



February 15, 2019

Mr. Ladelle Harmon, Jr.
Director of Institutional Effectiveness
McDowell Technical Community College
54 College Drive
Marion, NC 28752

Dear Mr. Harmon:

Thank you for your letter of September 10, 2018, transmitting a prospectus for the offering of 50% or more of the credits for the Emergency Management Certificate Pathway program at an off-campus instructional site in Marion, North Carolina, effective January 2019.

The site is:

McDowell High School
600 McDowell High Drive
Marion NC 28752

The existing Certificate program, which is consistent with the mission of McDowell Technical Community College, will be offered at this site as part of a dual-credit arrangement. The primary target audience is dual-credit students enrolled at McDowell High School. The site is expected to serve approximately 20 students beginning in January 2019, with instruction delivered through traditional face-to-face methods. A comprehensive list of programs offered by McDowell Technical Community College was provided; the institution has no other approved off-campus instructional sites. Administrative oversight will be provided by the Dean of Curriculum Programs, and a Career Coach will be on site to assist the dual enrolled students.

There will be no difference in admissions, curriculum, or graduation requirements for students enrolled in the Certificate courses at the McDowell High School off-campus instructional site. No special requirements for grading, transcripts, or transfer policies are required. Delivery of the Certificate program at this site will be integrated into the College's ongoing evaluation and continuous improvement process, which was described in detail. The process monitors the quality of programs on a five-year cycle through the use of Institutional Effectiveness Plans. Assessment data related to student learning are analyzed by program faculty at the end of each academic year, then improvement strategies are developed. Services and operations at the instructional site will be evaluated annually by the Dean of Curriculum Programs.

The Faculty Roster describes the qualifications of the one full-time and two part-time faculty members providing instruction for the Emergency Management program at the off-campus site. The faculty members have adequate academic credentials plus extensive professional experience and required certifications related to their instructional areas. They all appear to be qualified to teach the assigned courses. Keep in mind that the ultimate determination of faculty qualifications is the responsibility of the peer review teams who will assess the faculty as part of the institution's next SACSCOC accreditation review.



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Library and learning resources appear to be adequate. The McDowell Technical Community College Learning Resource Center (LRC) has a collection of physical and online resources such as databases, journals, books/eBooks, and audiovisual items that support the emergency management curriculum. The LRC's digital collection includes over 375,000 journal articles specific to emergency management through the North Carolina Libraries and Virtual Education (NCLive) database. Access to these items is available to dual-credit students either in person at the College's campus location, or online through the LRC website. Additional external materials are available through the College's cooperative agreements with other regional, state, and national libraries. The Library Director provides an onsite orientation at the high school, and an online chat reference service is available after hours on the LRC website.

Student support services appear to be adequate, and are available to all students regardless of location. Along with standard services such as financial aid, student records, and admissions, the College provides additional support to students through counseling, career assessments, and disability services. The Student Enrichment Center provides placement testing, student interest inventories, and tutorial assistance. Dual-credit students at McDowell High School are each issued a Chromebook laptop computer and also have access to the Academic Resource Center which serves as the common computer lab for all students. The Career Coach serves as a liaison between the College and the High School by coordinating on-site services such as registration, advising, and career coaching.

The physical resources appear to be adequate. Instruction for the Certificate program at the McDowell High School site will be provided in three designated classrooms. The Criminal Justice classroom has 900 square feet of space. The Emergency Management and Fire Technology classrooms each have 475 square feet of space. These two classrooms have access to a 570 square foot lab/storage bay area which will be used for practical demonstrations. The High School facility is also equipped with a dedicated Emergency Services Garage which has approximately 1260 square feet and houses a fully functional fire truck, ambulance, and patrol car. A detailed list of available equipment was provided including CPR mannequins, stretchers, fire hoses, ladders, communication radios, and mobilization devices.

Financial support for the new site appears to be adequate; a one-year estimated budget was provided. Revenues will be provided by annual allocations from the North Carolina Community College System based on student enrollment and contact hours. These funds will cover the direct instructional costs, administrative costs, computer labs, tutoring centers, and student services at the site. Funds appropriated by the county government will be used to cover facility operations costs and insurance. Revenues are expected to outpace the expenditures after the second semester of the program's operation. Any contingency plan would be mandated by the North Carolina General Assembly. McDowell Technical Community College is not on reimbursement for Title IV funding.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval to offer 50% or more of a program at the McDowell High School off-campus instructional site. It was the decision of the Board to approve the site and include it in the scope of the current accreditation. Keep in mind that all Commission principles and policies apply without exception to dual-enrollment students, programs, and instructional sites.



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Because the institution currently has fewer than three approved off-campus sites, I am authorizing a Substantive Change Committee which will visit the above site within six months after its implementation date of January 2019, to determine continued compliance with the *Principles of Accreditation*. Your staff representative, Dr. Denise Y. Young, will assist you with preparations for the visit. After review by the Substantive Change Committee, the site will be reviewed again in conjunction with the fifth-year and/or decennial review.

Our records indicate that you have already prepaid for the cost of reviewing this prospectus.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW/SKO:efk

cc: Dr. John D. Gossett, President
Dr. Denise Y. Young