, 2020	Acceptance of notification of the Dorchester County Career Center and Technology Center off-campus instructional site for Early College students to potentially earn 25% - 49% of the Professional Truck Driving Certificate
September 11, 2020	Approval of program closing and teach-out plan for Associate in Applied Science in Legal Assistant/Paralegal. Notification letter dated March 23, 2020.