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Follow-up Response  
Form for Response to External Review  
Committee  
Instructional

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Name of Division:	Language, Communication, and Fine Arts
Name of Department:	Speech and Theatre Arts
Name of Program:	Theatre Arts
This Program Review is being conducted during year:	2008-2009
Names of Staff or Faculty Completing Follow-Up Response:	NO ANSWER

**I. Program's/Department's Purpose**

State the purpose of the program/department. How is this purpose within the mission of Amarillo College?

In addition to the aforementioned items listed on the [Planning, Evaluation, and Tracking Form](#) (which covers the college's mission regarding education and cultural goals), the Theatre Arts Program provides the community with a venue for intellectual as well as entertaining theatrical art. Additionally, through its student organization, [Delta Psi Omega](#), theatre students are involved in non-theatre events and workshops out in the community. Finally, the Theatre Arts Program offers a resource to the Texas Panhandle through its thirty-one year involvement with the [University Interscholastic League One-Act Play Contests](#) and its generous loan program (costumes, props, etc.) to schools, colleges, and community theatres.

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

Acceptable

Followup Response

NO ANSWER

When was the last time the program's/department's purpose statement was reviewed/revised by faculty and staff in the program/department? The program was last reviewed during the 2002-2003 academic year. At the time, Lynae Jacob was the program director, A. Ray Newburg, Jr. was an instructor, and Monty Downs was a full-time staff member.

The Speech and Theatre Arts Department Chair was Robert Boyd.

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

Followup Response

NO ANSWER

If the program/department offers continuing education credits, how are these courses consistent with the mission of Amarillo College?

Not Applicable.

Does the program/department offer continuing education credits? Does the answer indicate how these courses are consistent with the mission of Amarillo College?

N/A

Followup Response

NO ANSWER

Does the program have admissions policies?

no

Where are the policies published?

Are all the locations where the policies are published included in the answer?

N/A

Followup Response

NO ANSWER

E.) 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?

N/A

Followup Response

NO ANSWER

F.) Is the program/department accredited?

yes

Which agencies or organizations accredit the department/program?

The program is an Institutional Member in good standing with the [Texas Educational Theatre Association](#).

Are the complete names of the agencies or organizations which accredit the department/program cited?

Acceptable

Followup Response

NO ANSWER

G.) How many years are in the accreditation cycle?

5

How many years are in the accreditation cycle?

Acceptable

Followup Response

NO ANSWER

H.) When were the accreditations affirmed or granted?

Membership was granted in 1996.

When were the accreditations affirmed or granted?

Acceptable

*Has the accreditation been re-affirmed since 1996?*

Followup Response

NO ANSWER

I.) What is the current status of the accreditation?

Accredited

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

Acceptable

*When was the last accreditation?*

If not required, is the program eligible for accreditation?

N/A

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

N/A

Followup Response

NO ANSWER

J.) 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?

no

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?

Acceptable

Followup Response

NO ANSWER

K.) What approval schedule is required by the external approver(s)?

Was the approval schedule required by the external approver(s) identified?

N/A

Followup Response

NO ANSWER

L.) When did the program/department last receive approval?

When did the program/department last receive approval?

N/A

Is the reason why the program/department is required to receive this approval clear?

N/A

Followup Response

NO ANSWER

## **II. Program's/Department's Improvements based on Planning, Evaluation and Assessment**

Identify at least one example of an improvement/revision which resulted from the annual PET forms for the last five years.

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?

No response was given to this statement. Please identify at least one example of an improvement/revision.

Recommendation

Followup Response

NO ANSWER

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

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.

Recommendation

No response was given to this statement. Please identify at least one example of an improvement/revision.

Followup Response

NO ANSWER

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

traditional classroom, web, video,

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?

Recommendation

Please provide a response to this question.

Followup Response

NO ANSWER

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.

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?

Recommendation

No response was given to this statement. Please identify at least one example of an improvement/revision.

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

Unacceptable

Since no data or information was provided to the questions above, this committee cannot make any recommendations.

Followup Response

NO ANSWER

Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department.

Robert Boyd, Division Chair of Language, Comm., and Fine Arts

Lynae Jacob, Department Chair of Speech and Theatre Arts

A. Ray Newburg, Jr., Assistant Professor of Theatre Arts

Monty Downs, Instructor of Theatre Arts

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

Followup Response

NO ANSWER

Explain the primary reasons behind the competencies that were selected.

Do the selected competencies appear to be valid?

Recommendation

Please provide a response to this statement.

Followup Response

NO ANSWER

Identify the primary reasons for the assessment tool(s) selected.

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

Recommendation

Please provide a response to this statement.

Followup Response

NO ANSWER

Evaluate the assessment approaches to date.

Evaluate the assessment approaches to date.

Recommendation

Please provide a response to this statement.

Followup Response

NO ANSWER

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.

No graphs available.

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

Raw graphs of the data are available on hard copy from Institutional Research.

Followup Response

NO ANSWER

Review the five-year graph(s) of course completions for the program/department. 1. Explain any increase or decrease that is more than a one-year anomaly.

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

Since the last program review, the Theatre Arts Program eliminated Voice and Diction, Theatre History I, and Theatre History II due to low enrollments and/or inability of course to transfer to four-year program.

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

Concern

Please provide the analysis that led to these changes.

Followup Response

NO ANSWER

N/A

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?

Recommendation

Graphs are available through Institutional Research.

Followup Response

NO ANSWER

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

N/A

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

Recommendation

Since no analysis was provided, the committee cannot identify any improvements to be made.

Followup Response

NO ANSWER

Does the program/department provide for alternative methods of awarding credit? (Select all that apply).

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?

Recommendation

Since no analysis was provided, the committee cannot identify any improvements to be made.

Followup Response

NO ANSWER

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).

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?

Recommendation

Please provide a response to this statement

Followup Response

NO ANSWER

Explain how outcomes for the competencies have been assessed and achieved and provide links to the documentation.

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?

Recommendation

Please provide a response to this statement.

Followup Response

NO ANSWER

Outline a plan for correcting any weaknesses.

If assessment results and analysis are included, is there a plan for correcting any weaknesses included?

Recommendation

Please provide a response to this statement.

Followup Response

NO ANSWER



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

no

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. Provide a plan of action for the identified problem.

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?

Acceptable

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?

N/A

#### Followup Response

NO ANSWER

R.) 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?

N/A

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?

N/A

#### Followup Response

NO ANSWER

S.) Provide a plan of action for the identified problem.

N/A

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)?

N/A

Followup Response

NO ANSWER

### **III. 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?

Recommendation

Please provide a response to this question.

Followup Response

NO ANSWER

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

3

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?

Recommendation

Please provide a response to the second question.

Followup Response

NO ANSWER

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

no

When was the last Advisory Committee meeting?

Provide a link to the minutes of the last Advisory Committee(s) minutes in the Electronic Archives.

Provide a link to the appropriate committee membership of the Advisory Committee(s) in the Electronic Archives.

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?

Acceptable

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?

N/A

Followup Response

NO ANSWER

#### **IV. 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.

[No anomaly discovered.](#)

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

Concern

No data is provided to verify the answer above.

Followup Response

NO ANSWER

Create an action plan for needed improvement and commendation for any dramatic improvement.

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?

Concern

Without data, the committee cannot make any determination about a plan of action.

Does the External Review Committee have any other analysis or recommendations for increasing enrollments based on the program/department's data?

Concern

We have no recommendations as we were operating without complete data.

Followup Response

NO ANSWER

For programs/departments with majors, review the graphs of program majors and the number of new majors by year. 1. Provide an analysis of the program's/department's faculty.

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?

Recommendation

Please provide a statement of the analysis of the data mentioned above.

Followup Response

NO ANSWER

## **V. Resources**

Faculty 1.) Review the five-year graph(s) of the student to faculty ratio in the program/department. a. Explain any increase or decrease that is more than a one-year anomaly.

N/A

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?

Concern

Graphs are available through the Office of Institutional Research. Where is the analysis that led to the answer above?

Followup Response

NO ANSWER

Provide an action plan for improvement of any identified problem.

N/A

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?

Recommendation

Without verifiable data analysis, this committee cannot determine if the answer above is appropriate.

Followup Response

NO ANSWER

In the database for Roster of Instructional Staff (also known as Faculty Roster), review the credentials of each full-time and part-time faculty member within the program/department.

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.

Recommendation

Please provide a statement of whether or not all faculty meet SACS and THECB requirements.

Followup Response

NO ANSWER

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

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.

Recommendation
Please provide a response to the statement.
Followup Response
NO ANSWER
List the names of each part-time faculty and the last date of evaluation by students and supervisor for each course taught.
N/A
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
Followup Response
NO ANSWER
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?
no
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.
Acceptable
Followup Response
NO ANSWER
Library 1. 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?
Concern
Please provide an answer to the question.
Followup Response
NO ANSWER
H.) Which two or three collection/resources/services should be improved

to support Amarillo College's mission regarding teaching and service?  
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?

Concern

Please provide an answer to the question.

Followup Response

NO ANSWER

Does your program/department have discipline accreditation?

no

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?

Acceptable

Followup Response

NO ANSWER

Technology and Security/Privacy 1. 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 Theatre Arts program should have updated lighting control, lighting instruments, sound recording and playback systems, and sewing machines. This equipment should be updated every five - eight years to keep up with advances in the theatre industry. The Theatre Arts faculty and staff should have training in these advances to ensure proper training of the students.

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

Followup Response

NO ANSWER

What improvements would ensure that students use technology?

The availability of the technology in acceptable numbers would inspire the students' use of the technology. For example, the program owns one intelligent (moving) light. Since it's purchase, it has had limited use every year in productions. If the department owned 3-6 intelligent instruments, the use of such instruments would be greatly increased. Also, the current lighting control is not intelligent light friendly. An

updated board would make the use easier.

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

#### Followup Response

NO ANSWER

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.

Recommendation

Please provide answers to the questions.

What changes need to be made to prevent violations of this nature?

Recommendation

Without responses to the related questions, the committee cannot make a recommendation.

#### Followup Response

NO ANSWER

Explain what aspects of the services need to be strengthened.

Occasionally, students fall through the cracks because Advising is not aware of certain requirements for AC Theatre Arts majors. One example is, a theatre major should be enrolled in Theatre Practicum (DRAM 1120, 1121, 2120, 2121) every semester for their first four Spring and Fall semesters in attendance at AC. Also, some drama core classes are only available every other year, so they must be enrolled as these courses are offered.

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

Acceptable

#### Followup Response

NO ANSWER

Support Services for Students 1. Which support services need to be strengthened to better serve students in this program/department?



## Advising

### Followup Response

NO ANSWER

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

The curtains in the Experimental Theatre are the original curtains. The fire retardency is out of date (curtains need to be re-treated every five years or so).

Also, the department relies on the use of a 16'0" ladder to access lighting, curtains, and such below the grid. A hydraulic or electric genie lift would be much safer and could also be used in the CHT where a very old "cherry picker" is in use.

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

The recommendation to replace the 16-ft ladder with a hydraulic lift would greatly enhance the safety of both staff and students.

### Followup Response

NO ANSWER

Describe any indicators or problems that hamper adequate physical facilities, both on and off campus, to meet the needs of the program/department.

N/A

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?

Concern

Please explain what N/A means. Are there problems or concerns?

### Followup Response

NO ANSWER

## VI. Budget

Which program/department outcomes have resulted in budget requests to date?

No outcome assessments available.

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

Concern

The department needs to implement an outcomes assessment.

Followup Response

NO ANSWER

Project the program's/department's strategic initiatives for the next five years based on the program's/department's outcomes.

No outcome assessments available.

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?

Concern

See comment above.

Followup Response

NO ANSWER

## VII. 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?

yes

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?

Concern

If a publication is available, please attach it to this document.

A recruitment document was obtained by this committee from AskAC. It is our opinion that the document accurately represents Amarillo College and the Theatre Department. The website mentioned in the brochure provides more information about the department in a well organized and visually appealing manner.

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

Followup Response

NO ANSWER

B.) Does the program/department publish any documents (electronic or

paper) with references to SACS accreditation?

no

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 for questions about the accreditation of Amarillo College.) IF any references are inconsistent, identify all documents with the inconsistent reference(s).

Acceptable

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?

Concern

No data was presented.

Followup Response

NO ANSWER

### **VIII. Other**

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

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.

Recommendation

Please provide an answer to this statement.

Followup Response

NO ANSWER

Name :

Comments :

A rectangular text area with a thin border. On the right side, there is a vertical scroll bar with a small arrow pointing up and another pointing down. At the bottom, there is a horizontal status bar with a left arrow, a right arrow, and a small square icon in the center.

Send To Administrator

Cancel