



Amarillo College Substantive Change Prospectus for Off-Campus Instructional Sites: Amarillo Collegiate Academy and Premier High School

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LIST OF DEGREES AND CERTIFICATES AMARILLO COLLEGE IS AUTHORIZED TO GRANT

Academic Program	Title
ABDR.CERT	Automotive Collision Technology - Intermediate
ABDR.CERT.ABRT	Automotive Collision Technology - Advanced
ABDR.CERT.BAS	Automotive Collision Technology - Basic
ADMA.CERT	Administrative Medical Assistant
AERM.AAS	Aviation Maintenance Technology
AERM.AAS.AERO	Aerospace Manufacturing
AERM.CERT.AERO	Aviation Maintenance - Aerospace Manufacturing
AERM.CERT.AM	Aviation Maintenance Technology - Airframe Mechanic
AERM.CERT.PM	Aviation Maintenance Technology - Powerplant Mechanic
ARTC.AAS	Art - Graphic Design
ARTC.CERT.GD	Art - Graphic Design
ARTS.AS	Art
AUMT.AAS	Automotive Technology
AUMT.CERT.BAS	Auto/Diesel Technology Basic Certificate
AUMT.CERT.CHSS	Automotive Technology - Basic Automotive
AUMT.CERT.PTRN	Automotive Technology - Advanced
BIOL.AS	Biology
BMGT.AAS	Business Management
BMGT.CERT	Business Management Intermediate Certificate
BMGT.CERT.ADV	Business Management Advanced Certificate
BMGT.CERT.SBM	Management - Business Management Basic Certificate
BMGT.MKT	Business Management
BUSI.AS	Business Administration

BUSI.AS.CIS	Business Administration - Computer Information Systems
CDEC.AAS	Child Development - Early Childhood
CDEC.CERT.ADMN	Child Development - Early Childhood Administrator
CDEC.CERT.PARA	Child Development - Early Childhood Paraprofessional
CDEC.CERT.PRVD	Child Development - Early Childhood Provider
CETT.AAS.NT	Computer Networking/Cyber-Security
CHEM.AS	Chemistry
CJLE.AAS.LENF	Criminal Justice
CJLE.CERT.LE	Criminal Justice Law Enforcement
COMM.AS.MCOMM	Mass Communication
COSC.AAS	Computer Information Systems
COSC.CERT.ADMIN	Computer Network Administration
COSC.CERT.CSS	Computer System Support Certificate
COSC.CERT.CYBER	Computer Cyber Security
COSC.CERT.DIG	Computer Digital Forensics
COSC.CERT.ESS	Computer Network Essentials
COSC.CERT.GAME	Computer Game Design
COSC.CERT.WEB	CIS - Web Developer Specialist
CRIJ.AS	Criminal Justice
CTMT.CERT.PRO	Computed Tomography
DD.GENS.AS	General Studies - Dual Degree
DEMR.AAS	Kritser Diesel
DEMR.CERT	Kritser Diesel - Basic Certificate
DEMR.CERT.D	Kritser Diesel - Advanced Certificate
DFTG.AAS	Drafting
DHYG.AAS	Dental Hygiene

DNTA.CERT	Dental Assisting
EDUC.AAT.4-8	Education - 4-8
EDUC.AAT.EC-6	Education - Elementary Specialist
EDUC.AAT.GEC6	Education - Elementary Generalist
EDUC.AAT.SECO	Education - Secondary
EMSP.AAS	Emergency Medical Services Professions
EMSP.CERT	Emergency Medical Services Professions
EMSP.CERT.AEMT	Advanced Emergency Medical Technician (AEMT)
ENGL.AA	English
ENGR.AS.COMPSC	Engineering Computer Science
ENGR.AS.GEN	Engineering
ESL.CERT	English As a Second Language
FIRS.AAS	Fire Protection Technology
FIRS.CERT	Fire Protection - Basic Firefighter
GENS.AS	General Studies
IMRT.AAS	Industrial Technology
IMRT.CERT	Industrial Technology - Helper
IMRT.CERT.BAS	Industrial Technology Core
IMRT.CERT.ELMT	Industrial Technology Technician Certificate
LGLA.AAS	Legal Studies
LGLA.CERT.PRO	Legal Studies - Paralegal Professional
LINE.CERT.BAS	Utility Power Worker - Groundsman
LINE.CERT.INT	Utility Power Worker
MATH.AS	Mathematics
MCHN.AAS	Precision Metalworking Technology
MCHN.CERT	Precision Metalworking Technology - Advanced

MCHN.CERT.BAS	Precision Metalworking Technology - Basic
MDCA.AAS	Clinical Medical Assistant
MDCA.CERT	Clinical Medical Assistant
MDSP.CERT	Medical Data Specialist
MLAB.AAS	Medical Laboratory Technology
MRTS.AAS	Mortuary Science
MRTS.CERT	Mortuary Science
MUSI.AS	Music
NMTT.AAS.NM	Nuclear Medicine
NURA.CERT	Certified Nursing Assistant
OFAD.AAS	Office Administration
OFAD.CERT	Office Assistant
OFAD.CERT.BASIC	Office Administration Basic Skills Certificate
OFAD.CERT.PRO	Office Administration - Professional
OTHA.AAS	Occupational Therapy Assistant
OTHA.AS	Pre-Occupational Therapy
PAST.AS	Pre-Physician Assistant
PHRA.CERT	Pharmacy Technology
PHTC.AAS	Photography
PHTC.AS	Photography
PHTC.CERT	Photography
PHYS.AS	Physics
PSYC.AS	Psychology
PTCT.CERT	Patient Care Technician
PTHA.AAS	Physical Therapist Assistant
PTHA.AS	Pre-Physical Therapy

RADR.AAS	Radiography
RADT.AAS.RT	Radiation Therapy
RELG.AA	Religion
RNSG.AAS	Associate Degree Nursing
RNSG.AS	Pre-Nursing
RSPT.AAS	Respiratory Care
RTVB.AAS.RTV	Mass Media
RTVB.CERT	Media Production Certificate
RTVB.CERT.ADV	Mass Media
RTVB.CERT.OM	Online Marketing Certificate
RTVB.CERT.RA	Recording Arts Certificate
SOCS.AS	Social Science
SOCW.AS	Social Work
SONO.AAS	Sonography
SRGT.AAS	Surgical Technology
SRGT.CERT	Surgical Technology
THEA.AS	Theatre
VNSG.CERT	Vocational Nursing

APPROVED OFF-CAMPUS INSTRUCTIONAL SITES

Amarillo Area Center for Advanced Learning	Adrian High School
(AACAL)	301 Matador Drive
1100 North Forest	Adrian, TX 79001
Amarillo, TX 79106	

Anton High School	Ascension Academy
100 Ellwood	9301 Ascension Parkway
Anton, TX 79313	Amarillo, TX 79119
Bovina High School	Boys Ranch High School
500 Halsell Street	163 River Road
Bovina, TX 79009	Boys Ranch, TX 79110
Bushland High School	Canyon High School
2300 Wells Road	1701 23 rd Street
Bushland, TX 79012	Canyon, TX 79015
Caprock High School	Claude High School
3001 East 34 th Street	500 West 5 th Street
Amarillo, TX 79103	Claude, TX 79019
Dalhart High School	Dimmitt High School
2100 Sprint Trail	1405 Western Circle
Dalhart, TX 79022	Dimmitt, TX 79027
Dumas High School	Friona High School
300 South Klein	909 East 11 th Street
Dumas, TX 79029	Friona, TX 79035
Groom High School	Happy High School
304 West 3 rd Street	500 N.S. 3 rd

Groom, TX 79039	Happy TX 79042
Hart High School	Hereford High School
710 2 nd Street	200 Avenue F
Hart, TX 79043	Hereford, TX 79045
Highland Park High School	Holy Cross Catholic Academy
15300 East Amarillo Boulevard	4110 South Bonham
Amarillo, TX 79120	Amarillo, TX 79110
Kress High School	Palo Duro High School
200 East 5 th Street	1400 North Grant
Kress, TX 79052	Amarillo, TX 79107
Panhandle High School	Richard Milburn Academy
106 West 11 th	4106 S.W. 51 st Street
Panhandle, TX 79068	Amarillo, TX 79109
River Road High School	San Jacinto Christian Academy
9500 U.S. 287 North	501 South Mississippi
Amarillo, TX 79108	Amarillo, TX 79106
Stratford High School	Sunray High School
503 North 8 th	400 East 7 th Street
Stratford, TX 79084	Sunray, TX 79086

Tascosa High School	Texline High School
3921 Westlawn	302 East Pine Street
Amarillo, TX 79102	Texline, TX 79087
Tulia High School	Vega High School
701 West 8 th Street	200 Longhorn Drive
Tulia, TX 79088	Vega, TX 79092
White Deer High School	
604 South Doucette	
White Deer, TX 79097	

1. ABSTRACT

Proposed Change

At this time, Amarillo College (AC) requests permission to offer 50% or more instruction at the following two dual-credit sites:

Physical Addresses:

Amarillo Collegiate Academy

Director: Michael Griffin
6000 S. Georgia
Amarillo, TX 79118
Phone: 806-352-0171

Premier High School

Director: Becky Pinson
3242 Hobbs Rd.
Amarillo, TX 79109
Phone: 806-367-5447

Projected Number of Students:

In the fall of 2013 when dual credit began with Amarillo Collegiate Academy, less than 25% of a program could be obtained via distance learning at their site. Since the fall of 2014, Amarillo Collegiate Academy has offered over 50% of a program via distance learning at their site. All courses are delivered online with Amarillo College faculty providing the instruction. At the present time, Amarillo Collegiate Academy is reported as having a PK-12 enrollment of 319 students. Amarillo Collegiate Academy's enrollment has grown since their inception from 6 students participating in dual credit to 35 students in over 50 enrollments.

For their opening fall term, Premier High School had an enrollment of 130 students, with a

current enrollment count of 143 students. Premier High School currently offers high school completion programs as well as accelerated diploma completion plans. The number of students who have enrolled in dual credit at Amarillo College has been less than five per semester. At Premier High School, they currently only offer 25% of a program via distance learning. We are seeking to offer more 50% or more instruction at this site with implementation date of August 2018.

Projected Life of Off-Campus Instructional Sites:

Amarillo College is committed to continuing this partnership as long as beneficial to both parties. Dual credit partnership contracts will be renewed on a bi-annual basis.

Primary Target Audience:

The target audience includes the two institutions who serve high school students who meet the dual credit admittance requirements of both their respective institutions and Amarillo College. Dual credit courses run in accordance with the Amarillo College calendar. These courses will be ongoing and offered on an as-needed basis to local school districts.

Instructional Delivery Methods:

All Amarillo College courses use our learning management system, BlackBoard. Both Amarillo Collegiate Academy and Premier High School have historically offered all courses via distance education and will continue to do so as the sole instructional method. There may be a possibility in the future to include lectures as a delivery method should there be a demand at either new location.

Strengths of the Institution:

Both institutions are committed to helping students earn their high school diploma as well as college credit. Student/teacher ratio is low. Individual advising and tutoring is available at these locations to help promote student success. Dual credit enrollment makes up 20% of our overall Amarillo College enrollment. Our dual credit program contributes to the financial stability of the college.

2. DETERMINATION OF NEED FOR THE CHANGE/RELATIONSHIP TO MISSION/PLANNING AND APPROVALS FOR THE CHANGE

Change is Consistent with the Mission and Goals of the Institution:

As a community college under the supervision of the Texas Higher Education Coordinating Board (THECB), Amarillo College has been assigned a service area of nine counties within the Texas Panhandle. We are also allowed to offer dual credit outside of this service area with approval, but this is not applicable to these two new off-campus instructional sites.

Amarillo College's mission statement reflects devotion to these service areas and to the College's commitment to service and quality education. By extending services to local school

districts and offering a quality education to students, the focus of Amarillo College's dual credit program is consistent with the college's stated mission.

Mission Statement: Enriching the lives of our students and community by helping learners identify and achieve their educational goals.

Closely associated with the College's mission and values are our Strategic Plan goals and values. The Amarillo College Strategic Plan (*Appendix A*) includes many dual credit goals and examples of these goals can be found in the Amarillo College Strategic Plan through 2020. Additionally, the Strategic Plan goals feed directly into the institutional goals mandated by the Council on Higher Education Accreditation (CHEA). For instance, goals such as "learning" apply to all Amarillo College students.

Rationale and Need:

Amarillo College is also part of the No Excuses network. Under No Excuses, local schools are prepared for a "culture of universal achievement" focused on the promotion of higher education. The ideals of student attainment have been incorporated into Amarillo College's No Excuses program. As the No Excuses initiative continues to expand and strengthen ties in Amarillo College's service area, an increased focus on delivering quality education opportunities to all Amarillo College's students, including those at the high school level, is an inevitable byproduct of our community's shared efforts toward promoting student success and college attainment.

Evidence of Legal Authority for the Change:

THECB Rules for dual credit, Chapter 4, Subchapter D, rule 4.82 gives Texas Public Colleges the right to form dual credit partnerships. (*Appendix B*)

The THECB requires that course delivery approaches be reported when contact hour reports are submitted on the census date each semester. The THECB does require that all degree and certificate programs be approved in advance of any offerings. However, the coordinating board does not require approval based on whether the degree and certificate programs are offered via dual credit.

Locally, the AC Curriculum Committee approves all degree and certificate programs before they are submitted to the THECB. Also, the Texas Education Code 130.011 Section 130.084 assigns the Board of Regents the legal right and responsibility of a public junior college in the district by the general law governing the establishment, management, and control of public junior colleges and independent school districts. Under this statute, AC brings information related to AC programs (including dual credit) before the Board for their approval and they have the authority from the State of Texas, supervised through the THECB, to approve and support information related to associate degrees and certificates.

Documentation that Faculty/Other Groups Involved in Review/Approval of Site/Program:

Dual credit is coordinated through the Vice President of Academic Affairs office. The academic Deans and Department Chairs in the Academic Affairs Division provide representation for every course that could be offered in a dual credit environment and make decisions concerning faculty credentials, course instructor assignments, syllabi, delivery method, and course availability.

To ensure continued discussion between college and high school faculty, the College hosts dual credit meetings, by subject area, each year. These meetings bring together faculty to discuss course content, syllabi, teaching methods, and program changes/updates. In addition to course specific information, general dual credit information and general college information is also shared. Annual meetings provide ongoing input from all involved parties at both the college and high schools levels.

3. REQUIRED INFORMATION TO OFFER OVER 50% OF PROGRAM(S) AT NEW OFF-CAMPUS INSTRUCTIONAL SITES

Identification of Off-Campus Instructional Site:

Both Amarillo Collegiate Academy and Premier High School will be considered off-campus sites as defined by SACS-COC. Amarillo Collegiate Academy is offering over 50% of instruction at their site whereas Premier High School is currently offering less than 25% of a program and we seek approval to offer 50% or more of a program for dual credit enrollment.

All courses regardless of delivery method have the same set of learning outcomes, academic quality, credit hours, and transferability. In addition, dual credit courses undergo the same quality preparation and planning as campus-based courses with respect to scheduling, faculty selection, faculty collaboration, and faculty professional development.

Department heads and program coordinators/directors are responsible for developing course schedules and course offerings. Course offerings are monitored to assure the curriculum is current and degree requirements can be successfully completed by students.

Educational Programs Offered at Site:

Amarillo College's dual credit sites can offer courses that relate to/part of degree requirements for general education for any of the transfer degrees: AA (Associate of Arts), or AS (Associate of Science), as well as our AAS (Associate of Applied Science) degrees where 15 of the general education credits could be earning through dual credit. These degrees are listed at the beginning of the prospectus under the *List of Degrees and Certificates Amarillo College is authorized to Grant*.

Admission, Curriculum, and Graduation Requirements:

Admission, Entry-Assessment Requirements, and Advising

Consistent with its Mission Statement, AC follows an open door admissions policy that is focused on serving the local taxing district and service area as prescribed in Chapter 9,

Subchapter C, and Subsection 9.53 of the THECB rules and ensures that anyone who can benefit from higher education has an opportunity to do so. The admission policy and requirements, which apply to both on-campus and off-campus enrollment, do not discriminate on the basis of race, color, national origin, sex, age, religion or disability. Admission requirements are published on the College Web site through the Academic Catalog and admission status is determined based on prior educational attainment.

The THECB Texas Success Initiative, Chapter 4, Subchapter C, Subsection 4.55, (*Appendix C*) mandates that all students seeking admission to higher education demonstrate college-level reading, writing, and mathematics abilities prior to enrolling in college-level, for-credit coursework. In accordance with the THECB Texas Success Initiative, Chapter 4, Subchapter C, Subsection 4.58, (*Appendix D*), further advisement is outlined here that we follow in advising our dual credit students for college readiness.

In addition to the regular AC admission and assessment procedures and regulations, dual credit students must meet additional standards prescribed by the THECB. The rules in Chapter 4, Subchapter D, Subsection 4.85 (*Appendix E*) state that a student must meet specific testing requirements to take certain college-level coursework. Dual credit students must be college ready in the area in which they are going to take a course. Dual credit students cannot be mandated to take remediation classes. AC complies with all THECB requirements.

Curriculum Requirements

All courses offered by AC meet the standards and the end-of-course outcomes prescribed by the Texas Higher Education Coordinating Board (THECB) in the *Lower-Division Academic Course Guide Manual (ACGM)* and the *Workforce Education Course Manual (WECM)*. All academic transfer courses offered at AC are listed in the ACGM; all Career and Technical Courses (CTE) offered through AC are listed in the WECM.

Graduation Requirements

The 2017-2018 AC Academic Catalog identifies each major field of study including all program requirements needed for degree/certification completion. Each degree has a curriculum plan stating the number of credits required to complete the degree or certificate and lists all requirements.

The catalog also includes information related to graduating under a particular catalog and information related to the intent of the available degree programs. For instance, the catalog states the Associate in Arts (AA), Associate in Science (AS), and Associate of Arts in Teaching (AAT) degrees are designed to parallel the first two years of a four-year college or university program and that an Associate in Applied Science (AAS) degree is designed to prepare the student to enter a career directly upon completion of the plan of study.

Satisfactory completion of the curricula as prescribed for the major and degree sought, regardless of course delivery format, will satisfy the requirements for obtaining a degree or

certificate from AC provided that graduation requirements are met (e.g. a minimum cumulative grade point average of 2.0, completion of at least 18 semester credit hours at AC, and discharge of all financial obligations to the College prior to graduation).

Arrangements for Grading, Transcripts, and Transfer Policies

Grading and Academic Standing

Per AC Policy, grades must be consistent with quality and faculty must inform their students, in writing at the first class meeting (traditional or online) of their grading policy and procedures for determining grades and course averages.

Students who meet or exceed academic standards set by the College, whether in traditional or distance education courses, will be considered in good academic standing. In determining academic standing, the College considers grades earned only at AC. Individuals who fail to meet AC's academic standards are placed on academic probation or academic suspension. Students' semester grades in all courses are filed in the Registrar's Office, and these are the official record of the College. A grade once earned and recorded cannot be removed without following the AC "Change of Grade" procedure. If a student repeats a course one or more times, the highest grade is the one counted toward fulfillment of degree requirements.

Transcripts

ACConnect provides individuals access to personal information, including grades and transcripts. In addition, every Amarillo College course (at a minimum) has a Web component that contains the course syllabus and student grade book which can be accessed within each individual course section throughout the semester.

Transcripts of credits may be requested in person at any Student Assistance Center, by mail or fax, or online through our ACConnect portal. All admission requirements and financial obligations to the College must be met in full before transcripts will be issued.

Dual credit grades are posted at the completion of a course. Grades are not held in escrow until the student graduates from high school.

Transfer Policies

Amarillo College's articulation and transfer policies align with Section 1f of the Commission on College's *Best Practices* and are consistent for all students regardless of the instruction's location or mode of delivery.

For all students, Amarillo College operates with a common course numbering system that allows for easy transfer. In fact, for ease of transfer, the majority of Amarillo College's dual credit courses offered at all dual credit sites are general education core curriculum courses.

Amarillo College encourages all students who may wish to transfer coursework from Amarillo College to any college or university to contact the Admission's Office at their intended school of

transfer to assure transferability.

Institutional Evaluation and Assessment Processes

Amarillo College has a five-year assessment schedule of institutional student learning outcomes (ISLOs). (*Appendix F*) The assessment cycles are planned, on-going and reassessed two to three times in a five-year cycle for continuous improvement. The student artifacts from the courses are assessed using the BlackBoard Outcomes Assessment tool.

The ISLOs are comprised of six general education competencies that are approved by the Texas Higher Education Coordinating Board (THECB). These competencies are: Communication, Critical Thinking, Personal Responsibility, Social Responsibility, Empirical & Quantitative Skills, and Teamwork (*Appendix G*). Our state-approved core curriculum addresses these competencies. Artifacts are collected from all sections of the core courses from a common assessment/assignment. Faculty evaluators assess a sample of the artifacts using a scoring rubric adapted from the AAC&U (Association of American Colleges & Universities) VALUE Rubrics for the ISLOs.

Administrative Structure/Oversight

AC Administrative Commitments

The oversight of the instructional process will remain constant even with the proposed change. Course schedules are prepared each semester by department and program heads. The Dean of Academic Outreach and Support Services (coordinator of dual credit programs) works with AC personnel as well as high school personnel to coordinate the dual credit schedule. Dual credit courses undergo the same quality preparation and planning as campus-based courses with respect to scheduling, faculty workloads and other factors that affect faculty.

AC Administrative Support

Dual credit students require the same educational support services as traditional on-campus students. Administrators oversee support services such as access to academic advising, admissions, registration, career counseling, online tutoring and library and learning resource services. All students can benefit from student support services regardless of their chosen course delivery method.

Dual Credit Site Support

Any AC dual credit site must support the guidelines set by AC academic programs. Each dual credit site has a contact person who is the primary person responsible for that site's dual credit programs and assuring that the site adheres to dual credit standards.

Services and Operations Evaluation

Each off-campus instructional site has a Site Coordinator who acts as a liaison between the high

school and the college. This person is typically a high school counselor. This person then reports back to the Dean of Academic Outreach or the Dual Credit Advisor on the Amarillo College campus. The Site Coordinator creates the course offering schedule, and they ensure all students are compliant with their testing requirements to enroll in dual credit sections. The Site Coordinator also facilitates dual credit registration at their location or they schedule registration events where Amarillo College personnel attend and assist the students at that location.

All courses offered meet the THECB requirements for dual credit (*Appendix H*). Amarillo College provides a coherent plan for the student to access all courses necessary to complete the program or be aware of courses that are not included in an electronic format. All dual credit students have access to the dual credit course offerings by high school location, AC degree checklists, and other documents that will help them complete a degree/certificate after they graduate high school such as the academic class schedules which are offered on a term-by-term basis and a list of degrees and certificates that can be completed in an exclusively online environment.

4. FACULTY QUALIFICATIONS

Adequate Faculty Support for the Program and Faculty Roster

Amarillo College will ensure that the qualifications of faculty teaching workforce education programs and courses for credit are in compliance with the current requirements of SACS-COC, regardless of the teaching modality or location. The college will maintain all documentation related to a faculty member's academic preparation, work experience, other appropriate qualifications (certificates, licensure, etc.), and justification for any exceptions to SACS-COC requirements. Documentation of degree equivalency will be kept on file as long as the faculty member is employed by the institution. AC will ascertain that all degrees and graduate credit hours held by faculty members, whether full-time or part-time, are earned at an institution accredited by an accreditor recognized by the Coordinating Board or its foreign equivalent.

(Appendix I-Faculty Roster)

Since dual credit is not treated as a separate department in regards to faculty staffing, all departments that offer dual credit take dual credit growth into consideration in their planning. By using both full-time and part-time faculty that teach Web-based courses and/or that act as adjunct faculty at the dual credit site, Amarillo College has consistently met the dual credit demands. High school faculty members who teach at the off-site location are required to meet the same credentials prescribed by SACS-COC as on-site faculty. High school faculty are highly valued, but when qualified faculty do not exist at the off-site location, Amarillo College has had no problem meeting the dual credit demand with existing full-time or part-time faculty. Due to the small enrollment numbers at these new institutions it will not require additional full time or adjunct faculty to adequately support the increase.

Each Department has the authority to set the class size for its programs. Class size will vary from course to course. However, the class size for dual credit courses offered on a high school campus

site is not only determined by AC policy, but is also controlled by the Texas Education Agency, Texas Education Code Chapter 25, Subchapter D (*Appendix H*). The close managing of class size by departments and state mandated class sizes at the high schools keep AC dual credit classes at a manageable size.

The following chart represents our faculty information for both Amarillo Collegiate Academy and Premier High School:

TABLE C- AC Dual Credit (DC) Faculty Information – Fall /Spring 2016-17				
Criteria	# of DC Faculty	Average # DC Section Taught	Average # DC Students Per Section	Average # Total DC Students
Full-Time (FT) AC Faculty	22	3 per semester	25	75
Part-Time (PT) AC Faculty	23	2 per semester	26	51
High School Qualified Faculty	31	1 per semester	42*	42*
All Dual Credit Faculty	76			
TABLE D - AC Dual Credit Instructor Type Information – Spring 2017				
Criteria	# of DC Faculty	Average # DC Section Min. Credits Taught	Average # DC Students Per Section	Average # Total DC Students
Full-Time (FT) AC Faculty	20	3 per semester	20	60
Part-Time (PT) AC Faculty	22	2 per semester	20	40
High School Qualified Faculty	31	1 per semester	35*	70*
All DC AC Faculty	73			

5. LIBRARY AND INFORMATION RESOURCES

Library

The Amarillo College Library provides a comprehensive array of information resources and services for the College community. These resources and services are organized around two library units: (1) Technical Services – maintaining physical and electronic collections and finding tools to locate any particular item – and (2) Instruction and Reference – teaching library patrons how to evaluate information sources and use research tools. The AC Library Staff Web page reflects the Library’s staffing structure. The library staff comprise these two units and exist

to execute the Library's vision which includes the core values, purpose, vision statement, and preferred future.

All AC community members are provided access to the library resources. The Library's physical resources can be searched electronically and are made available at two AC locations (Washington Street Campus and West Campus). Electronic resources can be located from three vantage points: through the Library's Web site, through Blackboard and through the single sign-on portal.

In addition, physical and electronic materials not currently available at the AC Library's physical locations may be accessed through a cooperative agreement with the Harrington Library Consortium (HLC) via their online catalog or through the OCLC Worldcat Inter-Library Loan program.

Information Resources

Although the Amarillo College Library's primary purpose is to support members of AC's community, any person with a Harrington Library Consortium member library card (including Amarillo College cardholders) can use AC's physical collections during the hours the Lynn Library and West Campus Library are open each week.

Materials in the AC Loan collection are available for fourteen-day check-out and may be renewed twice by calling the Library. Faculty or staff members may obtain extended loans upon request; however, a valid card is required to take materials from any AC Library. Any student, faculty or staff member of Amarillo College may apply for an AC Library card. Proof of employment with AC or enrollment must be presented to get a card. As documented in the Library Services and Procedures Handbook, the card is good as long as the holder is associated with the College but it must be renewed each year.

Staffing and Services in Place to Support Initiative

Staffing

The Amarillo College library staff falls under the Academic Outreach and Support Services division. The available staff work with faculty and students to determine their research needs. With only three Instruction Librarians on staff, the library does not assign a librarian to each instructional program. However, library staff involve faculty as much as possible in managing the library's print and electronic collections and in delivering instruction to every AC student. The Library Network Advisory Committee consults and advises library staff on all services and policies.

Students can directly contact one of the AC librarians or can contact the library circulation desk and/or the on-call reference librarian via toll-free or local numbers and/or email contact. When providing Reference, the librarians help patrons begin their library research and assist them with locating good resources. In addition, the librarians provide traditional information services such as assistance in interpreting citations and finding specific information. The library reported

reference statistics in its 2016-2017 annual review form.

Services

Librarians are available to help faculty, staff, and students begin their research and improve in their identification of good, legitimate resources. Librarians are available to walk-ins during 48 of the 67 open library hours each week and appointments can be arranged for individual research consultations. A part-time reference worker is available in the evening to help with citations and basic research information. Inquiries can also be initiated via email or telephone to the reference desk. In the 2016-2017 year, reference librarians directly offered 2,618 AC students library instruction via a classroom setting. In addition, librarian regularly assist students and faculty who walk-in with questions and/or set an appointment with database usage.

Access to Other Libraries' Resources

The Amarillo College Library is a member of the Harrington Library Consortium (HLC). Membership is also composed of:

Public Schools – 81
Private Schools – 3
Public Libraries – 35
Academic – 5
School/Public – 4
Special – 1

Interlibrary loan and document delivery services provide access to materials that are not otherwise available locally. This service is provided to Amarillo College faculty and staff only. Requests for interlibrary loan are made by contacting a librarian. Hard copy items may be delivered through intercampus mail and electronic materials via email. Academic resources for students are provided through the Library's physical and digital collections.

The Library uses the Online Computer Library Center (OCLC) WorldShare Interlibrary Loan system to facilitate the borrowing and delivery of materials. Materials are delivered by email or United States Postal Service.

Electronic Resource Access, Training, and Available Assistance

Electronic Resource Access

In accordance with Section 4c of the SACS-COC Best Practices For Electronically Offered Degree and Certificate Programs and Association of College and Research Libraries'(ACRL) Standards for Libraries in Higher Education, a full array of library and learning resources is available to the AC community on all AC campuses, branch campuses, off-site locations, and online.

AC is able to offer these electronic resources only because of its affiliation with the Texas State

Library and Archives Commission (TSLAC) TexShare program which involves the sharing of resources among the TSLAC’s almost 700 members. As noted on its “Facts” Web page, the TSLAC focuses on the efficient sharing of library holdings, with an emphasis on electronic information resources and traditional collections of books and journals.

Training and Assistance

Available guides include MLA, APA, and Chicago/Turabian format guidelines, short videos of database walkthroughs, softchalk lessons on plagiarism, and faculty services and sources that are accessible to each faculty via BlackBoard.

Additionally, an educational Support Center is available to any community members or students who have questions related to Amarillo College. Those individuals taking dual credit courses have full access to the Support Center and to other academic computing services and resources to ensure that they are successful in their course work.

6. STUDENT SUPPORT SERVICES

Dual credit students have access to many of the same support services as our on-campus students:

AC Police	Emergency Phone Non-Emergency Phone	371-5911 371-5163
Academic Advising	Student Service Center, Suite 130, Washington Street Campus	371-5440
Advocacy & Resource Center <ul style="list-style-type: none"> • Adult Student Programs • Social Services • Food Pantry • Clothing Closet 	Ware Student Commons, Suite 108, Washington Street Campus Food Pantry is also available at the following locations: Jones Hall, Suite 275, West Campus Student Services Center, Suite 133, East Campus Room 111, Moore County Campus, 806-934-7242	371-5446
AskAC	Student Service Center, Washington, Hereford, and Moore Lecture Hall	371-5000
Career & Employment Services	Student Service Center, Suite 130, Washington Street Campus	371-5147
Computer Services Center	College Union Building, AC Bookstore, Washington Street Campus	371-5304

Counseling Center	Student Service Center, Suite 227, Washington Street Campus	371-5900
Disability Services	Student Service Center, Room 130, Washington Street Campus	345-5639
Dual Credit Outreach Office	Ware Student Commons, Room 205H, Washington Street Campus	371-5214
Library Services	Ware Student Commons, Lynn Library, 4th Floor, Washington Street Campus West Campus Library, Northwest Public Library, West Campus	371-5400 356-3627
Math Outreach Center	Durrett Building, Room 104, Washington Street Campus	371-5000
Registrar's Office	Student Service Center, 253, Washington Street Campus	371-5036
Science Testing Center	Warren Hall, Room 112, Washington Street Campus	371-5948
Science Tutoring & Success Center	Warren Hall, Room 110, Washington Street Campus	345-5536
Student & Faculty Help Center	Ware Student Commons, Suite 111, Washington Street Campus	371-5992
Testing Services	Student Service Center, Suite 101, Washington Street Campus	371-5445
Tutoring Services Smarthinking Online Tutoring	Ware Student Commons, 1st Floor, Washington Street Campus	371-5432
Writer's Corner	Ordway Hall 104, writerscorner@actx.edu	345-5580

Amarillo College employs one full time dual credit advisor who has makes frequent visits to dual credit sites for the purpose of advising students regarding course selection, degree plans, transferability and application processes. Dual credit students are not eligible for financial aid under the FASFA guidelines.

Access to any resource for dual credit students may be found in every student's BlackBoard course.

7. PHYSICAL RESOURCES

Physical Facilities and Equipment that Support the Change

High School Campus

Dual credit classes offered by Amarillo College are offered on the high school campuses or online via the World Wide Web. All sites where dual credit courses are offered at the off-campus site are owned, operated, and maintained by the particular independent school district and/or fall under the auspices of recognized organizations such as the Texas Education Agency (TEA). Therefore, in the instance where courses are hosted on a high school campus, each high school provides rooms, furniture, computers, lab equipment/supplies and utilities for the students enrolled in that dual credit course section.

Center for Teaching and Learning – Online Courses

For courses which are hosted Online, the Center for Teaching and Learning serves as the central facility for the development, management, and delivery of distance education courses. The Center for Teaching and Learning offices are primarily housed on the second floor of the Ware Student Commons training sessions for large groups are conducted in computer labs available on the AC campus and on other campuses as needed. Help- desk support is also provided to faculty via AskAC, the College's full-service Contact Center.

Standard AC Facilities Description

Amarillo College has adequate facilities for courses offered at all seven non dual credit locations:

Washington Street – Main campus; primarily offers general education courses

West Campus – Primarily serves as the health science campus

East Campus – Primarily serves as the Career and Technical Center Campus

Downtown Campus – Primarily serves Continuing Education community

Community Link – Outreach program site for non-traditional students

Moore County Campus– Two sites (Moore County Campus and Moore County Campus Career and Technical Training Center) serve the Dumas area

Hereford Campus – The Everett and Mabel McDougal Hinkson Memorial Campus serves the Hereford area

The College owns, operates and maintains the facilities at all of the above campuses.

AC Information Technology Infrastructure and Distance Learning

Amarillo College has a robust information technology infrastructure that provides both cloud and onsite communications providing access to critical data to support its academic and distance learning program offerings. All information technology services are provided through the Information Technology Services (ITS) Division. The College provides a

wireless and wired network on all seven campuses for faculty, staff, and students, and an open guest wireless service for the general public and visitors.

All mission critical application systems operate in a data center environment to ensure availability and fail over survivability with separate storage for backups in case of disaster. The data center houses both academic and administrative servers that run software applications for specific academic and administrative programs. Amarillo College continues to evolve its IT infrastructure to control costs while providing the College with technology needs.

Amarillo College delivers online instructional content to students through the Blackboard Learning management system. Blackboard has highly interactive capabilities including the ability to use discussion boards, journals, a camera/text based collaborate system, etc. Every AC course (online, hybrid, lecture, dual credit, not dual credit, etc.) has a Blackboard presence.

Impact of Proposed Change on Existing Programs, Services, and Physical Facilities

Other than allotting for increased program, service, and physical facility usage, dual credit programs have no impact on existing programs because dual credit programs utilize current AC programs, current AC faculty and/or current high school instructors, existing services, and existing facilities. Additionally, plans for growth, for the College as a whole, take into account the possibility for growth among all student groups.

8. FINANCIAL SUPPORT

Amarillo College has a sound financial base and has consistently operated with its financial resources, budgeting standards, and requirements. All annual budgets are carefully planned and approved by the Board of Regents before the beginning of each fiscal year.

Amarillo College's budget and resources include a decentralized support of off-campus sites such as instruction that occurs at dual credit high school locations. The decentralized budgets and resources for dual credit high school locations are spread throughout the College based on discipline, faculty professional development needs, and staff and administration needs. Tuition for dual credit courses and contact hour reimbursement from the state of Texas are the two primary funding sources for all academic programs. Like all other AC instructional offerings, programs, and services, dual credit courses are discussed at each Board of Regents meeting. The annual budgeting cycle includes approval of funds for dual credit through departmental budgets as allotted by the Board of Regents.

The resources available to AC such as tuition and fees, ad valorem taxes, and various other types of revenue, have been used to meet the financial obligations of the College and are current and up-to-date.

Budget:

2018 Budget Projections for Amarillo Collegiate Academy and Premier High School			
INCOME		EXPENSES	
Tuition Income	\$ 21,700.00	Stipends	\$ 3,271.71
Approx. State Contact Hour Reimbursement	\$7,000.00		
TOTAL INCOME/EXPENSES	\$ 28,700.00		\$ 3,271.71
PROFIT	\$ 25,428.29		
<i>*Departments retain budgets for faculty teaching dual credit</i>			

Projected Revenues, Expenditures, and Cash Flow

Dual credit courses are offered at a tuition rate of \$50 a credit hour. Dual credit courses range from 3 to 4 credit hours depending on subject. In the appendices, we have outlined our projections for tuition revenue and expenses per each location. (*Appendix J*)

Resources for Contractual or Support Services for the Proposed Change

The contracted or support services would be inclusive of the Site Coordinator and the high school facilitators on site. The stipends listed in the aforementioned budget plan and income/expense statements include the total projected amount that we expend each year for these support services.

Contingency Plans

Our dual-credit sites are proven operational, it is not expected that any separate, contingency plans would need to be developed. The tuition and fee structure is set up such that each dual credit location is profitable. The sites addressed in this prospectus do not require individual course sections per location since enrollment is low. These students are enrolled in existing distance education sections.

Amarillo College is not currently on reimbursement for Title IV funding for this program. Per our Director of Financial Aid, Amarillo College receives Title IV funding under the Advance Payment Method.

9. DESCRIPTION OF INSTITUTIONAL EVALUATION AND ASSESSMENT PROCESSES FOR THE CHANGE

Amarillo College has 3 main components of assessment which demonstrate assessment at the Program Level (to include both instructional and non-instructional units), Institutional Level (General Education Competencies) and Surveys (Indirect Assessment). (*Appendix K*) Our assessment plan involves a systemic, institution-wide as well as program-specific continuous improvement reflection process.

Amarillo College has a five-year assessment schedule of both institutional student learning outcomes (ISLOs) and program student learning outcomes (PSLOs). (*Appendix F*) The assessment cycles are planned, on-going and reassessed two to three times in a five-year cycle for continuous improvement. The student artifacts from the courses are assessed using the BlackBoard Outcomes Assessment tool.

The ISLOs are comprised of six general education competencies that are approved by the Texas Higher Education Coordinating Board (THECB). These competencies are: Communication, Critical Thinking, Personal Responsibility, Social Responsibility, Empirical & Quantitative Skills, and Teamwork. (*Appendix G*) Our state-approved core curriculum addresses these competencies. Artifacts are collected from all sections of the core courses from a common assessment/assignment. Faculty evaluators assess a sample of the artifacts using a scoring rubric adapted from the AAC&U (Association of American Colleges & Universities) VALUE Rubrics for the ISLOs.

Dual credit students and courses will be assessed for the aforementioned general education competencies at least three times in a five year cycle. This assessment leads to improvement in both teaching and student learning.

Students may also be assessed as part of the survey for Community College Survey of Student Engagement (CCSSE) every year. They will also take part in the Survey of Entering Student Engagement (SENSE) and the faculty will also take part in the Community College Survey of Faculty Survey of Student Engagement (CCFSSE). We use these survey results to make continuous improvements in our teaching and student learning outcomes.

10. APPENDICES