

## Appendix B: 2012 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: Jim Henderson, Chancellor**  
**City & State: Bossier City, LA**

#### Previous ATMAE Accreditation(s):

AAS Computer Information Systems  
(2011)

AAS Information Network Security  
Specialist (2011)

AAS Information Network Specialist  
(2011)

AAS Information Programmer  
Analyst (2011)

AAS Web Analyst Programmer (2011)

#### Current Accreditation Request

##### Date:

11/14/2011

#### Date of Accreditation Self-Study

##### Report:

02/17/2012

#### Date of Visiting Team Report:

#### Visiting Team Members:

Name: Mr. Bob Dixon, Chair  
Organization: Walters State Community  
College

Name: Mr. Danny Lawson  
Organization: Northeast State  
Community College

Name: Dr. Rick Bateman, Jr.  
Organization: SOWELA Technical  
Community College

#### Program(s) Reviewed (with Options):

Program: AAS Information Systems  
Administration Specialist (Initial)

Program: AAS Oil and Gas Production  
Technology (Initial)

Program: AAS Construction  
Technology and Management (Initial)

03/21/2012

**I. The On-Site Visit**

**A. Date of the Visit** 03/18/2012 through 03/20/2012

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

Chair: Mr. Bob Dixon, Walters State Community College  
Address 1: 500. S. Davy Crockett Parkway  
City, State Zip: Morristown, TN 37813

Team Member 1: Mr. Danny Lawson, Northeast State Community College  
Address 1: 2425 Highway 75 P.O. Box 246  
City, State Zip: Blountville, TN 37617

Team Member 2: Dr. Rick Bateman, Jr. SOWELA Technical Community College  
Address 1: 3820 Senator J. Bennett Johnston Avenue  
City, State Zip: Lake Charles, LA 70615

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

<b>Sunday, 3/18/2012</b>			
Event	Time	Place	Participants
Welcome Dinner	6:30 p.m.	Ralph & Kacoo's restaurant	Administration Laura Goadrich, Dean Faculty
<b>Monday, 3/19/2012</b>			
Event	Time	Place	Participants
Breakfast	7:30	Bldg. A, Rm 230	Laura Goadrich, Dean
Team shown to resource room	8:00	Bldg. G, Rm. 167	Laura Goadrich, Dean
Guided tour of classrooms	8:15	Buildings G, E, J	Laura Goadrich, Dean
Meetings with Administration	9:00	Bldg. A, Rm. 233	Jim Henderson, Chancellor
	9:15	Bldg. A, Rm. 215	Dr. Stan Wilkins, Vice Chancellor of Academic Affairs
	9:30	Bldg. A, Rm. 108	Teri Bashara, Director of Human Resources
	9:45	Bldg. A, Rm. 225	Tom Williams, Vice Chancellor of Business Affairs/Econ. Development
Meetings with Student Services	10:00	Bldg. F, Rm. 142	Michelle Brewer, CFO

	10:15	Bldg. F, Rm. 238	Quintina Miles, Assoc. Dir. of Financial Aid
	10:30	Bldg. A, Rm. 140 Bldg. F, Rm. 122	Ginger Bryan, Library Patty Stewart Registrar
Break Classroom Visits	10:45	Resource Room (G167)	
Meetings with Administration  Classroom Visits	11:15	Bldg. A, Rm. 218  Bldg. A, Rm. 118	Lesla Taylor-Dupree, Executive Dean of Academic Instruction Donna Womack, Dean of Innovative Learning (includes dual enrollment)
Lunch	12:00	Bldg. A, Rm 230	Faculty, Dean Introduce Advisory Board Advisory Board Members
Meetings with Faculty  Classroom Visits	1:30	Bldg. G, Rm. 218	Administration Faculty: Jason Cooper, Tom Hopkins
Meetings with Faculty  Classroom Visits	2:00	Bldg. G, Rm. 218	Oil and Gas Faculty: Rocky Duplichan, Carrie Salinas
Meetings with Faculty  Classroom Visits	2:30	Bldg. G, Rm. 218	Construction Faculty: Jessica Cleaver, Linda Sonnier
Meet with Students/Graduates	3:30	Bldg. A, Rm 230	Students and Graduates
<b>Tuesday, 3/20/2012</b>			
<b>Event</b>	<b>Time</b>	<b>Place</b>	<b>Participants</b>
Breakfast	8:00	Resource Room (G167)	
Meetings with Administration	8:30	Bldg. A, Rm. 114	Barbara Poole, Assoc. Vice Chancellor for Academic Affairs
	9:00	Bldg. A, Rm. 102	Lisa Wheeler, Director of Institutional Research/Grants, Foundations of Excellence
Meetings with Student Services	9:15	Bldg. F, Rm. 250 Bldg. D, Rm. 218	Morris Robinson, Counselor Kathleen Gay, Dean of Educational Technology
	9:30	Bldg. F, Rm. 215  Bldg. F, Rm. 242	Marjoree Harper, Director of Student Life Kathy Busch, Administrative Coordinator for Career Services
Meeting with Administration	10:00	Bldg. A, Rm. 221	Karen Recchia, Vice Chancellor of Student Services
Meeting with Student Services	10:15	Bldg. G, Rm. 145	Peggy Fuller, Advising Center

Lunch	12:00	Resource Room (G167)	Team Members
Exit Meeting	2:00	Bldg. A, Rm. 230	Jim Henderson, Chancellor Dr. Stan Wilkins, Vice Chancellor of Academic Affairs Laura Goadrich, Dean

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

**Currently Accredited Programs**

All the following were accredited in 2011:

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

**Programs Under Consideration for Initial Accreditation**

- AAS Information Systems Administration Specialist
- AAS Oil and Gas Production Technology
- AAS Construction Technology and Management

**II. General Information**

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

Bossier Parish Community College was created in 1966-1967 as a pilot program stemming from a joint resolution from the Louisiana legislature. The college began offering classes in the fall of 1967. In 1977 the institution began offering non-academic classes; beginning with The Northwest Louisiana Police Training Academy, later renamed the Criminal Justice Institute in 1984. Through the 1980's and 1990's the college grew and continued to add programs, many of which were created to meet the technical needs of the surrounding area.

In 2004, college operations relocated to a new \$55,000,000 campus site where it currently resides. The institution sealed the beginning of its relationship with ATMAE as five computer and information systems programs were accredited in 2011. This year, the institution requested accreditation consideration for three additional programs that had been added during the 2010/2011 academic year. It is on these programs this visiting team report are based.

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

The organizational tree for these programs is as follows:

- Jim Henderson, Chancellor
- Dr. Stan Wilkins, Vice Chancellor of Academic Affairs
- Laura Goadrich, Dean of Technology, Engineering and Mathematics
- Linda Sonnier, Program Director for Energy and Construction
- Carrie Salinas, Instructor for Oil and Gas
- Rocky Duplichan, Instructor for Oil and Gas

Jessica Cleaver, Instructor of Construction  
Jason Cooper, Program Director for Cyber  
Tom Hopkins, Instructor for Technology, Engineering and Mathematics

## 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.

All programs are in compliance.

All Program/Option Same: Compliance Partial Compliance 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 programs are in compliance.

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 master's 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.

While documented general outcomes of each program exist, there is no data follow up studies of graduates from which validation of said outcomes can be established. Verbal feedback from advisory board members and industry professionals indicates validation from these sources, but documentation is not clearly evident in advisory committee meeting minutes.

All programs are in partial compliance.

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

**7.20 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.

Evidence exists that advisory board members and professionals are involved in establishing and validating competencies. Efforts are being made to validate competencies and tie them back to general outcomes through existing students. However, the programs lack graduate follow up data that can be used for validation purposes.

All programs are in partial compliance.

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

**7.21 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 programs are in compliance.

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

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

All programs are in compliance.

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

**7.23 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:

**C. 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
- Mathematics .....3-12
- Physical Sciences\* .....3-12
- Management and/or Technical .....29-45
- General Electives .....0-12 \*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	Req'd Hours	Pro/Opt 1 AAS Information Systems Administration Specialist	Pro/Opt 2 AAS Oil and Gas Production Technology	Pro/Opt 3 AAS Construction Technology and Management
Communications	6-9	6	3	3
Mathematics	3-12	3	6	6
Physical Sci	3-12	3	3	4
Mgt &/or Tech.	29-45	42	48	47
General Electives	0-12	6	3	3

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

**NOTE:** The Board of Certified Safety Professionals (BCSP) evaluates programs in safety designed to gain recognition for students in the safety profession may have specific requirements based on local market needs and on national professional safety practice studies and standards. Examples are BCSP Technical Report #3 and ANSI Z590.2.

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 degree program in Information Systems Administration Specialist is in compliance. The Oil and Gas Production Technology and Construction Technology and Management programs are

in partial compliance because they do not contain a stand alone course covering oral communication. To the credit of these two programs, there are ample examples of oral presentation requirements embedded in multiple courses, and these examples exhibit quality work. However, there is no documentation in course syllabi, section information sheets, course calendars, textbooks, instructional presentations, or in any other resource of embedded instructional content relative to the preparation and delivery of technical research projects.

- Program/Option: AAS Information Systems Administration Specialist  
 Compliance  Partial Compliance  Non-Compliance
- Program/Option : AAS Oil and Gas Production Technology  
 Compliance  Partial Compliance  Non-Compliance
- Program/Option: AAS Construction Technology and Management  
 Compliance  Partial Compliance  Non-Compliance

**7.24 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 programs are in compliance.

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

**7.25 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.

All programs are in compliance.

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

**7.26 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):

- e. 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.

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 programs are in compliance.

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

**7.27 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 programs are in compliance.

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

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

All programs are in compliance.

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

**Program Operation:**

**7.29 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 programs are in compliance.

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

**Outcome Measures:**

**7.30 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.

Graduate evaluations have been performed on a limited number of subjects. However, these evaluations do not include graduate attitudes related to the importance of the general outcomes and specific competencies .

All programs are in partial compliance.

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

**7.31 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.

Placement for all programs is being tracked, and the tracking cycle falls within ATMAE standards. Data was presented for the Oil and Gas Production Technology program showing job titles and the relevance of jobs held to the program of study. However, no data regarding graduate salaries was available for any of the three programs, in part due to the newness of the programs.

All programs are in partial compliance.

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

**7.32 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.

Due to the newness of the programs and sparseness of data, job advancement opportunities have yet to be confirmed. Procedures are in place to collect such data in future surveys.

All programs are in partial compliance.

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

**7.33 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.

Employer surveys are conducted annually, and feedback, though limited, is positive. However, no feedback exists relative to the importance of specific competencies identified in the program.

All programs are in partial compliance.

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

**7.34 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.

All programs are in compliance.

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

**7.35 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.

All programs are in compliance.

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

**7.36 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 programs are in compliance.

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

**7.37 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.

Evidence exists that competencies at the course level are being evaluated, and improvements at the course level are being implemented based on these evaluations. Evidence also exists that this information is being tied back to general outcome measures, and advisory committees are involved in making improvements that impact the quality of the program at both the course and program levels. However, there is not evidence that graduate or employer feedback relative to general outcome measures is being used to drive program improvements.

All programs are in partial compliance.

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

#### IV. Summaries and Recommendations

##### A. Summaries:

4. Place a "C" in the appropriate space if the Program/Option meets all the criteria of the standard.
5. 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.

6. 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 AAS Information Systems Administration Specialist	Program/Option AAS Oil and Gas Production Technology	Program/Option AAS Construction Technology and Management
PA.1	C	C	C
PA.2	C	C	C
7.1	P	P	P
7.2	P	P	P
7.3	C	C	C
7.4	C	C	C
7.5	C	P	P
7.6	C	C	C
7.7	C	C	C
7.8	C	C	C
7.9	C	C	C
7.10	C	C	C
7.11	C	C	C
7.12	P	P	P
7.13	P	P	P
7.14	P	P	P
7.15	P	P	P
7.16	C	C	C
7.17	C	C	C
7.18	C	C	C
7.19	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 Systems Administration Specialist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AAS Oil and Gas Production Technology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AAS Construction Technology and	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Management				
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D. Conditions:

4. **Accreditation - Report in Two Years:** A written progress report is required in two years which details the corrective action taken to meet standards.
5. **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.
6. **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.