Program Review

Form for External Review Committee

Instructional

Amarillo College

Form ID
56
Division
Sciences and Engineering
Department
Mortuary Science
Program
Mortuary Science
Review Year
2006-2007
Member Names
Judy Massie
Division Overview
Program/Department Purpose
State the purpose of the program/department. How is this purpose within the mission of Amarillo College? To successfully prepare students of both the Associate of Applied Science and the Texas

Funeral Director Certificate.

To provide prospective funeral service practitioners with the theoretical skills which are currently demanded for success in the industy. To educate students concerning the responsibilities of the funeral service profession to the community at large and emphasize high standards of ethical conduct. To provide a curriculum for advancement of funeral service education. To encourage student research in the funeral service industry. These are goals set forth and mandated to publish by the American Board of Funeral Service Education (ABFSE)

It co-incides with the mission statement of Amarillo College by promising to serve the community in which we are located.

Does the answer include a purpose statement for the program/department? Does the answer indicate how this program/department is within the mission of Amarillo College?

Acceptable
N/A

When was the last time the program's/department's purpose statement was reviewed/revised by faculty and staff in the

program/department?
Mission statement was update in the Spring of 2006.

Does the answer indicate the last time the program's/department's purpose statement was reviewed/revised by faculty and staff in the program/department? Does the answer indicate how this program/department is within the mission of Amarillo College? within the mission of Amarillo College?

Acceptable
N/A

If the program/department offers continuing education credits, how are these courses consistent with the mission of Amarillo College? The Mortuary Science department has offered continuing education in the past. We currently are in the process of offering continuing education units mandatory for renewal of licensure for the state of Texas beginning in the spring of 2007. It is consistant with the mission statement of Amarillo College by offering the resources and education necessary to maintain licensure to the community and the State.

Does the program/department offer continuing education credits? Does the answer indicate how these courses are

consistent with the mission of Amarillo College?
Acceptable
N/A
Does the program have admissions policies? Where are the policies published?
Are all the locations where the policies are published included in the answer?
Unacceptable
Recommendation
The department needs to fully answer the question.
Explain how these policies are consistent with the mission of Amarillo College.
Does the explanation of how the policies are consistent with the mission of Amarillo College appear to be accurate?
Unacceptable
Recommendation
The department needs to fully answer the question.
Is the program/department accredited? Which agencies or organizations accredit the department/program?
Are the complete names of the agencies or organizations which accredit the department/program cited?

Acceptable
N/A

How many years are in the accreditation cycle?

How many years are in the accreditation cycle?

Acceptable
N/A

When were the accreditations affirmed or granted?

When were the accreditations affirmed or granted?

Acceptable
N/A

What is the current status of the accreditation?

Are the current statuses of the accreditations identified (e.g. accredited, in process of renewal, in process of candidacy, other)?

Acceptable
N/A

If not required, is the program eligible for accreditation?

Acceptable
N/A

Has this program/department sought accreditation even though it is not required (e.g. yes; If no, explain)?

Acceptable
N/A
Is this program/discipline required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses? Identify the external approver(s) for the department/program.
IF the program/discipline is required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses, was (were) the external approver(s) for the department/program identified?
Unacceptable
Recommendation
The department needs to fully answer the question.
What approval schedule is required by the external approver(s)?
Was the approval schedule required by the external approver(s) identified?
Unacceptable
Recommendation
The department needs to fully answer the question.

When did the program/department last receive approval?
When did the program/department last receive approval?
Unacceptable
Recommendation
The department needs to fully answer the question.
Is the reason why the program/department is required to receive this approval clear?
Unacceptable
Recommendation
The department needs to fully answer the question.

Improvements

Identify at least one example of an improvement/revision which resulted from the annual PET forms for the last five years Expansion of lab space and class rooms. Continue to closely monitor post-graduate employment, Continued quality instruction. Appointment of full-time instructor. Addition of Board Review Class to ensure student pass rates of national Board Exam are maintained, attention to accreditation guidlines with necessary changes.
After reviewing at least one example of improvements/revisions that resulted from

the annual PET forms for the last five years, determine the extent that this program/department has used the PET forms to make improvements/revisions. Does this meet the minimum expectations for using PET forms to make improvements/revisions to the program/department?

Acceptable

N/A

Identify at least one example of improvements/revisions which resulted from the last Program Review.

Addition of lab space and classrooms. Addition of MRTS 2179 Board Review Class, Addition of full-time instructor

After reviewing at least one example of improvements/revisions that resulted from the last Program Review, determine the extent to which this program/department values the Program Review process to make improvements/revisions.

Unacceptable

Recommendation

The department needs to explain how the program and the students benefited from the stated improvements/revisions from the last Program Review.

Identify all the delivery approaches used for courses within this program/department: (Select all that apply.)
traditional classroom,

After reviewing all delivery approaches for courses within this program/department, is this program positioned for growth? Does the committee have recommendations for delivery options which will provide additional growth?

After reviewing at least one example of improvements/revisions that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015, determine the extent to which this program/department has contributed to the implementation success of the Strategic Plan? Does this department/program understand how it relates to the institution's future based on the Strategic Plan?

Unacceptable
Recommendation
Traditional classrooms can limit the number of students in a course. Web courses, however, have the possibility of unlimited numbers depending on the course. Web courses also reach

out to more students who do not usually live close to the college.

Identify at least one example of an improvement/revision that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015.

Currently in the process of updating all on-line courses, with respect to content and assesment to ensure student are receiving quality instruction comperable to the class room setting.

After reviewing at least one example of improvements/revisions that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015, determine the extent to which this program/department has contributed to the implementation success of the Strategic Plan? Does this department/program understand how it relates to the institution's future based on the Strategic Plan?

Acceptable

Concern

The department should refer to the specific strategy / tactical objective in the Strategic Plan and provide a link to the Strategic Plan. Updating the online courses within the curriculum will help to ensure that the student will receive the same

quality instruction that is given in a classroom. Online courses will also help to increase enrollment in this program.

Does this Committee have recommendations as to how this program/department may contribute to the implementation of the Strategic Plan?

Acceptable
N/A

Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department.
Preston Childress, Program Director, Lisa Meehan, Instructor, National Board Exam, Texas Law Exam

Has the program/department had a broad base of involvement from a majority of faculty and staff with the program/department regarding implementation of student learning outcomes of the program(s) (or department) and courses? What recommendations does the committee have for increasing involvement?

Acceptable
Concern
The Advisory Board for this curriculum should be

involved throughout the process, but the final decision should come from the program director and faculty.

Explain the primary reasons behind the competencies that were selected.
Both tests are mandatory for licensure in the state of Texas. Both full-time instructors are licensed in their profession with multiple years of experience.

Do the selected competencies appear to be valid?

Acceptable
N/A

Identify the primary reasons for the assessment tool(s) selected.
To ensure potential licensees are proficiant in the study of mortuary science based on national exam and state law exam.

Will the assessment tool(s) selected provide valid and reliable results?

Acceptable
N/A

Evaluate the assessment approaches to date.
The assessment approach to date is functional and meets requirements, however, it is in need of continual updating and improvements as the National Board and State law requirements demand.

Will the assessment approaches(s) selected provide valid and reliable results?

For student or program/course outcome assessments, review the program's/department's five-year graph(s) of quantitative results or provide a brief narrative summary of qualitative results.

Refer to 5 year graph. In 2001 the program had just above 80% completion with a grade of A-C, just above 10% AU-W and just under 7% receiving D-F. 2002-2003 the completion rate was at 70% A-C, under 10% AU-W and 20% in the D-F range. 2004 76% completed with an A-C; 4% AU-W and 20% D-F. For 2005 71% A-C, 11% AU-W and 15% D-F. We feel that this increase in the D-F range and decrease in the A-C range is

Review the program's/department's five-year graph(s) of quantitative results for student or program/course outcome assessments, or provide a brief narrative summary of qualitative results.

Unacceptable

Recommendation

The department should provide a link to the graph or a better narrative description. Also, the

department needs to fully answer the question.

What changes have been made in the curricula of the program/department because of the analysis of these results?

The curricla of the program is striclty set forth by our accrediting agency. The Cirriculum Committee is constantly reviewing and updating cirriculum; therefore many change have taken place due to committee considerations, due to changes in laws, improved techniques and rapidly changing technology.

Have any changes been made in the curricula because of the analysis of these results?

Unacceptable

Recommendation

The department states that there have been many changes to curriculum; however, it mentions no specific changes using the analysis from the five year graph/narrative for outcome assessments.

Review the five-year graph(s) of course completions for the program/department. Explain any increase or decrease that is more than a one-year anomaly.

Due to improved cirriculum changes with stricter guidlines set forth by the American Board of funeral Service Educaton. Another factor to be

considered is the change in program directors (Fall 2005), the reconstruction of the part-time faculty and the rapid growth of enrollment in the program should be considered as well.

Does the review of the five-year graph(s) of course completions demonstrate the use of analysis to implement a plan of action for retention? Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Acceptable

Concern

The graph indicates a steady increase in course completions.

Provide the program's/department's plan of action for improving any identified problem or results from the implementation of the plan of action.

The plan of action has been set forth by the hiring of an additional full-time instructor, two part-time instructors. At this time, it is premature to predict the outcomes of the additional staff; but feel that this change will provide positive results in the future.

Will the plan of action likely improve the number of course completers?

Acceptable

N/A

Does the program/department provide for alternative methods of awarding credit?
Has the program/department provided for alternative methods of awarding credit? If not, which alternative methods would be recommended?
What approaches are used to assure outcomes are comparable to those expected of students who enrolled and completed the course?
Unacceptable Recommendation The department needs to fully answer the question.
For general education and/or core curriculum required by this program/department, identify the relevant competencies approved by the Academic Affairs Committee (see Catalog section entitled Degrees and Certificates: General Education Competencies). No, there are no credits awarded at this time for experience or transfer credits from a non-accredited school of mortuary science.
Have all relevant competencies for general education and/or core curriculum been identified for this program/department? If not, which are obviously a part of this

program/department's general education competencies?
Unacceptable
Recommendation
The department needs to fully answer the question.
Explain how outcomes for the competencies have been assessed and achieved and provide links to the documentation.
N/A
Is the explanation of assessment approach(es) for general education competencies (outcomes) thorough? Is the analysis of the results accurate? Have links to documentation which verify the assessment results been included?
Unacceptable
Recommendation
The department needs to fully answer the question.
Outline a plan for correcting any weaknesses.
N/A
If assessment results and analysis are included, is there a plan for correcting any weaknesses included?
Unacceptable
Recommendation

The department needs to fully answer the question.

Do students/graduates in this program/department have to be certified or licensed?

Review the results for certification/licensure results of the program/department and/or job placement for the past five years. Explain any increase or decrease that is more than one-year anomaly.

The American Board of Funeral Service Educaiton requires that school maintain an average of 75% for first time exam takers. In 2004 the average passage rate of first time National Board Exam takers was 75%, in 2005 this average did drop to 69%. 2006 is still in progress.

Provide a plan of action for the identified problem.

Addition of a mandatory class in which the student must take practice exams. This software simulates the national board exam and offers tutoring in the areas where the student score was below failing. The class also offers tutoring to students and this class grade is the grade the student received on the exam.

IF students/graduates in this program/department have to be certified or licensed, do the results over the past five-

years indicate that certification/licensure have been equal to or greater than the average of the past five-years AND/OR equal to the statewide or national benchmark for this certification/licensure? IF NOT, does the analysis and plan of action appear that the program/department has thoroughly reviewed the problem?

Unacceptable

Recommendation

The department needs to fully answer the question. It gives only two years of data, rather than the five years the question asks for.

Is the program's/department's plan of action for improving any identified problem or results likely to improve the certification/licensure results? Did program/department explain any increase or decrease that is more than a one-year anomaly? Does the plan correct any weaknesses included? If not, what is missing?

Unacceptable

Recommendation

The department added mandatory classes to the curriculum; however, it did not fully explain the decrease.

IF the department or program offers one or more

technical programs (Associate in Applied Science or Certificates), has the program/department included an explanation of the job placement success during the past five years AND are these results at least equal to the statewide annual benchmark (90%)?

Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?
According to the graphs, we feel we are consistant with State averages thus far.

Is the program's/department's plan of action for improving any identified problem or results likely to improve the job placement rate for graduates of the technical program(s)? If not, what is missing?
Continue to work closely with local and state funeral homes;as well as, out-of-state funeral homes with students enrolled to ensure job placement upon completion.

IF the department or program offers one or more technical programs (Associate in Applied Science or Certificates), has the program/department included an explanation of the job placement success during the past five years?

Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Unacceptable

Recommendation

The department should provide a link to a graph or a written narrative. The department states that its program is consistent with state averages, but does not address whether there has been an increase or decrease of job placement.

Is the program's/department's plan of action for improving any identified problem or results likely to improve the job placement rate for graduates of the technical program(s)?

Acceptable

N/A

Curricula

Does the program/department have affiliation(s)/agreement(s)/contract(s) with any other entity for the purpose of delivering instructional content?
Review the affiliation(s)/agreement(s)/contract(s), consider Amarillo College's mission, and then make a recommendation to:
Provide an analysis of the review.

If the program/department has affiliation(s)/agreement(s) with any other entity for the purpose of delivering

instructional content, do these affiliations/agreements make it clear that Amarillo College maintains the responsibility for controlling all aspects of the educational program? Has the College ensured the quality of the program with these affiliations/agreements? If so, how? What is the schedule for reviewing the quality of these programs? Has the College ensured that programs remain with Amarillo College's mission?

Acceptable

N/A

How many curricula changes were approved by the Academic Affairs Committee during the past five years?

7

Which steps in the curricula change process had faculty involvement prior to submitting the curricula proposal(s) to the Academic Affairs Committee?

Was the departmental faculty involvement documented and broad in representation? If not, what steps within curricula change process should have had more proof of greater departmental faculty involvement? Is the primary responsibility for curricula changes under the control of faculty? Does

the program have a qualified faculty member in charge of the program's coordination and curriculum development?

Unacceptable

Recommendation

The department needs to fully answer the question.

Is any program within the department a technical program (e.g. AAS or certificate)?

When was the last Advisory Committee meeting? November 7, 2006

Provide a link to the minutes of the last Advisory Committee(s) minutes in the Electronic Archives.
http://googlesearch.actx.edu/search?as_sitesearch=www.actx.edu/archives/files/uplink&access=p&client=Amarillo_College&proxystylesheet=Amarillo_College&output=xml_no_dtd&site=Amarillo_College&btnG=Google+Search&q=advisory+board+minutes&ip=192.120.4.90

Provide a link to the appropriate committee membership of the Advisory Committee(s) in the Electronic Archives.
http://www.actx.edu/archives/files/uplink/Electronic_Systems_Technology_Advisory_Committee_Members_2006_2007.pdf

If the department offers an AAS and/or certificate, do the minutes of the Advisory Committee prove that the curricula for each

program is appropriate to the degree and/or certificate? Has the Advisory Committee been consulted in designing each degree and certificate? Has the Advisory Committee met at least once a year and been provided ample opportunity to guide the faculty in curricula changes?

Unacceptable

Recommendation

The links do not work.

Is the membership of the Advisory Committee broad enough to provide the scope of advice necessary for input on curricula? If not, what changes are recommended to the program/department?

Unacceptable

Recommendation

The department needs to answer the previous question and make sure the link to the committee is active.

Enrollment Data

After receiving the data indicating the number of students enrolled in the program/department, by total students, number of full-time equivalents, and number of completers, determine if there is more than a one-year anomaly.

If so, provide the faculty and staff analysis of their assessment of the problem.

There has been a substantial increase in students enrolled in the programsince 2005. Student enrollmenthas doubledwith a significant increase in the certificate program.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics?

Acceptable

N/A

Create an action plan for needed improvement and commendation for any dramatic improvement.
If enrollment continues to increase at the current rate, the department will need additional full-time instructors, adequate office space and equipment, classroom and lab facilities and increased funding to continue to provide each student with quality instruction.

Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline?

Acceptable

N/A

Does the External Review Committee have any other analysis or recommendations for

increasing enrollments based on the program/department's data?

Acceptable

N/A

Currently this program does not have issues with declining enrollment.

For programs/departments with majors, review the graphs of program majors and the number of new majors by year.

Provide an analysis of the program's/department's faculty and staff assessment of the problem and an action plan for needed improvement and commendation for any dramatic improvement.

At this time, student enrollement continues to increase and no problems have been indentified.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics regarding students enrolled as majors within the program/department? Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations for increasing the number

of students majoring in this program/department based on this program's/department's data?

Acceptable

N/A

Resources

Review the five-year graph(s) of the student-to-faculty ratio in the program/department.
Explain any increase or decrease that is more than a one-year anomaly.
For 2005 the student/faculty ratio showed a significant increase. It was therefore determined that an additional full-instructor was needed. This instructor was hired during the summer of 2006; in addition to hiring 2 part-time instructors.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics regarding student-to-faculty ratio within this program/department?

Acceptable

N/A

Provide an action plan for improvement of any identified problem.
If student enrollment continues to grow, an additional full-time instructor will be necessary; as well as, additional part-time instructors.

Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations regarding student-to-faculty ratio within this program/department?

Acceptable

Concern

The program director should explain more fully how hiring additional full- and part-time faculty will solve problems with increased enrollment. Will hiring more faculty allow the program to increase enrollment or offer more than one section of some of the courses in the program?

In the database for [Roster of Instructional Staff](#) (also known as Roster of Faculty), review the credentials of each full-time and part-time faculty member within the program/department. If any faculty member does not meet the SACS and THECB requirements, evaluate whether additional documentation is significant to grant an exemption.

Identify any faculty teaching a transfer course which, according to the information

within the database for **Roster of Instructional Staff** (also known as Roster of Faculty) do not meet the requirements of faculty teaching a transfer course and explain the credential problem. Identify any faculty teaching a technical course which, according to the information within the database for **Roster of Instructional Staff** (also known as Roster of Faculty) do not meet the requirements of faculty teaching a technical course and explain the credential problem based on SACS requirements and/or THECB requirements. Identify any faculty teaching a developmental course which, according to the information within the database for **Roster of Instructional Staff** (also known as Roster of Faculty) do not meet the requirements of faculty teaching a developmental course and explain the credential problem.

Unacceptable
Recommendation
The department needs to fully answer the question.

List the names and the last date for all full-time faculty evaluations based on the schedule indicated in the Faculty Performance Review (FPRP).

Preston Childress - Fall 2005

If any full-time faculty member (or Board-appointed faculty member) has not been completed the Faculty Performance Review (FPRP) within the past two years and is listed in the aforementioned Roster of Instructional Staff (also known as Roster of Faculty), identify the faculty member's name and the date of the last FPRP.

Acceptable
N/A

List the names of each part-time faculty and the last date of evaluation by students and supervisor for each course taught.
Spring 2006 - Lisa Meehan, Shannon Altieri New - Jackie Shurden, David Coughran. Will be evaluated this year.

If any part-time faculty member has not been evaluated by both students and supervisor for each course taught within the past year and is listed in the aforementioned Roster of Instructional Staff (also known as Roster of Faculty), identify the faculty member's name and state the specific problem.

Acceptable
N/A

Amarillo College's Board Policy Manual defines

each faculty member's academic freedom as "full freedom in the classroom in discussing the subject being taught and to pursue research and publications. However, a faculty member must not attempt to force on students a personal viewpoint and must at all times allow for diversity of opinion." Has anyone in the program/department filed a grievance for violation of the aforementioned academic freedom?

If anyone within the department has filed a grievance for violation of academic freedom based on the definition stated in Amarillo College's Board Policy Manual, briefly describe the violation (excluding personal identifiers) and the total number of violations.

Unacceptable
Recommendation
The department needs to fully answer the question.

Which of the following library collections/resources/services have been used by faculty, staff and/or students within the past five years? (Select all that apply.)

Does it appear that the library collections/resources/services used by the faculty, staff, and/or students within the

past five years are accurate and thorough?

Unacceptable

Recommendation

The department needs to fully answer the question.

Which two or three collection/resources/services should be improved to support Amarillo College's mission regarding teaching and service? Availability of textbooks from the bookstore as well as, co-operation in obtaining and shipping required texts for studnets off campus; financial aid

Has the program/department identified which two or three collections/resources/services should be improved to support Amarillo College's mission regarding teaching and service?

Acceptable

N/A

Does your program/department have discipline accreditation? How has the library participated in this discipline's accreditation?

Does the program/department have a discipline accreditation? IF SO, has the library participated in completing the approver's evaluation?

Unacceptable

Recommendation
The department needs to answer the first part of the question.
After assessing the strengths and weaknesses of the program's/department's access to technology, what improvements would ensure that students have access and training in the use of technology? The college success class would be a great place for this to be introduced to students. Access to the computer lab and on-line testing.
Does the program's/department's assessment of strengths and weaknesses include ways to improve both students' access to & training in the use of technology?
Acceptable N/A
What improvements would ensure that students use technology? Utilizing the testing center for exams. Research projects with on-line resources necessary. National Board Exam practice exam being used in MRTS 2179.
Does the program's /department's answer include improvements that would ensure that students use technology? Are the recommendation(s) of this

program/department feasible?
Acceptable
Concern
The department needs to specify what testing center it would use for taking exams. Currently, the Testing Center (Washington Street Campus) does not have adequate space to accommodate a full class.
Review program/department operations. Does any operation present the possibility for violations of security, confidentiality, or integrity of student records? What changes need to be made to prevent violations of this nature?
After a review of this program's /department's operations based on this Self-Study and any other information available to this Committee, does any operation present the possibility for violations of security, confidentiality, or integrity of student records? If so, describe those operations and identify the violation possibility in detail.
Unacceptable
Recommendation
The department needs to fully answer the question.
What changes need to be made to prevent

violations of this nature?

Unacceptable

Recommendation

The department needs to answer the previous question.

Which support services need to be strengthened to better serve students in this program/department?

Availability of textbooks from the bookstore as well as, co-operation in obtaining and shipping required texts for studnets off campus; financial aid

Explain what aspects of the services need to be strengthened.

Customer service, student knowledge, accessability

Do the Self-Study recommendations of this program/department for support services that need to be improved appear to be valid?

Acceptable

Concern

The department needs to explain what "student knowledge" means and describe the problems it has had with accessibility.

Describe any indicators or problems that prevent a healthy, safe and secure environment for the students, faculty and staff of this

program/department.
There are no present conditions that we feel do not provide a healthy, safe or secure environemt for faculty or students.

Are recommendations to assure a healthy, safe and secure environment for staff and students of this program/department valid? Are any of these recommendation(s) more significant and/or urgent?

Acceptable
N/A

Describe any indicators or problems that hamper adequate physical facilities, both on and off campus, to meet the needs of the program/department.
There is not adequate office space for the added instructor or the possible addition of instructors and working and updated computer equipment for the current budget. In addition, a more automated and updated class room is needed.

Do any of the problems or concerns regarding adequate physical facilities appear to be significant and/or urgent? Are there any other needs which this Self-Study didn't cite but are critical based on other information? Which of these needs are most significant and/or urgent?

Acceptable

N/A

Concern over the physical facilities should be remedied since the bond issue passed and the college is constructing new classrooms. The new plans for IT upgrading computer problems should also help solve some of the computer issues.

Budget

Which program/department outcomes have resulted in budget requests to date?
Addition of full-time and part-time instructors. Computer software for MRTS 2179. Travel funds for necessary meetings to update cirriculum and stay current with state laws.

Have any of this program's/department's outcomes resulted in budget requests to date? If not, why not?

Acceptable
N/A

Project the program's/department's strategic initiatives for the next five years based on the program's/department's outcomes.
A larger budget or additional grants should be explored if the enrollment continues as is predicted.

Has this program/department been able to project strategic initiatives for the next five years based on the program's/department's outcomes? If not, what appears to be

blocking this program/department from accomplishing this?

Unacceptable

Recommendation

The program director needs to state how an increase in the budget would effect the department's outcomes for the next five years.

Publications

If the program/department publishes any advertising or recruitment documents (electronic or paper), do the documents accurately represent Amarillo College and the program/department?

If no, explain what is inaccurate.

IF the program/department has published any advertising or recruitment documents (electronic or paper), check at least one copy of each document and determine whether it accurately represents Amarillo College and the office/department?

Unacceptable

Recommendation

The department needs to fully answer the question.

IF anything appears to be inaccurate, identify the apparent violation.

Unacceptable

Recommendation
The department needs to fully answer the previous question.
Does the program/department publish any documents (electronic or paper) with references to SACS accreditation?
Are the references in compliance with SACS approved statement?
Which reference is not in compliance? Describe how you will assure compliance for all references in the future.
IF the program/department has published any document(s) with a reference to SACS accreditation, are all references consistent with the approved statement? (Approved reference: Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Amarillo College.) IF any references are inconsistent, identify all documents with the inconsistent reference(s).
Unacceptable
Recommendation

The department needs to fully answer the question.

IF the Self-Study did identify the inconsistencies, does the plan for assuring future compliance appear to correct the problem? IF the Self-Study did NOT identify all inconsistencies, what plan does this Committee recommend?

Unacceptable

Recommendation

The department needs to fully answer the previous question.

Other

State any additional comments/concerns which may impact this program/department during the next five years.

If the program continues to grow at the current rate, the current budget and housing of the program will not support it. Additional classrooms, office space and technology, equipment and instructors will be needed to insure program standards set forth by the American Board of Funeral Service Education are upheld and properly executed.

IF additional comments/concerns were included in the Self-Study regarding items which may impact this program/department during the next five years, what

recommendations and/or concerns are warranted? IF NO such items were included in the Self-Study but this Committee feels such comments or concerns are valid, cite them and include any relevant recommendations.

Acceptable

N/A

Since the bond issue passed, new construction will be taking place on the West Campus where the program is housed. Space for growth will more than likely to covered.