



LEARNING COMES TO LIFE IN PURSUIT OF EXCELLENCE

**List of Accomplishments of Institutional Goals by Units
2007 – 2010**

A Segment of S.W.O.T. Analysis – Update

Office of the Institutional Effectiveness - 2010

Halifax Community College



TABLE OF CONTENTS

A Segment of Strengths, Weaknesses, Opportunities and Threats (S.W.O.T.) Analysis

<i>OFFICE OF THE PRESIDENT</i>	<i>1</i>
<i>ADMINISTRATIVE SERVICES</i>	
<i>Administrative Services</i>	<i>7</i>
<i>Auxiliary Services-Book store</i>	<i>12</i>
<i>Child Care Center</i>	<i>14</i>
<i>Information Technology Resources</i>	<i>15</i>
<i>Personnel Office</i>	<i>17</i>
<i>ACADEMIC AFFAIRS</i>	
<i>Academic Affairs</i>	<i>19</i>
<i>Early College</i>	<i>21</i>
<i>STUDENT SERVICES</i>	
<i>Student Services</i>	<i>22</i>
<i>Admissions</i>	<i>23</i>
<i>Counseling</i>	<i>24</i>
<i>Financial Aid</i>	<i>25</i>
<i>Joblink</i>	<i>26</i>
<i>Registrar</i>	<i>27</i>
<i>Student Support Services</i>	<i>30</i>
<i>Testing/Job Placement</i>	<i>31</i>
<i>CURRICULUM PROGRAMS</i>	
<i>School of Arts and Sciences</i>	
<i>General Education</i>	<i>32</i>
<i>English & Communications Department</i>	<i>33</i>
<i>Health & Physical Education Department</i>	<i>34</i>
<i>Humanities and Social Sciences</i>	<i>35</i>
<i>Math Department</i>	<i>37</i>
<i>Science Department</i>	<i>38</i>
<i>School of Business</i>	
<i>Accounting</i>	<i>40</i>

<i>Advertising & Graphic Design</i>	41
<i>Business Administration</i>	42
<i>Computer Information Technology</i>	44
<i>Interior Design</i>	45
<i>Medical Office Administration</i>	46
<i>Networking Technology</i>	47
<i>Office Administration Technology</i>	48
<i>School of Legal and Public Services</i>	
<i>Basic Law Enforcement/Criminal Justice Technology</i>	49
<i>Cosmetology</i>	50
<i>Early Childhood Education/Teacher Associate</i>	51
<i>Greenhouse & Grounds Maintenance</i>	52
<i>Human Services Technology</i>	53
<i>Paralegal Technology</i>	54
<i>School of Vocational and Industrial Technology</i>	
<i>Automotive Systems Technology – On Campus</i>	55
<i>Automotive Systems Technology – Prison Program</i>	57
<i>Electrical & Electronics Technology – Prison Program</i>	58
<i>Facilities Maintenance Worker – Prison Program</i>	59
<i>Food Services Technology-Prison Program</i>	60
<i>School of Vocational and Industrial Technology</i>	
<i>Industrial Systems Technology – On Campus</i>	61
<i>Masonry – Prison Program</i>	62
<i>Plumbing – Prison Programs</i>	63
<i>Small Engine & Equipment Repair – Prison Program</i>	64
<i>Welding Technology – On Campus</i>	65
<i>School of Nursing and Allied Health Services</i>	
<i>Associate Degree Nursing</i>	67
<i>Practical Nursing Education</i>	69
<i>Dental Hygiene</i>	71
<i>Medical Laboratory Technology</i>	74
LIBRARY	75
<i>Learning Assistance Center (LAC)</i>	77
INSTITUTIONAL RESEARCH AND PLANNING	
<i>Institutional Effectiveness</i>	78
CONTINUING EDUCATION AND COMMUNITY SERVICES	
<i>Continuing Education & Community Services</i>	80
<i>CRC – Business and Industry</i>	81
<i>Certified Nursing Assistant Program</i>	82
<i>Community Services</i>	83

<i>Computer Skills</i>	84
<i>Emergency Medical Services</i>	85
<i>Emergency Management</i>	86
<i>Fire Service</i>	87
<i>Human Resources Development</i>	88
<i>Law Enforcement</i>	89
<i>Literacy Education</i>	90
<i>Safety</i>	93
<i>Self Supporting Classes</i>	94
<i>Small Business Center</i>	95
<i>INSTITUTIONAL ADVANCEMENT</i>	
<i>Institutional Advancement</i>	96
<i>Freedom To Learn Initiative – P.R.I.D.E.</i>	98
<i>Project Aspire</i>	100
<i>Public Information Office</i>	101
<i>The Centre</i>	103
<i>Graphic Arts & Print Shop</i>	105

OFFICE OF THE PRESIDENT

PRESIDENT'S OFFICE Dr. Ervin V. Griffin

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2006/2007	One of 38 to receive Superior Rating from the N.C. Community College System	I
	Updated Campus Strategic Plan and Master Plan	V
	HCC Received access to the SAS in School Curriculum Pathways for Higher Education	II
	N.C. State Board of Paralegal Certification designated the Associate in Applied Science degree program in Paralegal Technology	I,III
	The first Sigma Alpha Pi National Society of Leadership and Success Induction ceremony was held with twenty-one HCC students being inducted	III
	HCC partnered with ECU to offer a bachelor's degree in education through Wachovia Partnership East.	I,III
	HCC was awarded a five-year \$119,650 grant by Kate B. Reynolds Charitable Trust to create a <i>Healthy Smiles</i> Dental Care pilot program	III
	The new Presidential Initiative Fund was created	V
	Continuing Education FTE's increased 67% over previous fiscal-year	II
	Human Resources Development FTE's increased 450%	II

	Continuing Education received two Homeland Security Grants	IV
	Continuing Education was awarded a Career Readiness Certification (CRC) Grant	III
	A Student was recognized as a Minority Access National Role Model Award recipient	I
	A student received the Bryant Pugh Award	I
	HCC recognized three area business partners during the May 12 th 2007 graduation ceremony	III
2007/2008	Completed the Long Range Plan and Facilities Master Plan	I,V
	Increased the campus bandwidth allowing for rich web content	I,II
	Added Gmail Accounts	I,II
	Added wireless student network in certain areas of the campus	I,II,III
	507 Graduates	II
	Served 5,843 citizens in our Continuing Education Programs	III
	Initiated a summer Small Business Education Program	III

	100% passing rate in our Telecommunication classes	I,II
	One of the first schools to offer online EMT-Basic Virtual Learning Community classes	III,IV
	Received a Student Success Activity Grant for the NC Community College Systems office	IV
	Three additional Literacy Education sites opened	IV
	Basic Skills Program FTE's increased from 33 to 38	IV
	Awarded a five-year \$119,650 grant by the Kate B. Reynolds Charitable Trust	
	Partnered with the U.S. Postal Service to bring Stamp Dedication to campus	III
	Entered into a partnership with Chowan University for an Adult Degree Completion Program	I
	Child Care Center earned a five star rating	V
	Held the first "Men to Men Summit: Developing Men of Distinction"	III
	Student selected for GlaxoSmithKline Foundation Teacher Preparation Scholarship	I
	Student awarded a Coca-Cola Two-Year Colleges Scholarship	I

2008/2009	Completed HCC's Mission, Vision, and Values Statement	V
	Increased Enrolment by 24%	II,III
	Secured a \$600,000 grant from the U.S. Department of Education to help African-American Males enroll and graduate from HCC	II,III
	Received a federal appropriation of \$190,000 for a Allied Health Program	II
	Honored by The Corporation for National and Community Service with the President's Higher Education Community Service Honor Roll for exemplary service efforts and service	V
	SGA earned the top "C" Award from the N.C. Comprehensive Community College Student Government Association	I,III
	SGA President was honored with the Michael Taylor Servant Leadership Award	III
	Board of Trustee Dr. Stanley Edwards, was named the 2008 Southern Region Trustee of the year by the Association of Community Colleges Trustees	VI
	Opening of Roanoke Valley Early College	I
	First Graduation Expo	III,VII
	Automotive department received a grant for \$26,041 from NC Motorsports Consortium	III
	14% increase in enrolment	I,IV

	Implementation of first female mentoring program	III,VII
	Participated in first Community College Survey of Student Engagement (CCSSE)	
	Basic Skills Programs FTE increased from 38 to 45	IV
	Completed Homeland Security Grant	III
	Partnered with the NC Division of Emergency Management	III
	First community college in NC to pilot Office of State Fire Marshall certified fire and life safety classes online	III
	First community college in NC to pilot a Virtual Learning Center	II
	Faculty member appointed to the Detention Curriculum Revision Committee with Sheriff Standards	VI
2009/2010	A perfect audit from the North Carolina Auditors office for last year	VI
	Excellent Enrollment and Retention activities resulting in 25+ percent increases in enrollment for each semester this year and the largest enrollment in the history of the college for the spring semester	IV
	opening of the Roanoke Valley Early College with Successful 63 7 th and 8 th grade students.	I
	Student Government Association at HCC receiving the NC4SGA Spirit stick for all around excellence in student leadership	II

	Received \$200,000 in Workforce Development Funding from the Turning Point Workforce Development Board and increases in student financial aid and other milestones	III,V
	Received a \$148,000 from Congressman Butterfield's Office	
	Received \$100,000 for the completion of the Allied Health Simulation Laboratory	III
	Awarded \$246,820 from the Golden Leaf Foundation for the Enhancement of the Roanoke Valley Early College Program	I
	Secured another \$600,000 grant for the P.R.I.D.E. program renewal	I,II
	Received \$2,000 in scholarships for incoming students from area high schools and a pledge of \$10,000 per year until the fund reaches the goal of \$50,000	I
	\$10,000 was received from our Upper Coastal Plains Learning Council for implementing our QEP (Quality Enhancement Project) with our Circle Program – Classroom Innovations, Results in Creative Learning Environments	I
	Received a good report from the North Carolina State Approving Agency for Veterans Affairs	VII
	Establishment of HCC Alumni Association	VII
	The SGA President was appointed President of the N4CSGA	III,VII

ADMINISTRATIVE SERVICES

Administrative Services

Deborah Armstrong, Vice President

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
FY 2004-2005	Go "live" with new Colleague computer system for financial services on July 1, 2004 and for payroll/personnel services on January 1, 2005. Business Office staff were responsible for setting up the "Core" parameters for the new computer system and transferring all data from the old IIPS system to the new Colleague system.	VIC
FY 2006-2007	Information Technology Services set up G-Mail allowing all students to have a permanent e-mail account.	IC
FY 2006-2007	Information Technology Services installed FA-Link allowing the Bookstore, Financial Aid, and Accounts Receivable to share information on student awards and thus speed up the registration process. This software was an enhancement to the already existing Colleague student module capabilities.	VIC & IC
FY 2007-2008	Information Technology Services installed R25 Room Scheduling Software which allowed for greater ease in scheduling classrooms for instruction and outside facility usage by patrons.	VIC
FY 2007-2008	Go "live" with the Student Services piece of the new Colleague computer system on July 1, 2007. This required the Business Office staff to set up and transfer all student accounts receivable files.	VIC & IC
FY 2007-2008	VP Administrative Services completed work on the college's Business Continuity Plan as required by General Statute 147-33.89. The plan was approved by the Board of Trustees on January 29, 2008.	VIB
	VP Administrative Services and Smith Sinnett Architecture completed work on the college's Facilities Master Plan as required by the General Assembly. The plan was approved by the Board of Trustees on May 31, 2008.	VIB
FY 2008-2009	Purchasing Agent completed the college's Strategic Energy Plan as required by the state wide Utility Savings Initiative (USI). The plan was submitted by the October 30, 2008 deadline and was approved by the State Energy Office.	VIB
FY 2008-2009	HCC hired its first campus police officer who was a sworn police officer through the Weldon Police Department on May 1, 2008.	IC & VIIB
FY 2008-2009	In response to increasing reports of shooters on campus at other colleges and universities, the General Assembly allowed community colleges to use up to 2% of their institutional allotment to purchase security equipment. HCC spent \$15,024 to install an emergency notification system and to install dead bolt locks on all classroom doors allowing the college to go into "lock down" in the event of a shooter on campus.	IC & VIIB
2008-2009	Replaced roof on Building 300 in February 2009 at a cost of \$69,000.	VIIB

Date	Accomplishment	Inst. Goals
June 2009	Doris Garner, Bookstore Manager, attended the Educational Trade Show at D&H Distributing in Harrisburg, PA. This show highlighted electronics and gave attendees the opportunity to view the newest electronic products as well as training in how to operate the items. The Bookstore sells laptops, cameras, video recorders, and other hand-held devices to aid students.	I-C
July 2009	Federal regulations now require all college bookstores to list book titles, ISBN numbers, and book prices on-line thus affording students the chance to shop competitively for their textbooks. Bookstore personnel attended training and then began the task of loading the information on to the College website and conducting trial runs to access the information. HCC had all textbook information loaded and available to students via the website before the July 1, 2010 deadline.	I-C
Aug 2009	Information Services upgraded the College's campus network to accommodate the Roanoke Valley Early College. A wireless network for the 600 Building was installed on 8/13/09 so RVEC students could use laptop computers in the classroom.	I-C and VI-C
8/31/09	The Comprehensive Annual Financial Report (CAFR) was completed by the Finance Office and submitted to the Office of the State Controller by August 31, 2009 as per state regulations.	VI-B
9/30/09	The Formal Financial Statements, Notes to the Financial Statements, and Management Discussion & Analysis (MD&A) were completed by the Finance Office and submitted to the Office of the State Auditor by September 30, 2009 as per state regulations.	VI-B
9/15/09	The 2009-10 College Budget Report (DCC2-1) was completed and submitted to the System Office by the September 15, 2009 due date. This report presents the College budget from all funding sources (State, County, Federal & Institutional) for the current fiscal year. Budget revenues for State, County, and Federal funding are based on approved allocations given to HCC. Revenues for Institutional programs where funding is on a self-supporting basis are based on prior history and projected revenues. Operating expenses are based on existing employment contracts, recurring expenditures, and projected expenditures. The Board of Trustees approved the 2009-2010 combined College Budget as presented on Form DCC2-1 on September 29, 2009. The Halifax County Commissioners approve the College Budget as presented on Form DCC2-1 on October 20, 2009. The Trustee Chairman and the County Commissioner Chairman both signed the 2009-2010 College Budget Report (DCC2-1).	VI-B

Nov-Dec 2009	The Office of the State Auditor conducted the annual financial audit and review of the College's June 30, 2009 Financial Statements. The audited 2009 Financial Statements were released on March 10, 2010. HCC received a clean financial audit report with no findings.	VI-B
Nov 2009	The HCC Child Care Center was awarded the Child Care Access Means Parents in School (CCAMPIS) Grant from the US Department of Education. The grant award is \$86,148.00 over a 4 year project period and will pay on-campus child care expenses for low-income college students. It is expected that over the next four years, the grant will allow 20 Pell Grant recipients to access HCC's campus-based child care facilities at the lowest possible rates.	I-C
Nov 2009	A meeting was held which included SGA Advisor Dr. Stuart, SGA President Theresa Raymond, VP for Administrative Services Deborah Armstrong, Controller Mitchell Robinson, Maintenance Supervisor Ray Hester, and Information Services Manager Jerry Thompson to open discussions between the SGA and Administrative Services. The SGA presented their plans to assist with beautifying the College campus and planned student activities for Fall & Spring semesters. The Administrative Services area reviewed procedures for requesting work orders, wireless internet service, payments for SGA sponsored activities and travel, and other processes involving the Administrative Services area. It was a very productive meeting. Other meetings between the Business Office and SGA were held during the year to answer questions on how the SGA should request certain services and what paperwork was required.	I-C
Dec 2009	HCC Trustees approved an outdoor lighting upgrade on May 26, 2009. The winning proposal come from Lighting Dynamics, Inc. of Raleigh, NC. Work on the upgrades began in early fall once all materials had been received from suppliers. The project was completed in December 2009 at a cost of \$75,748.80 with funding coming from remaining 2000 Bond Referendum funds. At the completion of the project, all outside lighting in parking lots and along walkways had been replaced. Areas near buildings received upgrades to outside lighting as well. Students and employees have remarked they feel much safer walking to cars at night.	I-C and VII-B
Jan 2010	Work was completed on Advanced Planning Project #1744-Academic & Student Services Center. HCC received approval of its Master Facility Plan in May 2008. The next step was to select one project from that plan and carry out the advanced planning for the project. The Academic & Student Services Center was selected as Priority 1 and was approved by the State Board of Community Colleges on November 21, 2008 as Advanced Planning Project #1744. With funding provided by the General Assembly, HCC selected Smith Sinnett	VI-B and VII-B

	Architecture on October 28, 2008 to prepare the advance planning project. The project was completed in January 2010 and presentations were made to the HCC Board of Trustees, College faculty, staff & students, and the Halifax County Commissioners. On January 26, 2010, the HCC Board of Trustees approved the final draft of Advanced Planning Project #1744-Academic & Student Services Center.	
Jan 2010	The Personnel Office set-up an H1N1 Flu Shoot Clinic for employees on January 13, 2010. The clinic was made available to all full-time employees with the cost of the flue shot paid by the State Health Plan which provides employee medical insurance.	VII-B
Jan 2010	To ensure compliance with privacy legislation, arrangements were made with the Shred-It company to visit campus on January 22, 2010 with their shredder truck. Staff members had been through the stored files in the Green Shed and marked documents that could be destroyed using the Record Retention Guidelines published by the State. The shredder truck spent several hours on campus securely destroying thousands of old documents and thus creating new file space in which to move many files now stored in offices.	VI-B
Feb 2010	All finance staff attended ethics training sponsored by the NC Ethics Commission at Johnston Community College on February 5, 2010. It is required by the State of North Carolina that certain state employees attend ethics training every two years. Having the finance staff attend this training keeps HCC in compliance with the State Ethics Act.	VI-B
Feb 2010	Catherine Robinson, 2-year old instructor in the HCC Child Care Center, was selected as one of fifty child care teachers nationwide to receive the Terri Lynne Lokoff National Child Care Teacher Award. Ms. Robinson travelled to Philadelphia, PA on April 15, 2010 to attend the awards ceremony. She also received a \$500 stipend and \$500 to enhance a project in her classroom.	I-C and VII-D
April 2010	Personnel Officer Delois Mercer, Maintenance Supervisor Ray Hester, and Security Officer Ed White attended the Regional Safety Conference at Pitt Community College sponsored by the Environmental Health & Safety Institute (EHSI) at Blue Ridge Community College. Staff members were updated on OSHA requirements, available safety training for employees, and Worker's Compensation regulations as well as other topics of interest.	VII-B
April 2010	HCC Administrative Services partnered with the Mid East Commission to bring on campus two people who are part of the Job Training for Persons 55+ Program. These are individuals who have left the workplace and after some time wish to return but feel the need to brush-up on their work skills. Mid East Commission pays the individuals a salary and HCC provides the needed training to improve their work skills. We have received one person to work at the switchboard and one to work in housekeeping.	VII-A & B

April 2010	The following Administrative Services personnel were honoured at the Distinguished Service Awards Ceremony held on April 28, 2010. Staff Award-Jerry Thompson, Information Services Manager; President's Leadership Award-Mitchell Robinson, Controller; 5 Years Service-Marie Daniel-Sivels, Accountant; 10 Years Service-Joy Clippard, Bookstore Co-Manager; and 15 Years Service-Boogie Webb, Maintenance.	I-C and VI-B
April 2010	Security Officer Ed White completed EMS Operations & Planning for Weapons of Mass Destruction training in April 27, 2010. The training was offered by the Texas Engineering Extension Service as part of the Department of Homeland Security and the Federal Emergency Management Agency. This training is part of the on-going preparedness of the College's security personnel to meet any situation that could potentially occur on campus.	VII-B
May 2010	HCC received a report outlining action the College must take to meet federal accessibility requirements as a result of the On-Site Civil Rights Compliance Review. Among the items that needed to be addressed were the wrapping of pipes under sinks to prevent anyone in a wheelchair from burning their legs on hot water pipes, the addition of more handicap access parking, replacement of a ramp leading to the trailer used by the Greenhouse Program, construction of a sidewalk leading to the Greenhouse making access across a gravel parking lot easier for persons in wheelchairs, installation of several handicap access drinking fountains, installation of mirrors in bathrooms at a lower height, installation of toilet tissue dispensers at a lower height in handicap accessible bathroom stalls, adding grab bars in a bathroom in the Welding area, and updating handicap accessible signage all over the campus. Maintenance personnel worked to order all needed supplies and perform the work. All items on the list had been addressed and the work completed by the end of August 2010.	VI-B and VII-B
May 2010	Purchasing Agent Tina Curry began the process to move HCC to the use of Procurement Cards (P-Cards) for direct purchases. Prior to this time, HCC used a VISA card issued in the College's name for direct purchases (purchases made without a purchase order). A review of the College's purchasing procedures by the Division of Purchasing & Contract revealed we were not in compliance with State purchasing guidelines by using the VISA card. Ms. Curry made the necessary applications with the State to have HCC approved to use P-Cards, attended training on the use of P-Cards, and met with Bank of America to establish an account in the College's name to handle the P-Cards. All work conducted by Ms. Curry was reviewed and approved by VP of Administrative Services Deborah Armstrong and Controller Mitchell Robinson. HCC was ready to begin using Procurement Cards on July 1, 2010.	VI-B and I-C

Auxiliary Services- Bookstore

Doris Garner

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007	Students began to Purchase more HCC Clothing; Increased Sales; Successful Annual Inventory	I/C, I/D
2007	Operated the bookstore to its highest potential; Donated at least \$30,000 to HCC Scholarship fund	I/A, I/C
2008	Voted by Peers as #1 Department on Campus; Increased Sales; Successful Annual Inventory	I/D
2008	Purchased a Color Printer for Sign and Advertising;	VII/D, VII/E
January 2009	Awarded a NACS Foundation 2009 CAMEX grant in the amount of \$1010.00 To attend conference and trade show	IV/C, III/D
March 2009	Held our First Grad Fair	I/C
Spring 2009	Implemented Cap 'n' Gown Purchase in the Bookstore,	I/C
Fall 2009	Almost Double Retail Sales from Previous Fall Semester	I/D
2009	Sold over 250 Laptops, Voted by Peers as #1 Department on Campus, Successful Annual Inventory	II/D, VI/B
January 2010	New record sales in laptops	II/D
March 2010	2 nd Annual Grad Fair	I/C
March 2010	Two New Textbook Management System installed	VI/C,

May 2010	Security Cameras installed in the Bookstore	VI/C,
May 2010	Follett Textbook conducted Buyback	I/C
June 2010	Sales Increase, operated bookstore to its highest potential	I/D
June 2010	Successful year-end inventory	I/D

Child Care Center
Vickie Collier

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
10-08	Leatrice Patillo, the Child Care Center's Cook, successfully completed the <i>ServSafe</i> certification course. This 16-hour course provides participants with up-to-date food safety information.	V (B)
04-08	Rhonda Johnston, Child Care Instructor, was the recipient of the Halifax-Warren Smart Start Partnership for Children's 2008 <i>Early Childhood Educator of the Year Award</i> .	V
10-09/04-10	Eight (8) Pell <i>Child Care Access Means Parents In School (CCAMPIS)</i> grant participants served.	I (C)
05-09/06-10	Conducted self-study of the program using the 10 National Association of the Education of Young Children (NAEYC) Early Childhood Program Standards and Accreditation Criteria. The self-study is the first step of four toward NAEYC program accreditation.	V (A-B)
02-10	Catherine Robinson, Child Care Instructor, was the recipient of the 2010 <i>Terrí Lynne Lokoff National Child Care Teacher Awards</i> .	V
05-10	Pauletta Smallwood and Amanda Tucker, Child Care Instructors, earned their BS degrees in Elementary Education.	V (A-B)

Information Systems
Jerry Thompson

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007	Established Gmail accounts for all students, faculty and staff resulting in an annual cost savings of \$5,000-\$7,000. Students keep the Gmail accounts for life enabling continued communications with alumni. Students are able to save documents in the "cloud" using Google Docs. Students are able to use online word processing, spreadsheet and presentation software at no cost.	VI C- Implement effective and efficient use of technology
August 2008	Established a Student Wireless Network in and around the Student Pavilion, Quiet Room and cafeteria. This is a low cost solution which employs a DSL line.	VI C- Implement effective and efficient use of technology
August 2009	Received \$175,000 in network equipment form Durham Tech at no cost. Used the N3 received to upgrade Halifax Community College's core switch which enabled HCC to provide internet connectivity to the Roanoke Valley Early College at no cost.	VI C- Implement effective and efficient use of technology
April 2010	Purchased and installed new Windows 7 computers in the following student computer labs: 111, 115, 119, 127, 128, 413 and 507.	VI C- Implement effective and efficient use of technology
May 2010	Purchased and installed 12 iMacs in lab 135.	VI C- Implement effective and efficient use of technology
May 2010	Purchased and installed two color printers in lab 135.	VI C- Implement effective and efficient use of technology
May 2010	Purchased and installed a large bed scanner in lab 135.	VI C- Implement effective and

		efficient use of technology
May 2010	Purchased and installed the following software in lab 135: CS5, Final Cut Studio, logic Studio, Photokey 3.	VI C- Implement effective and efficient use of technology
May 2010	Purchased and installed the following software in lab 127: 20 20, AutoCad.	VI C- Implement effective and efficient use of technology
May 2010	Purchased and installed the following software in lab 216: Medical transcription and MediSoft.	VI C- Implement effective and efficient use of technology
May 2010	Purchased 50 Webcams that will be installed on faculty computers to facilitate communication with students.	VI C- Implement effective and efficient use of technology
May 2010	Purchased 50 copies of Adobe Acrobat Professional that will be installed on faculty computers to facilitate communication with students.	VI C- Implement effective and efficient use of technology
May 2010	Purchased Snap survey software and a scanner. Installed in Institutional Effectiveness office to facilitate gathering feedback and data from students, faculty, staff and the community.	VI C- Implement effective and efficient use of technology
June 2010	Purchased two iPads for lab 135.	VI C- Implement effective and efficient use of technology

Personnel Office
Delois Mercer

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
On-going	Gives personnel advice to Faculty, Staff on issues/concerns that they may have regarding human resources issues.	VI – B Implement appropriate management practices
8/2010	Serves as the Equal Opportunity Officer for the College.	VI – B
	Assists with gathering personnel data for the President and Vice President in the long-range planning for the College budget.	VI – B
On-going	Receives application packets for vacant positions; copies and distributes to department; meets with interview panels; assists with developing and copying questions; review screening grids and schedules interviews (vacant positions)	VI – B
	Schedules interviews; conducts reference checks; schedules meeting rooms; generate letters and send through regular mail and/or email to prospective candidates for interviews and after approval from the President mail to all candidates interviewed and not interviewed.	VI – B
On-going	Receives and updates requests from State/Local Government agencies; Faculty & Staff; and also the community.	VI – B
On-going	Maintains and updates personnel files to include reference information, background checks, position descriptions, official transcripts, tax forms, I-9 forms, copy of valid drivers license, salary information, employment contract, evaluations, and/or changes in employment status	VI – B
On-going	Conducts orientation for new hires and also providing copies of personnel manual and other pertinent documents.	VI – B
On-going	Provides Workers Compensation notice to the Department of Labor, post OSHA notices on all HCC bulletin boards, works with Halifax Works when employees are injured and completes any other necessary forms as needed.	VI – B
On-going	Prepares and distributes employment contracts for Faculty and Staff.	VI – B

On-going	Completes required reports by the NCCCS, the NC State Auditor, the NC State Controller and other governmental agencies, ie; Longevity Report, Staff Information Report and IPEDS report.	VI – B
On-going	Works with the Southern Association of Colleges & Schools (SACS) committee to maintain the accreditation standards for the College.	VI – B
7/09	Hosted flu shot clinics for Faculty, Staff, Community and Retirees	VI – B
On-going	Attends training/webinars for Colleague (Datatel) Training, Foreign National Tax Compliance Training, Disability Training and any other training that relates to personnel.	VI – B
On-going	Serves on various committees.	VI – B

ACADEMIC AFFAIRS

Academic Affairs

Dr. Erica Holmes, Vice President

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
February 2009	Faculty/Staff Development is being promoted to the highest to ensure we maintain a qualified faculty/staff as mandated by policy, as funds are available through the Freedom to Learn Initiative for this development.	III. A & IV. C
March 2009	Outdated policies and procedures in the ARPM and the Personnel Policy Manual are been updated under the direction of Dr. Holmes.	VI. B & C
August 2009	The Board of Trustees approved the NC Early College High School Initiative Agreement contingent upon NC State Funding and the hiring of the proposed position of Principal.	VII.A &E
August 2009	JobsNOW "12 in 6" project was approved for implementation at Halifax Community College. The plan calls for the following short-term offerings of classes for qualifying applicants: Nursing Assistant, Healthcare Billing/Coding, Plumbing, Industrial Maintenance and Office Systems Technology. The total grant award is \$250,000 and the grant period for these resources is July 1, 2009 through October 31, 2010. An orientation session was held for these programs and more than 140 people attended. This project was in response to North Carolina's need to get people back to work and to the call from Governor Beverly Perdue that the NC Community Colleges undertake her JobsNOW initiative, the community colleges and the NC Department of Commerce joined together to develop and fund "12 in 6". This program is designed to train North Carolinians in needed job skills within 6 months and help rebuild North Carolina's economy.	VII.A
January 2010	A Director of Admissions was hired at HCC.	IV.A-D
February 2010	Dr. Holmes completed an application for HCC to become a Microsoft Testing Center and the application was approved. Being a Microsoft Testing Center affords our students the opportunity to sit for industry certification tests on campus.	V.B.C & VII.A&E

February 2010	The JobsNOW program was audited and as a result, the program with funding was extended to December 2010 from the original end date of October 2010.	VII.A
February 2010	HCC successfully passed an EEOC Audit under Dr. Holmes direction	VI.B
March 2010	More than 1500 records were uploaded to HCC's website for our upcoming SACS audit and materials were mailed in time to meet the March 15, 2010 deadline.	VI.A-C
March 2010	Under the leadership of Dr. Holmes, the compliance reports to SACS for Reaffirmation were completed on time. She also coordinated video conference with the SACS Advisory Liaison.	VI.A-C

**Roanoke Valley Early College
Thomas Bracey**

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Oct–Dec 2009	All RVEC students took the ASSET placement test prior to the beginning of the Spring 2010 semester for the first time.	II.B
Nov 2009	Successfully registered all RVEC students in their first college courses for the Spring 2010 semester.	I.B
2009-2010	Successfully completed community service hours with the faculty and staff here at HCC.	I.C, II.C
2009-2010	Push camp – Science camp at Barton College.	I.A
2007-2011	Labs for Learning – NC State’s campus, this is their third year, and next year is their fourth and final year.	I.A
April 2010	ASSET Performance on the Retest – 75% score increase on the Reading portion, 71% increase on the Writing portion	I.B, II.B
May 2010	RVEC students completed their first semester at accomplishing outstanding academic achievements – 84% of the RVEC students had a GPA of 3.0 or higher (39% had a GPA of 4.0; 45% had a GPA of 3.0 – 3.9).	I.B, I.D
Summer 2010	All new RVEC students have laptops.	VI.C
Summer 2010	58 new students enrolled	IV.B
Summer 2010	RVEC and HCC faculty have been participating in professional development geared toward 21 st Century learning trends in technology, science, and promoting hands-on, real life learning.	I.C, IV.C, VI.C

STUDENT SERVICES

Student Services

Barbara Bradley-Hasty

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007/ 2008	Surveys indicated 97% of Summer Bridge Students were satisfied with the activities they participated in during June 23-27, 2008	V
2008/2009	Survey indicated 88% of students of New Students were satisfied with New Student Orientation. Over 80% of the students surveyed indicated they were satisfied with the Ultimate Road Trip	V
2009-2010	On April 14, 2010 The Student Government Association sponsored Spring Fling, 98% of the students indicated they were enjoyed all of the events that were offered.	VI
2009-2010	A weekly chart was sent out on HCC GroupWise indicating the number of students who had dropped all courses vs. The number of students enrolled. A retention percentage for Spring 2010 was shared with the entire college.	VI
2009-2010	A The Dean of Student Services and Enrollment Management and the Dean of Curriculum Programs worked together to develop a grid to provide on-going registration. This grid was on the College's website and at the Help Desk in Building 300. The purpose of ongoing registration is to increase the number of students who enrol for Fall 2009 and Spring 2010. Fall 2009 enrollment increased by 24% and Spring 2010 enrollment increased by 20%	IV

Admissions
James Bernard Washington

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007	HCC successfully converted all admissions record from the IIPS systems to colleague and we went live on colleague.	VC
2008	Organized CACRAO Day (Carolinas Association of Collegiate Registrars and Admissions) College Tour.	IA,B,C & III B,C
2008-2009	A goal was set of entering 80% of the student's test scores into the computer within 72 hours of the testing sessions; we actually entered 95% of test scores in 08-09.	V- A, B, C
2008	Implementation of mandatory Information Sessions for Dental and Nursing Applicants.	IC, II B
2009	Follow-up Success Plan for Nursing Re- admits.	II A & BI
2010	College Foundation of North Carolina (CFNC) automatic bounce back letters to on-Line applicants that details admissions requirements. This reduces postage, stationary costs and begins communication with applicant earlier. Especially during peak registration times.	IA & C
2010	CFNC College Redirection Pool – Set-up of an opportunity in CFNC to recruit students in our service area that were not initially accepted at four year institutions.	VC
2010	Set up of a computer in the Admissions area (with printer) to assist with college On -Line applications. This reduces stationary, postage usage & increases productivity. This also helps some students to become more acquainted with technology.	IID
2010	Halifax Community College accepts compass scores from other community colleges. The Curriculum Committee has approved HCC acceptance of Accuplacer scores.	IA,B,C

Counseling Center/Student Services
Carolyn L. Stuart, Director

List all accomplishments in your unit in the past three years.

Date	Accomplishment	Inst. Goals
January 2007 -	New Student Orientation	II
March 2007 -	Juniors Learning About Careers (JLAC) Day Presentations	II
December 2007	Academic Early Warning	I
December 2007	Developed Protocol for Female Mentoring Club	III
December 2007	Developed Counseling Center Bookmark	I
December 2007	Co-Chaired First Annual HCC Spring Ball (Prom)	III
February 2008	Co-Developed Recruitment Plan (Dean Hasty)	II
June 2008	Distance Credentialed Counseling Training Completed	I
October 2008 & 2009	Annual Breast Cancer Awareness Program	III
October 2008 & November 2009	Annual Counselor's Meeting Workshop	I
March 2009	Co-Developed First Annual HCC Bookstore Graduation Fair	III
March 2009	Co-Wrote Quick Reference Emergency Guide	I
March 2009	Developed Disability Services Policies/Procedures (implemented)	I
March 2009	Top "C"ampus Award	II
April 2009	First Annual Appreciation Luncheon Sponsored by SGA	III
November 2009	Co-Developed Employee Handbook	I
November 2007	Co-Sponsor Activities/Events with P.R.I.D.E.; Institutional Advancement; and President	III
March 2010	Counselor/Recruiter/High School Liaison hired.	I
March 2010	North Carolina Comprehensive Community College (N4CSGA) Spirit Competition Award	III
March 2010	HCC Chief Advisor named N4CSGA Senior Advisor	III

Financial Aid, Student Services
Tara I. Keeter, Director of Financial Aid

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2008-09 (2009)	No audit findings	VI.
2007-08 (2008)	No audit findings	VI.
2006-07 (2007)	No audit findings	VI.
2005-06 (2006)	No audit findings	VI.
2009-10	All staff received 20+ hours of professional development	IV.
2009	Obtained Recertification by the US Department of Education	I.
2009-10	Successful implementation of Year-Round Pell Grant	I.
2009-10	Implemented counseling sessions for students on financial aid probation in an effort to increase retention of financial aid students not meeting Financial Aid Satisfactory Academic Progress requirements.	I.
2007-08	Successful implementation of new state grant program (NC EARN)	I.
2006-07	Successful implementation of new federal grant program (ACG)	I.
2009, 2008, 2007, & 2006	Low Cohort Default Rate	VI.

JobLink
John Foriest

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
July 2008 Performance	Of an expected entered employment rate of 80% we showed 85.9%	I, 111
	Of an expected 6 month retention rate of 84% we showed 85.9%	1, 111
	Of a 6 month expected earning wage of those exited of at least \$7,351 we showed \$10,046	1, 111
July 2009 Performance	Of an expected entered employment rate of 84.2% we showed 95.65%	1, 111
	Of an expected 6 month retention rate of 84% we showed 85.6%	1, 111
	Of a 6 month expected earning wage, of those exited of at least \$8,975 we showed \$11,134	1, 111
July 2010 Performance	Of an expected entered employment rate of 80.8% we showed 81.85%	1, 111
	Of an expected retention rate of 84% we showed 100%	1, 111

Registrar's Office
Dawn Veliky

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007	HCC successfully converted all transcripts and student records from the old IIPS system to the new Colleague system.	VI. C.
	Registrar's Office provided training to advisors on registering students in the new Colleague system.	VI. C. I. C.
	Registrar attended training in Sanford, NC for all new Veteran's Administration certifying officials.	VI. A. B.
	All FTE audits (continuing education and curriculum) and VA audits were conducted and no exceptions were noted.	VI. A. B.
	For the first time, Registrar's Office mailed letters to students placed on academic probation at the end of each semester (beginning fall 2007).	VI. B. VI. C.
2008	Fall 2008, academic information (transcripts and grades) were made available to students through the web (WebAdvisor).	VI. C. I. C.
	Registrar's Office began using Degree Audit for the evaluation of graduate applicants and for use in identifying potential graduates.	VI. A. VI. C.
	No exceptions were noted during FTE and VA audits.	VI. A
2009	Registration for all students became available through WebAdvisor. (Over 70 students have successfully registered themselves for Spring 2010 using WebAdvisor during the first week of early registration).	I.C. VI.C. IV.B.
	Full-time faculty began entering grades effective Fall 2009.	VI.C.

		IV. C.
	All faculty entered grades effective Spring 2010 (full-time and part-time faculty).	IV.C. VI.C.
	The first FERPA training was conducted for faculty. A FERPA training powerpoint was emailed to HCC faculty as well as being made available over the HCC file exchange.	IV.C VI.A. VI.C.
	No exceptions were found during FTE and VA audits.	VI.A. VI.B.
	Instructional videos for grading and using the PERC screen in Colleague were created and made available for faculty. These videos are available through file exchange. Emails were forwarded to faculty advising of the videos' availability and location.	VI.C. IV.C.
	Registrar has conducted WebAdvisor training for members of PRIDE (viewing transcripts and final grades).	I.C. VI.C.
	Registrar conducted some face-to-face training for faculty on the use of the grading module in WebAdvisor.	VI.C. IV.C.
	Registrar attended the conference for VA certifying officials held in Atlanta. The main focus of this conference was to familiarize certifying officials with the new Chapter 33 educational benefit (post 911).	VI.B.
	Degree Verify through the National Student Clearinghouse was implemented in September 2009. Degree verifications are now processed through the National Student Clearinghouse. Participation in this service assists students by simplifying the degree verification process (easier access for potential employers and background check agencies and quicker turnaround time). It also increases efficiency in the Registrar's Office by decreasing the amount of calls received by the Registrar's office for degree verifications.	I.C. VI.C.
	Enrollment Verify through the National Student Clearinghouse was implemented in September 2009. Participation in this service assists students by simplifying the enrollment verification. It also increases efficiency in the Registrar's Office by	I.C. VI.C.

	decreasing the amount of calls received by the Registrar's office for enrollment verifications.	
	Effective Summer 2009, transfer equivalency reports are emailed to the student (gmail account) and student's advisor upon completion of a transcript evaluation.	I.C. VI.C. IV.C.
2010	Web Attendance Tracking will be implemented Fall 2010 with a pilot group of faculty. Those faculty will keep all attendance through the web and will no longer use "hard-copy" attendance rosters.	VI.B. VI.C. IV.C. IV.D.
	The Registrar attended the State Approving Agency/VA training offered at NC State in March 2010 (2 day workshop).	VI.B.
	The Registrar will attend the CACRAO (Carolinas Association of Collegiate Registrars and Admissions Officers) Annual Conference in December 2010.	VI.B.

Student Support Services
Sherida Gholston, Director

List all accomplishments in your units in the past three years.

Date	Accomplishments	Inst. Goals
2009-2010	During the 2009-2010 school year, the goal was to serve 250 students. At the end of the 2009-2010 year the findings indicated that there were 1,643 contact hours for tutoring in high risk areas. 250 contact hours of counseling was made. There were 22 contact hours of face to face workshops and several online. The services given to the students given to the students for 2009-2010 school year resulted in a retention rate of 94% stayed in the program and 9% of the 250 served was eligible to graduate and succeeded	VI
2008-2009	During the 2008-2009 school year, the goal was to serve 250 students. We served over the number. We had 1,821 contact hours for tutoring students in various areas. There were 229 counseling hours. There were 18 hours of face to face workshops and numerous online workshops presented. This lead to a retention rate of 61% of our students for the next year and a graduation rate of 9% of the 250 plus served.	VI
2007-2008	During the 2007-2008 school year, the goal was to serve 250 students. We had 1,832 contact hours for tutoring. There were 229 hours of contact with the counselor. We had 22 hours of face to face workshops and several online workshops. This lead to a retention rate of 62% for another year and a successful graduation rate of 9.8% graduation rate.	VI

Testing/Job Placement – Student Services
Julia Horsley

List all accomplishments in your units in the past three years.

Date	Accomplishments	Inst. Goals
2009-2010	During the month of April 2010, meetings were held for the prospective graduates. The Testing Coordinator met with the graduates to orientate them about the importance of updating their resumes to include their new educational accomplishments. The Coordinator made the following services available to the graduates: Job Application preparation, interviewing techniques, and appropriate resume writing, as well as appropriate paper. This service was implemented to assure the students that services and support are here for them after graduation. A total of 130 prospective graduates attended these sessions.	II
2008-2009	<p>In order to document when students test scores are entered into the computer, a log was kept to document this task. The log indicated that 95% of the students tested had their scores entered into the computer within 72 hours of testing.</p> <p>Instituted a testing checklist which simplified the information to ensure prospective students understood the ASSET information. Once the information is explained to the students a sign off sheet is collected stating the information was explained.</p>	VI
2007-2008	Prospective students were provided with an ASSET information sheet. The sheet provided detail information referencing placement tests, scores needed to place out of developmental courses, as well as information about re-testing and when students may use SAT scores in lieu of the placement test.	I

CURRICULUM PROGRAMS

School of Arts and Sciences

General Education

Phil Pair

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Sp. 2010	Will be piloting two learning communities SP. '10 between ACA 085 (Improving Study Skills) and MAT 060 (Essential Mathematics). There are also plans to initiate learning communities between social science and humanities courses.	VI-A II-B
Sp. 2010	College transfer curriculums have added HUM 115 (critical thinking) as an elective option. Will be offered SP. '10.	II-D, I-B, & I-C
Fall 2009	The math program in conjunction with HCC's P.R.I.D.E. program now features a lab where students can turn for professional math tutoring. It is staffed daily.	II-B
2007 and 2008	Developed a system of direct assessment for Gen- Ed of all HCC curriculum students	II-A

English and Communications
Charles Wilkinson

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007- Ongoing	Work on general education assessment.	II-A,B
2008- 2009	One faculty member received President's Leadership Award and Innovator Award.	V-A,B,C
4/30/09 12/08	One faculty member received two Certificates of Appreciation, Student Services Beacon Program	II-A-1
2008	One faculty member received her EDS from Western Carolina University.	I-C
2006- 2007	Three faculty members received Certificates of Appreciation for participating in the Huskins program. Their participation is ongoing, but the certificates have been discontinued with the elimination of the Night Dean's position.	I-C
2010	One faculty member is enrolling at ECU to secure his Doctorate degree.	I-C
2009- 2010	One faculty member has submitted her research paper on Josephina Niggli (Latina Writer) to Western Carolina University and presented it at the Gender Conference in February 2010.	III-D

**Health & Physical Education Department/Wellness Center
Scott Dameron**

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007-2010	At least 95% of PE students agreed with the following statement "Life-long physical activity is important to my overall well-being"	1B, 2C
2007-2010	Wellness Center usage has increased significantly due to larger curriculum class sizes, BLET usage, a growing general student usage program, Continuing Education classes, and other campus programs such as PRIDE and Men of Distinction	1C, 2C
2007-2010	Increased use of Distance Learning opportunities by offering HEA 110 online, and PED 110 as a Hybrid.	1B, 2D
2010	Offered PED classes exclusively for RVEC	1B, 2C

Humanities and Social Sciences
Dr. Julie Dilday

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2008	Created new department combining the Social Sciences with Humanities Courses	IB
2008	Department Head developed procedures manual for the Huskins Program	IB
2008	Developed student learning outcomes for all Humanities and Social Sciences Courses	IB; IIA, VIA
2008	General psychology courses began requiring papers written in APA format for General Education Assessment	IIA, VIA
2008	Department head appointed QEP Coordinator	VIA
2008	Department head attend SACS Summer Institute on Quality Enhancement and SACS Annual Meeting	VIA
2009	History Instructor (Shaun Stokes) begins implementation of Constitution Day Activities	IB, IIIC
2009	Used QEP data to present argument to administration and curriculum committee to add Critical Thinking Course to the curriculum	VIA, VIB
2009	Developed and began utilizing grading rubrics in psychology classes	VIA
2009	All Humanities courses and some Social Sciences courses collect student artifacts for General Education Assessment	IIA, VIA
2009	QEP Director attend SACS Annual Meeting	VIA, VIB
2010	Develop formal Departmental assessment plan	VIA
2010	Begin assessing course level student learning outcomes for HUM 115, PSY 150, and PSY 118	VIA
2010	Begin collecting data for departmental assessment	VIA
2010	Added Critical Thinking course as to the Humanities Curriculum	IB, IIA, VIA
2010	Gained State approval to add Critical Thinking Course to all programs on campus	IB, IIA, VIA, VIB
2010	Request assessment tool "The Test of Everyday Reasoning" to assess critical thinking skills	VIA, IVD
2010	Department Head attends National Summer Institute for Learning Communities at Evergreen State College	IIA, VIA, VIB
2010	Department begins developing integrative assignments to meet departmental goal of multi-disciplinary learning in the Humanities and Social Sciences	VIA, IVD
2010	Implement first Learning Community involving Critical Thinking course and Introduction to Algebra	IB, IIA, VD, VIA

2010	Implement first mini faculty-workshop on developing and assessing integrative assignments	VIA, VIB, IIA
2010	Develop SoftChalk lesson on writing in APA Style to improve related student learning outcome	IIA, IVD, VIB
2010	Hire new full-time psychology faculty	IB
2010	Offer traditional seated Religion class rather than all online classes	IB
2010	Three Critical Thinking Instructors enroll in graduate class on "Critical Thinking in Instruction and Learning." They will earn 3 graduate credit hours.	IA, IB, IIA

**Math Department
Nina Swink**

List all accomplishments in your units in the past three years.

07-09	Math instructors attended NCMATYC Conference	I
08	Set-up special classroom with computers and smart board for technical/vocational math courses	V-C
07-08	Math Resource Center for tutoring	IIA-2
07	Implemented MML in developmental courses	V-C
09	Implemented Pre- and post- tests in developmental courses and some curriculum courses	V-A
10	Using scantron for scoring exit tests that has ability to do item analysis	V-A
07	Offered Math 050-Self-paced	IV-C
08	Online Statistics	I-B

**Science Department
Dr. Julie Galvin**

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2008-2009	HCC Excellence in Teaching Award	I.B.
2006-2007	HCC Excellence in Teaching Award	I.B.
2006-2007	Who's Who Among America's Teachers®	I.B.
2007	Teacher of the Year at a College Partner, Elizabeth City State University	I.B.
2009	Offered hybrid courses that incorporated virtual and "green" labs into BIO111, CHM 132	II.A.4.
2007-2008	Return to Industry Professional Development Grant, "Plant Physiology and Nutrient Management"	I.B.
2007-2008	Perkins Professional Development Activities Grant, NC-NET Resource Exchange Project, "Academic Dishonesty in Online Courses: Suggestions for the Beginner"	V.C.
2008	North Carolina Transfer in Biomedical Sciences Grant, Campus Coordinator	I.B.

	100% student transfer rate to 4 year college (highest of 8 participating community colleges)	
2009-2010	Hire 1 full-time anatomy and physiology instructor	I.B.
2009-2010	Hire 2 part-time/adjunct anatomy and physiology instructors	I.B.
2009-2010	Hire 1 part-time/adjunct chemistry instructor	I.B.
2009-2010	Developed “green” labs for biology 111 and biology 112, which reduced expenditures and hazardous supplies/chemicals usage on campus	V.B.
2010	Initiated and completed disposal of hazardous chemicals in chemical storage (500 building) to improve overall safety of campus facilities, students, personnel and environment	V.B.

School of Business

Accounting

Rhonda Segars/Department Head

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Fall 2009	ACC 150 Accounting Software Applications was offered online ACC 220 Intermediate Accounting I was offered online. Latest edition of QuickBooks software was used in ACC 150 Accounting Program Review was completed Increased number of tutoring hours for students Revised course outlines to meet SACS requirements Developed rubrics to use for ACC 150	IA and IID
Spring 2009	All courses in the Accounting Program were put on blackboard and became web assisted. ACC 140 Accounting Spreadsheets was revised and offered online. Revised course outlines for all courses to prepare for SACS Revised course outcomes to prepare for SACS	IA and IID
Fall 2008	Revised and Developed ACC 121 online ACC 140 was revised and offered online Developed course outcomes and assessments Revised program objectives and assessments Revised course outlines to prepare for SACS	IA and IID
Spring 2008	ACC 129- Individual Income Tax course was revised was offered online.	IA and IID
Fall 2007	Developed program outcomes and assessments	IA

Advertising and Graphic Design, School of Business
Gloria Tysinger, Department Head

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2/2010	Perkins funds have been approved to furnish the new Mac workstations with Adobe CS4 software which will enable the program to increase the number of students served in each section	IA, IIIA
1/12/2010	Weldon STEM students enrolled in the Computer Graphics Certificate program. A new initiative where high school students can attend community college for credit where the tuition, books, supplies and transportation to the college are paid for by state funding.	IVA,
12/2009	8 new dual Pentium chip iMacs were added to the Mac studio in Room 135 providing the program with 18 workstations. Graduate hired part time HCC administrative assistant.	IA, IIE
Fall 2009	Two adjunct teachers in addition to one full time faculty staff the program, increasing the diversity of design discipline and view point available to students, both adjuncts are graduates of HCC's Advertising and Graphic Design program. The first cohort of Weldon STEM High School students entered the Computer Graphic Certificate offering by the program. Seven students participated in classes. A new NC initiative where high school students can attend community college for credit where the tuition, books, supplies and transportation to the college are paid for by state funding. Graduate hired in the HCC print shop	IIE IVA IIE
Spring 2009	The department designed and hung a gallery style art show for the first time at the HCC the Centre. It was a huge under taking for the students to size up their digital art and have it printed to display quality, an evening reception was held.	IA, VII D and VII E
Fall 2008	Began SACS plan assessments for the program.	IA
2007, 2008, 2009	Students participated in the NC Community College State Art Show, each year students from the Design program had an art piece chosen to represent HCC and hang in the annual show.	IA, VII D and VII E

2007	Graphic Design student redesigned the HCC logo to reflect the 40 th Anniversary of the college.	IA and IIE
2007	The program staged a 33 year retrospective showing of art from many students. The pieces were archived throughout the years and the many contacted alumni sent current work as well.	VII D
2008	Graduate hired to work in the LAC at Halifax Community College.	IIE

Business Administration, School of Business
Lateef Balogun, Department Head

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Fall 2008	The Business program degree has maintained the flexibility for students to complete their degree work via the distance learning. All Business courses are offered via distance or the traditional classroom.	IIA, IID
Fall 2008	Professional Development: The instructor has been able to complete certification work in Distance Learning Course Development and teaching using Blackboard, Vista, WebCT and Angel Learning (Learning Management Systems)	IA
Fall 2008	The Business Program has been able to continuously place our graduates into related field of experience in their Coop course and in some cases these students have been retained for full employment.	IIE
Fall 2008	Prospective Business Administration students have received adequate advising and counselling as it relates to course selection and projected graduation dates.	IIE
Fall 2008	Ability to contact students and prospective students via email, telephone, or personally for registration and advising.	IA
Fall 2010	The Business Advisory committee recently was updated with former students who are currently in the work field that gives the committee more leverage in terms of current and market related advice.	VIIC

Computer Information Systems, School of Business
Alfred Evans, Department Head

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2006-2009	Two faculty members received Certificates of Appreciation for participating in the JLAC program.	IA
2006-2008	Coordinated two field trips to Cisco Systems in the Raleigh Research Triangle Park.	IIIC

Interior Design, School of Business
Alice Vaughan, Department Head

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2006	<ul style="list-style-type: none"> • Hands-on projects • Field trips to High Point market, Virginia Quilting, and other local business' • Programs/specialists to facilitate on campus programs • Students coop very valuable to students to help decide what part of the Interior Design filed they would like to pursue • Hybrid courses are implemented more than online courses due to students needing one-on-one instruction with projects and computer software. • The plotter is a wonderful asset to the program to print out large drawings done in CAD 	IA, IID and IIE
2007	<ul style="list-style-type: none"> • Hands-on projects • Field trips to market and other areas to help incorporate the benefits of Interior Design • Students used Dreamdraper to help the creation of presentation boards • AutoCAD was installed and was not customized so it was easier to use. • New textbooks have replaced out-dated textbooks. • Co-op is very beneficial, helping the student decide what part of the Interior Design filed they would like to pursue • Programs/specialist to come to HCC (Having Margi Kyle presenting "Windows of Opportunity" on campus) • Hybrid courses are implemented more than online course due to hands-on projects and computer software. 	IA, IID and IIE
2008	<ul style="list-style-type: none"> • Hands-on projects • Field trips to Virginia Quilting to show commercial design • Field trips to Carly Dunlevy Home to help add benefits of residential design • New textbooks have replaced outdated textbooks • Department Head went to many area schools for recruitment. • Real-life design project for students in residential design 	IA, IID and IIE

Medical Office Administration, School of Business
Deborah Boone, Department Head

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007, 2008, 2009	<ul style="list-style-type: none"> Department Head/Instructor took required courses for recertification as a CMBS (Certification Medical Billing Specialist) 	IA
2007, 2008, 2009	<ul style="list-style-type: none"> Member of Medical Association of Billers. Material provided to Department Head/Instructor, as a member of the organization, is shared with students in MOA courses. Topics of current changes and resulting issues have increased student interaction through professional class discussions. 	IA
June 2007- November 2008	<ul style="list-style-type: none"> Met with other Medical Office Administration community college department heads/instructors to update current curriculum standards necessary for students to be successful in the workforce. Also discussed issues with courses, what materials were used by other community colleges and what did or did not work in the curriculum. 	IA
December 2007	<ul style="list-style-type: none"> New computers and software installed in Medical Office Lab 216 	IID
Fall 2008 and Spring 2009	<ul style="list-style-type: none"> Visited area Medical Offices with material for the MOA program. Unofficial survey to see if any would be interested in coming to HCC in the evening. Additional 8-10 have enrolled in online and evening sections. 	IV
November 2009	<ul style="list-style-type: none"> Submitted changes to HCC curriculum committee in November 2009. Proposed addition of two HCC certificates as suggested by area medical employers for their current employees. Anticipate enticing current area medical employees to enroll for these certificates or more. 	IA
November 2009	<ul style="list-style-type: none"> Overhead projector for Medical Office Lab 216 	IID

Networking Technology, School of Business
Alfred Evans, Department Head

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2006-2009	Two faculty members received Certificates of Appreciation for participating in the JLAC program.	IA
2006-2008	Coordinated two field trips to Cisco Systems in the Raleigh Research Triangle Park.	IIIC
2006-2007	One faculty member received certification to be a Cisco Certified network Associate Instructor.	IA

Office Administration, School of Business
Monica M. Simmons, School Chair / Department Head

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2005-2008	3 year average (Degree) 31 enrolled/6 graduates 19% (Graduation Rate) 3 year average (Diploma) 8 enrolled/7 graduates 87% (Graduation Rate)	II
June 2007	Met with Office Administration Department Heads at other community colleges to update current curriculum standards necessary for students to be successful in the workforce.	IA
Fall 2008	Partnership with Halifax County Department of Social Services, Health Department, and Vocational Rehab to increase student enrolment. Program called Success Staffing- Monthly Meeting	III D, VII A
Fall 2008	Partnership with Roanoke Valley Chamber of Commerce	III D, VII A
Fall 2009	Implemented the 12-6 Office Administration certificate program	I A, III A
Fall 2009	Enrolment increase over 55% compared to Fall 2008	IV

School of Legal and Public Services

**Criminal Justice Technology & Training, School of Legal and Public Service
W.P. Terry, Jr., Director, BLET; Department Head, Criminal Justice**

List all accomplishments in your department during the past three years.

Date	Accomplishments	Inst. Goals
2006-2010	The department and its programs attract a cadre of experienced and qualified instructors	VI. C
2006 - 2010	The program supports and reflects the Halifax Community College Mission Statement	I.A
2006-2010	The department has a diversified, active, and viable Executive Advisory Committee	VII.A
2006-2010	The curriculum encourages graduate student enrolment at 4-year institutions	I.B
2006-2010	The department provides strong contemporary areas of studies to enhance career and educational advancement	I.A, III.B
2006-2010	The certificate program provides an employment pool of certified candidates for area law enforcement agencies	III.A, III.B
2006-2010	The degree curriculum provides students with enhanced employment opportunity; on-the-job career advancement; and transfer opportunity to a senior institution	I.A,B,D
2006-2010	The department maintains a high personal contact profile with agency administrators in a 5-county area	VII.A,E; III.A
2006-2010	Department personnel are active in various professional organizations within the community	III.D
2006-2010	The certificate class has experienced a steady increase in student enrolment	IV.B
2007	Certificate program re-accredited by the state	I.A
2010	The curriculum ranks as 6 th . highest of campus programs for overall student enrollment	IV.A,B
2010	The 'pass rate' for cadets passing the state exam on the first attempt increased 6%	VI.A,B,C

Cosmetology, School of Legal and Public Service

Kenneth Harris, Department Head

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
7/2008	100% State board passenger rate From students that have been tested for the first time	I. D.
7/31/2009	Renewal of school license Is a must in order to remain open.	VI. B.
9/31/2009	Instructors complete Continuing Ed. Each year In order to continue teaching.	V. C.
5/2010	Advisory Board meets yearly	V. A.
7/2009	Students that have completed the course requirements. Completion rates are at 83%	I. D.
9/2009	Whenever we can enter students into competition our students win 1 st and 2 nd place	VII. D.

Early Childhood Education, School of Legal and Public Service
B.T. Brown, School Chair / Department Head

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2005-2007	Actively participated in the Curriculum Improvement Project at the state level, which resulted in numerous changes to the Early Childhood Education Curriculum Standard and Common Course Library.	I/2004
2006-2009	Sponsored an active Early Childhood Club/Angel Tree, Thanksgiving meals	IIB /2004- as it relates to advocacy IIE/2009
2007-2009	Graduated 31 students. Maintained high employer satisfaction rate-90% or above	IA on both IIB /2004 IIE/2009
2008-2009	Entered into articulation agreement with UNC Greensboro and UNC Wilmington for AAS Early Childhood students to transfer to these universities.	IB/2004
Summer 2010	Received approval for new Program of Study	I
Summer 2010	Developed early childhood freshman orientation agenda and packet.	I,IC,VI
Summer 2010	Finalized early childhood e-portfolio activities and criteria.	I, VI

**Greenhouse and Ground Maintenance, School of Legal and Public Service
Peggy K Lynn, Department Head**

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
	Fall & Spring 2007,2008,2009, Spring 2010 growing community support through plant sales	(III B & C)
		VII A & B
ongoing	Various floral arrangements provided for stage decoration at HCC events	(III B)
ongoing	Beautification of campus	VII B
06-25-10	Manufactured and provided misting system for local Relay for Life event to relieve participants from heat	VII A
ongoing	Program provides compensatory education to adults with special needs	(IV B) V C
ongoing	100% graduation rate	(I A)

Human Services Technology, School of Legal and Public Service
Paige Cutchin, Department Head

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2006-2009	Met goals- 100% of graduates received acceptable ratings on at least 8 of the 10 knowledge, skill, and attitude competencies as determined by the program head. 100% of known graduates were employed, in military service, or continuing their education within 6 months of graduation.	IA/2004 IA/2009
Spring 2009	Held co-op supervisors luncheon in spring 2009	IIB/2004-as it relates to networking and communication skills IIE/2009
2006-2009	100% of the graduates from the past 3 years were either very satisfied or satisfied with the quality of instruction in program area courses as well as the overall quality of the academic program.	I/2004

**Paralegal Technology, School of Legal and Public Service
Precious Vines, Attorney**

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2009-2010	1. Re-accreditation of the Paralegal Technology Program as a qualified program with the NC State Bar	III
	2. Recruitment at area high schools	VII
	3. Re-established advisory committee; worked with committee to develop strategies to improve recruitment, retention, and program curriculum	I
	4. Increased outreach to students who have discontinued taking courses prior to graduating from the program through calls, mailings, office visits, emails, etc.	IV
	5. Advised Phi Beta Lambda club in re-chartering; advised and supervise students in conferences, area conventions, and on-campus activities	III

School of Vocational and Industrial Technology

**Automotive Systems Technology, School of Vocational and Industrial Technology
Hunter S. Taylor**

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
11/2009	Created Facebook site for HCC Automotive Technology (2009)	IV.A.
5/2009	<ul style="list-style-type: none"> • All three instructors recertified as ASE Master Certified Technicians <ul style="list-style-type: none"> ○ Two have L1 Advanced Engine Performance Specialist Endorsements 	I.A.
3/2009 3/2008	<ul style="list-style-type: none"> • Department head wrote and received two grants from NC Motorsports Consortium <ul style="list-style-type: none"> ○ \$26,041.00 in Spring 2009 <ul style="list-style-type: none"> ▪ Used to purchase a two-post lift installed in 122 ▪ Used to purchase an alignment lift installed in 119 ○ \$12,500.00 in Spring 2008 <ul style="list-style-type: none"> ▪ Used to purchase 6 computers for automotive lab ▪ Used to purchase software licenses for an Automotive Suspension Application 	I.A.
6/2010	<ul style="list-style-type: none"> • Program brochures updated (2010) 	IV.A.
2/2008	<ul style="list-style-type: none"> • Department head began “Under The Hood”, a newspaper column in 2008. Three articles are posted on the Halifax Community College website. 	IV.A.
2/2008	<ul style="list-style-type: none"> • Automotive Program featured in “The Daily Herald” in February 2008. Two articles were written about the program in the “Car Care” section, as well as the first column, “A Mind of its Own”, written by the Department Head. 	IV.A.
10/2009	<ul style="list-style-type: none"> • Website address was changed from www.halifaxcc.edu/sture/auto.htm to www.halifaxcc.edu/automotive, which makes it much friendlier in directing potential students to the site. <ul style="list-style-type: none"> ○ Website contains <ul style="list-style-type: none"> ▪ Tracking Sheets ▪ Course Descriptions ▪ Textbooks needed for program 	IV.A.

	<ul style="list-style-type: none"> ▪ Success stories/Newspaper articles ▪ Link to Facebook page ▪ Instructor contact information 	
10/2006	<ul style="list-style-type: none"> • Department Head was elected President of the North Carolina Automotive and Diesel Instructor's Association, and organization of automotive and diesel community college and high school instructors in North Carolina. He served from October 2006-October 2008. 	I.A.

Automotive Systems Technology (Prison)
Phillip Massey

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2006/07	Upgrade Engine Lab	I.A.
2007/08	Construct New Tool/Parts room	I.A.
2008/09	New Storage facility	I.A.

Electrical and Electronics Technology (Prison)
George Shell

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2006/2007	Upgrade classroom lab boards	1.A
2007/2008	Upgrade lab houses	1.A
2008/2009	New storage shed	1.A
2009/2010	New drill/drill bit set	1.A

**Facilities Maintenance Worker – Caledonia Prison, School of Vocational & Industrial Technology
Kent Dickerson, Department Head**

List all accomplishments in your units in the past three years./ New accomplishments are listed.

Date	Accomplishment	Inst. Goals
June 2010	Class enrollment has grown to 14 students.	Larger classroom still in need.
	The average student entrance level has increased from 7 th to 9 th grade level.	Strive to increase higher.
	Instructor has completed con. ed., needed to maintain Electrical License.	HCC provides this con. ed.

FOOD SERVICE TECHNOLOGY (PRISON)

WYLENE FAULCON-GOINS

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Jan-05-10	New Text book for FST 100-101-102-103	1. D 5.C 6.C.
Dec-02-09	Added new storage shelving (code compliance) Added new secure storage unit	7.B
Nov-15-09	DOC Added new double door freezer unit to support program	7.B
Sept-07-09	Learning Temperaments	1.A
Aug-06-09	Added new food processor to aide (FST 102)	7.B
Aug 06-09	Quality Enhancement Planning	4.C
Aug-06-09	Added 3 new stand mixer to enhance the Baking (Fst 101)	7.E

School of Vocational and Industrial Technology

Industrial Systems Technology

Jason Bone

List all accomplishments in your units in the past three years.

Jun 07 – May 09	Jason Bone was trained to teach MEC 111 (Machine Processes) upon Mr. Beaver’s retirement.	IA
Sept 09	Mr. Freeman was hired to replace Mr. Beaver. Mr. Freeman comes to us with many years of experience in industry.	IA
Oct 09	Added a certificate program	IA
Oct 09 – May 10	Program participated in the State wide 12 n 6 program and produced 7 graduates.	IIB
Oct 09	Received 10 new fluke multi-meters	IA IIE
Oct 09	Received 7 new copies of RS Logix PLC software	IA IIE
Jun 10	10 new computers for our computer lab (rm 413)	IA IID IIE

Masonry (Prison)
Tim Crowder

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007 & 2008	Attended Prison Educators Conference at Mayland Comm. College	1.A
2007, 2008, 2009	Attended Professional Development activities at HCC	1.A

Plumbing (Prison)
Jim Harrell

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2008	I attended a Prison Educators Conference at Mayland Community College	1A
2008	I attended a Training Seminar on Noritz Tank less water heaters, at Ihrie supply in Roanoke Rapids	1A
2008 2009 2010	6 hrs continuing education on NC Plumbing code changes	1A
2009	Received a new Roof on class room	1A
2008 2009 2010	Attended professional development activities at HCC	1A
2010	Received new Thankless Water Heater	1A
2010	Received new Heating and Air system for class room.	1A

Small Engine and Equipment Repair (Prison)
Robin St. Sing

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Jan-27-09	M.T.D. Factory Authorized Service Centre	I.A.
Aug-06-09	Teaching Early College Student	I.A.
Aug-06-09	Quality Enhancement Planning	I.A.
Aug-07-09	Learning Temperaments	I.A.
Dec-15-08	Briggs & Stratton Factory Authorized Service Centre	I.A.
Jan-14-07	Preferred Power Factory Authorized Service Centre	I.A.
Jan-06-07	Walbro Corporation Factory Authorized Service Centre	I.A.
April-04-07	Correctional Educators Conference	I.A.

Welding, School of Vocational and Industrial Technology
Jason Shotwell, Department Head

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Began May 2006	For over 3 years, I have used my Certified Welding Inspector License to certify students to the American Welding Society guidelines.	I.A
Fall 2009	I have gained more space for the welding program by pursuing the limited space issue; however, space is a reoccurring issue.	I.A
Fall 2009	I have made blackboard a major component for all welding classes by having online assignments, study materials, testing, welding resources and for video links which increases the students education	VI.C
Fall 2008	Created an evening welding certificate program in Fall 2008 which has accommodated more students and especially people with full time day jobs.	I.A
Reoccurring	Provided students with field trips and classroom presenters to enhance their ability	I.A
May 2007	Graduated at Nash Community College with an Associate's degree in Welding Technology.	I.A
July 2007	Attended the Welding Instructor Course at Hobart Institute of Welding.	I.A
February 2008	Attended a 2 day welding instructor workshop at Lincoln Electric.	I.A
October 2008	Attended an Aluminum Welding Seminar hosted by ESAB welding.	I.A
July and October 2008	Participated in professional development activities (welding, retention, learning styles, etc.)	IV.C
August 2009	I was awarded a 5 year service award from HCC.	I.A
	<p>Over the past 3 years, I have accomplished many goals to have the program where it is today.</p> <ul style="list-style-type: none"> ○ Obtained welding training to enhance classroom and lab instruction. ○ Recruiting efforts to increase enrollment ○ Cleaning and organizing to increase appearance of program ○ Requested and purchased supplies, power tools and equipment to update 	I.A VII.D

	<ul style="list-style-type: none"> program o Created a MySpace webpage for welding students and prospective students. Added photos and information as a recruiting tool. 	
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After SWOT occurred:

February 2010	Had equipment donated to HCC from Wilson Community College, 1 Plasma Cutter and 2 Welding Machines	I.A
February 2010	Had equipment donated to HCC from Nash community College, 1- 4 foot metal shear.	I.A
March 2010	Had 660 pounds of metal core welding wire donated from Lincoln Electric.	I.A
	Set up filed trip through the Pride program for welding students to tour 2 welding shops in Rocky Mount, NC. Pride program paid for transportation and lunch.	I.A
April 14th, 2010	Promoted program at Northwest Halifax High School Career Day	VI.D
May 2010	82% of 2010 welding graduates obtained a shielded metal arc welding certification.	I.A
June 2010	Obtained Perkins grant to purchase 2 Lincoln Electric welding machines.	I.A

School of Nursing and Allied Health Services

**Associate Degree Nursing
Kelly Harvey**

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007-08	22 Associate Degree Nursing graduates in May 2008	I-A
	National Council Licensure Exam pass rate 90.9% (20 of 22 students passed on first attempt)	I-A
	Graduates employed at Halifax Regional Medical Center and many local healthcare facilities, filling registered nursing vacancies in the community	I-A
	Dose calculation tests given each semester with 90% or better score required to progress in program (given 2-3 opportunities depending on semester of program)	II-A-2
	CIS 113 (Computer Skills) moved to first semester of program	II-A-4
	Stephanie Terry, Nursing Instructor, obtained Master's of Science in Nursing – Nurse Educator degree from Old Dominion University, with increased skills in planning and evaluation of educational programs	V-A
	Participation in Nash-Edgecombe-Wilson=Halifax (NEWH) Nursing Consortium committees, meetings, and professional development opportunities Includes meetings with Policy Board (Presidents of 4 member colleges and NEWH Director), V-P Advisory Committee (Vice Presidents of 4 member colleges and NEWH Director), Student Services, and Community Advisory Committee	V-A/B
2008-09	19 Associate Degree Nursing graduates in May 2009	I-A
	National Council Licensure Exam pass rate 89.4% (17 of 19 students passed on first attempt)	I-A
	Graduates employed at Halifax Regional Medical Center and many local healthcare facilities, filling registered nursing vacancies in the community	I-A
	Dose calculation tests given each semester with 90% or better score required to progress in program (given 2-3 opportunities depending on semester of program)	II-A-2
	Holly White accepted into Ladder to Leadership, a grand-funded program for young and innovative individuals who are looking to think outside the box to help communities who are less fortunate. This is a 16-month program which includes team meetings, webinars, sessions at the Center for Creative Leadership (Greensboro, NC), and mentorship.	V-A

	Participation in Nash-Edgecombe-Wilson=Halifax (NEWH) Nursing Consortium committees, meetings, and professional development opportunities Includes meetings with Policy Board (Presidents of 4 member colleges and NEWH Director), V-P Advisory Committee (Vice Presidents of 4 member colleges and NEWH Director), Student Services, and Community Advisory Committee	V-A/B
	Electronic reference choices available for students wishing to use them instead of traditional reference books	V-C
2009-2010	25 Associate Degree Nursing graduates in May 2010	I-A
	Graduates employed at Halifax Regional Medical Center and many local healthcare facilities, filling registered nursing vacancies in the community	I-A
	National Council Licensure Exam pass rate pending. As of 7-14-10, 18 students have passed the NCLEX-RN Exam, 3 students have failed, and 4 students have not yet taken or results are pending.	I-D
	COM 231 added to program requirements in addition to ENG 111 (ENG 114 removed)	II-A
	Dose calculation tests given each semester with 90% or better score required to progress in program (given 2-3 opportunities depending on semester of program)	II-B
	MAT 140 added to program requirements	II-B
	Information sessions added as a requirement prior to admission to nursing programs – held at HCC and at Halifax Regional Medical Center to reach as many students as possible	IV-A/B
	Judy Yates, Nursing Instructor, completed Master's of Science in Nursing – Nursing Education program at University of Phoenix; Phyllis Hayes and Tammy Pleasant, Nursing Instructors began MSN program at East Carolina University	VI-A
	North Carolina Board of Nursing Visit – October 2009; NEWH Nursing Consortium ADN program passed with no recommendations (the Board's highest standard); surveys occur every 7 years and are a requirement for all nursing programs in North Carolina	VI-A/B
	Implementation of concept-based curriculum, based on best practices as identified by state-wide curriculum improvement project	VI-A/B
	Increased use of electronic resources throughout curriculum	VI-C

Practical Nursing Education
Kelly Harvey

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007-2008	15 Practical Nursing graduates in July 2008	I-A
	National Council Licensure Exam pass rate 93.3% (14 of 15 students passed on first attempt)	I-A
	Graduates employed at Halifax Regional Medical Center and many local healthcare facilities, filling registered nursing vacancies in the community	I-A
	Dose calculation tests given each semester with 90% or better score required to progress in program (given 2-3 opportunities depending on semester of program)	II-A-2
	CIS 113 (Computer Skills) added to program, placed in first semester	II-A-4
	Stephanie Terry, Nursing Instructor, obtained Master's of Science in Nursing – Nurse Educator degree from Old Dominion University, with increased skills in planning and evaluation of educational programs	V-A
	Participation in Nash-Edgecombe-Wilson=Halifax (NEWH) Nursing Consortium committees, meetings, and professional development opportunities Includes meetings with Policy Board (Presidents of 4 member colleges and NEWH Director), V-P Advisory Committee (Vice Presidents of 4 member colleges and NEWH Director), Student Services, and Community Advisory Committee	V-A/B
2008-2009	8 Practical Nursing graduates in July 2009	I-A
	National Council Licensure Exam pass rate 100% (all 8 graduates passed on first attempt)	I-A
	Graduates employed at Halifax Regional Medical Center and many local healthcare facilities, filling registered nursing vacancies in the community	I-A
	Dose calculation tests given each semester with 90% or better score required to progress in program (given 2-3 opportunities depending on semester of program)	II-A-2
	Admission requirement increased to MAT 070 (from MAT 060) for PNE program	II-A-2

	Holly White accepted into Ladder to Leadership, a grant-funded program for young and innovative individuals who are looking to think outside the box to help communities who are less fortunate. This is a 16-month program which includes team meetings, webinars, sessions at the Center for Creative Leadership (Greensboro, NC), and mentorship.	V-A
	Participation in Nash-Edgecombe-Wilson-Halifax (NEWH) Nursing Consortium committees, meetings, and professional development opportunities Includes meetings with Policy Board (Presidents of 4 member colleges and NEWH Director), V-P Advisory Committee (Vice Presidents of 4 member colleges and NEWH Director), Student Services, and Community Advisory Committee	V-A/B
	Electronic reference choices available for students wishing to use them instead of traditional reference books	V-C
2009-2010	20 Practical Nursing students currently enrolled in final semester of program (July 2010)	I-A
	Dose calculation tests given each semester with 90% or better score required to progress in program (given 2-3 opportunities depending on semester of program)	II-B
	Information sessions added as a requirement prior to admission to nursing programs – held at HCC and at Halifax Regional Medical Center to reach as many students as possible	IV-A/B
	Judy Yates, Nursing Instructor, completed Master's of Science in Nursing – Nursing Education program at University of Phoenix; Phyllis Hayes and Tammy Pleasant, Nursing Instructors began MSN program at East Carolina University	VI-A
	North Carolina Board of Nursing Visit – October 2009; NEWH Nursing Consortium PNE program passed with no recommendations (the Board's highest standard); surveys occur every 7 years and are a requirement for all nursing programs in North Carolina	VI-A/B
	Increased use of electronic resources throughout curriculum	VI-C

**Dental Hygiene
Verna High**

List all accomplishments in your units in the past three years.

Date	Accomplishments	Goal
2007	Graduated 16 students/ 100% clinical state board pass rate	I-A
	The HCC Dental Hygiene Program is a resource for dental employers	I-A
	Full-time faculty member North Carolina Dental Hygiene State Trustee	I-A
	All students members of SADHA (Student American Dental Hygienists Association)	I-A
	Graduates passed all program proficiencies and course requirements at 77%	II-B-1
	Graduates present dental hygiene information to area schools in Community Dental Course	II-A-1
	Graduates have to uphold Dental Hygiene Code of Ethics	II-A-3
	Graduates adhered to program requirements for attendance, patient requirements, radiograph requirements	II-A-3 II-B-1
	Continue Education Course (Geriatric Course) was offered to area dental professionals	III-A
	Students presented dental hygiene education information at Ducky Derby	III-C
	Students presented dental hygiene education information at Halifax Harvest Days	III-C
	Students are required to meet minimum scores before acceptance into the dental hygiene program	IV-C
	Graduates/students use computers to complete case studies	V-C
	Students take exams and tests on computers	V-C
	Full-time faculty have mid-semester advising/counseling with DH students	V-A
	Students referred to Student Services Early Alert for counseling	V-A
	End of semester department conference to "Close the Loop"	V-B
	Annual DH Program Advisory Committee meeting	V-B
2008	Graduated 15 students	I-A
	Two full-time faculty members completed masters degrees in dental hygiene	I-A
	Dental Hygiene Department Head selected Teacher of the Year for HCC	I-A
	The HCC Dental Hygiene Program is a resource for dental employers	I-A

	All full-time DH faculty are members of ADHA (American Dental Hygiene Association)	I-A
	All students members of SADHA (Student American Dental Hygienists Association)	I-A
	Graduates adhered to program requirements for attendance, patient requirements, radiograph requirements	II-A-3 II-B-1
	Graduates present dental hygiene information to area schools and facilities in Community Dental Course	II-A-1
	Graduates have to uphold Dental Hygiene Code of Ethics	II-A-3
	Graduates provided dental hygiene services to local elementary school students through <i>Healthy Smiles Program</i> funded by Kate B. Reynolds Foundation	III-B/C
	Provided continuing education course (Remineralization of Decalcification---MI Paste) to area dental professionals	III-A
	ADHA (American Dental Hygiene Association) President visited the HCC Dental Hygiene Program	III-C
	DH faculty provide dental health education and recruitment through community service for area schools, community programs, and churches	III-C
	ACA 118 (College Study Skills/Allied Health) initiated	IV-C
	Graduates/students use computers to complete case studies	V-C
	Students take exams and tests on computers	V-C
	Full-time faculty have mid-semester advising/counseling with DH students	V-A
	Students referred to Student Services Early Alert for counseling	V-A
	End of semester department conference to "Close the Loop"	V-B
	Annual DH Program Advisory Committee meeting	V-B
2009	Graduated 16 students	I-A
	The HCC Dental Hygiene Program is a resource for dental employers	I-A
	All full-time DH faculty are members of ADHA (American Dental Hygiene Association)	I-A
	Graduate received Academic Excellence Award	I-A
	All students members of SADHA (Student American Dental Hygienists Association)	I-A
	Graduates present dental hygiene information to area schools in Community Dental Course	II-A
	Graduates have to uphold Dental Hygiene Code of Ethics	II-C

	Students presented dental hygiene education information at Ducky Derby	III-C VII-A
	Graduates/students participated in the DAD (Dental Access Days) Clinic	III-B/C VII-A
	Graduates provided dental hygiene services to local elementary school students through <i>Healthy Smiles Program</i> funded by Kate B. Reynolds Foundation	III-B
	DH faculty provide dental health education and recruitment through community service for area schools, community programs, and churches	III-C VII-A
	ACA 118 (College Study Skills/Allied Health) continued	V-D
	Full-time faculty received Certificates of Appreciation for Mentoring	VI-B
	Graduates/students use computers to complete case studies	VI-C
	Students take exams and tests on computers	VI-C
	Full-time faculty have mid-semester advising/counseling with DH students	VI-A/B
	Students referred to Student Services Early Alert for counseling	VI-A/B
	All Dental Hygiene courses are web-assisted	VI-C
	End of semester department conference to "Close the Loop"	VI-B
	Annual DH Program Advisory Committee meeting	VI-B

Medical Laboratory Technology/Phlebotomy
Lori Howard

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007	MLT Department Head finished Master's degree program to become a fully recognized program director as required by National Accrediting Agency for Clinical Laboratory Sciences.	I
2008	3 out of 4 MLT graduates passed the ASCP exam and all 4 are employed. National Accrediting Agency for Clinical Laboratory Sciences approved the MLT self study report and conducted a site visit and gave recommendations for remaining in continued compliance for the MLT program. Phlebotomy self-study report was approved by National Accrediting Agency for Clinical Laboratory Sciences.	I, II, III
2009	Increased first year MLT applicant pool and more students were enrolled than in previous years. 5 of the 6 enrolled students continued to the 2 nd year of the curriculum. Phlebotomy Instructor finished BS degree. Phlebotomy Instructor is currently enrolled in a Master's degree program. Phlebotomy Program was awarded re-accreditation for 4 years.	I, II, IV
2010	MLT program was awarded re-accreditation for 4 years. MLT program had 3 graduates, and PBT had 15 graduates. MLT program has a full class of 10 students, and the PBT program has a full class of 8.	I, II, III, IV

LIBRARY

Learning Resources Center
Mary Gail Cooper, Director

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Winter 2004-05	Mary Gail made a presentation to the HCC Board regarding her new tenure with HCC and current state of its library.	2004: V
Summer 2005	Mary Gail attended the American Library Association national conference in Chicago (after being awarded grant funding through the NC State Library to pay travel expenses).	2004: V
Spring 2006	Mary Gail conducted first inventory of the library collection in many years. Many items were weeded from the collection and discarded. Bound periodicals were discarded. Shelves were physically reorganized.	2004: V. B
Summer 2006	Steps were taken to boost usage of the Learning Assistance Center (LAC) which resulted in increased usage statistics the next year and each semester thereafter.	2004: V. A
Fall 2006	Our collection of legal materials was re-evaluated based on information obtained from the American Bar Association and our current legal instructors.	2004: V
Winter 2006-07	Mary Gail wrote a brief history of the HCC Library in conjunction of HCC's 40 th anniversary, and published several newsletters regarding the history of HCC.	2004: III
Spring 2007	Don assisted with the writing of an "installation script" mini computer program that enables routine updates to be rapidly installed on all the computers in the lab.	2004: V. C
Spring 2007	The book collection of the Small Business Center was moved into the library.	2004: III. B
Summer 2007	Don attended the American Library Association national conference in Washington, DC. (--- again, using grant funding available through the NC State Library).	2004: V
Summer 2007	Mary Gail made and hung wall plaques of HCC emblems, past and present.	2004: V
Fall 2007	An Open House of the library was conducted which was featured in the Roanoke Rapids Daily Herald and on the local TV-20 news station.	2004: III. C
Winter 2007-08	The Learning Assistance Center (LAC) acquired twenty new computers.	2004: V. C
Spring	Beth was awarded the HCC Merit Award 2008 for her extensive work in securing and	2004: V

2008	creating our HCC Campus G-Mail accounts.	
Fall 2008	The NC Virtual Learning Community nominated Beth to serve as member of the NC Commission on Learning Technologies (COLT).	2004: V
Winter 2008-09	Beth was nominated to serve as President-Elect for the NC Community College Association of Distance Learning (NC3ADL).	2004: V
Spring 2009	Beth was invited to speak at the J. Sergeant Reynolds Community College Technology Summit (in Virginia) regarding her work in our Distance Learning program.	2004: III. C
Spring 2009	Jean received an HCC Staff Award 2009 for her long tenure with the HCC library (32 years!).	2004: V
Fall 2009	Shelia completed the re-cataloguing our Children's Collection and we re-arranged the shelves for better access.	2009-13: VII. B

Learning Assistance Center (LAC)
Betty J. Brown, Coordinator

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007	LAC Student Surveys were conducted during the fall 2007 semester indicating that 96% of the students surveyed stated that the assistance they received in the LAC played a role in their remaining in and/or finding classes. Ninety-nine percent (99%) stated they would recommend the LAC to other students.	I. - C.
2007 - 2008	The LAC conducted 84 workshops during the fall 2007 and spring 2008 semesters, as requested by instructors. The following workshops were conducted during the 2007-08 school year: 19 Blackboard, 5 Word, 10 Excel, 25 Internet/Electronic Resources, 19 PowerPoint, 3 MLA/Citation Machine, 1 Web Page, and 2 LAC Orientations.	I. - C.
2007 - 2008	The LAC 2007-2008 Yearly Summary report indicated a total duplicated headcount of 14,998 students were served in the Learning Assistance Center during the fall 2007, spring 2008, and summer 2008 semesters. This same report also indicated employee duplicated headcount equaled 396 for computer-related usage; this does not include phone related or project related assistance.	I. - C.
2008	LAC Student Surveys were conducted during the fall 2008 semester indicating that 92% of the students surveyed stated that the assistance they received in the LAC played a role in their remaining in and/or finding classes. Ninety-eight percent (98%) stated they would recommend the LAC to other students.	I. - C.
2008 - 2009	The LAC conducted 67 workshops during the fall 2008 and spring 2009 semesters, as requested by instructors. The following workshops were conducted during the 2008-09 school year: 24 Blackboard, 8 Word, 6 Excel, 19 Internet/Electronic Resources, 8 PowerPoint, and 2 Web Pages.	I. - C.
2008 - 2009	The LAC 2008-2009 Yearly Summary report indicated a total duplicated headcount of 17,104 students were served in the Learning Assistance Center during the fall 2008, spring 2009, and summer 2009. This same report also indicated employee duplicated headcount equaled 301 for computer-related usage; this does not include phone related or project related assistance.	I. - C.

INSTITUTIONAL RESEARCH AND PLANNING

Institutional Effectiveness

Dr. Edwin Imasuen, Director

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2009-2010	Development of Planning and Assessment plan with “Outcomes” Gathered “reconstruction” entries for 2005-2006 and 2006-2007 I E Plans Designed Assessment Grid for Planning and Assessment	VI
	100% entries for “Findings”/Results and submission of un-completed data for 2008-2009 IE Plan (with continuous review for quality) 100% entries for 2009-2010 I E Plan (with continuous review for quality)	VI
	Met the data requests from the system office and College Board Planning and assessment calendar. 2009-2010 IE Plan and Assessment Implementation Fall Student survey is in progress	VI
	Strategic plan –produced and published SACS compliance reports for Institutional effectiveness . Classroom Assessment Pilot instituted Departmental Assessment instituted for General Education Division Response for un-met standards is in progress Conducted workshops for Faculty and Staff	VI
	Conducted SWOT Analysis to assure effectiveness in the academic and administrative processes	VI
	Conducted Graduate survey	VI
	Conducted employer Survey	VI

	Analyzed Outcomes data for all units – 2008-2009 IE Plans and 2009-2010 IE Plan Analyzed other IE Data for institutional Effectives. Analysis of data for Program Outcomes Met the needs of NCCCS	VI
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CONTINUING EDUCATION AND COMMUNITY SERVICES

**Continuing Education and Community Services
Vera J. Palmer, Dean of Continuing Education**

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
07-10	Increased Continuing Education services offered to the community by 5% each year	III.A

CRC – Business and Industry
Larry Crisafulli

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
	CRC	
11-08	Prison Grant - \$17,532. Grant award to introduce the CRC program to Caledonia Correctional Institution	III.A.
6-10	Prison Grant – Completed – Functioning program at Caledonia Correctional Institution	III.A.
3-2008	CRC training completed	III.A.
2-09	Turning Point Grant - \$20,000. award for Halifax and Northampton counties	III.A.
1-31-10	Turning Point Grant - Completed – 406 people assessed – the goal 310	III.A.
11-09	CRC Performance Grant - \$5,700.00 Halifax C.C. service area.	III.A.
		III.A.
	Business and Industry	
2008-2009	Client satisfaction rate for customized training – 94%	III.A.
11-2009	Originator in the establishment of the Business and Industry Roundtable – Halifax County	III.A.
4-2008	Datatell training completed	III.A.
1-2010	NC Real Scholarship Recipient – Training completed	III.A.
2008-2009	PCB Piezotronics – Customized Training – Job Growth Grant completion	III.A.
2008-2010	Contributed to the Comprehensive Economic Development System (CEDS)	III.A.
2008-2010	SCORE volunteer for the service area	III.A.
2009 - 2010	NCSU - Lean Six Sigma Green Belt Training Completed	III.A.
2009 - 2010	NCSU - Lean Six Sigma Black Belt Training Completed	III.A.
2008-2009	Lean/Six Sigma program introduction to service area	III.A.

Certified Nursing Assistant Program
Jan Humphries, Coordinator/Instructor

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
09-10	WE HAVE (WITH THE HELP OF THE NURSING DEPT) PURCHASED NEW MANNEQUINS THAT ARE VERY LIF- LIKE AND GREAT LEARNING TOOLS.	III.A.
2010	WE HAVE IMPROVED THE NUMBER OF STUDENTS PASSING THE STATE BOARDS TO 77.5%	III.A.
08-10	ENROLLMENT IN 2007-2008 WAS 154 STUDENTS IN 13 CLASSES FROM 2008-2009, WE HAD 19 CLASSES AND 21 IN 2009-2010 WE CONDUCTED 19 CLASSES WITH 221 STUDENTS REGISTERED. THE PROGRAM HAS CONTINUED TO CROW IN SPITE OF THE FINANCIAL SITUATION AND THE INCREASE IN TUITION	III.A.

Community Services
Donna Giles, Coordinator

List all accomplishments in your units in the past three years.

Date	Accomplishment (Offered different/more diverse courses)	Inst. Goals
Spring 08	Began offering Yoga & Tai Chi classes	III.C.
Spring '09	Offered Jewelry-Making class	III.C.
Fall 09	Offered "Shag" Dancing class	III.C.
Fall '10	Offering Cake Decorating class (Beginners, Intermediate, Advanced)	III.C.

Computer Skills
Ellen Grant, Computer Skills Specialist

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007-2010	Increased the number of online computer courses	III-A
7/2009	Installed Windows 7 in Continuing Education Computer Lab	III-A

Emergency Medical Services - Continuing Education
Kevin Kupietz, Coordinator/Instructor

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Continuous	Providing continuous training to area rescue squads and industry to keep their emergency medical response programs current with mandated and planned requirements.	III A
Continuous	Provide EMT basic continuing education training to Kapstone Paper (The areas only industrial EMT brigade) on an annual basis.	III B
Continuous	Provide emergency medical response training to various industries and businesses in the area.	III B
Continuous	Provide emergency response training to help resolve and mitigate accidents / disasters quickly to minimize economic effects.	III D
Continuous	Provide initial emergency medical response classes to individuals to fill EMS personnel shortages in the area.	III D

Emergency Management (EPT)
Kevin Kupietz, Coordinator/Instructor

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Continuous	Providing continuous training to area Fire departments, rescue squads, industry, key civil preparedness personnel to keep their emergency response programs current with mandated and planned requirements.	III A
Continuous	Provide hands on functional exercises to reinforce classroom information in a real life setting.	III A

Fire Service (FIP)
Kevin Kupietz, Coordinator / Instructor

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Continuous	Providing continuous training to area fire departments and industry to keep their fire fighting programs current with mandated and planned requirements.	III A
Continuous	Provide fire brigade training to Kapstone Paper (The areas only industrial fire brigade) on an annual basis.	III B
Continuous	Provide fire safety training and response training to various industries and businesses in the area.	III B
Continuous	Provide emergency response training to help resolve and mitigate accidents / disasters quickly to minimize economic effects.	III D
Continuous	Provide a variety of fire service training that helps fire departments to lower their ISO rating which means lower insurance rates for commercial and residential structures.	III D

Human Resources Development
Tiffany Hale, Coordinator

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Ongoing	More classes have been created in the community and as a result FTEs have increased tremendously	III A
Fall 2009	Partnered with AAA Carolinas to provide HRD classes to potential employees	III B
Spring 2010	HRD Coordinator chosen Chairperson-Elect for HRD Regional Advisory Board	III D
Spring 2009	CRC was introduced to the captive setting	III A
Spring 2010	Intro to Computer classes were introduced to the captive setting	III A

Law Enforcement
Greg Parker, Law Enforcement Coordinator

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
08-09	Met with representatives from all law enforcement agencies in the service area to conduct needs assessment	III.A
	Completed lesson plans for several new courses	III.A
	Went Online with Law Enforcement, Detention, and Tele-communicator In-service training in response to assessment	III.A
	Graduated one new instructor class	III.A
	Instructors completed upgrade and specialized training in several topical areas	III.A
	Instituted annual Instructor Development training locally	III.A
	Received limited additional equipment which allowed for new training	III.A
09-10	Provided online In-service training to several state and local agencies for the first time	III.A
	Revised or reviewed additional lesson plans	III.A
	Developed Telecommunicator course for new communications employees	III.A
	Offered Firearms Safety course to the general public for first time	III.A

Literacy Education
Tamba O. Thompson, Director of Literacy Education

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2007-2008	Our Performance Measures and Indicators were 79% (programs are required to make a minimum of 75%)	V. B
Spring 07	The Basic Skills Program generated 33 budget FTEs -students attended classes at accessible times and locations/students were at various academic levels	V.A/V.C/V.D
Summer 07	The Basic Skills Program generated 13 budget FTEs - students attended classes at accessible times and locations/students were at various academic levels	V.A/V.C/V.D
Fall 07	The Basic Skills Program generated 42 budget FTEs - students attended classes at accessible times and locations/students were at various academic levels	V.A/V.C/V.D
12/07	The Basic Skills Program received a Student Success Activity Grant from the System Office for \$4,200. The purpose of this project was to ensure student success. This grant targeted recruitment, retention, and motivation. For the first time, a part-time Assessment/Retention Counselor was hired to assist with our efforts. (Recruitment/retention efforts encouraged students to attend classes/locations that were convenient)	V.A
2007-2009	Educational opportunities are provided for Compensatory Education students focusing on helping the individual become as independent and self-directed as possible through acquiring basic and life skills needed to function successfully in daily living	V.C
Spring 08	The Basic Skills Program generated 38 budget FTEs - students attended classes at accessible times and locations/students were at various academic levels	V.A/V.C/V/D
Summer 08	The Basic Skills Program generated 15 budget FTEs - students attended classes at accessible times and locations/students were at various academic levels	V.A/V.C/V.D

Fall 08	The Basic Skills Program generated 49 budget FTEs - students attended classes at accessible times and locations/students were at various academic levels	V.A/V.C/V.D
2008-2009	The Basic Skills Program met Performance Measures and Indicators were 79% (programs are required to make a minimum of 75%)	V.B
2007-2009	Basic Skills (Adult Basic Education/GED) classes are established at numerous locations throughout the service area making classes accessible to all adults. Locations and times vary to meet the needs of the students.	V.A
1/8/08	New Literacy Education Class opened at Caledonia Prison	V.A
2/11/08	New Literacy Education Class opened at HCC's Enfield Campus (morning class)	V.A
2/25/08	New Literacy Education Class opened at Tillery's Correctional Facility	V.A
3/3/08	New Literacy Education Class opened at Long's Chapel Baptist Church, Hobgood	V.A
Spring 08	20 Basic Skills off-campus classes were offered in the community	V.A
Summer 08	17 Basic Skills off-campus classes were offered in the community	V.A
Fall 08	23 Basic Skills off-campus classes were offered in the community	V.A
2007-2009	Basic Skills classes are offered to work with students' individual levels to prepare them for GED completion, curriculum classes and/or employment.	V.D
2007-2009	Basic Reading classes are offered to help students increase their academic levels	V.D
2007-2009	Students who've completed their high school diploma, GED, and college courses are able to enroll in Self-Improvement classes which prepares students for curriculum classes and/or employment	V.D

Spring 09	The Basic Skills Program generated 45 budget FTEs - students attended classes at accessible locations and times/students were at various academic levels	V.A/V.C/V.D
Summer 09	The Basic Skills Program generated 19 budget FTEs - students attended classes at accessible locations and times/students were at various academic levels	V.A/V.C/V.D
Fall 09	The Basic Skills Program generated 51 budget FTEs - students attended classes at accessible locations and times/students were at various academic levels	V.A/V.C/V.D
Summer/ Fall 2009	The Basic Skills Program had a total of 53 summer/fall 2009 GED completers (on-campus/off-campus sites with the exception of the prison population) students attended classes at accessible times and locations/students were at various academic levels	V.A/V.D
Summer/ Fall 09	The prisons had a total of 15 summer/fall GED completers - students attended classes at accessible times and locations/students were at various academic levels	V.A/V.D
5/09-5/10	The Basic Skills Program had a total of 88 graduates (on-campus and off-campus sites) students attended classes at accessible times and locations/students were at various academic levels	V.A/V.D
1/10-5/10		V.A/V.D
1/28/10	The Basic Skills Program had a total of 34 graduates (on-campus and off-campus sites) students attended classes at accessible times and locations/students were at various academic levels	V.A/V.D
Spring 10	The Daily Herald featured the Basic Skills Program ...The headline read, "HCC GED graduates totaled more than 50 in last sessions" The article included a photo of GED graduates, Dr. Griffin, and staff - students attended classes at accessible times and locations/students were at various academic levels	V.A/V.C/V.D
3/1/10	The Basic Skills Program generated 49 budget FTEs (students attended classes at accessible times and locations/students were at various academic levels The White Rock Baptist Church Class reopened - Hollister, NC	V.A

Safety (SAF)

Kevin Kupietz, Coordinator/Instructor

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Continuous	Provide initial training in the safety field to help individuals be more employable.	III A
Continuous	Providing continuous training to businesses and industry personnel helping them meet laws such as OSHA but also to help make the facility a safer place.	III B
Continuous	Provided initial safety classes to organizations to allow them to enter new and different areas of business.	III D

Self Supporting Classes (SEF)
Kevin Kupietz, Coordinator/Instructor

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Continuous	Provide initial training in the CPR/First aid field to help individuals be more employable.	III A
Continuous	Providing continuous training to businesses and industry personnel helping them meet laws such as OSHA but also to help make the facility a safer place.	III B
Continuous	Provide economical Courses to help improve the available work force.	III D

**Small Business Center
Richard (Dick) McCormick**

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
07-09	Offered 83 seminars with 1,257 attendees.	III.A.
	Held 3rd Annual Small Business Resource Expo.	III.D.
	Continued with hour-and-a-half small business start-up seminars at area libraries and the Employment Security Commission of Roanoke Rapids.	III.A.
	Continued to publish a bi-weekly Biz Connection column in the local paper, Daily Herald.	III.B.
	Created new partnerships with local clientele: <ul style="list-style-type: none"> • The Weldon STEP Program (NC Small Town Economic Prosperity) serving on its Economic Development Committee. • The Roanoke Ave. Business Alliance / Roanoke Rapids Main Street Program serving on its Economic Development Committee. • The Scotland Neck Business Association. 	III.D.
09-10	SBC Director began weekly programming entitled “Small Business Tips” on local radio station, WEZU (95.9 FM).	III.B.
	Provided business counseling for 68 people either interested in starting a business or improving existing business.	
	Conducted a two-hour “Career Insights” seminar for a group of Upward Bound students entering HCC in the fall of 2009.	III.A.
	SBC Director critiqued business plans for Halifax Northwest High School students.	
	Seminars and training activities were provided for local partners: <ul style="list-style-type: none"> • The Customer Satisfaction Survey to Scotland Neck Business Association. • Strengthening Your Management Skills to 22 Halifax County Managers. • Small Business Resources for the Roanoke Rapids Public Library. • • Team building session for Halifax County Administrative Office. 	III. A &B.

Institutional Advancement

Institutional Advancement

Thomas W. Schwartz, Vice President of Institutional Advancement

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
4/2/09	Predominantly Black Institutions grant funded (Grants)	IC. Provide appropriate support services for students
11/2008	American Indian cultural event founded (Events)	IIIC. Offer enrichment courses and cultural events that contribute to the quality of life.
5/2009	First HCC planned gift in history (Foundation)	V11A. Continually develop and implement a strong community outreach program designed to enhance the programs of the college and the community it serves.
3/2009	First congressional appropriation in HCC history (Institutional Advancement)	VIIA. Continually develop and implement a strong community outreach program designed to enhance the programs of the college and the community it serves.
9/2009	Funding for new nursing lab (grants)	VIC. Implement effective and efficient use of technology.
7/2009	Successful CCAMPIS child care grant (grants)	IC. Provide appropriate support services for students
2/2010	Second planned gift received: Charitable Gift Annuity	V11A. Continually develop and implement a strong community outreach program designed to enhance the programs of the college and the community
2/2010	Held successful NC Missions of Mercy dental clinic for community that served 350+ patients and rendered over \$155,000 in free dental care to the Roanoke Valley	V11A. Continually develop and implement a strong community outreach program designed to enhance the programs of the college and the community
6/2010	Second congressional appropriation to support allied health programs	VIIA. Continually develop and implement a strong community outreach program designed to enhance

		the programs of the college and the community it serves.
6/2010	Development of HCC Alumni Association	V11A. Continually develop and implement a strong community outreach program designed to enhance the programs of the college and the community

Freedom to Learn Initiative - P.R.I.D.E.

Freedom to Learn (P.R.I.D.E. of Halifax) Male Mentoring Program Daniel J. Lovett, Project Director

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goal(s)
8/09	Received approval to redirect FLI funds to establish a math lab to increase student pass rates and success	II-2
11/09	Conducted FLI Induction Ceremony to recognize students who commit themselves to academic success	I-C
Mar-Nov 2009	Presented P.R.I.D.E. program at 16 workshops, events, and/or conferences	III-D
10/09	P.R.I.D.E./HCC was selected to present best practices male mentoring model for faith based initiative	III-D
10/09	The P.R.I.D.E. program received recognition by the Community College Survey of Student Engagement (CCSSE) as a best practices hi-touch male mentoring and retention program	I-C
11/09	Presented the P.R.I.D.E. program at four (4) North Carolina Community College System Male Mentoring Initiative (NCCCM)	I-C
4/09	P.R.I.D.E. was selected to present at Department of Education Predominantly Black College Initiative and the Chicago Male Mentoring Initiative Best Practices workshop	III-D
4/09 & 4/10	Sponsored 2 Men To Men Male Mentoring Summits –served approximately 850 participants	III-C
2/10	PR.I.D.E. and 2 students founded HCC’s First Choir. They have already participated in 7 performances.	I-C
1/10	FLI’s received approval to redirect grant funds to provide transportation for internship students	1-C
March 2010	Established R.I.S.E. Program (Re-entry Information, Services, and Education) program to assist students with previous offenders with reintegration into the community and job placement	IV-B

Jan 2010	P.R.I.D.E. established weight lifting and basketball programs for participants	I-C
2009-2010	PRIDE established the Griffin Leadership forum to deal with matters of ethics, personal development, and male female relationships	1-C
April 2010	The P.R.I.D.E. program was presented as a comprehensive best practices male-mentoring model at the American Association of Collegiate Registrars and Admissions Officers (AACRAO) National conference	1-C
May 2010	The P.R.I.D.E. program was presented during the NCCCS listening tour designed to hear about best practices at HCC	III-D
Jan-May 2010	P.R.I.D.E. sponsored a math and freshman seminar learning community to improve academic performance and success in Math courses	II-A
May 2010	P.R.I.D.E. worked with the SGA to sponsor campus clean-up and the painting of the quiet room and cafeteria	III-C
June 2010	P.R.I.D.E. presented an assessment/evaluation training workshop at the NCCCOMI regional conference	III-D
May 2010	The P.R.I.D.E. director received the HCC President's Leadership Award	III-D
Feb 2010	P.R.I.D.E. students completed community service project with North Carolina Mission of Mercy. Responsible for equipment unload, set-up, breakdown, and reload	VII-A
Mar 2-010	P.R.I.D.E. students completed community service project assisting to erect a house with Habitat for Humanity	VII-A

Project ASPIRE**Thomas Schwartz, Vice President of Institutional Advancement****List all accomplishments in your units in the past three years.**

Date	Accomplishment	Inst. Goals
9/07 thru 6/10	<p>Successfully served as the independent evaluator through HCC for Halifax County Schools (HCS) Community Based Abstinence Education (CBAE) five (5) year grant for the Project ASPIRE Program.</p> <p>Gathered baseline data from agencies in the this area for the Project ASPIRE annual and semi-annual evaluation report.</p> <p>Researched best practices in the field of abstinence and sex education.</p> <p>Observed program and classroom activities in HCS systems.</p> <p>Surveyed and interviewed the teachers for Project ASPIRE.</p> <p>Printed and administered approximately 1500 middle and high school student surveys.</p> <p>Submitted quarterly and yearly newsletters and annual reports.</p>	<p>3-B/7-A</p> <p>7-A</p> <p>7-A</p> <p>3-B</p> <p>7-D</p> <p>7-D</p> <p>7-D</p>
2008- 2009	<p>Implemented a revised student survey.</p> <p>Surveyed approximately 520 middle and high school participants.</p> <p>Administered and collected surveys from participating teachers and parents.</p> <p>Attended workshops and conferences.</p> <p>Revised student surveys for second year of the program.</p>	<p>7-E</p> <p>7-D</p> <p>7-D</p> <p>7-D</p>
2009- 2010	<p>Revised student surveys for third and final year of the grant program.</p> <p>Administered approximately 1100 middle and high school student surveys.</p> <p>Successfully submitted evaluation newsletter for first semester.</p> <p>Participated in The Center for Research and Evaluation on Abstinence Education Webinar.</p> <p>Humbly received the 2009-2010 HCC Spirit Award.</p>	<p>7-E</p> <p>7-D</p> <p>7-D</p> <p>7-B</p>

Public Information

Melanie Temple, Public Information Officer

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Spring 2010	Named co-chair of the Quality Enhancement Plan Public Relations Team and successfully helped manage several meetings and follow-up communications	VIID-Increase Public Awareness of the College
Spring 2010	Participated in planning and implementing of successful Black History Month events	VIIA-Increase Public Awareness of the College
Fall 2009	Public Information area was recognized for contributing to the college receiving 8 th place in the nation in the Digital Community Colleges Survey (smaller colleges category)	VIIE-Increase Public Awareness of the College
Fall 2009	Participated in planning and implementing of successful American Indian Heritage event	VIIA-Increase Public Awareness of the College
Fall 2009	Worked with Print Shop to create college's Annual Report	VIID-Increase Public Awareness of the College
Spring 2009	Public Information Officer received the Spirit Award for 2008-09	VIIA-Increase Public Awareness of the College
Spring 2009	Successfully created an e-newsletter, <i>HCC News</i> , to replace the printed <i>Halifacts</i> newsletter due to budget and to increase circulation ability	VIID-Increase Public Awareness of the College
Spring 2009	Participated in planning and implementing of successful Black History Month events	VIIA-Increase Public Awareness of the College
Fall 2008	Worked with Print Shop to create college's Annual Report	VIID-Increase Public Awareness of the College
Fall 2008	Participated in planning and implementing of successful American Indian Heritage event	VIIA-Increase Public Awareness of the College
Summer	Created social media sites for the college including Facebook, MySpace and	VIIE-Increase Public

2008	Twitter	Awareness of the College
Summer 2008	Created Marketing Advisory Team	VIIA-Increase Public Awareness of the College
Spring 2008	Participated in planning and implementing of successful Black History Month events	VIIA-Increase Public Awareness of the College

**The Centre
Joanne Jolly**

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
2006 to July 3, 2008	106,470 people visited The Centre for various types of events between 2006 and July 3, 2008	III-D;VII-A
Sept. 2006 thru May 2007	The Centre's Charter Season was launched "Bringing The World Home" – Series of shows for the entire family which included a "Young People's Series" which was completely underwritten by the following school districts: Halifax County, Roanoke Rapids, and Weldon City Schools.	III-C
December 14, 2006	45 Local children performed with the Moscow Ballet in their performance of "The Nutcracker"	III-C
February 10, 2007	Masquerade Mardi Gras Gala - Fundraiser	III-C
February 2007	United Air Force Band – Free community concert	III-C
December 2007	North Carolina Symphony Pops Holiday Concert	III-C
July 2008	The 440 th Army National Guard Orchestra – Free community concert	III-C
September 2008	Chuck Davis and the African American Dance Ensemble held a week long residency program. The group visited several schools in our area where local children were given the opportunity to receive professional instruction on the history of African Dance and Drumming. The children were also given the opportunity to perform with Mr. Davis at the end of the residency.	III-C
2006 to present	Since 2006, four of the area's High Schools have held their annual Graduation Ceremonies in our facility. This totals 6 ceremonies annually.	III-C
June 2008 – June 2010	The number of High School Graduation Ceremonies increased to 7	III-C
Feb 2010	The Centre was the venue of choice for the NC Missions of Mercy Free Dental Clinic. This was the first time this clinic was ever offered in Northeast North Carolina.	III-C
Dec. 2009	The U.S. Navy Jazz Ensemble presented a free community Christmas Concert. Over 700 people attended this show.	III-C

March 2010	Presented for the first time in our area the U.S. Army Materiel Command Band. This was their last tour before moving permanently to TN. This was a free community concert and there were approximately 600 people in attendance	III-C
July 2009 to June 2010	There were 85 rentals during this fiscal year. We surveyed 7% of our patrons on their experience and we received a 92% approval rating where the patron rated their experience as being “exceptional”	III-C
July 2009 to June 2010	The Centre hosted 37 Halifax Community College sponsored events. These included Black History Month programs during February and Halifax County School partnership events and community partnership events.	III-C

Graphic Arts & Print Shop
Kimberly Edwards, Graphic Artist

List all accomplishments in your units in the past three years.

Date	Accomplishment	Inst. Goals
Spring 2008	Successfully planned and implemented 10 individual programs for Black History Month	VII-To present HCC and its students, faculty, president, and staff accurately, attractively, and effectively to all stakeholders.
Fall 2008	Successfully planned and implemented the first annual American Indian Heritage Month celebration	VII-To present HCC and its students, faculty, president, and staff accurately, attractively, and effectively to all stakeholders.
Spring 2009	Successfully planned and implemented 6 individual programs for Black History Month	VII-To present HCC and its students, faculty, president, and staff accurately, attractively, and effectively to all stakeholders.
Spring 2009	Developed logo for Freedom to Learn Male Mentoring Initiative (PRIDE)	VII-To present HCC and its students, faculty, president, and staff accurately, attractively, and effectively to all stakeholders.
Spring 2009	Awarded President's Leadership Award for 2008 - 2009	VII-To present HCC and its students, faculty, president, and staff accurately, attractively, and effectively to all stakeholders.
Fall 2009	Saved approximately \$1100 by printing a reduced number of Annual	VII-To run the print shop

	Reports In-house vs. Outsourcing	effectively, with minimal waste, and at minimal cost.
Fall 2009	Saved approximately \$700 by burning catalog cd's In-house vs. Outsourcing	VII-To run the print shop effectively, with minimal waste, and at minimal cost.
Fall 2009	Successfully planned and implemented the second annual American Indian Heritage Month celebration	VII-To present HCC and its students, faculty, president, and staff accurately, attractively, and effectively to all stakeholders.
Spring 2010	Successfully planned and implemented 5 individual programs for Black History Month	VII-To present HCC and its students, faculty, president, and staff accurately, attractively, and effectively to all stakeholders.
Spring 2010	Developed logo for HCC's Quality Enhancement Program (QEP), and designed marketing materials for QEP	VII-To present HCC and its students, faculty, president, and staff accurately, attractively, and effectively to all stakeholders.