

Appendix

Appendix A: 2011 ATMAE Team Report

Visiting Team Worksheet Associate, Baccalaureate & Master Level Outcomes Assessment Accreditation Model Beta Release for Technology

Visiting Team Report for the The Association of Technology, Management, and Applied Engineering

Institution: Bossier Parish Community College
President or CEO: Mr. Jim Henderson, Chancellor
City & State: Bossier City, LA

Previous ATMAE Accreditation(s): **Visiting Team Members:**

None

Name: Mr. Steve Brown
Organization: College of the Redwoods

Name: Mr. David Brinkruff
Organization: IVY Tech CC-South Bend

Name: Mr. Stephen Dunn
Organization: Metso Minerals

Current Accreditation Request Date:

11/12/2010

Date of Accreditation Self-Study Report:

2/7/2011

Program(s) Reviewed (with Options):

AAS Information Network Security Specialist
AAS Information Network Specialist
AAS Information Programmer Analyst
AAS Web Analyst Programmer
AAS Computer Information Systems

Date of Visiting Team Report:

4/5/2011

I. The On-Site Visit

A. Date of the Visit 4/3/2005

B. The Visiting Team (provide names, addresses, and telephone numbers)

Chair: Mr. Steven Brown
Address 1: College of the Redwoods
Address 2: 7351 Tompkins Hill Road
City, State Zip: Eureka, CA 95501

Team Member 1: Mr. David Brinkruff
Address 1: IVY Tech Community College - South Bend
Address 2: 220 Dean Johnson Blvd
City, State Zip: South Bend, IN 46601

Team Member 2: Mr. Stephen Dunn
Address 1: Metso Minerals
Address 2: 15940 Forest Lane
City, State Zip: Findley, OH 45840

C. On-Site Visit Agenda (provide the specific agenda followed during the visit)

Sunday, April 3rd			
Event	Time	Place	Participants
Welcome Dinner	6:30 p.m.	Ralph & Kacoo's restaurant (1700 Old Minden Road)	Administration Laura Goadrich, Dean Faculty
Monday, April 4th			
Event	Time	Place	Participants
Breakfast	7:30 a.m.	Bldg. A, Rm 230	Laura Goadrich, Dean
Team shown to resource room	8:00 a.m.	Bldg. G, Rm. 167	Laura Goadrich, Dean
Guided tour of classrooms	8:15 a.m.	Buildings G, D, E	Laura Goadrich, Dean
Meetings with Administration	9:00 a.m.	Bldg. A, Rm. 233	Jim Henderson, Chancellor
	9:15 a.m.	Bldg. A, Rm. 215	Dr. Stan Wilkins, Vice Chancellor of Academic Affairs
	9:30 a.m.	Bldg. A, Rm. 108	Teri Bashara, Director of Human Resources

	9:45 a.m.	Bldg. A, Rm. 225	Tom Williams, Vice Chancellor of Business Affairs/Econ. Development
Meetings with Student Services	10:00 a.m.	Bldg. F, Rm. 142	Michelle Brewer, CFO
	10:15 a.m.	Bldg. F, Rm. 238	Quintina Miles, Assoc. Dir. of Financial Aid
	10:30 a.m.	Bldg. A, Rm. 140 Bldg. F, Rm. 122	Ginger Bryan, Library Patty Stewart Registrar
Break Classroom Visits	10:45 a.m.	Resource Room (G167)	
Meetings with Administration Classroom Visits	11:15 a.m.	Bldg. A, Rm. 218 Bldg. A, Rm. 118	Lesa Taylor-Dupree, Executive Dean of Academic Instruction Donna Womack, Dean of Innovative Learning (includes dual enrollment)
Lunch	12:00 p.m.	Bldg. A, Rm 230	Faculty, Dean Introduce Advisory Board Advisory Board Members
Meetings with Faculty Classroom Visits	1:00 p.m.	Bldg. G, Rm. 219	CIS Faculty: Paul Weaver, Chris Shaw, Pam Milstead, Annette Shows, Dr. Jack Raley
Meetings with Faculty Classroom Visits	1:30 p.m.	Bldg. G, Rm. 219	Programmer Analyst Faculty: Dalia Gumeel, Achla Agarwal
Meetings with Faculty Classroom Visits	2:00 p.m.	Bldg. G, Rm. 219	Web Analyst Faculty: Chris Rondeau, Lili Kassae
Meetings with Faculty Classroom Visits	2:30 p.m.	Bldg. G, Rm. 219	Network Security Program Faculty: Eddie Horton, Chris Rondeau
Meetings with Faculty Classroom Visits	3:00 p.m.	Bldg. G, Rm. 219	Networking Program Faculty: Jason Cooper, Tom Hopkins
Meet with Students/Graduates	3:30 p.m.	Bldg. A, Rm 230	Students and Graduates

D. Current Accreditation Status of Programs (provide the current accreditation status of all programs and program options under consideration)

This is the initial accreditation request for programs at Bossier Parish Community College

II. General Information

A. The Institution (summarize the information about the institution included in the self-study report)

Bossier Parish Community College was founded in 1966 and serves citizens in the Northwest Louisiana area. In 2005, the college moved into a new campus which features 9 buildings on 71 acres. Governed by the Louisiana Community and

Technical College System, BPCC currently enrolls approximately 5,700 students in day, weekend, and evening academic classes each semester. The College serves both traditional and non-traditional students from Northwest Louisiana and the surrounding areas. The College offers 27 associate degrees, 14 certificates/technical diplomas, and 31 technical competency area programs and courses that will transfer. Bossier Parish Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree and certificate.

B. Administrative Unit(s) Information (include specific organization and personnel information about the department, college, and division housing the programs being evaluated)

The programs seeking accreditation are housed in the Division of Cyber Information Technology. The CIT division is organized as follows:

Vice Chancellor of Academic Affairs, Dr. Stan Wilkins

Dean, Laura Goadrich

AAS Information Network Security Specialist
Eddie Horton, Chris Rondeau

AAS Information Network Specialist
Jason Cooper, Tom Hopkins

AAS Information Programmer-Analyst
Dalia Gumeel, Achla Agarwal

AAS Web Analyst Programmer
Chris Rondeau, Lili Kassae

AAS Computer Information Systems
Dr. Paul Weaver, Chris Shaw, Pam Milstead, Annette Shows, Dr. Jack Raley

Preamble

Compliance with Standards (describe how each program and option complies with, or fails to comply with each standard - the final line shall indicate whether the program or option is in non-compliance, partial compliance, or compliance)

PA.1 Preparation of Self-Study Report

The Self-Study Report shall follow the guidelines and be completed by a representative portion of the institutions administrative staff, teaching faculty, and students.

With the exception of the AAS Networking Specialist program, it appears that faculty input was limited to providing course books and course data but they did not participate in the preparation or review of the narrative responses.

Program:Network Security Specialist	<input type="checkbox"/> Compliance	<input checked="" type="checkbox"/> Partial Compliance	<input type="checkbox"/> Non-Compliance
Program:Network Specialist	<input checked="" type="checkbox"/> Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Non-Compliance
Program:Programmer Analyst	<input type="checkbox"/> Compliance	<input checked="" type="checkbox"/> Partial Compliance	<input type="checkbox"/> Non-Compliance
Program:Web Analyst Programmer	<input type="checkbox"/> Compliance	<input checked="" type="checkbox"/> Partial Compliance	<input type="checkbox"/> Non-Compliance
Program:Computer Information Systems	<input type="checkbox"/> Compliance	<input checked="" type="checkbox"/> Partial Compliance	<input type="checkbox"/> Non-Compliance

PA.2 Program Definition: A program is a set of courses leading to a degree. A program may have more than one option, specialization or concentration, but specific course requirements for each option shall be clearly specified, and as appropriate all program/options shall meet ATMAE standards. In situations where an option is not appropriate for ATMAE accreditation based upon the approved definition of technology, management, and applied engineering, the request for accreditation should clearly state which option, concentration, or specialization is seeking accreditation and which ones are excluded. The case for exclusion should be made with the application for accreditation. If an option, concentration or specialization is excluded and the program becomes accredited, the program must identify specifically which concentrations, options and specializations are and are not accredited in all their publications and promotional materials that mention accreditation.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

7.0 Standards for Accreditation

Program Inputs:

7.1 Program Title, Mission, and General Outcomes: The program/option title, definition and mission shall be compatible with the ATMAE definition of Technology, Management, and Applied Engineering. The program/option shall lead to a degree at the associate, bachelors, or masters level. ATMAE approved definitions for degree programs are as follows:

- a. Associate Degree: Programs/options that prepare individuals for positions that contribute to the design and development, production, distribution or operational support of complex technical systems.
- b. Baccalaureate Degree: Programs/options that prepare individuals for positions that involve the management of complex technological systems.
- c. Master's Degree: Programs/options that prepare individuals for career advancement in that involve the management of complex technological systems

General outcomes shall be established for each program/option that provide a framework for the development of specific measurable competencies. Validation of the general outcomes shall be accomplished through a combination of external experts, an industrial advisory committee and, after the program is in operation, follow up studies of graduates.

Only institutions legally authorized under applicable state law to provide degree programs beyond the secondary level and that are recognized by the appropriate regional and/or national accrediting agency are considered for accreditation. Evidence must exist that the programs are understood and accepted by the university/college community, and the business/industry community.

Note: Each program/option shall have appropriate titles consistent with the approved ATMAE definition of Technology, Management, and Applied Engineering. Representative student transcripts for each program and/or option shall be made available for the visiting team.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

7.2 Competency Identification & Validation: Measurable competencies shall be identified and validated for each program/option. These competencies must closely relate to the general outcomes established for the program/option and validation shall be accomplished through a combination of external experts, an industrial advisory committee and, after the program is in operation, follow up studies of program graduates.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

7.3 Transfer Course Work: The institution shall have policies in place to ensure that coursework transferred to the program is evaluated and approved by program faculty. All transfer coursework accepted must meet the ATMAE foundation course requirements for the program/option.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

7.4 Identification of Competency Measures: Assessment measures shall exist for each of the measurable competencies identified for the program/option.

Assessment of program level outcomes is not evident.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

7.5 Program Structure & Course Sequencing: Each program/option shall meet minimum foundation semester hour requirements. Programs/options may exceed maximum foundation semester hour requirements specified in each area, but appropriate justification must be provided. A specific list of courses and credit hours that are being counted toward each category shall be included in the Self Study Report (please use the

attached table 7.5). Minimum and maximum foundation semester hour requirements for degree programs/options are listed below:

b. Associate Degree: Programs/options shall be a minimum of 60 semester hours and shall meet the following minimum/maximum foundation semester hour requirements:

- Communications (must include both oral and written courses).....6-9
- Mathematics3-12
- Physical Sciences*3-12
- Management and/or Technical29-45
- General Electives0-12 *Life Sciences may be appropriate for selected programs of study.

Students must successfully complete a minimum of 12 semester hours of management and/or technical course work at the institution seeking accreditation.

Categories	Required Hours	Program 1 AAS Information Network Security Specialist	Program 2 AAS Information Network Specialist	Program 3 AAS Information Programmer Analyst	Program 4 AAS Web Analyst Programmer	Program 5 AAS Computer Information Systems
Communications	6-9	6	6	6	6	9
Mathematics	3-12	3	3	3	3	3
Physical Sci	3-12	3	3	3	3	0
Mgt &/or Tech.	29-45	42	39	39	39	33
General Electives	0-12	9	9	9	9	12

(provide specific program names at top of columns and summarize findings)

Appropriate laboratory activities shall be included in the program/option and a reasonable balance shall be maintained between the practical application of “how” and the conceptual application of “why.” Master’s degree programs and/or options may not have formal laboratory activities, but must maintain a balance between the practical application of “how” and the conceptual application of “why.”

There shall be evidence of appropriate sequencing of courses in each program/option to ensure that applications of mathematics, science, written and oral communications are covered in technical and management courses. Examples of graded student work and textbooks for each management and/or technical course shall be provided for the visiting team. Further, sequencing should ensure that advanced level courses build upon concepts covered in beginning level courses.

The AAS Computer Information Systems program graduation requirements specify a natural science course. This does not necessarily meet the ATMAE

requirement for a course in physical science. The college does not have a policy that requires 12 units of technical coursework in residence.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

7.6 Student Admission & Retention Standards: There shall be evidence showing that the quality of technology, management, and applied engineering students is comparable to the quality of students enrolled in other majors at the institution. The standards for admission and retention of technology, management, and applied engineering students shall compare favorably with institutional standards. Sources of admission information may include test scores and grade rankings. Sources of retention information shall include general grade point averages of technology, management, and applied engineering students compared to programs in other institutional programs.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

7.7 Student Enrollment: There shall be evidence of an adequate number of program majors to sustain the program, and to operate it efficiently and effectively. Program enrollment shall be tracked and verified.

For the Web Analyst Programmer, the total number of majors appears to be too low to sustain the program at this time. The program is growing and the advisory committee is confident that it will grow considerably in the near future.

Program:Network Security Specialist	<input checked="" type="checkbox"/> Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Non-Compliance
Program:Network Specialist	<input checked="" type="checkbox"/> Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Non-Compliance
Program:Programmer Analyst	<input checked="" type="checkbox"/> Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Non-Compliance
Program:Web Analyst Programmer	<input type="checkbox"/> Compliance	<input checked="" type="checkbox"/> Partial Compliance	<input type="checkbox"/> Non-Compliance
Program:Computer Information Systems	<input checked="" type="checkbox"/> Compliance	<input type="checkbox"/> Partial Compliance	<input type="checkbox"/> Non-Compliance

7.8 Administrative Support & Faculty Qualifications: There must be evidence of appropriate administrative support from the institution for the technology, management, and applied engineering program/option including appropriately qualified administrators, an adequate number of full time faculty members and budgets sufficient to support program/option goals. Full time faculty assigned to teach courses in the technology, management, and applied engineering program/option must be appropriately qualified. Faculty qualifications shall include emphasis upon the extent, currency and pertinence of: (a) academic preparation; (b) industrial professional experience (such as technical supervision and management); (c) applied industrial experience (such as applied applications); (d) membership and participation in appropriate technology, management, and applied engineering professional organizations; and (e) scholarly activities. The following minimum qualifications for full time faculty are required (except in unusual circumstances which must be individually justified):

b. Associate Degree: The minimum academic qualifications for a regular full-time faculty member is expected to be an earned bachelor's degree in a discipline, or in certain cases for documented reasons, an associate's degree plus professional certification/licensure closely related to the faculty member's instructional assignments.

- c. Bachelor's Degree:** The minimum academic qualifications for regular tenure track, or full time, faculty members shall be an earned graduate degree in a discipline closely related to the instructional assignment. A minimum of fifty percent of the regular tenure track, or full-time, faculty members assigned to teach in the program of study content area(s) shall have an earned doctorate or other appropriately earned terminal degree as defined by the institution. Exceptions may be granted to this standard if the institution has a program in place that will bring the faculty demographics into compliance within a reasonable period of time.
- d. Master's Degree:** An earned doctorate degree in a discipline closely related to the faculty member's instructional assignment (exceptions may be granted for specialized technical management programs/options).

Policies and procedures for faculty selection, appointment, reappointment and tenure shall be clearly specified and shall be conducive to the maintenance of high quality instruction. Faculty teaching, advising, and service loads shall be reasonable and comparable to the faculty in other professional program areas.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

- 7.9 Facilities, Equipment & Technical Support:** Facilities and equipment, including the technical personnel support necessary for maintenance, shall be adequate to support program/option goals. Evidence shall be presented showing the availability of computer equipment and software programs to cover functions and applications in each program area. Facility and equipment needs shall be included in the long range goals for the program.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

- 7.10 Program Goals:** Each program shall have current short and long range goals, and plans for achieving these goals.

The "Strategies for Success" document identifies goals and plans for achieving them at the division level. However, the plans are not specific to individual programs.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

Program Operation:

- 7.11 Program/Option Operation:** Evidence shall be presented showing the adequacy of instruction including: (a) motivation and program advising of students; (b) scheduling of instruction; (c) quality of instruction; (d) observance of safety standards; (e) availability of resource materials; (f) teaching and measurement of competencies (specific measurable competencies shall be identified for each course along with the assessment measures used to determine student mastery of the competencies); (g) supervision of instruction; and (h) placement services available to graduates.

Management and/or technical course syllabi must be presented which clearly describe appropriate course objectives, content, references utilized, student activities, and

evaluation criteria. Representative examples of student's management and/or technical graded work shall be available for each course.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

Outcome Measures:

7.12 Graduate Satisfaction with Program/Option: Graduate evaluations of the program/option shall be made on a regular basis (two to five years). These evaluations shall include attitudes related to the importance of the general outcomes and specific competencies identified for the program/option. Summary data shall be available for graduate evaluations of the program/option.

The graduate satisfaction survey does not include attitudes related to the importance of general outcomes and specific competencies.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

7.13 Employment of Graduates: Placement, job titles, and salaries of graduates shall be tracked on a regular basis (two to five years). The jobs held by graduates shall be consistent with program/option goals. Summary data shall be available for the employment of graduates.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

7.14 Job Advancement of Graduates: The advancement of graduates within organizations shall be tracked on a regular basis (two to five years) to ensure promotion to positions of increasing responsibility. Summary data shall be available for the job advancement of graduates.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

7.15 Employer Satisfaction with Job Performance: Employer satisfaction with the job performance of graduates shall be tracked on a regular basis (two to five years) including employer attitudes related to the importance of the specific competencies identified for the program. Summary data shall be available showing employer satisfaction with the job performance of graduates.

The employer satisfaction survey is the same for all programs and does not include questions regarding the importance of the specific competencies identified for each program.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

7.16 Graduate Success in Advanced Program: If a goal of the program/option is to prepare students for advanced studies, then the success in the advanced study

programs shall be tracked and confirmed. Summary data shall be available showing success in advanced programs.

NA

All Program/Option Same: Compliance Partial Compliance Non-Compliance

7.17 Student Success in Passing Certification Exams: If a goal of the program/option is to prepare students to pass certification examinations, then the success in passing these examinations shall be tracked and confirmed. Summary data shall be available showing success in passing certification exams.

N/A

All Program/Option Same: Compliance Partial Compliance Non-Compliance

7.18 Advisory Council Approval of Overall Program: An industrial advisory committee shall exist for each program/option and shall participate in general outcome and competency validation and the evaluation of overall program success. If more than one program of study or program option is available, then appropriately qualified industrial representatives shall be added to the committee or more than one committee shall be maintained. Policies for the advisory committee shall exist that include: (a) criteria for member selection; (b) procedures for selecting members; (c) length of member appointment; (d) committee responsibilities; (e) frequency of meetings (at least one per year); and (f) methods of conducting business. A roster of advisory committee members and minutes of advisory committee meetings shall be made available to the visiting team.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

7.19 Outcome Measures Used to Improve Program: Evidence shall be presented showing how multiple outcome measures for example (Graduate Satisfaction with Program/Option, Employment of Graduates, Job Advancement of Graduates, Employer Satisfaction with Job Performance, Graduate Success in Advanced Programs, Student Success in Passing Certification Exams, and Advisory Committee Approval of Program) have been used to improve the overall program/option (please use the attached table 7.19). Evidence that program stakeholders participate in this process must be demonstrated.

While the programs provided ample evidence of proposed changes based on multiple outcome measures, there was no documentation showing that the proposed changes were implemented and measured.

All Program/Option Same: Compliance Partial Compliance Non-Compliance

IV. Summaries and Recommendations

A. Summaries:

1. Place a “C” in the appropriate space if the Program/Option meets all the criteria of the standard.
2. Place a “P” in the appropriate space if the Program/Option meets most of the stated criteria for the standard, but has weaknesses or deficiencies that need to be corrected.
3. Place an “N” in the appropriate space if the Program/Option fails to substantially meet the criteria of the standard.

Note: Duplicate this table if there are more than six (6) Program/Options.

Standards	Program/Option Network Security Specialist	Program/Option Network Specialist	Program/Option Programmer Analyst	Program/Option Web Analyst Programmer	Program/Option Computer Information Systems
PA.1	P	C	P	P	P
PA.2	C	C	C	C	C
7.1	C	C	C	C	C
7.2	C	C	C	C	C
7.3	C	C	C	C	C
7.4	N	N	N	N	N
7.5	P	P	P	P	P
7.6	C	C	C	C	C
7.7	C	C	C	P	C
7.8	C	C	C	C	C
7.9	C	C	C	C	C
7.10	P	P	P	P	P
7.11	C	C	C	C	C
7.12	P	P	P	P	P
7.13	C	C	C	C	C
7.14	C	C	C	C	C
7.15	P	P	P	P	P
7.16	C	C	C	C	C
7.17	C	C	C	C	C
7.18	C	C	C	C	C
7.19	P	P	P	P	P

B. Visiting Team Recommendation (the recommendation should include accreditation level and conditions)

Program/Options (Please List)	Accreditation	Accreditation Report in 2 Years	Accreditation On-Site Visit in 2 Years	Non Accreditation
AAS Information Network Security Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AAS Information Network Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AAS Information Programmer Analyst	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AAS Web Analyst Programmer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AAS Computer Information Systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Conditions:

1. **Accreditation - Report in Two Years:** A written progress report is required in two years which details the corrective action taken to meet standards.
2. **Accreditation Report and On-Site Visit in Two Years:** A written progress report by the institution and an on-site visit by one of the initial visiting team members is required in two years.
3. **Non-Accreditation:** Denial of accreditation occurs when a program does not substantially comply with standards. If a program receives Non-Accreditation status, the application for reaccreditation will be considered as an initial application and the maximum period of accreditation granted will be four years.