

**PROSPECTUS FOR SUBSTANTIVE CHANGE**

**Jefferson Community College**

**Jefferson Technical College**

**UPDATE**

Prepared for the

**COMMISSION ON COLLEGES  
OF THE  
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS**

**December 2004**

# **ASSESSMENT OF NEED AND PROGRAM PLANNING/APPROVAL**

## **Pursuit of Consolidation and Single Accreditation**

In the summer of 2004, Jefferson Community College completed work on the proposal to KCTCS for full consolidation of Jefferson Community College and Jefferson Technical College and pursuit of single accreditation. In July 2004, at a meeting with the President and Leadership of KCTCS, the proposal was reviewed and endorsed for submission to the KCTCS Board of Regents. In August 2004, the KCTCS Board of Regents approved a resolution in support of consolidation and pursuit of single accreditation by Jefferson Community College and Jefferson Technical College. A copy of this resolution is attached to this update.

## **Mission and Goals Statement**

Based on the work of the vision consolidation workgroup, a proposed mission and goals statement for the new institution was drafted and circulated for review by all faculty and staff in May 2004. Based on input from that review, a draft mission and goals statement was submitted to the faculty and staff in the fall for further review. Final revisions were made and the proposed mission and goals statement was forwarded to the President for approval by the Jefferson Community College Board of Directors and the Jefferson Technical College Advisory Committee. Both groups endorsed the new mission and goals statement in November 2004. The KCTCS Board of Regents approved the new mission and goals statement in December 2004. Copies of these resolutions are included with this update.

## **College Name Change**

In January 2004, a request for volunteers to serve on a College Name Selection Committee was made at a District-wide conference. A Committee was appointed with representatives from both colleges. An e-mail was sent district-wide requesting suggestions for the name of the consolidated institution. Over 350 responses were received. The Committee reviewed the responses and narrowed them down to the top choices. The College Community was then polled to determine their preferences. Based on the results of that poll, three possible names were forwarded to the Jefferson Community College Board of Directors and the Jefferson Technical College Advisory Committee. In September 2004, resolutions of support for the name change were passed by both of these groups. Approval of the name change was then sought from KCTCS. In December 2004, the KCTCS Board of Regents approved the name change to: Jefferson Community and Technical College, effective July 1, 2005.

## **DESCRIPTION OF CHANGE**

### **Faculty Governance**

During the Fall Semester, the faculty executive councils of the two colleges held their meetings consecutively on the same days, in the same location. The vice chairs of the executive councils attended each other's council meetings. Also, effective Fall 2004, the standing committees of the faculty (Faculty Affairs, Rules, Curriculum Review) were co-chaired by representatives from the two colleges and the memberships consisted of representatives from both colleges. Two joint faculty meetings were held in the Fall Semester (August and December) and representatives to KCTCS faculty committees were elected from the joint body. At the December joint faculty meeting, a resolution was passed establishing joint meetings of the executive councils and of the faculty. Business items specific to a particular college faculty will be handled separately by that college faculty.

The Faculty Affairs Committee is working the development a comprehensive faculty handbook which incorporates the technical college faculty. The Faculty Rules Committee is working on the inclusion of the technical college faculty within the existing community college faculty rules. A faculty workload committee has been established by the Provost with representatives from both colleges and is meeting to formulate policies leading to an equitable workload.

As part of the consolidation process, a proposal was developed by representative faculty from both colleges together with the President, related to providing a process for tenure eligibility for technical college faculty. This proposal was submitted to Dr. McCall, President of KCTCS, and his leadership team for review. A final decision on the proposal is anticipated in January.

### **Organizational Structure**

During the Fall Semester, organizational changes were made within the Business Affairs area and the Student Affairs areas. Specifically, the Business Affairs reorganized into four areas to achieve more effective and efficient delivery of services. In the Student Affairs area, the office of the Dean was restructured. Given the scope of services within the district and the multiple campuses, it was decided to appoint two Student Affairs Deans: one Dean will be responsible for the Southwest Campus and the Shelby County Campus and the other Dean will be responsible for the Downtown Campus, the Jefferson Technical Campus and the Carrollton Campus.

As part of the consolidation process, a name for the current main campus of Jefferson Technical College was considered. Initially, the name Northwest Campus, surfaced as a possible choice. Based on feedback from faculty and staff, the selection process for a campus name was re-opened and the name Jefferson Technical Campus emerged as the choice of the majority.

In relation to the academic divisions, the reorganization of the Allied Health Division is taking place in stages. A temporary project manager has been hired to assess the consolidation issues and submit change recommendations. A team, consisting of equal representatives from both colleges and from both nursing and allied health programs, has been established to work with the project manager. Meetings have been held and multiple interviews have been conducted by the project manager. An interim report from the project manager is anticipated in January. All other academic divisions are in place and division chairs have been appointed.

## **Library and Learning Resources**

Based on a recommendation from the Consolidation Steering Committee, library services will be located at the Jefferson Technical Campus. A space has been identified and furniture/shelving units are being installed. Computers will be available in the space for student use. A half-time library coordinator was assigned in November and began meeting with the academic divisions to discuss their vision for the library and determine their library needs. Acquisition and cataloging of library materials has begun. The library coordinator assigned to the Jefferson Technical Campus is a member of the Jefferson District Librarians' Council and is a member of the Downtown Campus Library Advisory Group. It is anticipated that the library will open to students by February 1<sup>st</sup>.

## **Financial Support**

Statements of Revenues, Expenses and Changes in Net Assets for FY ending 2004 for both colleges are included with this update along with Statements of Net Assets for both colleges as of June 30, 2004.

## **Projected Enrollment**

The official enrollment for Jefferson Community College in Fall 2004 was 10,134 students and for Jefferson Technical College the official enrollment in Fall 2004 was 3,712 for a total district enrollment of 13, 846. This is an increase in official enrollment from Fall 2003 of approximately 3.7%. Both colleges have experienced steady, incremental enrollment growth for the past four years. An enrollment trend report is attached to this update.

## **Institutional Effectiveness Planning and Evaluation Process**

As part of the institutional effectiveness plan and process, and in accordance with the IE/Planning/Budgeting Timeline, the process for reviewing and revising the strategic goals and priorities of the colleges was begun. In the summer of 2004, the consolidated leadership team held a retreat during which resource materials were reviewed and ideas generated for the beginnings of a draft consolidated strategic plan. Throughout the Fall Semester open forums were held to review and gather ideas for the strategic plan. Drafts of the strategic plan were reviewed at meetings with faculty and staff groups, the College

Leadership Team, and with the Jefferson Community College Board of Directors and the Jefferson Technical College Advisory Committee. In November 2004, the Jefferson District Board of Directors approved a consolidated Strategic Plan for 2005 – 2007. A copy of that plan is included with this update.

With the consolidation of the two colleges, the institutional effectiveness plan and process of Jefferson Community College has been extended to all areas within Jefferson Technical College. In August 2004, a meeting was held with all area heads, division chairs and program coordinators for Jefferson Technical College during which the institutional effectiveness plan and process was discussed. Additionally, all areas were given an IE Manual, a copy of the SACS *Principles of Accreditation*, and a packet of information containing data related to the colleges and their specific program. Educational sessions were conducted by an advisor to the College for each campus within the district to discuss institutional effectiveness and the new SACS *Principles of Accreditation*. Additionally, the IE plan and process of the College and the IE Framework were reviewed and discussed by the Director of IE, Planning and Research. During the course of the Fall Semester, individual meetings were held with the program areas at the Jefferson Technical Campus to assist with the development of Institutional Effectiveness Plans for their areas. As part of the overall planning and evaluation process, the College Quality Council updated its charge to include membership from all areas of both colleges.

## **List of Attachments**

1. KCTCS Board of Regents Resolution Approving the Pursuit of Single Accreditation (SACS) and the Consolidation of Jefferson Community College and Jefferson Technical College
2. Jefferson District Board of Directors and Jefferson Technical College Advisory Committees Approval of Mission Statement
3. KCTCS Board of Regents Meeting Highlights:
  - a. Approved a naming request to name the college resulting from the single accreditation and consolidation of Jefferson Community College and Jefferson Technical College
  - b. Approved a mission statement for Jefferson Community and Technical College
4. Organization Charts
  - a. Jefferson Community and Technical College
  - b. President
  - c. Provost
  - d. Business Affairs
  - e. Academic Affairs – Jefferson Technical Campus
5. Statements of Revenues, Expenses and Changes in Net Assets for Jefferson Community College and Jefferson Technical College, June 30, 2004
6. Statements of Net Assets for Jefferson Community College and Jefferson Technical College, June 30, 2004
7. Jefferson District Fall Enrollment Trend
8. Jefferson District Strategic Plan 2005 - 2007