



2007-08

General Catalog & Student Handbook

Tri-County Community College operates within the North Carolina Community College System. Tri-County Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-3097; Telephone number 404-679-4501) to award associate degrees. The College is also approved by the North Carolina Board of Cosmetic Arts, the North Carolina Board of Nursing, and the American Association of Medical Assistants.

Tri-County Community College is an equal employment opportunity college. It operates in compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title VII and Title VIII of the Public Health Act, as amended by the Comprehensive Health Manpower Act of 1971; Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, and Executive Order 11246, and thus recognizes its responsibility for the development and practice of equal employment opportunities and educational services that do not discriminate against employee, student or applicant on the basis of race, color, religion, sex, age, handicap or national origin. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to: Vice President for Academic & Student Development Services at 828-835-4209 or the Affirmative Action Officer at 828-835-4202 .

Tri-County Community College
4600 East U. S. 64
Murphy, NC 28906
Phone: 828-837-6810
Fax: 828-837-3266

Graham County Center
145 Moose Branch Road, P.O. Box 1997
Robbinsville, NC 28771
Phone: 828-479-9256
Fax: 828-479-6280

www.tricountycc.edu

Student Information/Assistance Hotline Jason Chambers, jchambers@tricountycc.edu, 828-835-4225

Published annually by Tri-County Community College as a public announcement of courses and programs. This catalog is for information purposes and does not constitute a contract. The College reserves the right to make changes in policies and regulations and to add or withdraw course offerings as needed.

Tri-County Community College issues this catalog to furnish prospective students and other interested persons with information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded as binding commitments or a contractual obligation of the College or the State of North Carolina. Note: Not all courses listed in this catalog are offered each semester since class offerings are subject to change, based on enrollment.

Cover photo courtesy of Wes Chastain. Printed in June 2007 on recycled paper at a cost of \$1.95 per copy.

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President's Message

Over a span of thirty-two years of service at Tri-County Community College, I have witnessed a lot of changes: from a campus of buildings left over from the prison camp and the state highway department, gravel parking lots, three telephones on the whole campus (sticky-notes were our major method of communication) to a college that has modern buildings, first-rate technology including many that I don't quite understand, beautiful landscaping, and all of the other trappings of a modern facility.

Although these physical accomplishments are all very important, it is the people who truly make a college. Thirty-two years ago, most of our students were veterans coming to college on the G.I. Bill. We had a small staff and faculty, with many of them sharing offices or not even having an office.

Today, we have a college that represents a diversity of students with many coming right out of high school or even still in high school in our dual enrollment, Huskins, and Early College programs. There are older students that have lost jobs and come back for re-training or to advance their careers. There are students of all ages who come to the campus for continuing education classes in a variety of areas from fire training to genealogy classes.

Our faculty and staff have grown in numbers over these years, adding diversity but a good blend of personalities and capabilities. It is a tribute to the college that most of these faculty and staff stay here until they retire. Indeed, it is to them we give the accolades for much of the success of our college.

We are continually reminded that Tri-County Community College is one of the most important assets in our area, and I certainly agree. The college has provided opportunities for students to be trained for a variety of jobs, to obtain degrees and diplomas that assist them in their own jobs for advancement, and to obtain preparation for a bachelors degree or beyond in our transfer program and in some cases, obtain those advanced degrees right here on our own campus.

From an Associate Degree to a Welding Diploma and many programs in between, the college strives to provide the best educational opportunities available and to help these students have a better, more productive career and lifestyle.

I am sure that in the next thirty-two years there will be many changes at the college, but I am confident that we will continue one thing and that is best stated in our mission, which is to help students succeed and to enrich the communities we serve.



A handwritten signature in cursive script that reads "John A. Collier".

Interim President

Board of Trustees

Appointed by Cherokee County Board of Commissioners

Donna Bryant – Term Expires 2007
Murphy, NC

John Cassady – Term Expires 2009
Murphy, NC

Linda Ditmore – Term Expires 2010
Robbinsville, NC

Carol Wishon – Term Expires 2008
Andrews, NC

Appointed by Cherokee County Board of Education

Frank Bradley – Term Expires 2007
Hayesville, NC

Al Lovingood – Term Expires 2010
Murphy, NC

Frankie McMillan – Term Expires 2009
Murphy, NC

Eva H. Wood – Term Expires 2008
Andrews, NC

Appointed by Governor

L. B. Adams – Term Expires 2007
Murphy, NC

Sandra R. Cody – Term Expires 2010
Robbinsville, NC

Terry Dailey – Term Expires 2009
Hayesville, NC

Larry Kernea – Term Expires 2008
Murphy, NC

Current as of publication date. By the act of the North Carolina State Legislature, the President of Tri-County Community College's Student Government Association is automatically a non-voting member of the Board of Trustees.

2007-08 Academic Calendar

Fall Semester 2007

August 21-22	Registration
August 23	Required Orientation for Online Classes -Graham County Campus
August 27	Required Orientation for Online Classes -Main Campus
August 21	Orientation - Main Campus (10:00 AM & 5:00 PM)
August 20	Faculty Professional Development Day
August 23	First Day of Classes
August 30	Last day to add classes
August 30	Last day for Student Refunds (see Refund Policy)
September 3	Labor Day Holiday (Monday)
November 12	Veteran's Day Holiday
November 22-23	Thanksgiving Holiday
December 18	Last Day of Classes
December 19	All Grades Due by 10:00 am
December 20	College Closes at Noon for Holidays

Spring Semester 2008

January 2-3	Registration
January 2	Orientation - Main Campus (10:00 AM & 5:00 PM)
January 4	Faculty Professional Development Day
January 9	Required Orientation for Online Classes-Graham County Campus
January 10	Required Orientation for Online Classes-Main Campus
January 7	First Day of Classes
January 14	Last day to add classes
January 14	Last Day for Student Refunds (see Refund Policy)
January 21	Martin Luther King Holiday
March 3-7	Spring Break
April 21	Good Friday Holiday
April 24	Easter Holiday
May 7	Last Day of Classes
May 8	Grades Due by 10:00 am
May 9	Graduation

Summer Semester 2008

June 2	Registration
June 3	Required Orientation for Online Classes-Main Campus
June 3	First Day of Classes
June 10	Last day to add classes
June 10	Last Day for Student Refunds (see Refund Policy)
July 3	Summer Break
July 4	Independence Day Holiday
July 30	Last Day of Classes
July 31	Grades due by 10:00 am

**Note: Dates for Registration are the last days to register before the late registration period.

What is Tri-County Community College?

Tri-County Community College is an accredited, comprehensive, public-supported, two-year, post-secondary institution which operates in accordance with North Carolina Law and the administrative policies of the North Carolina Community College System. Located in the westernmost tip of North Carolina, the College serves commuter students in a remote, rural area consisting of Cherokee, Clay, and Graham counties by providing college transfer, vocational, technical, and adult education programs.



The College's Mission Statement

The mission of Tri-County Community College is to help students succeed and to enrich the communities we serve. To accomplish its mission, the College must and will:

- A. Provide a current, supportive, holistic, and challenging learning environment that is accessible and equitable to all students, and is effective in promoting personal development and the acquisition of essential career knowledge and skills.
- B. Foster academic excellence through effective teaching and academic assessment, faculty development, and ongoing evaluation of program effectiveness in helping students succeed.
- C. Maintain a positive work environment characterized by collegial governance, academic freedom, just compensation, fair treatment, and an unqualified willingness to innovate.
- D. Support all academic and community service programs with the resources and technology needed to achieve intended learning outcomes, promote client satisfaction and efficiency, and adhere to generally accepted professional norms and/or academic standards.
- E. Expand opportunities for cultural, intellectual, and economic development for all segments of the College's three-county service area.
- F. Partner with the public schools, public and private senior institutions of higher learning, businesses, government, industry, and service agencies to strengthen the local economy and enhance the prosperity of the people.
- G. Develop and update regularly a three-year strategic plan, and use it systematically as a basis for assessing overall organization performance and making corrections if needed.

Approved by Board of Trustees – August 27, 1998

History of Tri-County Community College

The roots of Tri-County Community College date back to mid 1964, when political and educational leaders of Cherokee County met with representatives of Asheville-Buncombe Technical Institute. That same year, the North Carolina State Board of Education approved the Tri-County Industrial Education Center to operate as a part of the State Department of Community Colleges.

In July 1965, the Cherokee County Board of Education negotiated a lease agreement with the State of North Carolina for the Center to occupy the abandoned Cherokee County Prison Camp. Newly constructed buildings soon joined the original prison facilities. Most of Tri-County's present buildings on the Murphy campus were built in the sixties and seventies.

Holland McSwain, Tri-County's first President, found support from the Appalachian Regional Commission to construct a new classroom facility and to assist in the purchase of the existing property in Cherokee County. In the 1970s, the Appalachian Regional Commission provided grants to renovate and construct three buildings on the Murphy campus of the College, renamed Tri-County Community College.

The state legislature appropriated the money for the construction of a new multi-purpose building in 1984. The building, completed in 1989 and named the Enloe Building, joined the three other main facilities - the McSwain, West, and Crisp buildings.

These buildings are named for people who dedicated much time and effort to establishing quality classrooms for our area's students. The McSwain Building is named for Holland McSwain, Tri-County's first President; the West Building for Herman West, a State Legislator and entrepreneur; the Crisp Building for Vincent Crisp, who served as President from 1972 to 1992; and the Enloe Building for Jeff Enloe, a state legislator whose vigorous support of Tri-County resulted in the appropriation of funds for the multi-purpose building.

Enrollment at Tri-County continued to grow each year, making new facilities for teaching and student support necessary. In 1998, a new building was dedicated for the dual purposes of a student activities center and an early childhood education center. In naming the wings of the new building, we have remained true to our tradition of honoring those who have dedicated themselves to our students.

The student activities wing is named for Sarah Easley Harper, who originated the Student Support Center. The early childhood education center wing is named the Jarrett/Oglesby Center for the two Tri-County Community College Presidents who were instrumental in making the plans for the building a reality: Dr. Harry Jarrett, who served from 1992 to 1995, and Dr. Norman Oglesby, the current President.

Graham County Center

As Tri-County Community College and the area continued to grow, the need for an off-campus site to serve the people of Graham County became obvious. One of the major goals of Tri-County Community College is to offer convenient, affordable access to educational services for Graham County residents, and the construction of the Graham County Center made this goal a reality.

In November 1993, voters passed the Statewide Bond Referendum, providing funds needed to construct the new center. The Graham County Commissioners and the Graham County Board of Education conveyed land and buildings for the Graham County Center in May 1995. The State Board of Community Colleges approved obtaining the proposed property in June 1995. Construction began with renovating, modernizing, and equipping two buildings. The Center opened in January 1998.

An extension campus of Tri-County Community College, the Graham County Center offers a variety of curriculum and continuing education courses to meet the educational needs of the county's residents. Curriculum courses in computer science, college transfer, business administration, office systems technology, accounting, criminal justice, plumbing and welding are offered at the Center, supported by modern classrooms and student services. Students at the Center have access to computer labs, e-mail accounts, Internet access, basic skills lab, and a full array of student developmental services. Counseling, financial aid, placement exams, admissions registration, records, and other services provided at the Graham County Center are equal in quality and availability to those found on the main campus.

The Center is located in Robbinsville at 145 Moose Branch Road, approximately 35 miles from the main campus in Murphy. The hours of operation at the center are Monday through Thursday 8:00 am - 9:30 pm, Friday 8:00 am - 5:00 pm. The telephone number is 828-479-9256. Donna Tipton-Rogers is Vice President for Graham County Operations and Executive Director of the Graham County Center.

Academic Programs

Academic programs currently being offered at Tri-County Community College are designed within one of the following general categories:

Technical

Programs classified as technical confer an Associate in Applied Science Degree. These programs are normally four or five semesters in length.

College Transfer

The program classified as college transfer confers an Associate in Arts or Associate in Science Degree. This program is normally four semesters in length and is designed for individuals who plan to transfer to a senior institution for completion of a four year degree. Specific information is listed in completing the College Transfer section. Students planning to transfer to a public college/university in North Carolina are assured that the courses they take in the College Transfer program will fulfill freshman and sophomore level requirements at the public college/university of their choice. Transferability is guaranteed by virtue of transfer agreements reached in 1996. See the Admissions Office for details.

Programs & Degrees Offered

Certificate

The successful completion of 18 to 24 general hours of study will lead to a certificate in the following areas:

- Air Conditioning, Heating, & Refrigeration
- Cosmetology
- Cosmetology Instructor
- Early Childhood Associate
- Early Childhood Teacher Associate
- Early Childhood Education-Special Education
- Esthetics Technology
- Computer Information Technology
- Manicure/Nail Technology
- Office Systems Technology
- Plumbing

Diploma

Tri-County Community College, in the name of the North Carolina Community College System, will award a diploma in the following areas:

- Accounting
- Automotive Technology
- Business Administration
- Cosmetology
- Electrical/Electronics Technology

- Office Systems Technology
- Welding

Associate in Applied Sciences (A.A.S.)

Tri-County Community College, in the name of the North Carolina Community College System, will award an Associate in Applied Science Degree in the following areas:

- Accounting
- Automotive Technology
- Business Administration
- Computer Information Technology
- Criminal Justice Technology
- Early Childhood Associate
- Early Childhood Teacher Associate
- Early Childhood Education – Special Education
- Emergency Medical Science
- Healthcare Management
- Machining Technology
- Medical Assisting
- Nursing
- Office Systems Technology

Associate in Arts Degree (A.A.)

Upon successful completion of the prescribed course of study in College Transfer, Tri-County Community College will award the Associate in Arts degree in the name of the North Carolina Community College System. Students may also choose to follow an A.A. pre-major in Business Administration, English Education, or Nursing.

Associate in Science Degree (A.S.)

Upon successful completion of the prescribed course of study in College Transfer, Tri-County Community College will award the Associate in science degree in the name of the North Carolina Community College System. Students may also choose to follow a A.S. pre-major in Biology and Biology Education.

CEUs-Continuing Education

The Continuing Education Division offers Continuing Education Units (CEUs) for a student's successful completion of selected courses.

Collaborative Programs

Tri-County has agreements with several other colleges which allow students to take all or some courses from other institutions on our campus. Bachelors degree programs are offered on a cohort basis from Montreat College and Western Carolina University (1-877-WCU-4YOU). Degrees in these programs are not awarded by Tri-County Community College.

Academic Program Offerings

Program of Study	Degree	Certificate	Diploma
Accounting	✓		✓
Air Conditioning, Heating, and Refrigeration		✓	
Automotive Systems Technology	✓		✓
Business Administration	✓		✓
College Transfer	✓		
Pre-Majors:	✓		
Business Administration	✓		
English Education	✓		
Nursing	✓		
Biology & Biology Education	✓		
Computer Information Technology	✓		
Cosmetology		✓	✓
Cosmetology Instructor		✓	
Criminal Justice Technology	✓		
Early Childhood Associate	✓	✓	
Early Childhood Education - Special Education	✓	✓	
Early Childhood Teacher Associate	✓	✓	
Electrical/Electronics Technology			✓
Emergency Medical Science	✓		
Emergency Medical Science Bridging Program	✓		
Esthetics Technology		✓	
Associate in General Education	✓		
Healthcare Management	✓		
Machining Technology	✓		
Manicure and Nail Technology		✓	
Medical Assisting	✓		
Nursing	✓		
Office Systems Technology	✓	✓	✓
Plumbing		✓	
Welding			✓

General Education Philosophy Statement

A guiding philosophy of Tri-County Community College is the integrated nature of program development. Rather than focusing narrowly on a particular skill in isolation, the degree programs at the College stress holistic learning: the application of particular skills in a wide variety of situations and the ability to translate those skills in new contexts, whether those new contexts are other courses at the College, various workplaces in a rapidly changing economic environment, or other institutions of higher learning to which our students transfer. Today, given the dynamic nature of most disciplines, fields of employment, and society in general, the foundational skills that allow students to translate their abilities and skills into other contexts have become survival skills. Tri-County Community College's mission is to facilitate student success, and we believe that these skills that are the foundation of all our programs are the most important means to accomplish that mission. The integration of the survival skills of reading, writing, oral communication, mathematics, critical thinking and basic computer skills is the pathway that all programs at Tri-County Community College provide for our students to achieve success. Similarly, the systematic assessment of these skills, across the curriculum, provides a vital indication of our success as a college in preparing students for the future.

Upon successful completion of a TCCC degree program, a student should be competent in:

Written Communication

- Focus and develop topics.
- Determine the appropriate format and diction for the intended audience.
- Present information in a clearly organized fashion.
- Present information in a grammatically effective manner.
- Construct rhetorically effective texts in a wide range of writing situations.
- Utilize a standard style sheet (MLA, APA) to properly document sources.

Oral Communication

- Focus and develop topics.
- Determine the appropriate format and diction for the intended audience.
- Present information in a clearly organized fashion.
- Deliver information in a manner that is physically and verbally effective.
- Construct rhetorically effective communication (e.g., speeches, presentations, interviews, small group discussions) in a wide range of situations.

- Utilize appropriate human relations skills in a wide range of professional situations.

Listening and Reading

- Put into practice literal comprehension skills (familiarity and memory).
- Put into practice inferential comprehension skills (comprehension and analysis).
- Put into practice critical comprehension skills (application and evaluation).

Critical Thinking

- Distinguish facts from generalizations and assumptions.
- Investigate information and demonstrate an understanding of that information.
- Analyze information by recognizing induction, deduction, fallacies, and bias; apply that information to new contexts, and critically evaluate that information.
- Recognize performance errors, develop solutions, and effectively apply those solutions.

Computer Competency

- Format and copy a floppy disk.
- Create a file in an application, save it to disk, and reopen it.
- Do simple file management, create a folder, copy a file, delete a file, and rename a file.
- Be able to send attachments with email.
- Use a web browser for research purposes.

Mathematical Skills

- Use calculator and computer technology appropriately in mathematics problem solving.
- Write coherent and effective reports on problem solution and technique.
- Compute correctly using real numbers and scientific notation.
- Effectively use fundamental geometric, statistical, measurement, and critical thinking skills in problem solving.
- Manipulate and solve linear formulas and equations.
- Graph collected data and apply appropriate linear models.
- Use consumer mathematics in situations such as those involving simple and compound interest, loan payments, annuities, and amortization schedules.

Technology

At Tri-County Community College, we recognize that technology plays a critical role in all aspects of our changing world. Our vision is to create students who will be masters of technology, not its servants. Today's students will be members of tomorrow's workforce and must learn how to learn, not just be taught specific skills.

As a student at Tri-County, you will learn how to access the world's resources outside of our local community. The use of technology will remove the barriers of geography and time that have historically imposed limits on development in our communities. However, although your education will benefit from this focus on technology, you will still be surrounded by the community atmosphere we cultivate here.

No longer do students in our area have to make a choice between a technologically advanced education and the community flavor of a small school nestled in the beautiful mountains. You can get both at Tri-County.

We use a variety of resources to overcome limitations created by traditional educational methods. Communications are greatly improved by the use of electronic mail, video bulletin boards, and interactive electronic classrooms. Students are able to share ideas and develop writing skills by collaborating electronically.

The Internet connects our students to the world's information resources. Using computers to perform basic tasks at the college level prepares students for the way jobs will be done in the future. Upon graduation, you will compete with workers on a worldwide basis, so experience in the latest techniques will be critical to your success.

These technological resources are available on both campuses of Tri-County Community College. The Graham County Center provides a facility that incorporates the latest technology in its design. This center is linked electronically to the main campus and includes all of the technological innovations that are available there.

You will face many changes in your career. You will compete with workers all over the world whether you choose to stay in our area or move. The quality of training you receive will determine your success and the future prosperity of our region.

Continuing Education

Tri-County offers the opportunity to continue learning to all adults, regardless of their educational background.

Continuing education courses are specifically designed courses of short duration covering a wide variety of subject matter. No degree or diploma program is available, although some courses, upon completion, are recognized with the awarding of C.E.U.'s (Continuing Education Units).

Basic skills courses are available at no charge to those who did not complete high school and who wish to improve their education in reading, writing, mathematics, or basic sciences.

Distance Learning and Online Courses

Tri-County Community College is committed to providing an education for residents in Cherokee, Clay, and Graham counties. For many, time and circumstances make it difficult to take traditional courses. Online courses can help make education a reality.

Why Take Online Courses?

Convenience - Online courses are flexible. You work when you are ready to work.

Cost - Online courses save automobile and other travel-related expenses.

Comfort - Online courses allow your home to be your classroom.

How Online Courses Work

Online courses are offered in two formats, hybrid and internet. In hybrid courses, the primary instructional delivery method is online, with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the individual instructors.

Internet courses have 100 percent of the instruction delivered online. An Internet course may, however, include a required face-to-face orientation and/or proctored exams. Whether or not your course has proctored exams will be determined and announced by your instructor and will be included in the syllabus for that course.

To learn more about online courses, please contact Wes Chastain, TCCC's Distance Learning Coordinator. You can email him at wchastain@tricountycc.edu or call (828) 8358-4265.

Is Distance Learning Right For Me?

If you are wondering whether or not online courses are what you are looking for, this short quiz could help answer some of your questions.

- I am comfortable working with computers.
- I have regular access to a computer that is connected to the Internet. (Preferably at home)
- I have the necessary computer hardware/software to successfully participate in an online course. (minimum requirements: Windows 98, 2000, or XP; Mac OS9 or higher; 128 MB RAM; 1 gigabyte free hard drive space; Microsoft Office; Acrobat Reader; Internet Explorer 5.5, Netscape 4.7 or later; Internet access)
- I know how to open and send email with attachments.
- I know how to use a web browser.
- I am able to download, upgrade, and install software on my computer.

- I can type 25-30 words per minute.
- I am familiar with a word processing program.
- I can copy and paste text from one document to another.
- I can save a file on my computer.
- I can find and open a file on my computer.
- I know how to create and how to use file folders on my computer.
- I am a self-motivated and disciplined learner.
- I have college-level reading skills.
- I enjoy expressing my ideas in writing.
- I prefer to learn independently and rarely need an instructor's guidance or assurances.
- I can communicate effectively without face-to-face interaction with my classmates or my instructor.
- I enjoy interacting with others online.
- I recognize that the requirements for an online class are the same or possibly greater than the requirements for a traditional course.
- I can reserve 6-8 hours per week to work on each online course.
- I am willing to spend several hours at a time working at my computer.
- I am willing to contact my instructor when I need help with an online course.
- I understand that I may have to wait patiently for a response from my instructor to my e-mail messages. The response time is usually within 24 hours on weekdays, longer on weekends.
- I have successfully completed at least 2 traditional college-level courses.
- I am confident in my ability to successfully complete an online course.

Answering yes to 20 or more of these questions indicates that you have the skills necessary to succeed in an online course. Although answering no to more than five of the questions does not mean you should not enroll in an online class, it does indicate that you should consider enrolling in traditional courses until you have developed the skills needed to be successful in an online environment.

Summary of Performance Measures

The North Carolina Community College System has utilized numerous processes over the years to ensure public accountability for its financial expenditures. These processes have included fiscal audits, program audits, institutional effectiveness plans and program review. Beginning with the 1999-2000 fiscal year, a new system of accountability (based on 12 performance measures) was implemented. This system has now become the cornerstone of public accountability.

The information below indicates how TCCC rated on each measure in the most recent report.

#	Measure	Standard	TCCC Results	Met Standard
1	Progress of Basic Skills Students	75%	84%	Yes
2	Passing Rates on Licensure and Certification Exams	80% aggregate & no single exam <70%	69% and 2 <70%	No
3	Goal Completion of Completers	95%	100%	Yes
4	Employment Status of Graduates	95% (Adjusted)	100%*	Yes
5	Performance of College Transfer Students	86.2% => 2.0 GPA	83%	No
6	Passing Rates of Students in Developmental Courses	70%	93%	Yes
7	Success of Developmental students in subsequent College Courses	No statistically significant difference	84% Dev. 88% Non-Dev.	Yes
8	Satisfaction of Program Completers and Non-Completers	90%	95%	Yes
9	Curriculum Student Retention and Graduation	60%	60%	Yes
10	Employer Satisfaction	85%	100%	Yes
11	Client Satisfaction with Customized Training	90%	100%	Yes
12	Program Unduplicated Headcount Enrollment	No Program <10	1 <10	No

*Current data not yet available. Results are 2006-07 data.

