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Orangeburg-Calhoun Technical College
Institutional Effectiveness, Research, and Assessment Plan
Prepared by the Office of Institutional Effectiveness, Research and Assessment
Fall 2024

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Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

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 safe, diverse, flexible 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

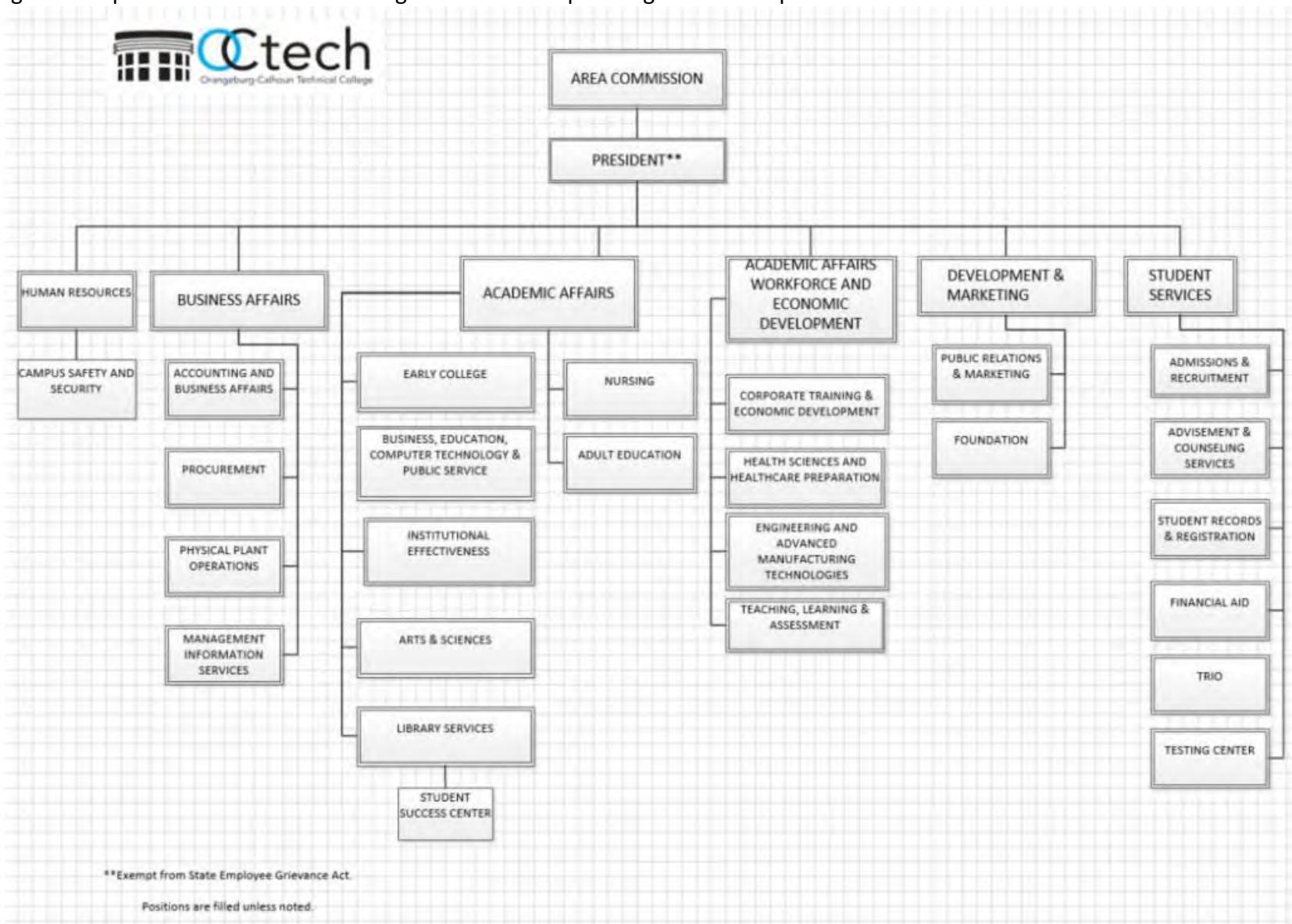
- Administrative and Non-Instructional Assessment
 - Administration
 - Business Services
 - Student Services
 - Individual Employee Improvement Planning
- Instructional Assessment
 - General Education Competencies
 - Program-Level Student Learning Outcomes
 - Developmental Education
 - Course-Level Student 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 2024-2025 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 16 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	Award	Crt Hrs	Title	Teach Out
AA.ART	24.0101	45600	AA	61	Associate in Arts Degree	
*AA.ART.EC	24.0101	45600	AA	61	Associate in Arts - Early College	
*AA.ART.ECE	24.0101	45600	AA	66	Associate in Arts Degree - Early Childhood Education (USC)	
*AA.ART.ECE.CLAFLIN	24.0101	45600	AA	60	<i>Associate in Arts Degree - Early Childhood Education</i>	
*AA.ART.ECE.SCSU	24.0101	45600	AA	65	Associate in Arts Degree - Early Childhood Education	
AA.ART.EEC	24.0101	45600	AA	66	Associate in Arts Degree - Elementary Education (USC)	
*AA.ART.EEC.CLAFLIN	24.0101	45600	AA	66	Associate in Arts Degree - Elementary Education	
*AA.ART.EEC.SCSU	24.0101	45600	AA	62	Associate in Arts Degree - Elementary Education	
AA.ART.HOSMGT.USCB	24.0101	55600	AA	64	Associate in Arts Degree - HOSP/MGT Transfer	
AA.ART.MLE	24.0101	45600	AA	60	Associate in Arts Degree - Mid-Level Education to Bachelor in Arts-USC Columbia	
*AA.ART.MLE.CLAFLIN	24.0101	45600	AA	60	Associate in Arts Degree - Mid-Level Education	
*AA.ART.MLE.SCSU	24.0101	45600	AA	60	Associate in Arts Degree - Mid-Level Education	
*AA.ART.TRANSIENT	24.0101	45600	AA	60	Associate in Arts - Transient Students	
*AA.BRIDGE.SCS	24.0101	45600	AA	60	Associate in Arts Degree -SC State Bridge Program	
*AA.BRIDGE.USC	24.0101	45600	AA	60	Associate in Arts Degree - USC Bridge Program	
AAS.ADN.FALL	51.3801	35208	AAS	68	Associate in Applied Science in Nursing	
AAS.ADN.FLEX	51.3801	35208	AAS	67	Associate in Applied Science in Nursing	
AAS.AUT	47.0604	35306	AAS	69	Associate in App Sci. Deg. in Automotive	
*AAS.AUT.EC	47.0604	35306	AAS	69	AAS - Automotive Technology - Early College	
AAS.BA.ACOUNTING	52.0101	35001	AAS	66	Associate in App Sci. Deg. - Business Administration-Accounting	
*AAS.BA.EC	52.0101	35001	AAS	66	AAS - Business Administration - Early College	
AAS.BA.ENTMGT	52.0101	35001	AAS	66	AAS - Business Administration - Enterprise Management	
AAS.BA.OM	52.0401	35007	AAS	66	Associate in App Sci. Deg. in Business Administration - Office Management	
AAS.CPT.CP	11.0301	35104	AAS	69	Associate in App Sci. Deg. CPT - Computer Programming	
AAS.CPT.EC	11.030	35104	AAS	69	AAS - Computer Technology - Early College	
AAS.CPT.NSIA	11.0301	35104	AAS	69	Associate in App Sci. Deg. Network Sec & Info Assurance	

*Not listed in Catalog

π Enrolled only with Dean Approval

Program	CIP Code	Local Code	Award	Crt Hrs	Title	Teach Out
AAS.CRJ	43.0104	35505	AAS	63	Associate in App Sci. Deg. - Criminal Justice	
*AAS.CRJ.EC	43.0104	35505	AAS	63	AAS - Criminal Justice - Early College	
*AAS.ECE.EC	19.0708	35508	AAS	63	AAS - Early Childhood Education - Early College	
AAS.ECE.FALL.START	19.0708	35508	AAS	63	AAS - Early Childhood Education - Fall Start	
AAS.ECE.SPRING.START	19.0708	35508	AAS	63	AAS - Early Childhood Education - Spring Start	
AAS.EDT	15.0303	35310	AAS	78	Associate in App Sci. Deg. - Engineering Design Tech.	
*AAS.EDT.EC	15.1301	35307	AAS	78	AAS - Engineering Design Technology - Early College	
*AAS.EET.EC	15.0303	35310	AAS	73	AAS - Electronics Engineering Technology - Early College	
AAS.EET.EIT.FALL	15.0303	35310	AAS	73	Associate in App Sci. Deg. – Elect ENGR - Elect Instrumentation - Fall	
AAS.EET.EIT.SPRING	15.0303	35310	AAS	73	Associate in App Sci. Deg. – Elect ENGR - Elect Instrumentation - Spring	
AAS.EET.EIT.UT	15.0303	35310	AAS	74	Associate in App Sci. Deg. - Elect ENGR - Elect Instrumentation- University Transfer	
AAS.GT.AEMT.FOR	30.9999	35318	AAS	67	Associate in Applied Science - GT - EMT/Forensics	
*AAS.GT.EDT.EC	30.9999	35318	AAS	61	Associate in Applied Sci. - Gen Tech - EDT/Eng Tech - Career Acad	
*AAS.GT.EET.EC	30.9999	35318	AAS	62	Associate in Applied Sci. - Gen Tech - Elec Instr/Electronics - Career Acad	
AAS.GT.EMT.CRJ	30.9999	35299	AAS	63	Associate in Applied Sci. in EMT/CRJ	
AAS.GT.HP.EC	30.9999	35318	AAS	64	Associate in Applied Science - GT HC Prep. and Clinical Studies	
AAS.GT.HPCS	30.9999	35318	AAS	63	Associate in Applied Science - GT Health Professionals. and Clinical Studies-Career Acad	
AAS.GT.IMW	30.9999	35318	AAS	64	Associate in App Sci. Deg. - GT – IND. Maintenance/Welding	
*AAS.GT.IMW.EC	30.9999	35318	AAS	64	AAS - General Technology - IMT/Welding - Early Col.	
*AAS.GT.MEC.EC	30.9999	35318	AAS	61	AAS - General Technology - Mechatronics/Indus Tech - Career Acad	
*AAS.GT.MEDADM	30.9999	15205	AAS	75	AAS - General Technology - Medical Assisting/Adm Support	
AAS.GT.MOA	30.9999	35318	AAS	60	Associate in App Sci. Deg. – GT – Medical Assisting/Health Science	
*AAS.GT.MOA.EC	30.9999	35318	AAS	61	Associate in App Sci. Deg. – GT – Medical Assisting/Health Science	
AAS.GT.NPCS	30.9999	35318	AAS	70	Associate in Applied Science - GT NC Prep. and Clinical Studies	
AAS.GT.PCT	30.9999	35318	AAS	62	Associate in App Sci. Deg. – GT – Patient Care Technician	
*AAS.GT.PCT.EC	30.9999	35318	AAS	62	Associate in App Sci. Deg. – GT – PCT - Early College	
AAS.IET	47.0105	35360	AAS	74	Associate in App Sci. Deg. - Industrial Electronics	
AAS.MEC	15.0499	35371	AAS	70	Associate in App Sci. Deg. - Mechatronics	
*AAS.MEC.EC	15.0499	35371	AAS	70	AAS - Mechatronics - Early College	
AAS.MTT	48.0501	35370	AAS	74	Associate in App Sci. Deg. - Machine Tool Technology	

*Not listed in Catalog

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Program	CIP Code	Local Code	Award	Crt Hrs	Title	Teach Out
*AAS.MTT.EC	48.0501	35370	AAS	74	AAS - Machine Tool Technology - Early College	
AAS.PTA	51.0806	35219	AAS	78	Associate in Applied Sci. in Physical Therapist Assistant	
AAS.RAD	51.0907	35207	AAS	85	Associate in App Sci. Deg. - Radiologic Technology	
*AS.BRIDGE.SCS	24.0101	55600	AS	60	Associate in Science Degree - SC State Bridge Program	
*AS.BRIDGE.USC	24.0101	55600	AS	60	Associate in Science Degree USC Bridge Program	
AS.FSP	24.0101	55600	AS	61	Associate in Science - Food Science Program	
AS.HS.MUSC	24.0101	55600	AS	60	Associate in Science - Health Science - Med. Univ. of South Carolina	
AS.HS.MUSC.EC	24.0101	55600	AS	65	AS for Healthcare University Transfer - Career Acad	
*AS.NUR.CLEMSON	24.0101	55600	AS	60	Associate in Science - NUR - Clemson - ADN to BSN	
AS.NUR.USCUPSTATE	24.0101	55600	AS	64	Associate in Science - Nursing - USC Upstate ADN to BSN	
AS.SCI	24.0101	55600	AS	64	Associate in Science Degree	
*AS.SCI.EC	24.0101	55600	AS	64	Associate in Science-Early College	
CB.ACC	52.0301	70451	CB	27	Certificate in Basic Accounting	
CB.LOGISTICS	52.0203	71148	CB	24	Certificate in Business Logistics	
CB.SBM	52.0101	70584	CB	30	Certificate in Small Business Management	
CCT.CNE	11.9999	60665	CCT	18	Certificate in Network Engineering/MCSE	
CCT.CYBSPEC	11.1003	71534	CCT	28	CERT - Cybersecurity Specialist	
CCT.DBP	11.0301	60921	CCT	18	Certificate in Database & Programming	
CCT.INC	11.0301	60753	CCT	18	Certificate in Internetworking/CISCO	
CCT.NSP	11.0901	71113	CCT	27	Computer Network Specialist	
CET.CADII	15.1306	60775	CE	18	Computer Aided Design II	
CET.CD1	15.1306	60774	CE	17	Certificate in Computer Aided Design I	
π*CET.RPT1	51.0916	71235	CE	16	Health Physics Certificate I (<i>Radiation Fundamentals</i>)	
CET.INTENG	15.0303	35310	CE	14	CERT - Introduction to Engineering	
CHS.AEMT	51.0904	61048	CHS	10	CERT - Advanced Emergency Medical Technician	
CHS.CNA	51.3902	60432	CHS	9	Certificate in Health Science in Nursing Assistant	
*CHS.ECG	51.0802	70613	CHS	8	Certificate in Health Science in Electrocardiography/Cardiac Mon.	
CHS.EMT	51.0904	61048	CHS	10	Certificate in Emergency Medical Technician	
CHS.MAM	51.0919	60917	CHS	16	Certificate in Mammography	
CHS.MRI	51.092	71048	CHS	31	Certificate in Magnetic Resonance Imaging	
CHS.PCT	51.3902	71242	CHS	36	Certificate in Health Science - Patient Care Technician	
*CHS.PHL	51.3901	60504	CHS	12	Certificate in Health Science in Phlebotomy	
CHS.PREPN	51.1105	71537	CHS	23	CERT - Pre-Licensed Practical Nursing (LPN)	
CHS.PREPTA	51.0806	71535	CHS	32	CERT - Pre-Physical Therapist Assistant (PTA)	
CHS.PRERAD	51.0907	71536	CHS	32	CERT - Pre-Radiologic Technology	

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Program	CIP Code	Local Code	Award	Crt Hrs	Title	Teach Out
CHS.PERN	51.1105	71539	CHS	36	CERT - Pre-Nursing (RN)	
CHS.RAD	51.0907	70886	CHS	38	Certificate in General Radiologic Technology	
CIT.ADWLD	48.0508	61000	CIT	8	CERT - Advanced Welding	
CIT.BDM	47.0605	60861	CIT	16	Certificate in Basic Diesel Maintenance	
CIT.BE	46.0302	61089	CIT	14	Certificate in Basic Electrician	
CIT.BIM	47.0303	60881	CIT	17	Certificate in Basic Ind. Maintenance	
CIT.BWLD	48.0508	61012	CIT	16	Certificate in Basic Welding	
CIT.CNC	48.0501	61262	CIT	21	Certificate in Computer Numerical Controls Operator	
CIT.HVAC	47.0201	71503	CIT	33	Certificate in HVAC Basics	
CIT.JIM	47.0303	70987	CIT	20	Certificate in Ind. Maint. - Mech & Elec I	
CIT.INDELEC	15.0399	61084	CIT	16	Certificate in Industrial Electrician	
CIT.IWLD	48.0508	61000	CIT	17	Intermediate Welding Certificate	
CIT.MEC1	15.0499	60995	CIT	20	Certificate in Mechatronics I-Fundamentals	
CIT.MEC2	15.0499	71183	CIT	17	Certificate in Mechatronics II-Automated Controls	
CIT.MEC3	15.0499	71184	CIT	21	Certificate in Mechatronics III-Automated Systems	
CIT.POC	48.0501	60989	CIT	14	Certificate in Production Operator	
CIT.QUAL	15.0702	61278	CIT	13	Quality Control Certificate	
CIT.TRUCK	49.0205	61054	CIT	16	Certificate in Professional Truck Driving	
*CIT.TRUCK.ED	49.0205	61054	CIT	16	CERT - Professional Truck Driving - Early College	
CIT.US	47.0604	61083	CIT	17	Certificate in Undercar Specialist	
CPS.AAUT	24.0101	71516	CPS	33	Certificate in Arts - University Transfer	
CPS.ASUT	24.0101	71517	CPS	32	Certificate in Science - University Transfer	
CPS.ECE	19.0709	70623	CPS	28	Certificate in Early Childhood Development	
CPS.FOR	43.0104	71010	CPS	27	Forensics Certificate Program	
CPS.GENERALSTUDIES	24.0101	70445	CPS	15	CERT - General Studies	
CPS.PPAT	43.0104	35505	CPS	12	Certificate in Pre-Police Academy	
CPS.SEC	43.0104	70446	CPS	30	Certificate in Security	
DAS.AS	52.0408	15041	DAS	42	Diploma in Applied Science in Administrative Support	
DAS.ECE	19.0709	15508	DAS	43	Diploma in Applied Science in Early Childhood Development	
DAS.LPN.FALL	51.3901	15209	DAS	46	Diploma in Licensed Practical Nursing - FALL	
DAS.LPN.FLEX.FALL	51.3901	15209	DAS	46	Diploma in Licensed Practical Nursing - Flex Program - FALL	
DAS.LPN.FLEX.SPRING	51.3901	15209	DAS	46	Diploma in Licensed Practical Nursing - Flex Program - SPRING	
DAS.LPN.SPRING	51.3901	15209	DAS	46	Diploma in Licensed Practical Nursing-SPRING	
DAS.MOA	51.0802	15205	DAS	50	Diploma in Applied Science in Medical Assisting	
*ND.CDV	61.0000	6100	ND	#N/A	Career Development	

*Not listed in Catalog

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IV. Institutional Planning/Effectiveness

A. Responsibility/Team Members:

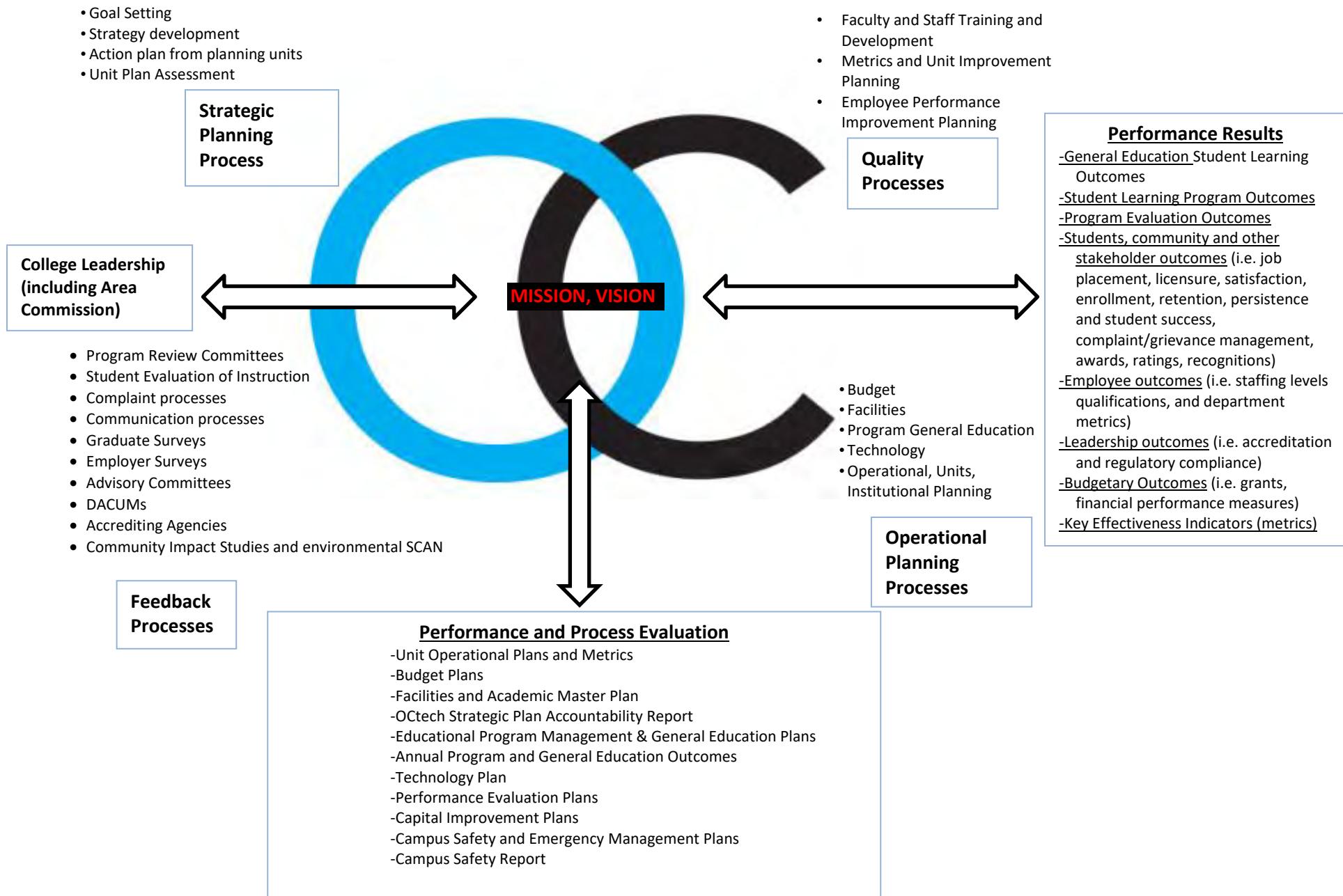
The responsibility for institutional effectiveness lies with all members of the College.

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:

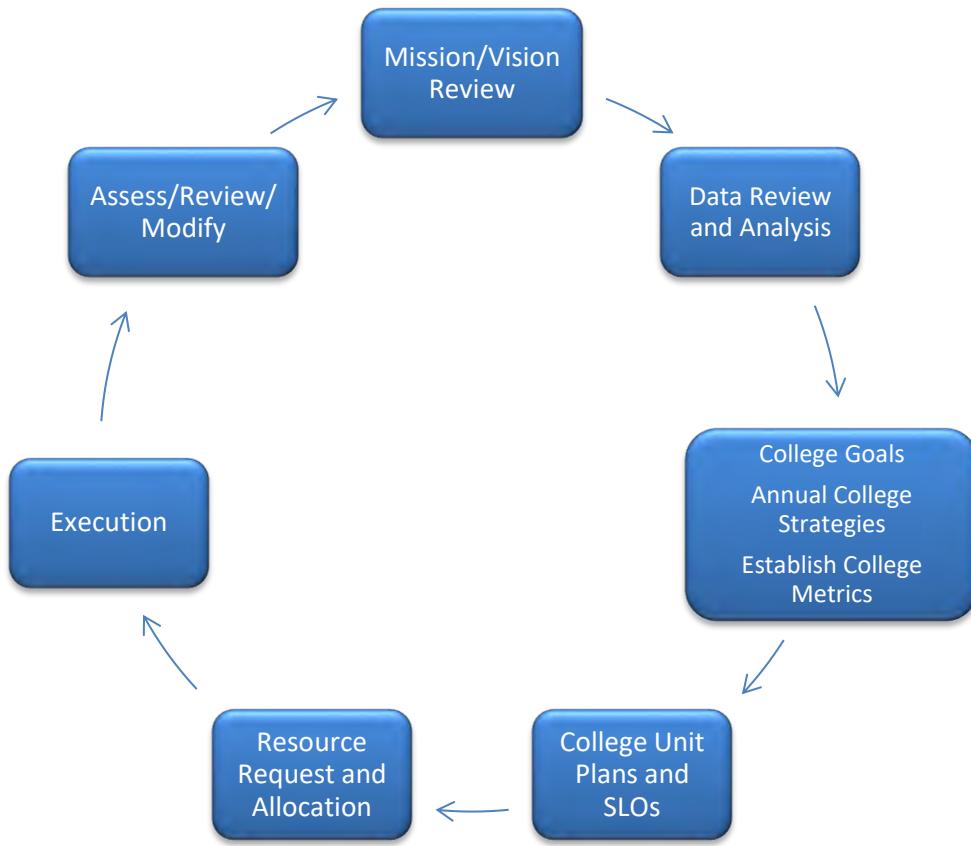
The planning process at OCtech includes both strategic planning and operation planning. The College's current strategic planning cycle will end in 2024. The College uses information from three important sources in the development of its annual strategies and operational plans.

- **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: The mission of OCtech is to provide relevant training and education in a safe, diverse, flexible and inclusive environment that promotes success and self-reliance for students, and fosters economic development for the region.

Vision: Engage. Empower. Transform

Purpose: Determine the college's direction for the year, the expected outcomes and measures of success, and how outcomes will influence future direction. We are an organization focused on results.

Goal 1: Create an employee experience that makes a concerted effort to promote organizational empathy with an emphasis on the most critical aspects of what an effective, efficient, and forward-thinking organization looks like in a safe environment.

Objective 1.1 – Celebrate small and large successes, recognize and reward people for their contributions, and broadly communicate wins to energize people and sustain commitment.

Objective 1.2 – Encourage Faculty and Staff to be agents of change.

Objective 1.3 – Make creative, bold, data-informed decisions to solve problems; receive meaningful professional development, feedback, and support from supervisors; and see themselves as having a connection to the college, the college's mission, and one another.

Objective 1.4 – Promote Faculty and Staff well-being.

Goal 2: Create an experience for students in a safe environment that demonstrates our commitment to them, their success, and their goals.

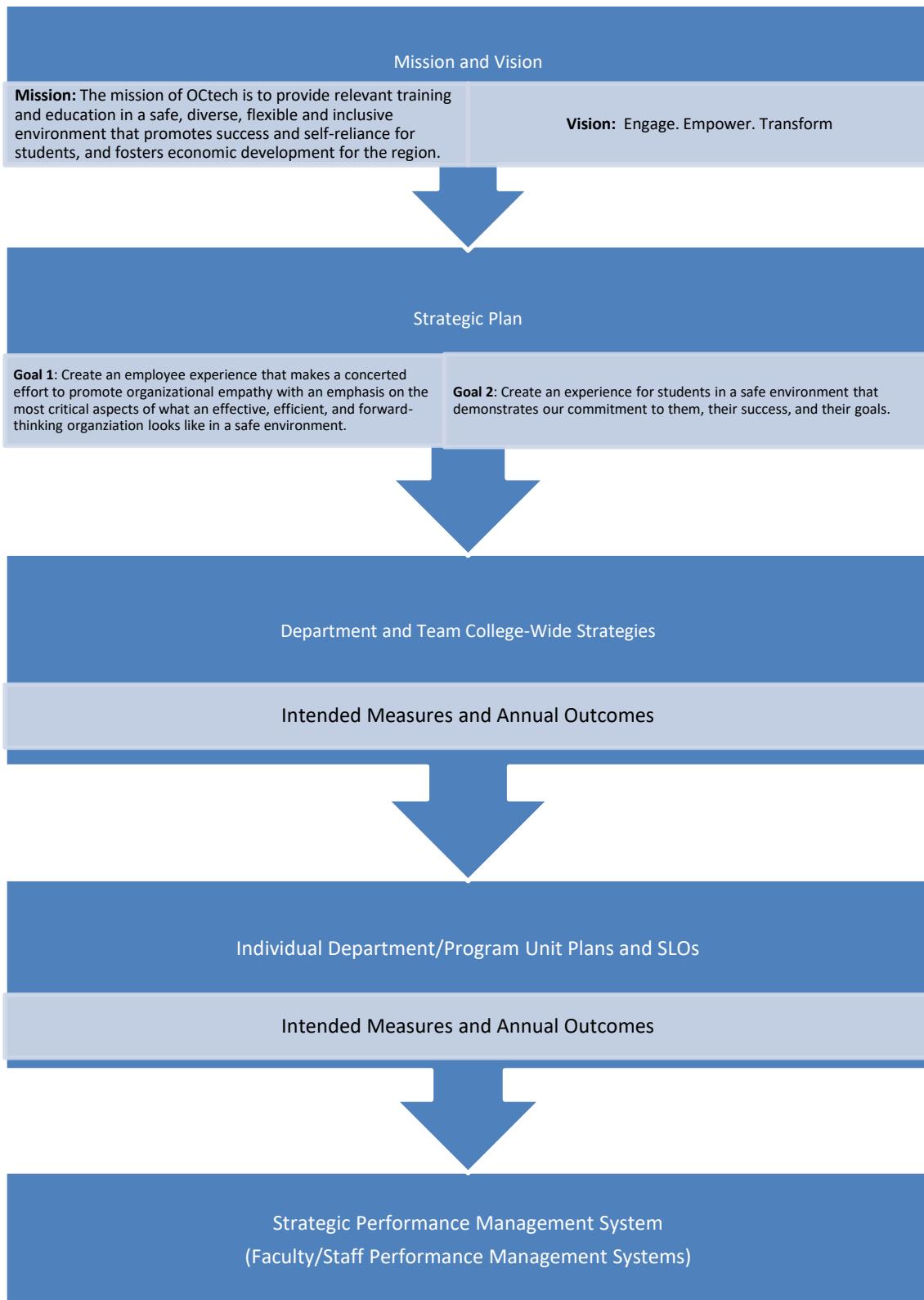
Objective 2.1 – Remove barriers and create pathways to and through the college leading to industry-based credentials and degree attainment in preparation for meaningful jobs and careers in the shortest time possible.

Objective 2.2 – Help all students feel welcome and supported; foster student connections to the college early and often through relationship-building and engagement to build community.

Objective 2.3 – Quickly and proactively assess and assist students in meeting (incl. basic) needs.

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. Effectively Create Written Communication.
- B. Foster Understanding through Effective Oral Communication.
- C. Use a Variety of Thinking Skills to Evaluate and Solve Problems.
- D. Demonstrate Research Skills (Information Literacy) Necessary to Locate, Analyze, and Synthesize Information.
- E. Demonstrate Intercultural Knowledge and Develop an Appreciation for Cultural Diversity.

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 annual 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. Once the term ends Faculty has access to Smart Eval and can log in to view their results. Deans and the Vice President of Academic Affairs also have access to Smart Eval and can log in to view the results of their division and the entire campus respectively. 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 talk about strategies, examine data, and set goals during faculty meetings 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 online courses. However, additional control processes are in place for online offerings. Course development and review is conducted with help from the Director of Teaching, Learning, & Assessment. The College has adopted the Quality Matters model, and the Director of Teaching, Learning, & Assessment 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

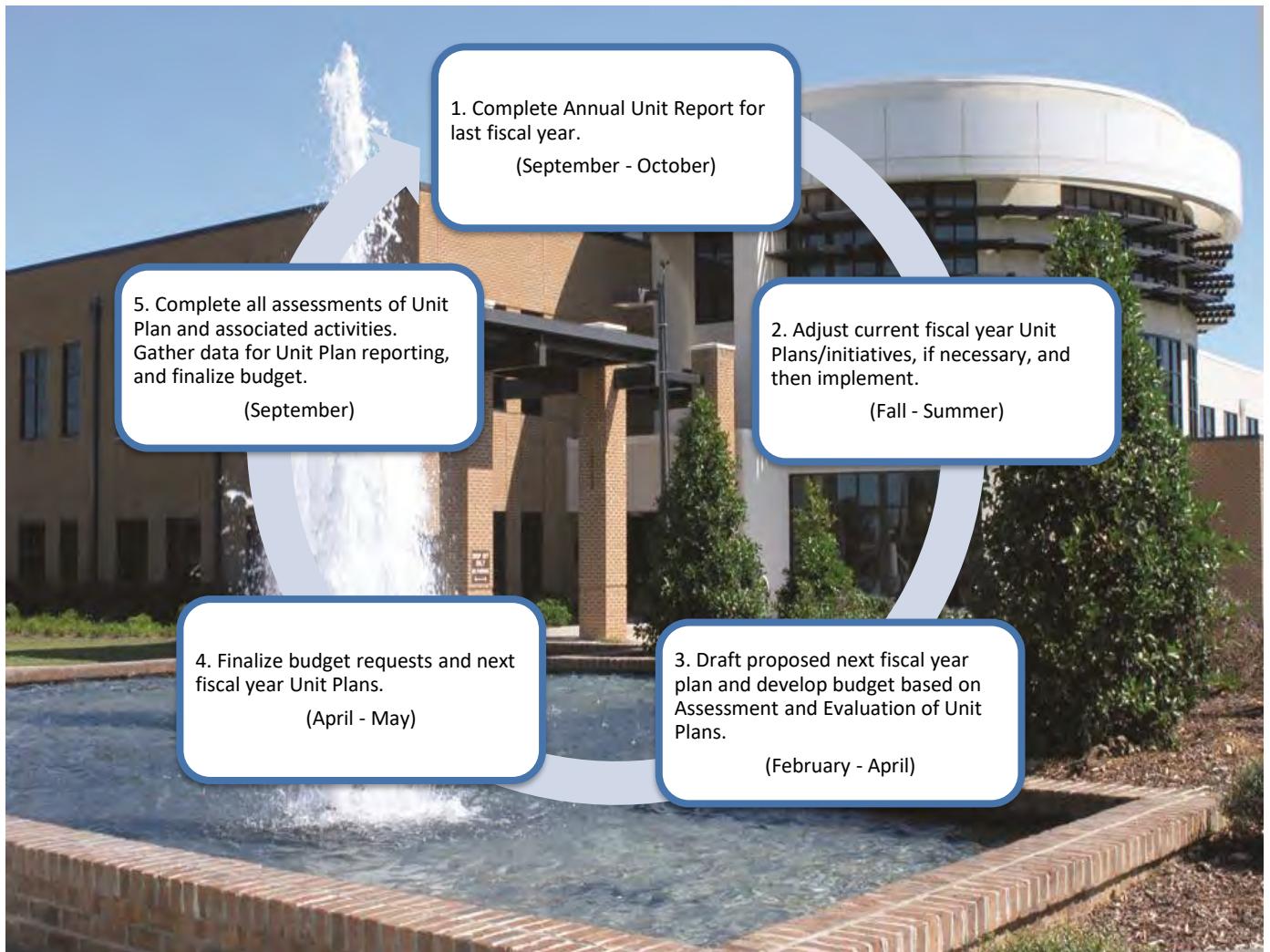
The result of general education assessments is compiled annually and informs the planning process for general education offerings, as well as program offerings.

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.

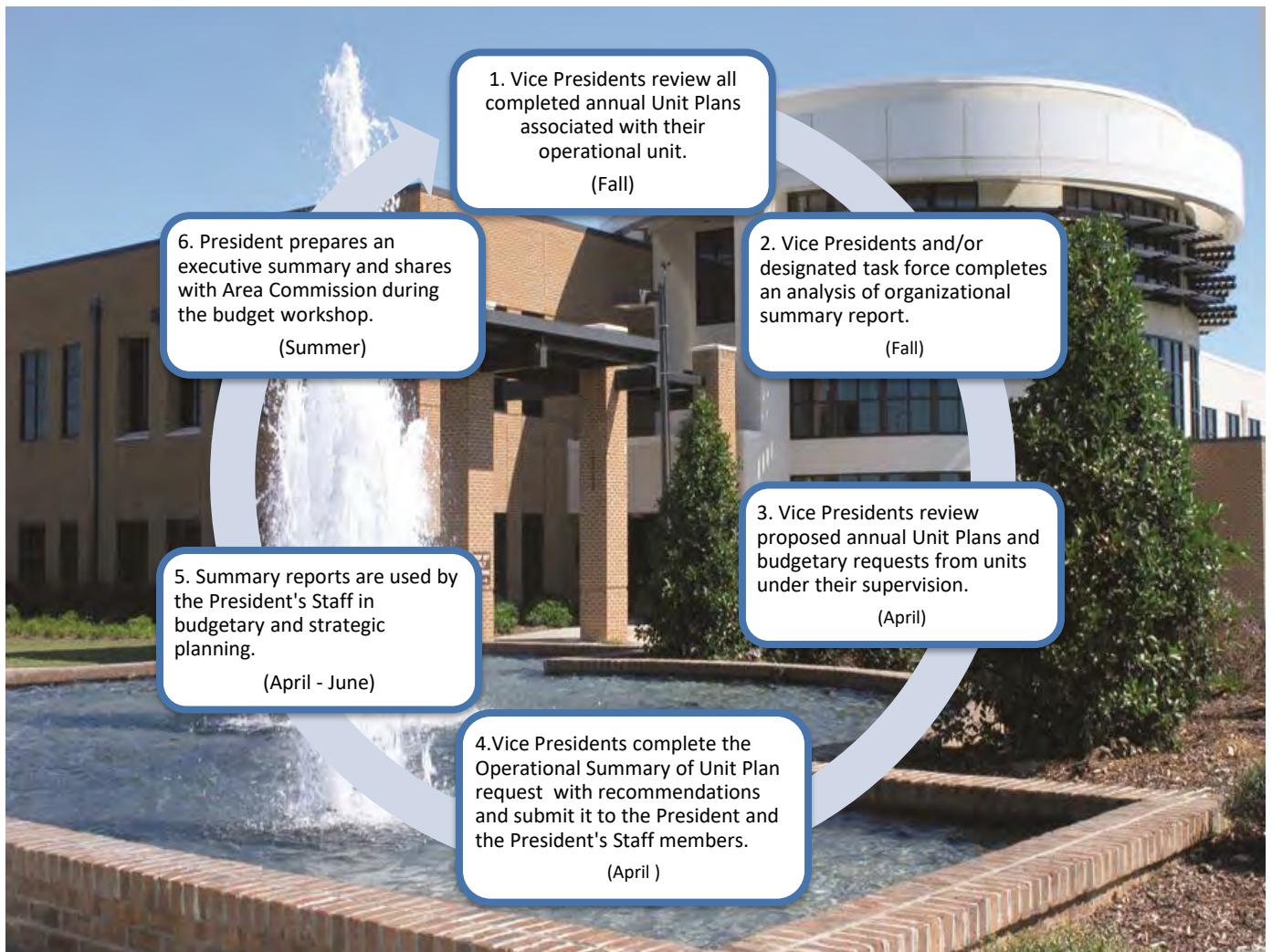
Unit Planning Process-One Year Cycle and Timeline:



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 anthology (*Compliance Assist*).

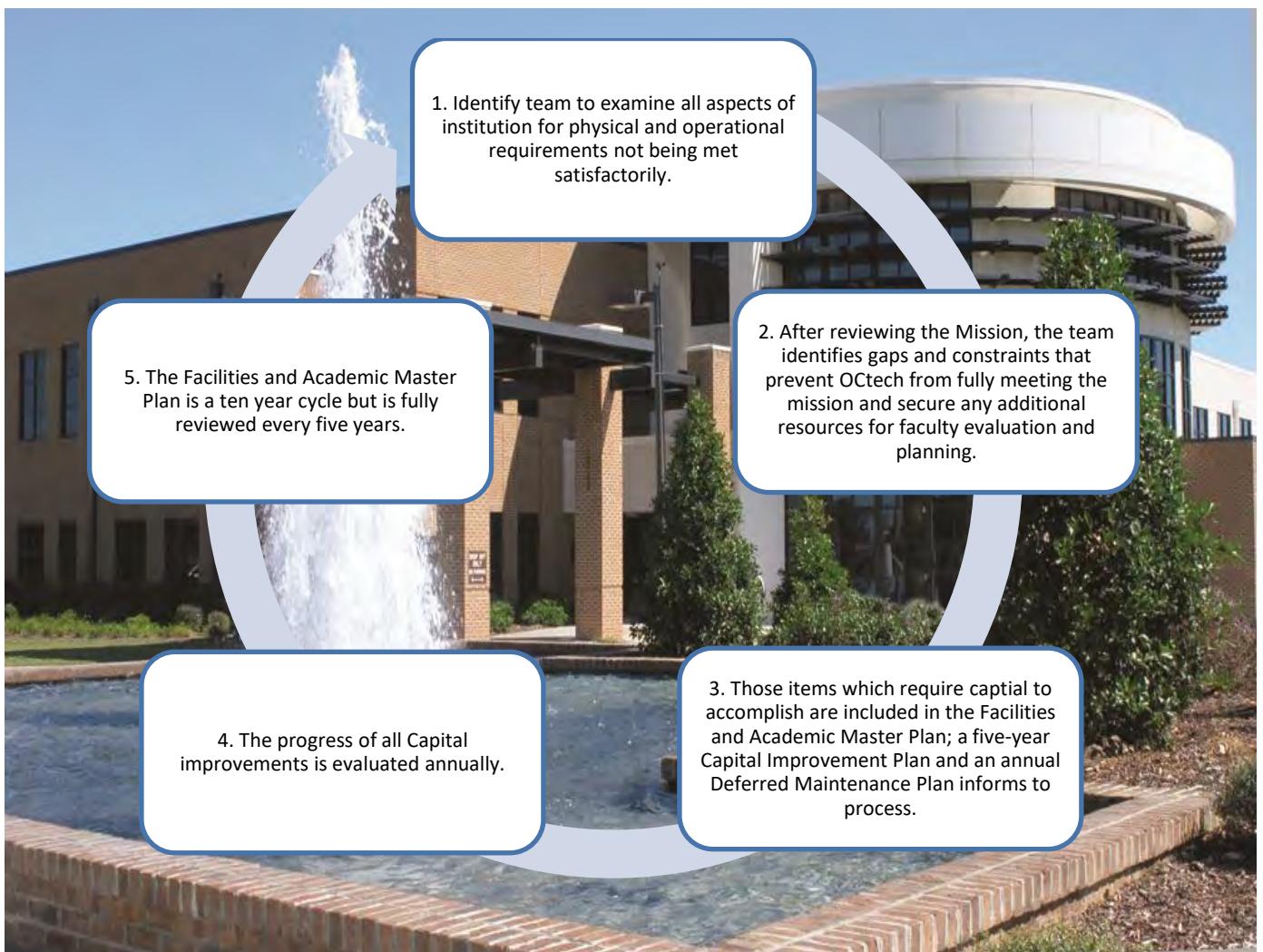
Operational Planning - One Year Planning Cycle:



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.

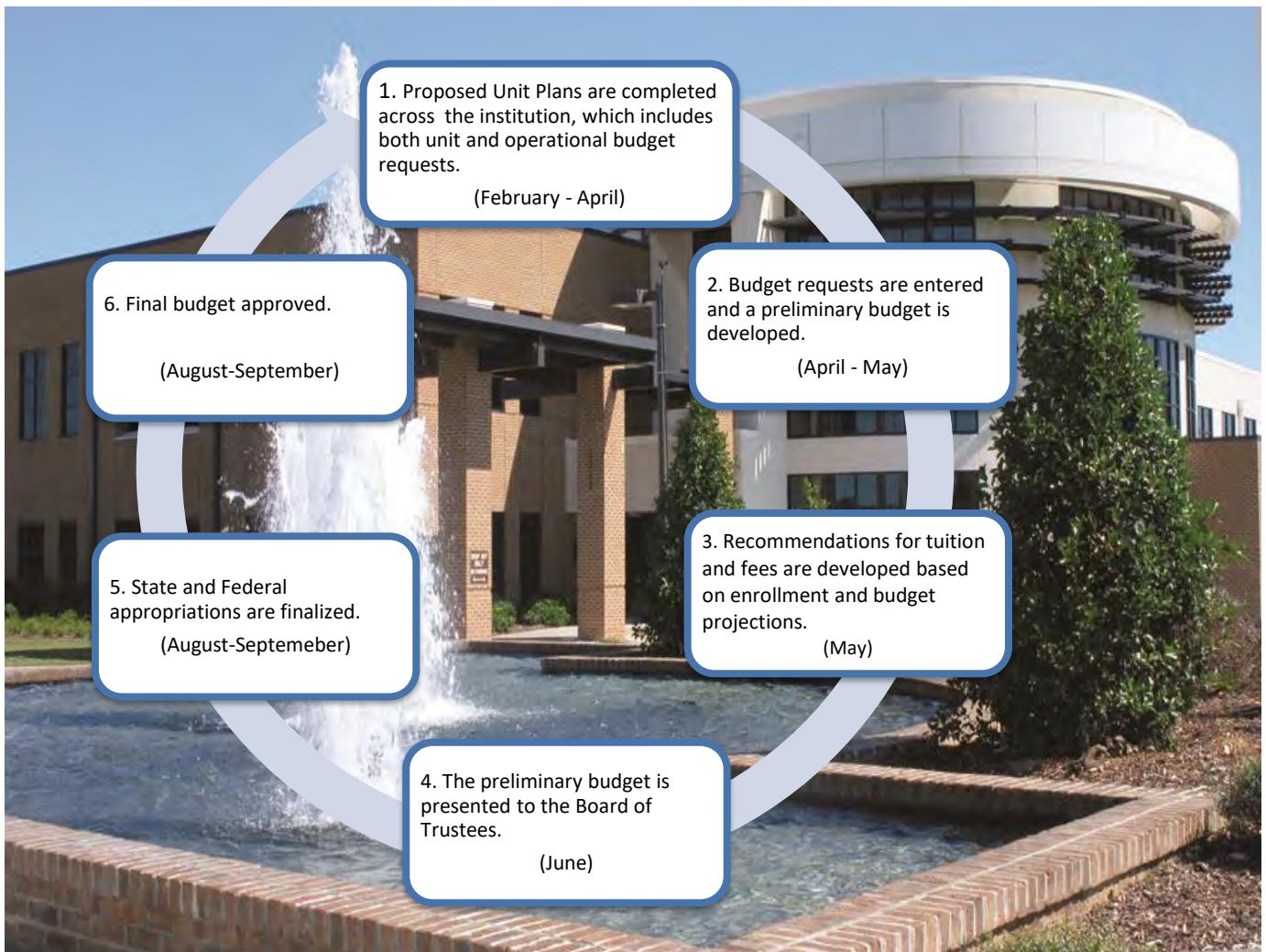
Facilities Master Planning Cycle:



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.

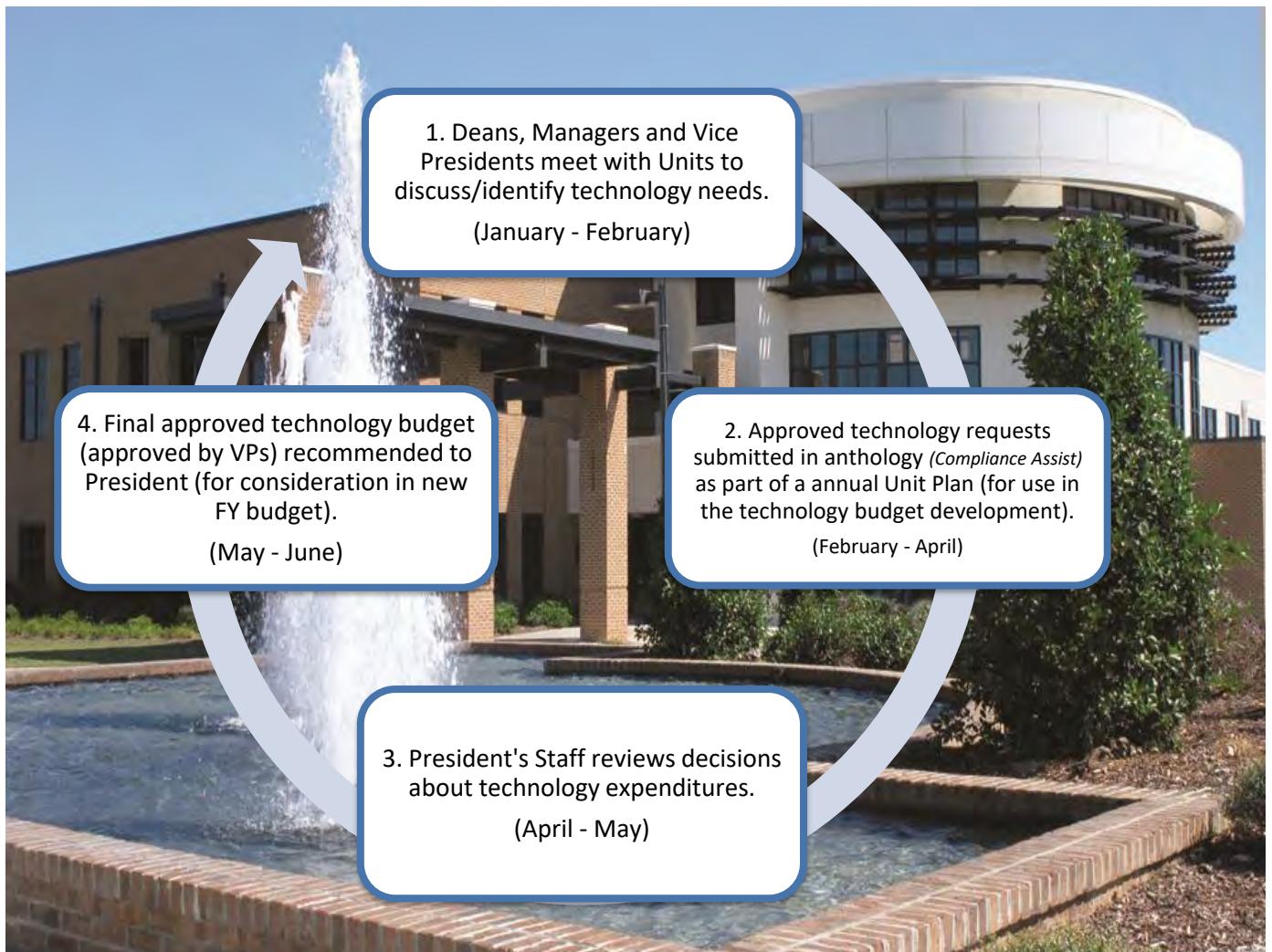
Final Budget Planning Cycle:



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.

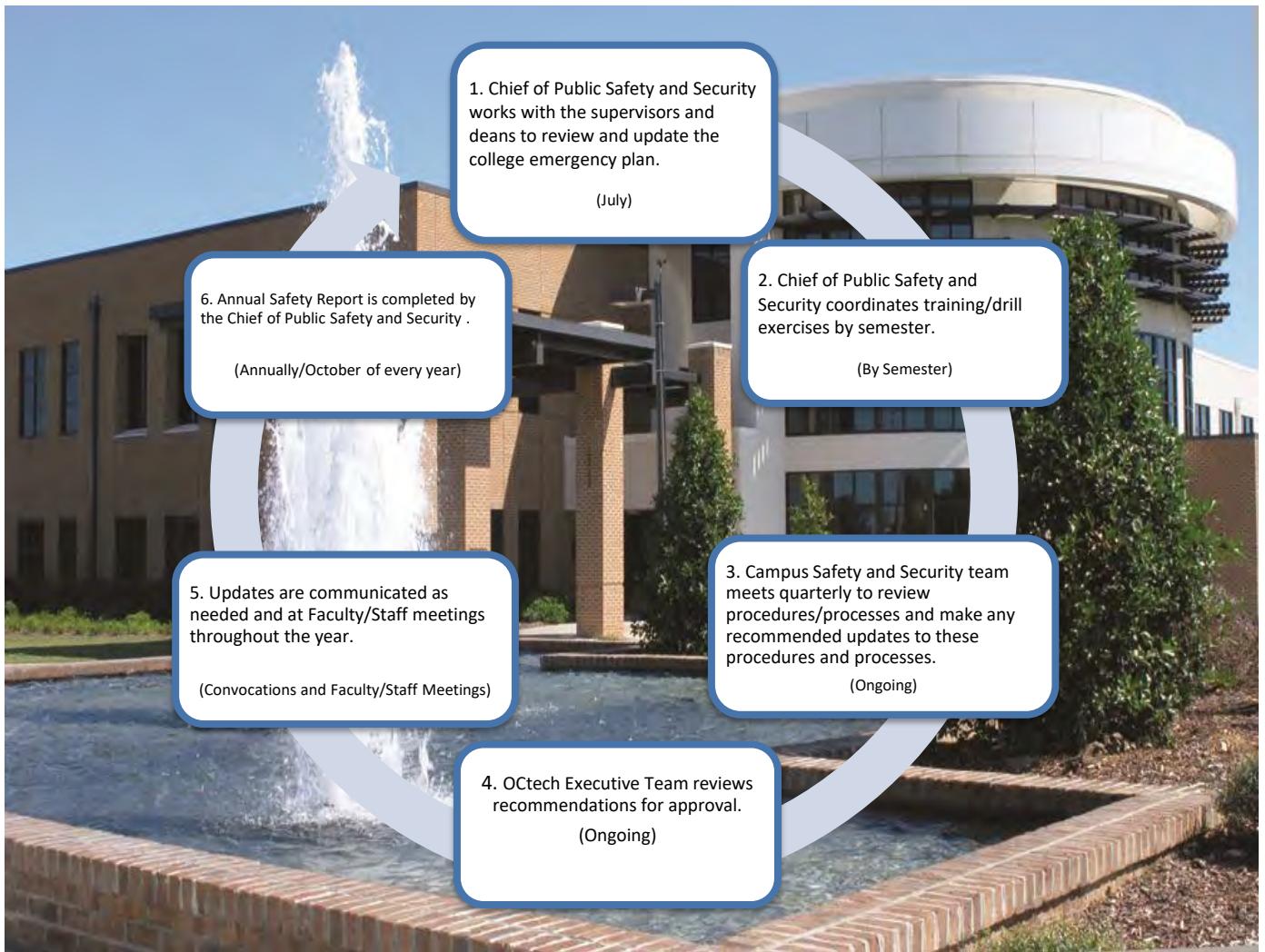
Technology Planning Cycle:



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 anthology (*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 Anthology (<i>Compliance Assist</i>)	Connie Hoffman, 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

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

VIII. Integrated Planning Timeline

INSTITUTIONAL EFFECTIVENESS 2024-2025 CALENDAR

2024 FALL

MONTH/YEAR	ACTIVITY
Program Review Data and Faculty Anthology (<i>Compliance Assist</i>)	Updates Due by the end of the Semester
SLO (Student Learning Outcomes) Assessment	
SACS Faculty Loading Report	
Adjust Current Fiscal Year Unit Plan	
Beginning of each semester	Update Add Accepted, Student, and Faculty emails
Beginning of each month	Patches updated to Datatel
1 st & 15 th of each month	HR Extractions
Around 5 th of each month	Salary Fringe
Week After Add/Drop	Upload all student data files into SSC into ecm Application
Weekly (Tuesday)	Library Extractions
Weekly (Friday)	SC Track Academic Course Equivalency
	Sample of Grad Emp. Verification for JCERT
AUGUST 2024	
Aug 16	<i>Faculty/ Staff Friday Workday</i>
Aug 19-Dec 17	FALL 2024 SEMESTER
Aug 19-Oct 7	2024 FALL 1 SEMESTER
Aug 19	Begin of 2024FA and 2024FA1semester
Aug 19	CAO Placement Data & Program Validation
Aug 15	CERS: CE Spring DUE
Aug 18	<i>UPDATE (Informer) Advising Staff Daily Accept-Spring</i>
Aug 24	Clearinghouse 2024FA First of Term
Aug 31	Placement Data Reports due to System Office
SEPTEMBER 2024	
	<i>SLO-General Education, SLO and Unit Plans results entered in anthology (Compliance Assist)</i>
	<i>Complete Annual Unit Report for last fiscal year</i>
Sept 1	ECMC File Submission for Summer 2024 data
Sept 2	COLLEGE CLOSED
Sept 6 – Oct 18	IPEDS: Institutional Characteristics; Completions; 12-month Enrollment (beginning)
Sept 8	CERS: Begin work on Completions
Sept 16 – Sept 26	2024FA1 Student Evaluation of Instruction
Sept 12	CHE: 2024SU (CHE A, B, C)
Sept 14	Peterson's Report
Sept 15	National Student Clearinghouse Data Due
Sept 15	SLO, Gen ED SLO, QEP SLO, and Unit Plan REULTS entered into system
Sept 15	CERS: Completions-Due Date (HS GPA & Grad Year, Con Ed – Summer end & Completion/Placement Spring end)
Sept 15	Accreditation Council for Business Schools and Programs (ACBSP) Quality Assurance Report Due
Sept 15	State Agency Accountability Report (Baldrige)
Sept 20	<i>Fall Convocation</i>
Sept 17	CERS: Begin work on ending Summer
Sept 28	Clearinghouse Sub of Term 1
Sept. 29 – Aug 31	Student Perkins IV Grant Survey

Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

SEPTEMBER 2024	
Sept 30	IE Website Updates
OCTOBER 2024	
	Start ADN and PN % Completion Calculation for ACEN
	Update to Program Reviews in anthology (<i>Compliance Assist</i>)
	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
	Student Advising Center Survey
	Campus Climate Survey
Oct 1	CERS: Being work on opening Fall
Oct 1	Opening Dual Enrollment
Oct 11	CHE Abatement submission— (2 nd Fri-Oct)
Oct 11	UPDATE (Informer) Scheduled Advising Staff Daily Accept-Spring
Oct 11	UPDATE (Informer) Scheduled Applicants Detailed Report-Spring
Oct 15	<i>Update Informer SP Reports (016_Advisee_View) Active Advisee/All Active Advisee and Registration Report</i>
Oct 15	SAVE XHFTD for Nursing Division
Sept 3 – Oct 15	IPEDS: Institutional Characteristics; Completions; 12-month Enrollment (end)
Oct 21-Dec 17	2024 FALL 2 SEMESTER
Oct. 21	Registration for SPR2025 classes begins (<i>for new & current students</i>)
Oct 26	Clearinghouse Sub of Term 2
Oct 28	Informer Updates for Daily Reports
Oct 28	IE Website Updates
NOVEMBER 2024	
	ACEN Reporting DUE—Along with ENR by FT/PT, ETH, GENDER &GRAD
	OCtech Employer Follow-up Survey
	Key Metrics Updated on IE website and in Anthology (<i>Compliance Assist</i>)
	Program Review Data Review Retreat
	Proposed ABET (Accreditation Board for Engineering and Technology) Site Visit
Nov 1	CERS: Begin work on Faculty
Nov 1	CERS: End summer/Open fall Due Date
Nov 1	CERS Distribution Files Due at State Tech
Nov 1	Key Metrics results for previous academic year updated on IE website and in anthology (<i>Compliance Assist</i>)
Nov 1	Title 3 and 5 Application Due
Nov 5	COLLEGE CLOSED – ELECTION DAY
Nov 8	CERS: Begin work on CE Summer
Nov 10 – Nov 20	<i>2024FA and 2024FA2 Student Evaluation of Instruction</i>
Nov. 11	Veterans Day – College is open
Nov 13	Advisory Committee Meeting and Evaluations
Nov 15	<i>Run query to End Advising Relations (Advisees not here for three semesters) Close Programs production.sql for FAR2024 and prior advisees</i>
Nov 15	CERS: CE Summer-Due Date
Nov 15	National Student Clearinghouse Data Due
Nov 20	Perkins Annual Report
Nov 23	Clearinghouse Sub of Term 3
Nov 25-28	COLLEGE CLOSED/Thanksgiving Holiday
Nov 25	IE Website Updates

Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

DECEMBER 2024	
Dec 1	CERS: Faculty-Due Date
Dec 1 – Feb 9	Start Pulling IPEDs Data: Student Financial Aid; Graduation Rates; 200% Graduations Rates, Admissions
Dec 2 – DEADLINE	SPRING 2025 SEMESTER – deadline for students to register & pay tuition in full to avoid schedule cancellation & late fees
Dec 7	WorkKey Data Pull
Dec. 13 – Feb 14	IPEDS: Student Financial Aid; Graduation Rates; 200% Graduations Rates, Admissions
Dec. 13– April 11	IPEDS: Fall Enrollment; Finance; Human Resource; Academic Library
Dec 16	IE Website Updates
Dec 17	End of 2024FA and 2024FA2 semester
Dec 18	Final Grades Due <i>by 9:00 am</i>
Dec 18	Fall Graduation
Dec 18	<i>Informer Updates and Clean-up</i>
Dec 18	Batch Eval for Graduation Percentage report
Dec 22	Clearinghouse End of Term
Dec 22	Clearinghouse for Transfer
Dec 30	PBI Annual Report
End of each Semester	Run XGPCT for all Programs –Closing CERS.
December 21 – January 5	COLLEGE CLOSED/ Winter Holiday
	<i>Make Copy of DaCums for Graduates</i>
	Graduation Files sent to Clearinghouse
	Create New Semester on D2L
	Submit Support Ticket to remove semester information from hold tank
Program Reviews—Due 2024FA	

Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

2025 SPRING

MONTH/YEAR	ACTIVITY
Program Review Data and Faculty Anthology (<i>Compliance Assist</i>) Update by the end of the semester	
SLO (Student Learning Outcomes) Assessment	
SACS Faculty Loading Report	
Beginning of each semester	Update Add Accepted, Student, and Faculty emails
Beginning of each month	Patches updated to Datatel
1 st & 15 th of each month	HR Extractions
Around 5 th of each month	Salary Fringe
Week After Add/Drop	Upload all student data files into SSC into ecm Application
Weekly (Tuesday)	Library Extractions
Weekly (Friday)	SC Track Academic Course Equivalency
JANUARY 2025	
Jan 6	FACULTY TO REPORT FOR SPRING SESSION – COLLEGE OPENS
Jan 10	<i>Faculty/ Staff Friday Workday</i>
January 13 –May 5	SPRING 2025 SEMESTER
January 13–March 3	2025SP1 SEMESTER
Jan 11	Catalog Info is Due
Jan 11	UPDATE (Informer) Scheduled Applicants Detailed Report-Fall
Jan 11	UPDATE (Informer) Scheduled Advising Staff Daily Accept-Summer
Jan 13	<i>CHE reporting FAR2024 (CHE A, B, C)</i>
Jan 14	SACS Profile Report
Jan 15	ECMC File Submission Date for Fall 2024 data
Jan 18	Clearinghouse – First of Term
Jan 27	IE Website Updates
FEBRUARY 2025	
	Draft Proposal /next fiscal year plan
	<i>Unit Plans and Key Metrics completed for next fiscal year (Copy)</i>
	<i>Develop Budget based on Assessment and Unit Plan Objectives</i>
	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
Dec. 1 – Feb 9	IPEDS: Student Financial Aid; Graduation Rates; 200% Graduations Rates, Admissions
Feb 7	<i>Spring Convocation</i>
Feb 13-15	SCTEA Conference
Feb 15	<i>Unit Plan statements and Budget Requests completed for next Academic year</i>
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 10-20	2025SP1 Student Evaluation of Instruction
Feb 26	IE Website Updates
Feb 27 – May 13	Unit Plan Updates to be submitted for approval
Feb 28	PBI Phase I

Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

MARCH 2025	
Mar 1	CERS: Begin work on opening Spring
Mar 1 - 24	Meeting of Deans/Directors with respective departments/divisions
Mar 3	<i>Informer Updates for Daily Reports</i>
Mar 3	<i>Anthology (Compliance Assist) Training Session (for entering Unit Plans)</i>
Mar 3 – July 15	Program Eval/DEW Data/ Job Placement
March 4	Final Grades Due for 2025SP1
Mar 7	Title 3 & 5 Submissions
Mar 10 – 12	<i>Budget Meeting w/Richard (Unit Plans need approval before any budget meeting)</i>
Mar 10 – 13	<i>Spring Break</i>
Mar 11	UPDATE (Informer) Scheduled Advising Staff Daily Accept-Summer/Fall
Mar 11	UPDATE (Informer) Scheduled Applicants Detailed Report-Summer/Fall
Mar 15	NAEYC (National Association for the Education of Young Children) Annual Report Due 3/31
Mar 15	CERS Distribution Files Due at State Tech
Mar 15	National Student Clearinghouse Data Due
March 17 – May 5	2025SP2 Second Seven-Week Classes Begin/End
Mar 20	Program Eval/DEW Data/Job Placement
Mar 20 – April 12	<i>Quarterly Budget Review</i>
Mar 22	Clearinghouse – Subsequent of Term 2
Mar 23	<i>Academic Unit Plans due to Richard</i>
Mar 24	CHE-Dual Enrollment
Mar 24	System Open for Data Entry for Program Evaluations
Mar 26	IE Website Updates
Mar 27	Dual Enrollment
Mar 28 – April 7	<i>Unit Plans (and associated budgets) must be entered in Anthology (Compliance Assist) and agreed upon by Senior Staff by this date</i>
APRIL 2025	
	Copy over SLOs into the next academic year
	<i>Finalize Budget Requests</i>
	Finalize Next Fiscal Year Unit Plan
Dec. 10 – April 8	IPEDS: Fall Enrollment; Finance; Human Resource; Academic Library
April 7	<i>Unit Plans (and associated budgets) must enter in Anthology (Compliance Assist) and agreed upon by Senior Staff by this date</i>
April 8	CERS: Begin work on CE Fall
April 15- 25	2025SP and 2025SP2 Student Evaluation of Instruction
April 10	FACULTY/STAF MEETING 3:30 pm
April 11 - 29	Business Office Meetings with Deans/Directors (and Senior Staff if necessary)
April 13 – May 16	<i>Preparation for Area Commission Meeting</i>
April 15	CERS: CE Fall-Due Date
April 15	<i>Finalize and add Approval Status for next academic year Unit Plans</i>
April 19	Clearinghouse Subsequent of Term 3
April 24	IPEDS: Fall Enrollment; Graduation Rates; 200% Graduations Rates; Finance; Human Resource
April 25	Run query to <i>End Advising Relations (Advisees not here for three semesters) End Programs</i> production.sql for SPR2024 and prior advisees
April 11-April 29	Business Office Meetings with Deans/Directors (and Senior Staff if necessary)
MAY 2025	
	<i>Counselor Institute</i>
	<i>Make Copy of DaCums for Graduates</i>
May 5	End of Spring 2025 Semester

Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

MAY 2025	
May 6	Final Grades Due Spring 2025
May 6	Spring Graduation
May 7	Informer Updates and Clean-up
End of each Semester	Run XGPCT for all Programs –Closing CERS.
Program Reviews—Due 2025SP	

Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

2025 SUMMER

MONTH/YEAR	ACTIVITY
Program Review Data and Faculty anthology (<i>Compliance Assist</i>) Updates	
SLO (Student Learning Outcomes) Assessment	
SACS Faculty Loading Report	
Gather data for Unit Plan Reporting	
Beginning of each semester	Update Add Accepted, Student, and Faculty emails
Beginning of each month	Patches updated to Datatel
1 st & 15 th of each month	HR Extractions
Around 5 th of each month	Salary Fringe
Week After Add/Drop	Upload all student data files into SSC into ecm Application
Weekly (Tuesday)	Library Extractions
Weekly (Friday)	SC Track Academic Course Equivalency
MAY 2025	
	Graduation Files sent to Clearinghouse
	Create New Semester on D2L
	Submit Support Ticket to remove semester information from hold tank
May 8	Batch Evals for Graduation Percentage report
May 9 - 10	<i>Senior Staff Final Budget Discussions</i>
May 13	Clearinghouse – End of Term
May 13	Clearinghouse for Transfer
May 16	<i>Faculty/ Staff Friday Workday</i>
May 16	<i>Start gathering data for Semester Score Card for SPR2025</i>
May 17	<i>Area Commission meeting – Tuition Increase Approval</i>
May 19–July 31	SUMMER 2025 SEMESTER
May 19–June 19	2025SU1 SEMESTER
May 24	Clearinghouse – Summer - First
May 25	Update Informer FA Reports (<i>016_Advisor_View</i>) Active Advisor/All Active Advisor and Registration Report
May 26	IE Website Updates
JUNE 2025	
June 1	Perkins
June 1	Add three semesters of program data into Planning Module so faculty will have necessary information for Faculty Evaluations
June 1	<i>ECMC File Submission Date for Spring 2024 data</i>
June 6	<i>CHE reporting Spring 2024 (CHE A, B, C)</i>
June 2 - 13	2025SU1 Student Evaluation of Instruction
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 15	National Student Clearinghouse Data Due
June 18	Informer Updates for Daily Reports
June 19	<i>End Advising Relations (Advisees not here for three semesters)</i>
June 21	<i>Area Commission meeting – Budget Approval</i>

Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

JUNE 2025	
June 23 – July 31	<i>Summer Second Five Week Term / 2024SU2 SEMESTER</i>
June 30	Clearinghouse – Summer - Subsequent
June 30	<i>Update and publish 2022 IE Handbook</i>
June 30	IE Website Updates
June 30	Run query to <i>End Advising Relations (Advisees not here for three semesters) End Programs</i> production.sql for SUR2024 and prior advisees
June 30 – July 3	July Break
July 2025	
July 3	CERS: Begin work on ending Spring
July 4	COLLEGE CLOSED
July 7–July 17	2025SU and 2025SU2 Student Evaluation of Instructions
July 8	<i>START Update to Publish 2025 FACT Book</i>
July 8	<i>START Update to Publish 2025 I. E. Calendar</i>
July 8	<i>START Update to Publish 2025 I. E. Handbook</i>
July 10	FAC/STAFF Meeting
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	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
August 1	Final Grades Due
End of Summer Semester	Update Approved Programs Active and Inactive
End of each Semester	Run XGPCT for all Programs –Closing CERS.
August 2025	
	<i>Make Copy of DaCums for Graduates</i>
	<i>MOU for Dual Enrollment and CTE/Perkins</i>
	<i>Review University Transfer Articulation Agreements</i>
	Updated Gainful Employment Listing with Contracted List
	Graduation Files sent to Clearinghouse
	Create New Semester on D2L
	Submit Support Ticket to remove semester information from hold tank
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

Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

Appendix A

PROGRAM REVIEW TIMELINE

		Program Review Module Process			COVID		Planning Module Process					
		2016-2019 Tab					Planned Three-Year Cycle			New Annual Cycle		
Arts and Sciences	M. PLUMMER	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Arts & Sciences									24sp	25sp	26sp	27sp
Associate in Arts & Related Certificates	Plummer	17sp							24sp	25sp	26sp	27sp
Associate in Science and Related Certificates	Plummer	17sp							24sp	25sp	26sp	27sp
Business, Computing, Education, and Public Service	J. ETHRIDGE	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Criminal Justice												
Associate Degree in Criminal Justice & Related Certificates	Ethridge			19sp					24sp	25sp	26sp	27sp
Early Childhood Education												
Associate Degree in Early Care and Education and Related Certificates, Diploma	Hughes	17sp							24sp	25sp	26sp	27sp
Business Administration												
Associate Degree in Business Administration Enterprise Management & related certificates	Jones			19sp					24sp	25sp	26sp	27sp
Associate Degree in Business Administration Accounting & related certificates	Jones			19sp					24sp	25sp	26sp	27sp
Associate Degree in Business Administration Office Management (New)	Jones								24sp	25sp	26sp	27sp
Certificate in Logistics	Jones			19sp					24sp	25sp	26sp	27sp
Computer Technology-NSIA												
Associate Degree in Computer Technology – Network Security and Information Assurance & Related Certificates	Singletary			19sp					24sp	25sp	26sp	27sp
Computer Technology-Programming												
Associate Degree in Computer Technology- Programming and Related Certificates	Coward			19sp					24sp	25sp	26sp	27sp

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Engineering and Advanced Manufacturing Technologies	S. PHILLIPS	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Automotive Technology												
Associate Degree in Automotive Technology and Related Certificates (including Diesel)	Kneece			19sp					24sp	25sp	26sp	27sp
Electronics Engineering Technology												
Associate Degree in Electronics Engineering Technology-Computer Electronics and Related Certificates	Hutto			18fa					24sp	25sp	26sp	27sp
Associate Degree in Electronics Engineering Technology-Electronic Instrumentation Technology and Related Certificates	Hutto			18fa					24sp	25sp	26sp	27sp
Industrial Electronics Technology												
Associate Degree in Industrial Electronics Technology and Related Certificates	Position Open			19su					24sp	25sp	26sp	27sp
Engineering Design Technology												
Associate Degree in Engineering Design Technology and Related Certificates	Odom			18fa					24sp	25sp	26sp	27sp
Mechatronics Technology												
Associate Degree in Mechatronics Technology and Related Certificates	Gray			18fa					24sp	25sp	26sp	27sp
Machine Tool Technology												
Associate Degree in Machine Tool Technology and Related Certificates	P. Chavis			18fa					24sp	25sp	26sp	27sp
Certificates in Welding	Ulmer			19sp					24sp	25sp	26sp	27sp
Certificate in Basic HVAC (beginning Fall 2024)	TBD								24sp	25sp	26sp	27sp
Certificate in Truck Driver Training	Kennedy			19sp					24sp	25sp	26sp	27sp
Nursing	M. BLACK	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Nursing												
Associate Degree in Nursing	S. Chavis			19sp					24sp	25sp	26sp	27sp
Diploma in Practical Nursing	S. Chavis			18fa					24sp	25sp	26sp	27sp
Health Science Preparation and Workforce	S. BROWN	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Health Science Certificates												
Certificate in Emergency Medical Technician	Brown	16fa							24sp	25sp	26sp	27sp
Certificate in Patient Care Technician	Brown			19sp					24sp	25sp	26sp	27sp

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Physical Therapist Assistant													
Associate Degree in Physical Therapist Assistant		Fralix			18fa					24sp	25sp	26sp	27sp
Radiologic Technology													
Associate Degree in Radiologic Technology and Related Certificates		Andrews		17fa						24sp	25sp	26sp	27sp
Certificate in Magnetic Resonance Imaging		Andrews			18fa					24sp	25sp	26sp	27sp
Certificate in Mammography		Andrews			18fa					24sp	25sp	26sp	27sp
Medical Office Assisting													
Diploma in Medical Assisting		McGee	16fa							24sp	25sp	26sp	27sp

Self-Study	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Learning Resource Center	X				X			X	
Academic Advising	X				X			X	
Student Development	X				X			X	

Appendix B

OCtech Nationally Accredited Programs <i>◊ Indicates USDOE approval</i>		
Program	Accrediting Agency	Most Recent Final Accreditation Approval and Next Reaffirmation Year
Associate Degree Programs		
Business, Accounting	Associate of Collegiate Business Schools and Programs (ACBSP)	Final Reaccreditation Letter dated 2018 Interim Report due September 2026 Next Reaffirmation Fall 2028
Automotive Technology	National Automotive Technicians Education Foundation (NATEF)	Final Reaccreditation Letter dated February 12, 2019 Next Reaffirmation March 1, 2029
Electronics Engineering Technology	Accreditation Board for Engineering and Technology, Inc. (ABET)	Final Reaccreditation Statement received August 28, 2022 Accredited to September 30, 2028. Next Self-Study Report Due July 1, 2027. Next Reaffirmation Fall 2028
◊Associate Degree Nursing	Accrediting Commission for Education in Nursing (ACEN)	Final Reaccreditation Letter dated October 11, 2019 Next Reaffirmation Spring 2027
◊Radiologic Technology	Joint Review Committee on Education in Radiologic Technology (JCERT)	Final Reaccreditation Letter dated January 8, 2024 Next Reaffirmation September 2031
◊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 with conditions letter dated March 19, 2021. Next Annual Report due March 31, 2023. Next Reaffirmation Spring 2027.
Diploma Programs		
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

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Site Approvals		
Emergency Medical Technician	Department of Health and Environmental Control (DHEC)	Site Approval January 28, 2020 Next Approval March 26, 2028
Certified Nursing Assistant	South Carolina Department of Health and Human Services (DHHS)	Approval Letter dated 2019
Patient Care Technician (including Phlebotomy and Electrocardiography)	National Center for Competency Testing (NCCT)	Validation of Eligibility: October 10, 2004 to December 31, 2025
Welding	American Welding Society (AWS)	Test Facility Accreditation Approval Audit Summary Report dated October 30, 2023 Next Approval Fall 2026

◊ Indicates USDOE approval

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"> • Automated Manufacturing I • Automated Manufacturing II • Industrial Maintenance – Mechanical and Electrical I • Industrial Maintenance – Mechanical and Electrical II • Mechatronics I • Mechatronics II • Mechatronics III • Power Plant Technology I • Power Plant Technology II • Power Plant Technology III • Principles of CAD, Cam and Solid State Devices • Production Operator • Basic Welding (NCCER) • Welding Fundamentals
March 25, 2010	<p>Approval of two certificate programs:</p> <ul style="list-style-type: none"> • Intermediate Welding • Advanced Welding
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"> • Computer Aided Design III Certificate; implemented fall 2008 • Database Certificate; implemented fall 2006 • Certificate in Health Science with a major in Magnetic Resonance Imaging taught online; implemented fall 2006 • Certificate in Health Science with a major in Mammography taught online; implemented fall 2006 • Certificate in Health Science with a major in Computed Tomography; implemented fall 2006 • Sustainable Agriculture Certificate
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"> • Calhoun Academy • Cope Area Career Center • Edisto High School • Orangeburg Preparatory Schools
July 11, 2011	<p>Approval of two certificate programs:</p> <ul style="list-style-type: none"> • Health Physics Certificate I • Health Physics Certificate II

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August 1, 2011	Notification of 5 programs where 50% or more of the programs' credits are offered through distance education: <ul style="list-style-type: none"> • Associate in Arts – University Transfer • Associate in Science – University Transfer • Associate in Applied Science – Criminal Justice • Associate in Applied Science – Paralegal/Legal Assistant • Associate in Applied Science – Computer Technology
October 31, 2011	Approval of two certificate programs: <ul style="list-style-type: none"> • Entrepreneurship Certificate • Entrepreneurship Business Plan Certificate
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"> • Basic Electrician • Industrial Electrician • Industrial Technology – General Technology – Under Car Specialist • Logistics • Radiation Response and Instrumentation
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"> • AAS in Accounting • AAS In Administrative Office Technology • AAS in Computer Technology – IT • AAS in Computer Technology – PC Support • AAS in Computer Technology – Programming • AAS in General Business • Certificate in Basic Accounting • Certificate in Entrepreneurship • Certificate in Entrepreneurship Business Plan • Certificate in Internetworking • Certificate in Network Security • Certificate in Network Specialist • Certificate in Webmaster • Diploma in Applied Science in Administrative Support

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February 9, 2015	<p>Notification of 25%-49% of the reinstated General Studies Certificate at all off-campus sites, including four new additional sites off-campus instructional sites:</p> <ul style="list-style-type: none"> • Lake Marion High School • The Technology Center • Barnwell Area Career Center • Calhoun County High School <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"> • OCtech Quick Jobs Development Center • Barnwell Area Career Center • Calhoun County High School • Cope Area Career Center • Edisto High School • The Technology Center
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

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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.
September 26, 2022	Notification of new certificate programs with curricula consisting of existing approved courses and new courses that comprise under 25% of coursework. <ul style="list-style-type: none">• Certificate in HVAC Basics• Advanced Emergency Medical Technician (notification deemed unnecessary)
TBA – sent 12-15-22	Notification that students will no longer be accepted into Sustainable Agriculture Certificate beginning Spring 2023. After Area Commission meeting and vote, teach out plan will be sent.
TBA – sent 6-19-23	Notification of the closure of the Associate in Applied Science in Administrative Office Technology degree program.