



Federal Compliance Filing

Presented to the
North Central Association of
Colleges and Schools'
Higher Learning Commission
In preparation for an
AQIP Quality Check-Up Site
Visit, April 2-4, 2014

March 2014



Table of Contents

Section	Page Number
Table of Supporting Documents	iii
Assignment of Credits, Program Length, and Tuition	1
Institutional Records of Student Complaints	2
Publication of Transfer Policies	4
Practices for Verification of Student Identity	5
Title IV Program Responsibilities	6
Required Information for Students and the Public	10
Advertising and Recruitment Materials and Other Public Information	11
Review of Student Outcomes Data	12
Standing with State and Other Accrediting Agencies	14
Public Notification of Opportunity to Comment.....	16

Table of Supporting Documents

Document Title	Filename	Page Referenced
2012-2013 Catalog and Student Handbook	2012-13Catalog.pdf	1 (<i>et passim</i>)
2013-2014 Catalog and Student Handbook	2013-14Catalog.pdf	1 (<i>et passim</i>)
Assessment Committee General Learning Outcomes Assessment Report	2013GLOAssessment.pdf	13
Affirmative Action Procedure	AffActProc.pdf	2
CAHIIM Statement on Accreditation	CAHIIM.pdf	14
CAPTE Statement on Candidacy	CAPTE.pdf	14
Equal Employment Opportunity Procedure	EmpOppProcedure.pdf	2
Institutional Procedures to Reduce Student Loan Borrowing	FABorrowingMeasures.pdf	7
Harassment Procedure	HarassmentProcedure.pdf	2
Memorandum of Understanding with Ohio Institute of Real Estate Studies	MOU_OIRES.pdf	9
ACEN (NLNAC) Statement on Accreditation	NLNAC.pdf	14
Transitional Agreement between Ohio Board of Regents and Trustees of Terra Technical College	OperatingAuthority.pdf	14
Programs and Program Length	ProgramLength.pdf	1
Example Recruitment Materials (Viewbook, postcards, and guides/instructions sent to students)	“Recruitment Materials” Folder: 3StepsToEnroll.pdf Affordability.pdf AttendingCollege.pdf CollegeVisit.pdf EnrollmentChecklist.pdf Flexibility.pdf GetInvolved.pdf Momentum.pdf PictureYourself.pdf SmallClassSizes.pdf SpringIntoAction.pdf SuccessPriority.pdf Viewbook.pdf	11

Assignment of Credits, Program Length, and Tuition

(Pursuant to Commission Policy FDCR.A.10.020)

Data Sources: Terra State Office of Institutional Research & Cashiers' Office

Assignment of Credits. Terra State Community College offers courses in three major academic terms per year (Fall Semester, Spring Semester, and Summer Session). Each of these terms offers multiple start dates. The Fall and Spring Semesters are sixteen (16) weeks long, consisting of fifteen (15) weeks of instruction and a final examination week. Additionally, within each Fall and Spring Semester classes are offered in 14-week, 12-week, and 8-week formats, with the 8-week format being offered twice within the semester. A total of four start dates are offered in each 16-week semester:

1. Sixteen-week and first 8-week courses;
2. Fourteen-week courses (two weeks later);
3. Twelve-week courses (two additional weeks later);
4. Second 8-week courses (four additional weeks later).

Appendix A to this filing consists of the worksheets specified for documentation of **Assignment of Credit Hours**. Further inclusions in support of this appendix are:

- A copy of Terra State's Procedure for Assignment of Academic Credit (included as supporting material to **Appendix A**);
- PDF copies of Terra State's course schedules for the Spring 2013 and Fall 2013 Semesters (included as supporting material to **Appendix A**);
- PDF copies of Terra State's *Catalog and Student Handbook* for both 2012-13 and 2013-14 will be made available to the review team with this filing (included as supporting material to **Appendix A**).

Program Length. Terra State offers the following degrees: Associate of Arts, Associate of Science, Associate of Applied Science, Associate of Applied Business, Associate of Technical Study, and Associate of Individualized Study. The requirements for these degrees range from 60 to 77 semester credit hours. In addition to their listing in the College's annual *Catalog and Student Handbook*, a listing of these programs with their maximum number of credit hours is included in the supporting documents for this filing.

Tuition. At Terra State Community College, tuition is **standard across all programs**. *Table 1* (below) presents tuition information for the 2013-14 academic year. No specific program charges tuition different from these standard rates.

Table 1. Tuition and Fees per credit hour (2013-14).

	In-State	Out of State
Tuition (per credit hour)	\$130.31	\$212.86
General Fee (per credit hour)	\$14.45	\$14.45
Activity Fee (per seated credit hour)	\$2.00	\$2.00
Total (per credit hour)	\$146.76 (seated) \$144.76 (online)	\$227.31 (seated) \$227.31 (online)

Institutional Records of Student Complaints

(pursuant to Commission Policy FDCR.A.10.030)

Data Source: Terra State Office of the Associate Dean of Students

Terra State Community College takes all student complaints very seriously at all levels within the college. Most student complaints are directed to the Associate Dean of Students or the Campus Safety Office.

Student Complaint Process. With regard to *student academic or departmental grievances* (complaints stemming from alleged harassment are handled differently, as detailed below), the first step is an informal conference with the appropriate Dean or Director. If the issue is not resolved at that conference, the student may file a formal complaint form. The complaint form is forwarded to the appropriate Dean for review. The Dean will contact the student within 5 business days to schedule an interview or request additional time to investigate. The response is then sent to the student; if the student is satisfied, the matter is closed. If the student is not satisfied with the Dean's response, the student may send a letter of appeal to the appropriate Vice President within 10 business days of receiving the original response letter from the Dean. The Vice President of the appropriate area is required to act on the appeal and render a final decision in writing to the student.

Harassment Complaints at Terra State. Terra State Community College maintains operational procedures regarding Harassment, Equal Employment Opportunity, and Affirmative Action; these policies have been included with this filing in PDF format, and the current Harassment procedure is available on the College's Website at <http://www.terra.edu/currentstudents/deanofstudents/harassmentpolicy.html>. What follows in this section of the filing is a summary of the referenced procedures and their implementation. The Harassment procedure is currently being updated by College personnel in consultation with the Office of the Ohio Attorney General, and an Equal Education Opportunity procedure is also in development.

Terra State does not and will not tolerate harassment of our employees, applicants for employment, or students on the basis of race, color, gender, religion, national origin, age, disability, or genetic information. All employees, applicants for employment, and students are entitled to an environment free from all forms of discrimination and harassment. Individuals who believe they are being discriminated against or harassed:

1. Should not assume the college is aware of the problem.
2. Should confront the person and request that the conduct cease.
3. Should immediately report the problem to one of the College's Title IX Officers: The Director of Human Resources, the Vice President for Academic Affairs, and the Associate Dean of Students. Contact information for these officers is available on Terra State's Website at <http://www.terra.edu/About/titleix.html>.

If none of these actions is desirable, appropriate, or possible, the individual may file a written complaint with one of the College's Title IX Officers.

Terra Supervisor Responsibilities. Supervisors are responsible for preventing incidents of harassment by actively discussing the subject, expressing strong disapproval, developing methods for sensitizing employees, and taking timely and appropriate corrective action where warranted. Supervisors who become aware of possible harassment are required to investigate and ensure that the facts are brought to the attention of one of the College's Title IX Officers.

Student Responsibilities. All students are responsible for reporting any incidents of possible harassment and for following the established complaint procedures. Any student may file a complaint with one of the College's Title IX Officers.

Protection from Retaliation. An individual who files a complaint or participates in a harassment investigation will be protected from any form of retaliation that may arise from the investigation. An individual who covers up the truth or retaliates against a complainant will be subject to disciplinary action up to and including dismissal in the case of employees, and suspension or expulsion in the case of students.

Number and Type of Complaints

Table 2 (below) summarizes the number and type of complaints, along with those complaints' resolution for the period 2011-2013.

Table 2. Number and types of Student Complaints (2011-13).

Area	2011-2012	2012-2013
Student Affairs		
Office of the Vice President for Student Success and Dean of Students (Position Created: July 1, 2013)	0	4
Office of the Dean of Students and Enrollment Management (Associate Dean of Students as of January 2013)	58	49
Academic Affairs		
Office of the Vice President for Academic Affairs	0	0
Office of the Dean of Allied Health, Nursing, & Physical and Social Sciences	0	0
Office of the Dean of Engineering, Technologies, & Mathematics	0	0
Office of the Dean of Business, Communications, and Creative Arts	0	0
Human Resources		
Internal Process	0	0
External Process	0	0
Financial Affairs		
Campus Safety and Evening Services	13	12

Integration and Improvement

The data gathered from both the formal and informal processes of the College is collected and analyzed either by the President's Leadership Council, Council for Academic and Student Affairs, or the Planning and Institutional Effectiveness Council. Where a trend is identified in the complaints received, it is forwarded to the appropriate Council for research and recommended changes in procedures. In most instances, a chartered team made up of the appropriate stakeholders researches the problem and makes a recommendation for correction. The Councils consider these recommendations and approve procedural changes. Changes to governance policy must be presented to the President for final approval.

Changes in procedure or processes as a result of a division or council review are provided to students and stakeholders through the annual *College Catalog and Student Handbook*, the student newsletter, the online student portal, and the College website.

Publication of Transfer Policies

(Pursuant to Commission Policy FDCR.A.10.040)

Data Source: Terra State's Academic Service Center

Terra State Community College follows Ohio Board of Regents (OBR) guidelines regarding the transferability of courses between Ohio public colleges and universities. The *College Catalog and Handbook* demonstrates the process by which Terra State accepts transfer credit. In the 21st century, student mobility has increased. In order to meet the needs of the current student population, the College's goals are to:

- 1) Promote student success by facilitating the transfer of credit among Ohio public institutions.
- 2) Establish processes and procedures that will create the most cost effective pathways toward the completion of the degree or certificate by using CLEP exams and portfolio assessment.
- 3) Evaluate military transcripts according to the guidelines established by the American Council on Education (ACE).

Furthermore, articulation agreements allow private institutions to participate in opening pathways to the most cost effective ways to obtain the degree, and these agreements also shorten the time required for completion. The names of the institutions that we articulate with and the course equivalencies are published on Terra State's website (at <http://www.terra.edu/AcademicandCareerServices/AcademicServiceCenter/transferandarticulation.html>).

A full disclosure of information and procedures governing transfer of credit to and from Terra State appears in the current *Catalog and Student Handbook* (which is available on Terra State's Web site in PDF format and has been included in support of this filing in PDF format), pages 52-56. The information published on those pages in the *Catalog and Student Handbook* for 2013-2014, and noted here as specifically applicable to this section of this filing, include the sections covering: Statewide Transfer Policy, Transfer Assurance Guides (TAGs), the Transfer Module, Career Technical Credit Transfer (CTAGs), Articulation and Transfer Agreements, the Associate of Arts Transfer Degree, and the Associate of Science Transfer Degree. Please note, however, the following errata in the publication of the 2013-2014 edition of the *Catalog and Student Handbook*:

- On the listing of Arts and Humanities courses under the Transfer Module (p. 56), ENG 2650 (British Literature II), ENG 2670 (American Literature I), and ENG 2680 (American Literature II) are listed as "pending approval"; these courses should not be listed as part of the Ohio Transfer Module;
- The following courses have been approved under Ohio's Transfer Assurance Guides (TAGs), but are not listed in the catalog (pp. 52-53):
 - ECE 1100; Child Development
 - ECE 2030; Family, School, and Community
 - MTH 2610; Linear Algebra
 - MTH 2630; Differential Equations
 - MUS 17xx; Applied Music
 - MUS 27xx; Applied Music
 - SWK 1010; Introduction to Social Work
 - SWK 1030; Social Work Policy

The next edition (2014-2015) of the *Catalog and Student Handbook* will be updated to reflect these changes.

Practices for Verification of Student Identity

(Pursuant to Commission Policy FDR.C.A.10.050)

Data Source: Terra State's Office of E-Learning/Academic Service Center

Identification of Student Enrollment in Distance/Correspondence Courses

Students can enroll in Distance Learning (DL) course sections, which are divided into *hybrid* (defined as course sections in which 50-90% of learning interactions are conducted in an online learning environment), *quasi-virtual* (defined as course sections where 90-99% of learning interactions are conducted in an online learning environment) or fully *virtual* (defined as course sections where 100% of learning interactions are conducted in an online learning environment). Course rosters are maintained by the College's student information system, CAMS. The College currently does not offer any correspondence courses.

Verification of Student Identity

All students (traditional and DL) are required to provide personal identification information on the College's application for admission. At the end of the application process, students digitally sign the application, and acknowledge the following statement, "By clicking the submit button, I certify that the information that I have provided on the admission application is true and accurate to the best of my knowledge. Knowingly providing false information may lead to dismissal from the College."

Upon enrollment, all Terra State students are issued a unique username and password. Their username and password are used to access student portals, the College's learning management system(s), and student email. Students can only access these areas with their own username and password, thereby maintaining student privacy in addition to verifying their identity.

When providing phone support for distance learning students, the institution validates identifying information by confirming the last four digits of the student's Social Security Number. After successful verification, DL students are also issued a DL student ID card for on-campus verification, if they choose to come on campus at all.

Title IV Program Responsibilities

(Pursuant to Commission Policy FDCR.A.10.060)

*Data Sources: Terra State Office of the Vice President for Financial Affairs,
Office of the Vice President for Academic Affairs, Office of Finance,
Office of Financial Aid, and Campus Safety*

General Program Responsibilities

Terra State is compliant with Title IV guidelines and requirements. Since the last accreditation process there are no findings due to Title IV reviews, inspections, or audits. The U.S. Department of Education took no actions resulting in limitations, suspensions, or termination. In addition, the College was not subjected to any fines, letters of credit, or heightened monitoring by the U.S. Department of Education.

Financial Responsibility Requirements

The College is audited annually as required by the Ohio Auditor of State and the U.S. Office of Management and Budget (OMB) Circular A-133. The Ohio Auditor of State coordinates the appointment of the College's auditors, which results in a three-party contract between the Ohio Auditor of State, Terra State Community College, and the independent public accountant. Auditors review the college's financial statements, schedule of expenditures of federal awards, internal controls over financial reporting, compliance in accordance with Government Auditing Standards, and compliance in accordance with OMB Circular A-133.

The College's financial statements and auditors' reports for fiscal years 2011, 2012, and 2013 are public available on the State of Ohio Auditors website at <https://ohioauditor.gov/audit>. Each year's audit was accepted by the Federal Audit Clearinghouse for dissemination to federal agencies.

The past three annual audits included federal awards to Terra State and the following comments were made:

- No material weaknesses were identified.
- No significant deficiencies were identified that were considered to be material weaknesses.
- Unqualified opinions were rendered in the reports on compliance for major programs.
- Audit findings did not disclose any findings required to be reported in accordance with A-133.
- The college was qualified as a low-risk auditee.
- Major programs included U.S. Department of Education: Student Financial Assistance Cluster (all 3 years), ARRA State Fiscal Stabilization – Education State Grants, Recovery Act (2011); and Office of Postsecondary Education (all 3 years).
- No federal award findings or questioned costs.

Financial ratios analysis and financial composite ratios through Fiscal Year 2012 as reported by OBOR are presented publically on their website <https://www.ohiohighered.org/campus-accountability>.

Terra State is in compliance with the standards set by the Ohio General Assembly. The College is in fiscal health per Ohio standards.

The U.S. Department of Education has not communicated any financial concerns to Terra State Community College upon the ratios.

Default Rates

Terra State Community College recognizes the state-wide upward trend in student loan default rates and the need to limit student loan borrowing, the need to increase financial literacy among the student population, and the need to reduce future student loan default rates. To these ends, the College's Office of Financial Aid has put in place a variety of measures with these outcomes in mind. The measures the

College has implemented are intended to inform and educate the student population with regard to financing their higher education and using student aid appropriately, with specific emphasis on student loan borrowing. These interventions are designed to follow the student through all stages of their college career, including pre-enrollment, early stages of enrollment, late stages of enrollment, and post-enrollment. The processes and interventions the College has implemented are detailed in an attachment to this filing.

Campus Crime Information, Athletics Participation and Financial Aid, and Related Disclosures
Campus Crime Information. Terra State Community College’s Department of Campus Safety and Evening Services compiles annual statistics regarding crime and other breaches of public safety on the College’s Campus. *Table 3* (below) presents those statistics for the four-year period 2009-2012. The College also makes this information available to students and the public (along with contact information for, and other information from, Campus Safety and Evening Services) on its website at: http://www.terra.edu/Layouts/StudentLife_Internal.aspx?id=4892.

Table 3. Annual Campus Crime Statistics Report, 2009-2012.

Annual Campus Crime Report								
	2009		2010		2011		2012	
	On Campus	Public	On Campus	Public	On Campus	Public	On Campus	Public
Criminal Offense								
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Hate Crimes								
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0

Annual Campus Crime Report								
	2009		2010		2011		2012	
	On Campus	Public	On Campus	Public	On Campus	Public	On Campus	Public
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Arrests								
Illegal Weapons Possession	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0
Persons Referred For Disciplinary Action								
Illegal Weapons Possession	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0

Athletic Participation in Financial Aid. Terra State Community College does not, at present, participate in Intercollegiate Athletics programs, so the College has no disclosures to report relevant to Athletics Participation and Financial Aid.

Student Right to Know

Many of the *Student Right to Know* disclosures are published in the *Terra State Community College Catalog and Student Handbook*. The following list describes the information included in the *Catalog and Student Handbook* for 2013-2014, along with the page numbers on which the relevant information can be found (the *Catalog and Student Handbook* is included, in PDF format, in support of this filing).

- Withdrawal process, p. 37
- Cost of Attendance, p. 16
- Refunds, p. 17
- Return of Title IV Funds, pp. 21-22
- Current Academic Programs, pp. 55-132
- Current Full-time Faculty, pp. 176-177
- Accrediting Bodies, p. 8
- Disability Services, pp. 42-43

Terra State does not currently offer Study Abroad opportunities, and as such, has no stated policies to disclose in this area.

Additionally, 150% graduation rates for first-time, full-time students are disclosed on the College Website at <http://www.terra.edu/AdmissionsandFinancialAid/StudentRecords/GraduationRates.html>, updated to reflect the graduation rates of Terra State's 2010 first-time, full-time cohort.

Satisfactory Academic Progress and Attendance Policies

The Terra State Financial Aid Office publishes regulations for Satisfactory Academic Progress (SAP) in the *Terra State Community College Catalog and Handbook*, and adheres to these regulations. In the *Catalog and Student Handbook* for 2013-2014, the regulations, along with definitions and the student appeals process, can be found on page 21. Additionally, Terra State's attendance policy for students, including the "No Show Policy," can be found on page 27 (the *Catalog and Student Handbook* is included, in PDF format, in support of this filing).

Contractual Relationships

According to a Memorandum of Understanding that took effect on July 1, 2013, Terra State Community College maintains a contractual arrangement with the Ohio Institute of Real Estate Studies (OIRES) in which OIRES provides credit and non-credit instruction in preparation for real estate licensure examination by the State of Ohio; the MOU is included in PDF format in support of this filing. Under this agreement, OIRES provides instruction to students using Terra State's facilities and clerical support. For non-credit instruction, students receive a certificate of completion for each of four (4) courses offered. For credit instruction, OIRES provides four (4) courses, totaling ten (10) semester credit hours, which are required for Terra State's Associate of Applied Business (AAB) degree in Real Estate Marketing. These ten (10) semester credit hours represent 14.3% of the seventy (70) required semester credit hours in this degree program (details of this degree program can be found in the *Terra State Community College Catalog and Student Handbook* for 2013-2014, p. 98). The four courses offered by OIRES for both credit and non-credit students are:

- Principles and Practices of Real Estate (offered for credit as RST 1100);
- Real Estate Finance (offered for credit as RST 1450);
- Real Estate Law (offered for credit as RST 2110); and
- Real Estate Appraisal (offered for credit as RST 2450).

Consortial Relationships

Terra State Community College does not maintain any Consortial Relationships with other institutions, at present. The College has, however, signed a Letter of Intent to participate in the University of Toledo-Community College Internationalization Consortium; this Letter does not establish a consortial relationship, but it does express the College's intention to participate in a Consortial Relationship among multiple institutions, when the establishment of the Consortium is formalized.

Required Information for Students and the Public

(Pursuant to Commission Policy FDCR.A.10.070)

Data Source: Terra State Office of Institutional Research

Terra State Community College includes information about its current Academic Calendar (Fall to Summer) in its annual *Catalog and Student Handbook*; the 2013-2014 edition of this publication is included with this filing and is also available on the main landing page of the College's website (<http://www.terra.edu>), and previous years' editions of the *Catalog and Student Handbook*, along with PDF versions of academic calendars for the current and previous years are available on the website's "Current Students" landing page (<http://www.terra.edu/CurrentStudents.html>). Moreover, information for students regarding admissions procedures, academic program requirements, and refund policies are available in the *Catalog and Student Handbook* (Admissions, pp. 12-14; Academic Programs, pp. 57-121; Refunds, p. 17).

Tuition and Fee information is available on the "Tuition and General Fees" page in the Admissions and Financial Aid section of the College's website (<http://www.terra.edu/AdmissionsandFinancialAid/CashiersOffice/TuitionandFees.html>). This page includes information on tuition and general fees, as well as other fees charged by the college. Additionally, this webpage reiterates the College's policy on Refunds of Tuition and Fees and Residency Requirements for State Subsidy.

Information on Terra State's 150% graduation rates is available on the College Website's "Student Graduation Rates" page at: <http://www.terra.edu/AdmissionsandFinancialAid/StudentRecords/GraduationRates.html>

Advertising and Recruitment Materials and Other Public Information

(Pursuant to Commission Policy FDCR.A.10.070)

Data Sources: Terra State Office of Marketing and Auxiliary Services, Office of the Dean of Enrollment Services, and Office of Institutional Research

Recruitment Materials

Terra State Community College communicates regularly with prospective students on both a planned schedule and through *ad hoc* processes as warranted. These communications fall into three broad categories in terms of how they are used and when they are presented as recruitment materials (listed below). Samples of all listed materials are presented in PDF format in support of this filing.

Standard Recruitment Materials

- *View Book*. This is the College's main recruitment document, and it showcases Terra State's facilities and programs in order to generate and maintain the interest of prospective students.
- *Enrollment Checklist*. Provided to prospective students in packets of admissions materials.
- *3 Steps to Enroll*. Provided to admitted students with their acceptance letters.

Automated Communications with Prospective Students (Postcard Communications)

- Affordability
- Attending College is Easy
- Flexibility
- Get Involved
- Picture Yourself Here
- Small Class Sizes
- Success is Our Priority

Ad Hoc Mailings to Prospective students (Postcard Communications)

- *Spring into Action*. A postcard encouraging prospective students to enroll for the Spring Semester.
- *Momentum*. A postcard targeting potential returning students, encouraging them to complete an award.
- *College Visit Day*. A postcard highlighting on-campus Enrollment Services events for prospective students.

Affiliation with the Higher Learning Commission

Terra State Community College discloses its affiliation with the Higher Learning Commission and the AQIP program on its website at <http://www.terra.edu/about/AQIP/AQIP.html>. This web page also includes the Higher Learning Commission's contact information, and links to the College's most recent *Systems Portfolio* (2011) in PDF format, the *Systems Appraisal* (2012) in response to that portfolio, and records of the College's recent AQIP Action Projects, including formative and summative feedback received. Additionally, this page links to information regarding the College's other accreditation relationships, and the Higher Learning Commission's Mark of Affiliation.

Review of Student Outcome Data

(Pursuant to Commission Policy FDCR.A.10.080)

Data Source: Terra State Office of Institutional Research

Terra State Community College collects student outcome data on an annual Assessment Calendar. The College's six (6) General Learning Outcomes are assessed, campus-wide, at the rate of two per year, rotating based on a fixed schedule, set by the Assessment Committee. Additionally, technical degree programs assess their Program Learning Outcomes at the rate of one-third of those outcomes per year, also rotating on a fixed schedule, set by the responsible full-time faculty member(s). Furthermore, general education/services courses (including those programs with only an academic concentration in an AA or AS degree) are assessed every third year, by Course Learning Outcomes, on a schedule set by the responsible full-time faculty member(s). For discipline areas without full-time faculty members, assessment duties are handled by the academic dean responsible, or delegated to full-time faculty members in related disciplines.

This Assessment Plan is the direct result of the College's AQIP Action Project, "Bringing Assessment into Everyday Campus Culture" (2011-13), and the plan includes collection of data (on the basis described above) regarding student performance in the classroom and on class assignments; annual analysis and reporting of those data, including plans for "closing the assessment loop" and increasing student performance in the future; and annual updates on progress towards previous years' assessment-driven plans, to keep momentum toward the next time a particular Learning Outcome comes up in the assessment cycle. Work in all of these areas on Program Learning Outcomes and Course Learning Outcomes are managed by the full-time faculty members (and/or academic deans) responsible for the programs and courses under assessment; this same work on General Learning Outcomes is managed by the Assessment Committee under the leadership of the Director of Institutional Research.

For the College's General Learning Outcomes, in particular, this revised Assessment Program is very much like the recently-implemented outcomes assessment process at Sarah Lawrence College (Yonkers, NY), which was recently presented as an alternative to standardized testing of shared learning outcomes in *Inside Higher Ed*.¹

In addition to this work in annual assessment of specific learning outcomes, Terra State's Program Review process (as addressed in our AQIP Action Project "Revitalization and Implementation of Program Review" [2012-13]), includes information about program rates of successful completion/graduation (including both Associate Degrees and certificates), alumni information, and professional certifications of graduates, as appropriate. Each degree-granting program is asked to complete an in-depth review of program performance and student success every five years; this review is conducted by the faculty with additional data inputs from both Institutional Research and Financial Affairs, and the Program Reviews are evaluated by the appropriate academic dean and the Vice President for Academic Affairs.

Through these processes, it is possible for Terra State Community College to hold data-informed discussions regarding the successful completion of its mission, continuous progress toward its vision, consistent implementation of its values, and fulfillment of its educational objectives for its students.

¹ Jaschik, S. (2014, 12 February). Rejecting the standardized test. *Inside Higher Ed*. Retrieved from <http://www.insidehighered.com/news/2014/02/12/sarah-lawrence-creates-its-own-assessment-tool-bypassing->

The completed *General Learning Outcomes* assessment report from Calendar Year 2013, covering two (2) *General Learning Outcomes* is included in support of this filing. Reporting for individual programs'/departments' *Program* and *Course Learning Outcomes* is for 2013 remains in progress as of this filing.

Standing with State and Other Accrediting Agencies

(Pursuant to Commission Policy FDCR.A.10.090)

Data Sources: Terra State Office of the President; Office of the Vice President for Academic Affairs; Office of the Dean of Allied Health, Nursing, and Physical and Social Sciences; and Office of the Dean of Engineering, Technologies, and Mathematics

State of Ohio

On March 18, 1994, the Ohio Board of Regents and the Board of Trustees of Terra Technical College entered into a Transitional Agreement, as authorized under Section 3358.05 of the Ohio Revised Code, for the purpose of establishing Terra State Community College as the successor institution to Terra Technical College. This agreement was the result of the Board of Regents approving Resolution 1994-52 on December 16, 1993, authorizing the creation of a Community College District to replace the Terra Technical College District. Terra State Community College operates under this authorization from and agreement with the Ohio Board of Regents pursuant to the Ohio Revised Code. Documentation of this Agreement is included in support of this filing.

Accreditation Commission for Education in Nursing (ACEN; formerly NLNAC)

Terra State's associate degree Registered Nurse and Licensed Practical Nurse to Registered Nurse Completion degree programs received initial accreditation from the National League for Nursing Accreditation Commission (NLNAC) on March 27, 2013. The program is next scheduled for on-site evaluation by ACEN (successor accrediting body to NLNAC) in the Fall semester of 2017. A copy of the letter affirming this accreditation is included in support of this filing.

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

Terra State's Associate of Science in Health Information Management and Associate of Applied Science in Health Information Technology degree programs had their accreditation through CAHIIM issued on January 10, 2008 and continued on September 25, 2012. This continuation was received in response to the programs' Annual Program Assessment Report for Academic Year 2010-11. The Health Information program is scheduled for its next on-site evaluation during the 2017-18 Academic Year. A copy of the document attesting the continuation of accreditation is included in support of this filing.

Commission on Accreditation in Physical Therapy Education (CAPTE)

CAPTE is the educational accreditation section of the American Physical Therapy Association. On August 21, 2012, Terra State's Associate of Applied Science in Physical Therapy Assistant degree program achieved "Candidate for Accreditation" status with CAPTE. The next phase in the candidacy process is the on-site accreditation survey and the program participated in that on-site survey from February 9-12, 2014 (results of the on-site survey are not yet available at the time of this filing). A copy of the Summary of Action document establishing the program's candidacy is included in support of this filing.

National Association for the Education of Young Children (NAEYC)

Terra State's Early Childhood Education program — comprising the Associate of Arts in Education and Associate of Individualized Study in Early Childhood Education degrees — is in the process of attaining accreditation through NAEYC. Terra State's program plans to submit its initial self-study documentation during the 2013-14 academic year. As the program is in the early stages of this process, there is no documentation available for inclusion in this report.

Ohio Peace Officer Training Academy (OPOTA)

Terra State's Police Academy (offered as a stand-alone peace officer certificate program and as part of the Associate of Applied Science in Police Science degree program) is recognized as a Peace Officer Basic Training Academy by OPOTA, which operates under the authority of the Ohio Attorney General's Office. OPOTA's Certification and Standards Division "is responsible for ensuring that all basic training certification programs meet the applicable minimum standards established in the Ohio Revised Code and the Ohio Administrative Code" (OPOTA Website).² Terra State Community College is listed as a basic training academy on OPOTA's Website at: <http://www.ohioattorneygeneral.gov/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/Directory-of-Peace-Officer-Basic-Training-Academie.aspx>.

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

Terra State's Medical Laboratory Technician program, which is currently in development for delivery beginning in the Fall 2014 term, has begun accreditation discussions with the National Accrediting Agency for Clinical Laboratory Sciences. The NAACLS process, moving forward, will be to submit a preliminary report by March 2015, submit a self-study and advance to "Serious Applicant Status" by March 2016, and participate in a NAACLS site visit in the Fall of 2016, with a view to receiving accreditation by April 2017. This timeline was provided by NAACLES as a courtesy, and as the process has not yet begun in earnest, there is no documentation to include.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Terra State's Division of Allied Health, Nursing, and Physical and Social Sciences plans to pursue accreditation of the Medical Assisting program — comprising Associate of Applied Science degrees in both Coding and Practice Management — through CAAHEP, beginning in the Fall 2014 term with a self-study of the program. As this accreditation is in the planning phase, no documentation is available for inclusion in this filing.

² Retrieved from: <http://www.ohioattorneygeneral.gov/Law-Enforcement/Ohio-Peace-Officer-Training-Academy/Certification-and-Standards>.

Public Notification of Opportunity to Comment

(Pursuant to Commission Policy FDCR.A.10.070)

Data Source: Terra State Office of Marketing and Auxiliary Services

Internal and external constituencies will be notified of the opportunity to comment beginning on February 3, 2014, through internal postings and press releases. Internal constituents will be notified through the College's website. External constituents, including the broader community, will be notified via press release. As a matter of practice Terra State's press releases are sent to these media outlets:

Newspapers

- Tiffin (Ohio) *Advertiser-Tribune*
- Port Clinton *Beacon*
- Toledo *Blade*
- Clyde *Enterprise*
- Findlay *Courier*
- Fostoria *Focus*
- Port Clinton *News Herald*
- Fremont (Ohio) *News-Messenger*
- Norwalk *Reflector*
- *North Coast Business Journal*
- Fostoria *Review Times*
- Sandusky (Ohio) *Register*
- *Sandusky County Live* (web)

Radio

- Eagle 99 (WFRO, Fremont)
- Port Clinton Internet Radio (WPCR.fm)

The contents of all postings will be as follows, according to the Commission's prescribed format:

Please feel free to share the following announcement as our first invitation to the public for commentary:

Terra State Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. The College will undergo a comprehensive evaluation visit April 2-4, 2014 by a team representing the Higher Learning Commission of the North Central Association of Colleges and Schools. Terra State Community College has been accredited by the Commission since 1975. The team will review the institution's ongoing ability to meet the Commission's Criteria for Accreditation. The public is invited to submit comments regarding the college to:

Public Comment on Terra State Community College
The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411

Or online at www.ncahlc.org

Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing.

All comments must be received by March 6, 2014.

Terra State sent a copy of this notice to legalaffairs@hlcommission.org, on February 20, 2014.