

Grayson County College

Prepared for the
Southern Association of Colleges and Schools
Commission on Colleges

Reaffirmation of Accreditation
2012

Submitted August 22, 2011

Compliance Certification Focused Report



2.7.3

General Education

In each undergraduate degree program, the institution requires the successful completion of a general education component at the collegiate level that (1) is a substantial component of each undergraduate degree, (2) ensures breadth of knowledge, and (3) is based on a coherent rationale. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent; for baccalaureate programs, a minimum of 30 semester hours or the equivalent. These credit hours are to be drawn from and include at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession. If an institution uses a unit other than semester credit hours, it provides an explanation for the equivalency. The institution also provides a justification if it allows for fewer than the required number of semester credit hours or its equivalent unit of general education courses.

Off-Site Team Judgment

Compliant Non-Compliant Not Applicable

Off-Site Team Comments

In each degree program, GCC requires the successful completion of a general education component of at least 44 semester hours in all programs with the exception of the music program which has a core curriculum of 35 hours. The general education component is known as the “Core Curriculum” and is mandated by the State of Texas. GCC offers the A.S., the A.A.T. and the A.A.S. degrees. The A.S. degree and the A.A.T. degree are designed as transfer degrees.

The A.S. degree and the A.A.T. degree require 3 hours in oral communication, 6 hours in written communication, 3 hours in mathematics, 8 hours in natural science with a laboratory component, 3 hours of arts, 3 hours of humanities, 6 hours in history, 6 hours in government, 3 hours in social and behavioral sciences, and 3 hours in a frameworks course or computer science.

The A.A.S. degree requires a minimum of 15 semester hours which includes 3 semester hours each in oral communications; written composition; natural science and math; social and behavioral science; and fine arts and humanities. However, the Off-Site Committee found that GCC considers ENGL 1302 (Composition and Rhetoric) a humanities course in its AAS degree core curriculum requirements when in fact, ENGL 1302 is a Composition course. This results in the potential of a student being able to earn an AAS without having the proper humanities component.

College Response

Grayson County College (GCC) has reviewed the Off-site Committee findings and agree that ENGL 1302 (Composition and Rhetoric) does not satisfy the Arts and Humanities Core











Curriculum Requirements in the A.A.S. degree. Effective Fall 2011, ENGL 1302 (Composition and Rhetoric) will no longer be accepted as a [general education core](#) course in the A.A.S. degree.

On [June 23, 2011](#), the GCC English faculty voted unanimously to remove this course from the A.A.S. Core Curriculum. The Dean of Workforce Education and faculty will assess all A.A.S. degree programs and identify necessary degree plan changes no later than, August 26, 2011. Once these recommendations are received, the GCC Curriculum Committee will meet to review and approve the recommended changes. Following the Curriculum Committee approval, the President's Executive Council will review and approve the recommended changes and will forward them to the Board of Trustees for their approval.

GCC has updated its [degree audits](#) to reflect this change. Students have been notified of this change via [email](#), [letter](#), and special notices placed on the [GCC Portal Academics Page](#) and near all [admission and enrollment kiosk](#). To further notify students of this change in the A.A.S. Core Curriculum, the [online General Catalog](#) has been updated. Additionally, all academic advisors and faculty have been [notified](#) of the changes and all faculty will be asked to announce the change during the first week of classes. GCC has also ensured that an Arts course is offered during the [Mid-Session Classes](#) to provide students with another option to complete their arts/humanities option this semester.

Grayson County College believes this change has made them compliant and thanks the Off-site Committee for bringing this issue to its attention.

Sources

-  [CR 2.7.3 \(01\) Page 70 from 2011-2012 General Catalog - Revised AAS General Education Core](#)
-  [CR 2.7.3 \(02\) AAS Core - English Faculty Meeting Minutes](#)
-  [CR 2.7.3 \(03\) Degree Audits with Notation of Change in AAS General Education Core](#)
-  [CR 2.7.3 \(04\) Email to AAS Degree Seeking Students - Core Education Change](#)
-  [CR 2.7.3 \(05\) Sample Letter sent to Student - Gen Ed Core Requirements](#)
-  [CR 2.7.3 \(06\) Portal Announcement for all AAS students - ENGL 1302 Changes](#)
-  [CR 2.7.3 \(07\) AAS Degrees General Education Core Changes Flyer](#)
-  [CR 2.7.3 \(08\) Email to Faculty Regarding Change in AAS Degree Plans](#)
-  [CR 2.7.3 \(09\) Pages from the Fall Schedule of Classes Mid Session Course Offerings](#)
-  [Grayson County College Online General Catalog](#)

2.8

Faculty

The number of full-time faculty members is adequate to support the mission of the institution and to ensure the quality and integrity of its academic programs. Upon application for candidacy, an applicant institution demonstrates that it meets the comprehensive standard for faculty qualifications.

Off-Site Team Judgment

Compliant Non-Compliant Not Applicable

Off-Site Team Comments

GCC employs both full-time and part-time faculty as evidenced by the faculty roster. According to the THECB Accountability System information provided by the college, the percentage of credit hours produced by full-time faculty is 66% for the 2009 and 2010 years. No determination can be made as to whether these percentages are representative in programs across the college, to include off-campus sites. Neither did the college provide information as to whether the overloads taught by full-time faculty are included in the percentages of hours taught by full-time or part-time instructors. Further, no information is presented on the number of overloads taught by full-time faculty each term. Therefore, the Off-Site Committee is unable to ascertain compliance.

College Response

In supporting the [mission](#) of the college, GCC hires both full-time and part-time faculty to deliver instruction. Each semester, information is collected, for comparison and analysis, to document the number of full-time and part-time faculty to assess the number of contact hours and load hours being taught. GCC has provided a [detailed report](#) identifying all faculty by program, including load hours, overload hours (above 15 for full-time faculty and above 12 for part-time faculty), and total contact hours taught for each program with percentages. This report includes Fall 2009, Spring 2010, Fall 2010, and Spring 2011.

The [GCC Contact Hour Percentages of Full-time and Part-time Faculty Report](#) clearly reveals the number of contact hours taught by full-time and part-time faculty in each program and the percentages accordingly. This data is continuously assessed to determine the demands for faculty within each programs area and used to justify additional full-time positions when budget increases are accessible. As a result of the enrollment analysis, the college hired six [additional faculty](#) members in the Fall semester of 2010 and two new faculty in Spring 2011.

Since the Fall of 2007, GCC's enrollment increased significantly (see below). The cause of the growth was believed to have been a cumulative result of high unemployment rates, a depressed economy, increases in nearby university tuition rates, and local manufacturing plants closings.

	Fall 2007	Fall 2008	Fall 2009	Fall 2010
Enrollment	3655	4051	4625	5240

GCC has found it a challenge to meet the demands for increased course offerings in response to increased enrollment. This, combined with the State budget crisis, has impacted the ability to add full-time faculty positions. In addition, GCC is a rural community college surrounded by many other colleges and universities which has historically caused some difficulty in finding qualified adjunct faculty. Because of this, GCC found itself forced to allow full-time faculty to carry increased overloads to meet the enrollment demands.

To address this problem, in Spring 2009, as the enrollment continued to increase, Instructional Services convened a [faculty sub-committee](#) to determine and implement new guidelines to meet the customer needs while attempting to control excess overloads and maintain quality instruction. New [faculty load guidelines](#) were approved by the [Dean's Council](#) and the [President's Executive Council](#) and were imposed beginning Fall 2010.

Off-site Offerings

South Campus

Grayson County College is authorized to offer one degree program, the [Associate of Science in General Studies](#), and one certificate program, [Vocational Nursing](#), at the South Campus site. Classes are taught at the South Campus by a combination of full-time and part-time faculty being assigned to deliver each class. For Fall 2009 and Spring 2010, nine full-time faculty were permanently assigned to the [South Campus](#) site teaching the following areas: Biology (1), English (1), Sociology (1), and Vocational Nursing (6). The Sociology professor retired in May 2010 and her replacement was assigned back to the Main Campus leaving eight full-time faculty remaining on the campus.













The [South Campus Faculty Report](#) displays all the Full-time (page 1) and Part-time (page 2) faculty who taught on the South Campus for Spring 2010 and Fall 2010. All full-time and part-time faculty who teach on the South Campus are assigned, scheduled, and evaluated by the appropriate area's program Chair. GCC's full-time professors who are assigned to the South Campus are indicated on the spreadsheet with a red asterisk (*) and the full-time professors who are assigned to the Main Campus and teach this portion of their load at the South Campus are indicated with a Blue (*). Page 3, demonstrates the summary of the full-time and part-time percentages of load and contact hours taught by professors at the South Campus.

Sam Rayburn Collegiate Center

Over the years the Sam Rayburn Collegiate Center, essentially an extension site where a few courses are offered each semester, has continued to decline in enrollment. Full-time and part-time faculty were assigned individual classes to teach at the Center. Beginning Fall 2011, credit classes will no longer be offered at this site. A [Substantive Change](#) letter has been sent to notify SACS of this change.

In conclusion, in looking at the overall effectiveness of the college and ratings by students, the evidence seems to fully substantiate that the college has an adequate number of full-time faculty members to support the mission of the institution. As discussed in the Compliance Certification, the full-time faculty are provided with the resources needed to perform their jobs. Despite barriers of being located in a rural setting, decreased availability of qualified credentialed faculty, and the statewide budget crisis, the college has strategically prioritized and added essential full-time faculty positions to meet demands of enrollment increases. The college has also demonstrated its commitment to provide support for the professors through the provision of exceptional new facilities and technology to support instruction and quality education. The leadership has demonstrated its commitment to finding the balance needed with the staffing of full-time professors to fulfill the mission of GCC.

Sources

-  [CR 2.8 \(01\) GCC Mission and Vision](#)
-  [CR 2.8 \(02\) Contact Hour Comparison-Number of Faculty](#)
-  [CR 2.8 \(03\) Faculty - Full and Adjunct Load per semester Fall 2009-Spring 2011](#)
-  [CR 2.8 \(04\) New Faculty Additions 2005-2011](#)
-  [CR 2.8 \(05\) Faculty Load Taskforce Meeting Minutes](#)
-  [CR 2.8 \(06\) Faculty Load Guidelines](#)
-  [CR 2.8 \(07\) Dean's Council Meeting Minutes - approval of Faculty Load Guidelines](#)
-  [CR 2.8 \(08\) President's Executive Council Meeting Minutes September 15, 2010](#)
-  [CR 2.8 \(09\) Page 109 of the 2011-2012 General Catalog - AS in General Studies Degree Program](#)
-  [CR 2.8 \(10\) Page 141 of the 2011-2012 General Catalog - Vocational Nursing Certificate Program](#)
-  [CR 2.8 \(11\) South Campus Faculty Report](#)
-  [CR 2.8 \(12\) Substantive Change Letter for Rayburn Collegiate Center Closing](#)

2.9

Learning Resources and Services

The institution, through ownership or formal arrangements or agreements, provides and supports student and faculty access and user privileges to adequate library collections and services and to other learning/information resources consistent with the degrees offered. Collections, resources, and services are sufficient to support all its educational, research, and public service programs.

Off-Site Team Judgment

Compliant Non-Compliant Not Applicable

Off-Site Team Comments

GCC provides adequate resources and services at the main and south campus locations through ownership and by formal arrangements with regional institutions that are consistent with the degrees and certificates offered. The formal agreements through the Bibliographic Association of the Red River (BARR) and the TexShare Borrower Card system allow faculty and students to use other facilities and to check out materials with cooperating libraries. Interlibrary loan allows students, faculty and staff to borrow material from other participating libraries. Students and faculty have access to the library's electronic resources by remote access. Selection and collection of materials is based upon the collection development policy based upon curricular considerations, demonstrated demand, and overall collection balance.

However, the off-site committee was unable to determine that the college through ownership or formal arrangements or agreements, provides and supports student and faculty access and user privileges to adequate library collections and services and to other learning/information resources consistent with the degrees offered at all off-campus sites. In addition, the off-site committee was unable to determine that collections, resources, and services are sufficient to support all the college's educational, research, and public service programs at all off-campus sites.

College Response

Grayson County College has reviewed the Off-Site Committee report and offers the following regarding its off-campus locations:

As detailed in the [Institutional Summary Form, Section 3a](#) (Submitted March 15, 2011), Grayson County College has three primary instructional sites: the main/west campus in Denison, Texas, the south campus in Van Alstyne, Texas, and one off-site location at the Rayburn Collegiate Center in Bonham, Texas.

GCC has traditionally called the portion of the main campus, located just two miles away, its "West Campus" (see attached [map](#)). This term has been used for directional purposes only. This location has been in place since 1971 and has been included in our last three reaffirmations.

There is one academic program, Viticulture and Enology; continuing education courses; and one student dormitory on this portion of the main campus. Additionally, our Air Traffic Control program, which is offered through a consortia agreement with L3 Communications, is located just off the west portion of our campus in facilities leased by L3 Communications.

Because of the close proximity of this portion of our campus to the main campus, students have access to the full range of academic support, student support, and learning resources at the main campus. GCC offers students regular [shuttle services](#) to and from the main campus. Shuttle services are available via the Viking Route from 7:00 am until 12:00 am Monday through Friday and Saturday 4:00 pm to 12:00 am. Residence hall students are also provided shuttle service to and from the main campus for meals daily.

Due to continuous declining enrollment and recent budgetary cuts, the Grayson County College Board of Trustees, at its [August 16, 2011](#), meeting has decided effective August 21, 2011, the Rayburn Collegiate Center will no longer be used to deliver academic programs for Grayson County College. The current lease for the building will be terminated, no credit courses or academic programs will be offered, and a teach-out agreement will be provided for students enrolled in the Associate of Science in General Studies degree program at this location. A [substantive change](#) was submitted to the Southern Association of Colleges and Schools Commission on Colleges August 1, 2011, notifying them of our intent to no longer offer courses at this off-site location.

With the closure of the Rayburn Collegiate Center and further explanation of the its "west campus" in conjunction with the Off-site Committee's finding that "GCC offers adequate resources and services at the main and south campus locations through ownership and by formal arrangements with regional institutions that are consistent with the degrees and certificates offered," GCC believes it is compliant with this requirement and thanks the Off-site committee for the opportunity to further address these concerns and has updated its [Institutional Profile](#) to reflect these changes.

Sources

- [CR 2.9 \(02\) Main-West Campus Location Map](#)
- [CR 2.9 \(04\) GCC Board of Trustees August 16, 2011 Meeting Agenda](#)
- [CR 2.9 \(05\) Substantive Change Letter for Rayburn Collegiate Center Closing](#)
- [Fall 2011 Schedule of Classes \(Page 22\)](#)
- [Part 4. GCC Institutional Summary Form](#)
- [Part 4. Updated GCC Summary Form - August 2011](#)

2.10

Student Support Services

The institution provides student support programs, services, and activities consistent with its mission that promote student learning and enhance the development of its students.

Off-Site Team Judgment

Compliant Non-Compliant Not Applicable

Off-Site Team Comments

GCC is committed to offering appropriate student support programs, services, and activities that are in alignment with its mission. Under the direction of the Vice President for Student Services, the department is organized into the following administrative areas: Admissions and Records, Counseling, Public Safety, Student Activities, Resident Halls, Financial Aid, College Connections, and Texoma Tech Prep.

In the review of the planning documents provided in 3.3.1, it is clear that the college's student support programs promote student learning and enhance the development of its students.

For the various student support services identified in the narrative, services are available on the Main and South Campuses. For the Rayburn Collegiate Center and the West Campus, sufficient evidence is not provided to document whether student support programs, services, and activities are consistent with the college's mission, support student learning, and enhance the development of the students.

College Response

Grayson County College has reviewed the Off-Site Committee report and offers the following regarding its off-campus locations:

As detailed in the [Institutional Summary Form, Section 3a](#) (Submitted March 15, 2011), Grayson County College has three primary instructional sites: the main/west campus in Denison, Texas, the south campus in Van Alstyne, Texas, and one off-site location at the Rayburn Collegiate Center in Bonham, Texas.







GCC has traditionally called the portion of the main campus, located just two miles away, its "West Campus" (see attached [map](#)). This term has been used for directional purposes only. This location has been in place since 1971 and has been included in our last three reaffirmations. There is one academic program, Viticulture and Enology; continuing education courses; and one student dormitory on this portion of the main campus. Additionally, our Air Traffic Control program, which is offered through a consortia agreement with L3 Communications, is located just off the west portion of our campus in facilities leased by L3 Communications.

Because of the close proximity of this portion of our campus to the main campus, students have access to the full range of academic support, student support, and learning resources at the main campus. GCC offers students regular [shuttle services](#) to and from the main campus. Shuttle services are available via the Viking Route from 7:00 am until 12:00 am Monday through Friday and Saturday 4:00 pm to 12:00 am. Residence hall students are also provided shuttle service to and from the main campus for meals daily.

Due to continuous declining enrollment and recent budgetary cuts, the Grayson County College Board of Trustees, at its [August 16, 2011](#), meeting has decided effective August 21, 2011, the Rayburn Collegiate Center will no longer be used to deliver academic programs for Grayson County College. The current lease for the building will be terminated, no credit courses or academic programs will be offered, and a teach-out agreement will be provided for students enrolled in the Associate of Science in General Studies degree program at this location. A [substantive change](#) was submitted to the Southern Association of Colleges and Schools Commission on Colleges August 1, 2011, notifying them of our intent to no longer offer courses at this off-site location.

With the closure of the Rayburn Collegiate Center and further explanation of the its "west campus" in conjunction with the Off-site Committee's finding that "GCC is committed to offering appropriate student support programs, services, and activities that are in alignment with its mission" and "For the various student support services identified in the narrative, services are available on the Main and South Campuses," GCC believes it is compliant with this requirement and thanks the Off-site committee for the opportunity to further address these concerns, GCC has updated its [Institutional Profile](#) to reflect these changes.

Sources

-  [CR 2.10 \(02\) Main-West Campus Location Map](#)
-  [CR 2.10 \(04\) GCC Board of Trustees August 16, 2011 Meeting Agenda](#)
-  [CR 2.10 \(05\) Substantive Change Letter for Rayburn Collegiate Center Closing](#)
-  [Fall 2011 Schedule of Classes \(Page 22\)](#)
-  [Part 4. GCC Institutional Summary Form](#)
-  [Part 4. Updated GCC Summary Form - August 2011](#)

3.2.14

Governance and Administration: Intellectual Property Rights

The institution's policies are clear concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property. These policies apply to students, faculty, and staff.

Off-Site Team Judgment

Compliant Non-Compliant Not Applicable

Off-Site Team Comments

The college's position on intellectual property is clear and available for employees: "It is the policy of the College District that employees who create scholarly or personal works own them, unless expressly provided otherwise by terms of this policy. . ." (Employment Requirements and Restrictions/Conflict of Interest DBD (LOCAL). The college defines "copyrightable work" and stipulates that all members of the College District community should be aware that intellectual property laws extend to the "electronic environment." Should conflicts arise regarding this policy, a process for resolution of disputes is delineated in the policy noted above. In case of such disagreement, provisions are set out for a seven-member committee with prescribed composition to collect, review information and make a recommendation to the college president. The President's decision is final.




While it's clear that these policies refer to all employees, the Off-Site Committee was not able to discern how it affects students.

College Response

Grayson County College (GCC) has reviewed the Off-site Committee's concern regarding Intellectual Property Rights and how it relates to students and agrees with the Off-site Committee findings. GCC has reviewed its policies regarding intellectual property rights and has instituted [Local Policy FLE](#) to address student intellectual property rights. Local Policy FLE was approved by the President's Executive Council on [June 15, 2011](#), and the GCC Board of Trustees on [June 28, 2011](#). This policy addresses the aspects of ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property as it relates to students. With the addition of this new policy that directly addresses student intellectual property rights; GCC believes it is in compliance with this comprehensive standard.

Please Note: GCC had approved changes in FL Local Policy and TASB decided to make a new policy FLE Local instead of adding to the already existing FL Local.

Sources

-  CS 3.2.14 (01) GCC Local Policy FLE - Student Intellectual Property Rights
-  CS 3.2.14 (02) PEC Meeting Minutes June 15 2011
-  CS 3.2.14 (03) GCC Board of Trustees Minutes June 28, 2011

3.3.1

Institutional Effectiveness

The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas:

3.3.1.1 educational programs, to include student learning outcomes

3.3.1.2 administrative support services

3.3.1.3 educational support services

3.3.1.4 research within its educational mission, if appropriate

3.3.1.5 community/public service within its educational mission, if appropriate.

Off-Site Team Judgment

Compliant Non-Compliant Not Applicable

Off-Site Team Comments

The College provided documentation that it develops mission-driven Institutional Learning Outcomes (ILO's) that are embedded within both the Academic Studies and Workforce Education Curricula. However, the evidence for the Academic Studies Curriculum presented student learning outcome results for specific general education courses (e.g. Arts, Geology, Biology, etc.) and not student learning outcomes at the program level. Program student learning outcomes are provided for the Workforce Education Curriculum; however, there is no evidence that student learning outcomes are being assessed and/or achieved.

College Response

Grayson County College (GCC) has reviewed the Off-site Committee findings and provides the following clarification:

GCC began academic program level assessment in the 2009-2010 academic year, under the direction of a new academic dean, by writing Program Learning Outcomes (PLOs) for every Associate of Science degree. A [timeline](#) for full program level assessment was created that allowed for a gradual but thorough examination of the stated outcomes, the courses in which they would be assessed, and the processes that would guide evaluation of the results and implementation of improvement plans.

During the 2010-2011 academic year, the Dean of Academic Instruction held separate training sessions with the faculty of each program to implement this process and to systematically review the readiness of each program. The Dean and respective faculty of each program created a [timeline](#) for implementation as a result of this meeting. Some programs progressed immediately into Cycle I of the implementation phase, [Fine Arts](#) and [Biology](#), as evidenced by their Assessment Progress Charts, while faculty in others elected to spend another year reviewing










and improving their stated outcomes or methods of assessment. The faculty also produced curriculum maps for every degree program, [Fine Arts](#) and [Biology](#) are provided for examples, and used them to identify gaps between the coursework and the stated outcomes. The consequent analysis of these maps led to changes ranging from complete overhaul of the AAT degrees to minor course alterations in some degree plans. Changes in these programs were submitted to the [Curriculum Committee](#) during the Spring 2011 semester that were incorporated into the 2011-2012 catalog.

During the 2011-2012 academic year, the next stage of program assessment process will continue with Cycle II – analysis of data and improvement plans – while programs in which it has not yet occurred will gather data for Cycle I. Additionally, faculty in every program will begin refining the curriculum maps to show levels of intensity (introduced, reinforced, emphasized, or practiced) acquired in each course for their stated outcomes. Each year thereafter, a new outcome will be introduced for assessment in every program, with a systematic review of each program occurring once every five years to coincide with the program review. A report will be included in the program review summarizing the improvements made throughout the assessment cycle. These reports will be reviewed by the Academic Dean and by the Academic Assessment Committee (AAC). All stages of the program assessment process will be reviewed annually by the AAC.

With respect to the Workforce Education lack evidence that program learning outcomes are being assessed and/or achieved, GCC provided evidence of its program learning outcomes assessment through a comprehensive list of [Program Learning Outcomes](#), a random sampling of its program assessment [results](#), and a comprehensive report for the [use of results](#). GCC invites the on-site team to review this documentation and to evaluate its process for assessment of these outcomes. These outcomes are specific to each program or degree and represent the unique set of knowledge, skills, and abilities students are expected to have after finishing the program. In accordance with the Instructional Services Assessment Handbook, every degree and certificate in the Workforce Education show improvement plans based on the [results](#) of the assessment evaluations. These [plans](#) include improvements in specific areas related to Instruction, Curriculum, Technology, and Assessment (process).

GCC thanks the Off-site committee for the opportunity to further address its assessment of educational programs and believes that it has a viable program in place for assessment and is making progress. GCC believes it is compliant with this comprehensive standard.

Sources

-  CS 3.3.1.1 (01) Program Level 5-year Assessment Plan Fall 2011
-  CS 3.3.1.1 (02) Fine Arts Program Assessment Progress Chart
-  CS 3.3.1.1 (03) Biology Program Assessment Progress Chart
-  CS 3.3.1.1 (04) Fine Arts Curriculum Map
-  CS 3.3.1.1 (05) Biology Curriculum Map
-  CS 3.3.1.1 (06) Curriculum Committee Minutes February 18, 2011
-  CS 3.3.1.1 (07) Workforce Education PLO's
-  CS 3.3.1.1 (08) Workforce Education Assessment Results
-  CS 3.3.1.1 (09) Workforce Education Use of Results

3.4.9

Educational Programs: All: Academic Support Services

The institution provides appropriate academic support services.

Off-Site Team Judgment

Compliant Non-Compliant Not Applicable

Off-Site Team Comments

GCC provides a comprehensive range of academic support services, to include counseling and career services, testing, international student support, disability services, Adult Basic Education, Student Success Center, tutoring, and academic advising services. To increase student awareness and promote usage, academic support services are publicized using the college's website and in their printed publications.

The college's narrative indicated that services detailed in the response are "generally available to students" on the Main and South Campuses. With the exception of disability services availability by appointment at other off-campus sites, no evidence is furnished documenting appropriate student support services for the Rayburn Collegiate Center and the West Campus.

College Response

Grayson County College has reviewed the Off-Site Committee report and offers the following regarding its off-campus locations:

As detailed in the [Institutional Summary Form, Section 3a](#) (submitted March 15, 2011) Grayson County College has three primary instructional sites: the main/west campus in Denison, Texas, the south campus in Van Alstyne, Texas, and one off-site location at the Rayburn Collegiate Center in Bonham, Texas.

GCC has traditionally called the portion of the main campus, located just two miles away, its "West Campus" (see attached [map](#)). This term has been used for directional purposes only. This location has been in place since 1971 and has been included in our last three reaffirmations. There is one academic program, Viticulture and Enology; continuing education courses; and one student dormitory on this portion of the main campus. Additionally, our Air Traffic Control program, which is offered through a consortia agreement with L3 Communications, is located just off the west portion of our campus in facilities leased by L3 Communications.

Because of the close proximity of this portion of our campus to the main campus, students have access to the full range of academic support, student support, and learning resources at the main campus. GCC offers students regular [shuttle services](#) to and from the main campus. Shuttle services are available via the Viking Route from 7:00 am until 12:00 am Monday through Friday and Saturday 4:00 pm to 12:00 am. Residence hall students are also provided shuttle service to

and from the main campus for meals daily.

Due to continuous declining enrollment and recent budgetary cuts, the Grayson County College Board of Trustees, at its August 16, 2011, [meeting](#), has decided effective August 21, 2011, the Rayburn Collegiate Center will no longer be used to deliver academic programs for Grayson County College. The current lease for the building will be terminated, no credit courses or academic programs will be offered, and a teach-out agreement will be provided for students enrolled in the Associate of Science in General Studies degree program at this location.

A [substantive change](#) was submitted to the Southern Association of Colleges and Schools Commission on Colleges August 1, 2011, notifying them of our intent to no longer offer courses at this off-site location.

With the closure of the Rayburn Collegiate Center and further explanation of the its "west campus" in conjunction with the Off-site Committee's finding that "GCC provides a comprehensive range of academic support services, to include counseling and career services, testing, international student support, disability services, Adult Basic Education, Student Success Center, tutoring, and academic advising services. To increase student awareness and promote usage, academic support services are publicized using the college's Web site and in their printed publications," GCC believes it is in compliance with this comprehensive standard and thanks the Off-site committee for the opportunity to address these concerns. GCC has updated its [Institutional Summary Form](#) to reflect these changes.

Sources

- [CS 3.4.9 \(02\) Main-West Campus Location Map](#)
- [CS 3.4.9 \(04\) GCC Board of Trustees August 16, 2011 Meeting Agenda](#)
- [CS 3.4.9 \(05\) Substantive Change Letter for Rayburn Collegiate Center Closing](#)
- [Fall 2011 Schedule of Classes \(Page 22\)](#)
- [Part 4. GCC Institutional Summary Form](#)
- [Part 4. Updated GCC Summary Form - August 2011](#)

3.4.12

Educational Programs: All: Technology Use

The institution's use of technology enhances student learning and is appropriate for meeting the objectives of its programs. Students have access to and training in the use of technology.

Off-Site Team Judgment

Compliant Non-Compliant Not Applicable

Off-Site Team Comments

The college's use of technology enhances student learning through ITV online classes, online supplemental instructional courses, computer labs, Internet access, smart classrooms and other program specific technologies at the main and south campuses. These technologies are appropriate for student learning and meeting the objectives of college programs.

However, the Off-Site Committee was unable to determine how technology is used to enhance student learning or is appropriate for meeting the objectives of its programs at all off-campus locations.

Students have access to and training in the use of technology at the main and south campuses through the College 101 course, online orientation, and through library assistance at the main and south campuses. Accommodations for access to technology are available for students with special needs at the main and south campuses.

However, the Off-Site Committee was unable to determine if students at all off-campus locations have equal access to and training in the use of technology.

College Response

Grayson County College has reviewed the Off-Site Committee report and offers the following regarding its off-campus locations:

As detailed in the [Institutional Summary Form, Section 3a](#) (Submitted March 15, 2011), Grayson County College has three primary instructional sites: the main/west campus in Denison, Texas, the south campus in Van Alstyne, Texas, and one off-site location at the Rayburn Collegiate Center in Bonham, Texas.

GCC has traditionally called the portion of the main campus, located just two miles away, its "West Campus" (see attached [map](#)). This term has been used for directional purposes only. This location has been in place since 1971 and has been included in our last three reaffirmations. There is one academic program, Viticulture and Enology; continuing education courses; and one student dormitory on this portion of the main campus. Additionally, our Air Traffic Control

program, which is offered through a consortia agreement with L3 Communications, is located just off the west portion of our campus in facilities leased by L3 Communications.

Because of the close proximity of this portion of our campus to the main campus, students have access to the full range of academic support, student support, and learning resources at the main campus. GCC offers students regular [shuttle services](#) to and from the main campus. Shuttle services are available via the Viking Route from 7:00 am until 12:00 am Monday through Friday and Saturday 4:00 pm to 12:00 am. Residence hall students are also provided shuttle service to and from the main campus for meals daily.

Due to continuous declining enrollment and recent budgetary cuts, the Grayson County College Board of Trustees, at its August 16, 2011, [meeting](#), has decided effective August 21, 2011, the Rayburn Collegiate Center will no longer be used to deliver academic programs for Grayson County College. The current lease for the building will be terminated, no credit courses or academic programs will be offered, and a teach-out agreement will be provided for students enrolled in the Associate of Science in General Studies degree program at this location. A [substantive change](#) was submitted to the Southern Association of Colleges and Schools Commission on Colleges August 1, 2011, notifying them of our intent to no longer offer courses at this off-site location.

With the closure of the Rayburn Collegiate Center and further explanation of its "west campus" in conjunction with the Off-site Committee's finding that: "The college's use of technology enhances student learning... and these technologies are appropriate for student learning and meeting the objectives of college programs...students have access to and training in the use of technology at the main and south campuses... and accommodations for access to technology are available for students with special needs at the main and south campuses" GCC believes it is in compliance with this comprehensive standard and has updated its [Institutional Summary Form](#) to reflect these changes.

Sources

- [CS 3.4.12 \(02\) Main-West Campus Location Map](#)
- [CS 3.4.12 \(04\) GCC Board of Trustees August 16, 2011 Meeting Agenda](#)
- [CS 3.4.12 \(05\) Substantive Change Letter for Rayburn Collegiate Center Closing](#)
- [Fall 2011 Schedule of Classes \(Page 22\)](#)
- [Part 4. GCC Institutional Summary Form](#)
- [Part 4. Updated GCC Summary Form - August 2011](#)

3.7.1

Faculty: Faculty Competence

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (See Commission guidelines "Faculty Credentials.")

Off-Site Team Judgment

Compliant Non-Compliant Not Applicable

Off-Site Team Comments

Some faculty members provided on the Faculty Roster appear to be lacking the proper credentials to teach in the areas assigned to them. Specific notations are listed on the Faculty Worksheet.

College Response

Grayson County College (GCC) has reviewed the Off-site Committee's findings regarding faculty qualifications. Supplemental information related to the credentials for the twelve faculty in question is provided on the attached [Faculty Roster Form](#). The summary explanation for the listed faculty is as follows:

- 1) In the comprehensive faculty credential audit performed by the college in the Spring of 2010, two faculty ([Jones](#) and [Wichers](#)) were found to be deficit in their credentials and were not rehired for the Spring 2010 semester.
- 2) [Mr. Brashier](#) taught only Fall 2010 and Spring 2010 for GCC. He was hired to teach a Workforce technical program that is not designed for transfer. His degree is not in the area he is teaching but he previously worked 21 years with supervisory experience at the local TI manufacturing plant. He was notified on July 19th, 2011 that he will no longer be able to teach because of credentials.
- 3) Additionally, graduate coursework is now included on the [form](#) to justify the other nine faculty ([Terry](#), [Patterson](#), [Townsend](#), [Linder](#), [Mask](#), [Bowers](#), [Daley](#), [Newland](#), and [Sanders](#)) and copies of transcripts are also provided. Please note, that the Biology faculty, [Mr. Johnny Terry](#), has one course documenting a (6) hour course instead of a (3) hour course giving him a total of

(18) graduate credit hours in Biology. This course is marked with an * on the transcript designating it as a graduate level course.

GCC thanks the Off-site Committee for their review and the opportunity to address this concern. GCC believes the additional information provided shows adequate justification that all faculty teaching courses at the college are qualified according to stated standards and that it is in compliance with this comprehensive standard.

Sources

-  CS 3.7.1 (01) Faculty Credential Form-Focused Report
-  CS 3.7.1 (02) John Terry Credentials
-  CS 3.7.1 (03) Clara Jones Credentials
-  CS 3.7.1 (04) Michelle Wichers Credentials
-  CS 3.7.1 (05) Jeffery Brashiers Credentials
-  CS 3.7.1 (06) Pat Patterson Credentials
-  CS 3.7.1 (07) Matthew Townsend Credentials
-  CS 3.7.1 (08) Mary Linder Credentials
-  CS 3.7.1 (09) Mark Mask Credentials
-  CS 3.7.1 (10) Paul Bowers Credentials
-  CS 3.7.1 (11) Susan Daley Credentials
-  CS 3.7.1 (12) Laura Newland Credentials
-  CS 3.7.1 (13) Terry Sanders Credentials

3.8.1

Library and Other Learning Resources: Learning/Information Resources

The institution provides facilities and learning/information resources that are appropriate to support its teaching, research, and service mission.

Off-Site Team Judgment

Compliant Non-Compliant Not Applicable

Off-Site Team Comments

GCC appears to provide facilities and learning/information resources that support the college's mission through print and non-print collections of materials, databases that are accessible through remote authentication, access to other institutions holdings through the BARR consortium, open computer labs, and by web and social networking presence. The library has a strong interrelationship between Information Technology and the library, providing support to faculty, staff and students as needed. Resources of the library appear appropriate to support the college's teaching, research and service mission.

However, the off-site committee was unable to determine that the college provides facilities and learning/information resources that are appropriate to support its teaching, research, and service mission at all off-campus sites.

College Response

Grayson County College has reviewed the Off-Site Committee report and offers the following regarding its off-campus locations:

As detailed in the [Institutional Summary Form, Section 3a](#) (Submitted March 15, 2011), Grayson County College has three primary instructional sites: the main/west campus in Denison, Texas, the south campus in Van Alstyne, Texas, and one off-site location at the Rayburn Collegiate Center in Bonham, Texas.

GCC has traditionally called the portion of the main campus, located just two miles away, its "West Campus" (see attached [map](#)). This term has been used for directional purposes only. This location has been in place since 1971 and has been included in our last three reaffirmations. There is one academic program, Viticulture and Enology; continuing education courses; and one student dormitory on this portion of the main campus. Additionally, our Air Traffic Control program, which is offered through a consortia agreement with L3 Communications, is located just off the west portion of our campus in facilities leased by L3 Communications.

Because of the close proximity of this portion of our campus to the main campus, students have access to the full range of academic support, student support, and learning resources at the main campus. GCC offers students regular [shuttle services](#) to and from the main campus. Shuttle

services are available via the Viking Route from 7:00 am until 12:00 am Monday through Friday and Saturday 4:00 pm to 12:00 am. Residence hall students are also provided shuttle service to and from the main campus for meals daily.

Due to continuous declining enrollment and recent budgetary cuts, the Grayson County College Board of Trustees, at its [August 15, 2011](#), meeting, has decided effective [August 21, 2011](#), the Rayburn Collegiate Center will no longer be used to deliver academic programs for Grayson County College. The current lease for the building will be terminated, no credit courses or academic programs will be offered, and a teach-out agreement will be provided for students enrolled in the Associate of Science in General Studies degree program at this location. A [substantive change](#) was submitted to the Southern Association of Colleges and Schools Commission on Colleges August 1, 2011, notifying them of our intent to no longer offer courses at this off-site location.

With the closure of the Rayburn Collegiate Center and further explanation of its "west campus" in conjunction with the Off-site Committee's finding that GCC "appears to provide facilities and learning/information resources that support the college's mission...The library has a strong interrelationship between Information Technology and the library, providing support to faculty, staff and students as needed...and resources of the library appear appropriate to support the college's teaching, research and service mission," GCC believes it is in compliance with this comprehensive standard and has updated its [Institutional Summary Form](#) to reflect these changes.

Sources

- [CS 3.8.1 \(02\) Main-West Campus Location Map](#)
- [CS 3.8.1 \(04\) GCC Board of Trustees August 16, 2011 Meeting Agenda](#)
- [CS 3.8.1 \(05\) Substantive Change Letter for Rayburn Collegiate Center Closing](#)
- [Fall 2011 Schedule of Classes \(Page 22\)](#)
- [Part 4. GCC Institutional Summary Form](#)
- [Part 4. Updated GCC Summary Form - August 2011](#)

3.8.2

Library and Other Learning Resources: Instruction of Library Use

The institution ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources.

Off-Site Team Judgment

Compliant Non-Compliant Not Applicable

Off-Site Team Comments

GCC appears to ensure that users have access to regular and timely instruction in the use of the library and other learning/information resources by providing facility tours for orientations and with specific class sessions tailored to the assignments of the students at the main and south campuses.

However, the off-site committee was unable to determine if users at all off-campus sites have access to regular and timely instruction in the use of the library and other learning/resources.

College Response

Grayson County College has reviewed the Off-Site Committee report and offers the following regarding its off-campus locations:

As detailed in the [Institutional Summary Form, Section 3a](#) (submitted March 15, 2011), Grayson County College has three primary instructional sites: the main/west campus in Denison, Texas, the south campus in Van Alstyne, Texas, and one off-site location at the Rayburn Collegiate Center in Bonham, Texas.

GCC has traditionally called the portion of the main campus, located just two miles away, its “West Campus” (see attached [map](#)). This term has been used for directional purposes only. This location has been in place since 1971 and has been included in our last three reaffirmations. There is one academic program, Viticulture and Enology; continuing education courses; and one student dormitory on this portion of the main campus. Additionally, our Air Traffic Control program, which is offered through a consortia agreement with L3 Communications, is located just off the west portion of our campus in facilities leased by L3 Communications.







Because of the close proximity of this portion of our campus to the main campus, students have access to the full range of academic support, student support, and learning resources at the main campus. GCC offers students regular [shuttle services](#) to and from the main campus. Shuttle services are available via the Viking Route from 7:00 am until 12:00 am Monday through Friday and Saturday 4:00 pm to 12:00 am. Residence hall students are also provided shuttle service to and from the main campus for meals daily.

Due to continuous declining enrollment and recent budgetary cuts, the Grayson County College Board of Trustees, at its August 16, 2011, [meeting](#), has decided effective August 21, 2011, the Rayburn Collegiate Center will no longer be used to deliver academic programs for Grayson County College. The current lease for the building will be terminated, no credit courses or academic programs will be offered, and a teach-out agreement will be provided for students enrolled in the Associate of Science in General Studies degree program at this location.

A [substantive change](#) was submitted to the Southern Association of Colleges and Schools Commission on Colleges August 1, 2011, notifying them of our intent to no longer offer courses at this off-site location.

With the closure of the Rayburn Collegiate Center and further explanation of the its "west campus" in conjunction with the Off-site Committee's finding that "GCC appears to ensure that users have access to regular and timely instruction in the use of the library and other learning/information resources by providing facility tours for orientations and with specific class sessions tailored to the assignments of the students at the main and south campuses," GCC believes it is compliant with this comprehensive standard and thanks the Off-site committee for the opportunity to further address these concerns. GCC has updated its [Institutional Summary Form](#) to reflect these changes.

Sources

-  [CS 3.8.2 \(02\) Main-West Campus Location Map](#)
-  [CS 3.8.2 \(04\) GCC Board of Trustees August 16, 2011 Meeting Agenda](#)
-  [CS 3.8.2 \(05\) Substantive Change Letter for Rayburn Collegiate Center Closing](#)
-  [Fall 2011 Schedule of Classes \(Page 22\)](#)
-  [Part 4. GCC Institutional Summary Form](#)
-  [Part 4. Updated GCC Summary Form - August 2011](#)

3.8.3

Library and Other Learning Resources: Qualified Staff

The institution provides a sufficient number of qualified staff "with appropriate education or experiences in library and/or other learning/information resources "to accomplish the mission of the institution.

Off-Site Team Judgment

Compliant Non-Compliant Not Applicable

Off-Site Team Comments

GCC seems to provide qualified staff “with appropriate education or experiences in library and/or other learning/information resources” to accomplish the mission of the institution.

However, the off-site committee was unable to determine if the college provides a sufficient number of qualified staff to accomplish the mission of the institution at all off-campus sites.

College Response

Grayson County College has reviewed the Off-Site Committee report and offers the following regarding its off-campus locations:

As detailed in the [Institutional Summary Form, Section 3a](#) (submitted March 15, 2011), Grayson County College has three primary instructional sites: the main/west campus in Denison, Texas, the south campus in Van Alstyne, Texas, and one off-site location at the Rayburn Collegiate Center in Bonham, Texas.

GCC has traditionally called the portion of the main campus, located just two miles away, its “West Campus” (see attached [map](#)). This term has been used for directional purposes only. This location has been in place since 1971 and has been included in our last three reaffirmations. There is one academic program, Viticulture and Enology; continuing education courses; and one student dormitory on this portion of the main campus. Additionally, our Air Traffic Control program, which is offered through a consortia agreement with L3 Communications, is located just off the west portion of our campus in facilities leased by L3 Communications.

Because of the close proximity of this portion of our campus to the main campus, students have access to the full range of academic support, student support, and learning resources at the main campus. GCC offers students regular [shuttle services](#) to and from the main campus. Shuttle services are available via the Viking Route from 7:00 am until 12:00 am Monday through Friday and Saturday 4:00 pm to 12:00 am. Residence hall students are also provided shuttle service to and from the main campus for meals daily.

Due to continuous declining enrollment and recent budgetary cuts, the Grayson County College Board of Trustees, at its August 16, 2011, [meeting](#), has decided effective August 21, 2011, the Rayburn Collegiate Center will no longer be used to deliver academic programs for Grayson County College. The current lease for the building will be terminated, no credit courses or academic programs will be offered, and a teach-out agreement will be provided for students enrolled in the Associate of Science in General Studies degree program at this location. A [substantive change](#) was submitted to the Southern Association of Colleges and Schools Commission on Colleges August 1, 2011, notifying them of our intent to no longer offer courses at this off-site location.

With the closure of the Rayburn Collegiate Center and further explanation of its "west campus" in conjunction with the Off-site Committee's finding that "GCC seems to provide qualified staff "with appropriate education or experiences in library and/or other learning/information resources" to accomplish the mission of the institution," GCC believes it is compliant with this comprehensive standard and thanks the Off-site committee for the opportunity to further address these concerns. GCC has updated its [Institutional Summary Form](#) to reflect these changes.

Sources

- [CS 3.8.3 \(02\) Main-West Campus Location Map](#)
- [CS 3.8.3 \(04\) GCC Board of Trustees August 16, 2011 Meeting Agenda](#)
- [CS 3.8.3 \(05\) Substantive Change Letter for Rayburn Collegiate Center Closing](#)
- [Fall 2011 Schedule of Classes \(Page 22\)](#)
- [Part 4. GCC Institutional Summary Form](#)
- [Part 4. Updated GCC Summary Form - August 2011](#)

3.11.2

Physical Resources: Institutional Environment

The institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.

Off-Site Team Judgment

Compliant Non-Compliant Not Applicable

Off-Site Team Comments

GCC provides main and south campus security through a staff of certified law enforcement officers. The Off-Site Committee could not locate any documentation as to the security services provided at its off-campus sites. The college provided a current Emergency Operations Plan. While the institution stated that it “. . . uses the risk management services of its insurance carrier as a source of suggestions for improving the safety of the college's work procedures and campus surroundings . . .” no evidence of that support was provided. The institution’s Emergency Operations Plan provided a list of those positions comprising the Emergency Management Team that would undertake actions in the event of an emergency. However, no team members’ actions were specified by the plan. Also, the Off-Site Committee could not find evidence that the college had involved divisions in the safety health and security of the campus and its community.

College Response

Grayson County College has reviewed the Off-Site Committee report, and offers the following regarding its off-campus locations:

As detailed in the [Institutional Summary Form, Section 3a](#), Grayson County College has three primary instructional sites: the main/west campus in Denison, Texas, the south campus in Van Alstyne, Texas, and one off-site location at the Rayburn Collegiate Center in Bonham, Texas.

GCC has traditionally called the portion of the main campus, located just two miles away, its “West Campus” (see attached [map](#)). This term has been used for directional purposes only. This location has been in place since 1971 and has been included in our last three reaffirmations. There is one academic program, Viticulture and Enology; continuing education courses; and one student dormitory on this portion of the main campus. Additionally, our Air Traffic Control program, which is offered through a consortia agreement with L3 Communications, is located just off the west portion of our campus in facilities leased by L3 Communications.

Due to continuous declining enrollment and recent budgetary cuts, the Grayson County College Board of Trustees at its August 16, 2011, [meeting](#), has decided effective August 21, 2011, the Rayburn Collegiate Center will no longer be used to deliver academic programs for Grayson County College. The current lease for the building will be terminated, no credit courses or academic programs will be offered, and a teach-out agreement will be provided for students

enrolled in the Associate of Science in General Studies degree program at this location. A [substantive change](#) was submitted to the Southern Association of Colleges and Schools Commission on Colleges August 1, 2011, notifying them of our intent to no longer offer courses at this off-site location.


The Off-site committee found that GCC provides main and south campus security at each of its locations. These finding should also include the "west Campus." GCC has [certified officers](#) from the main campus who provide regular patrol of the "west campus" as part of their daily duties and are available for calls and service when necessary. In regards to the Rayburn Collegiate Center, which is located in the city limits of Bonham, Texas, it has been protected by the Bonham Police Department. However, as mentioned above, effective August 21, 2011, GCC will no longer offer courses at this location and will close the center completely at the end of its lease on March 31, 2012.

GCC also failed to provide evidence that it uses the risk management services of its insurance carrier as a source of suggestions for improving safety and is pleased to provide proof of this activity. In a letter from Edwards Risk Management, Inc., dated [February 17, 2011](#), GCC was provided loss prevention recommendation for protecting our assets. Evidence that these recommendations were implemented can be found in newly adopted ["Fleet Safety Rules"](#) and a [memo](#) from Mr. Lacy Shotwell, Director of Facilities Management to Mr. Giles Brown, Vice President for Business Services detailing a mandatory fleet training for all college employees who drive college vehicles. Each of these items resulted from the recommendation received from the risk management service of our insurance carrier.

Finally, the off-site team did not find the actions that were specified for the Campus Preparedness Team, nor did it find evidence that GCC involved divisions in its safety, health, and security issues. GCC has identified each member of the [Emergency Management Team](#) and the members of the [Campus Preparedness Team](#) and have updated our [Emergency Operations Plan](#) to include these teams and duties and responsibilities for each. The [Campus Preparedness Team](#) members come from widely varied background from across the campus community and include faculty, staff, and administrators. The [Emergency Operations Plan](#) also documents the duties and training of these teams. Additional evidence of the team's activities is shown in the minutes of the team's meetings in [August 2010](#), [March 2011](#), and [April 2011](#).

In addition, GCC is in the process of forming a [Contingency Planning Committee](#) who will be charged with the evaluation, revision, and improvement of the GCC Emergency Management Plan. The [Institutional Summary Form](#) has been updated to reflect the changes in off-site locations. GCC believes it is in compliance with this comprehensive standard.

Sources

-  CS 3.11.2 (02) Main-West Campus Location Map
-  CS 3.11.2 (03) GCC Board of Trustees August 16, 2011 Meeting Agenda
-  CS 3.11.2 (04) Substantive Change Letter for Rayburn Collegiate Center Closing
-  CS 3.11.2 (05) GCC Certified Officers and Summary of Qualifications
-  CS 3.11.2 (06) Letter from Edwards Risk Management dated 2 17 11
-  CS 3.11.2 (07) Fleet Safety Rules
-  CS 3.11.2 (08) Memo Concerning Driver Training
-  CS 3.11.2 (09) Pages 5-9 of the Emergency Operations Plan - August 2011 - Emergency Management Team
-  CS 3.11.2 (10) Campus Preparedness Team Roster and Duties
-  CS 3.11.2 (11) Emergency Operations Plan - August 2011
-  CS 3.11.2 (12) Minutes for Campus Preparedness Team
-  CS 3.11.2 (13) Contingency Planning Committee Structure (Draft)
-  Part 4. GCC Institutional Summary Form
-  Part 4. Updated GCC Summary Form - August 2011

3.11.3

Physical Resources: Physical Facilities

The institution operates and maintains physical facilities, both on and off campus, that appropriately serve the needs of the institution's educational programs, support services, and other mission-related activities.

Off-Site Team Judgment

Compliant Non-Compliant Not Applicable

Off-Site Team Comments

A 2005 evaluation of campus physical facilities documented the amount of deferred maintenance of each building. As the result of the subsequent passing of a capital bond issue, significant capital improvements to address these issues were made in the most recent two-year period. A calendar of preventive maintenance services was provided along with examples of the completion of some of these tasks. The provided Schedules of Classroom Usage indicated an appropriate level of classroom occupancy and Student and Employee Satisfaction Survey summary and detailed data presented reflected positively on physical resource maintenance and acceptability.

The off-site committee was unable to discern whether the physical resources were adequate to support the mission of the institution and the scope of its programs and services at all off-campus sites.

College Response

Grayson County College provides physical resources that are adequate to support the mission of the institution and the scope of its programs and services. However, the Off-site Committee was unable to discern the adequacy of physical resources at all off-campus sites because of the college's inadequate job of explaining all of its locations.

As detailed in the [Institutional Summary Form, Section 3a](#) (submitted March 15, 2011), Grayson County College has three primary instructional sites: the main/west campus in Denison, Texas, the south campus in Van Alstyne, Texas, and one off-site location at the Rayburn Collegiate Center in Bonham, Texas.

GCC has traditionally called the portion of the main campus, located just two miles away, its "West Campus" (see attached [map](#)). This term has been used for directional purposes only. This location has been in place since 1971 and has been included in our last three reaffirmations. There is one academic program, Viticulture and Enology; continuing education courses; and one student dormitory on this portion of the main campus. Additionally, our Air Traffic Control program, which is offered through a consortia agreement with L3 Communications, is located

just off the west portion of our campus in facilities leased by L3 Communications.

Due to continuous declining enrollment and recent budgetary cuts, the Grayson County College Board of Trustees, at its August 16, 2011, [meeting](#), has decided effective August 21, 2011, the Rayburn Collegiate Center will no longer be used to deliver academic programs for Grayson County College. The current lease for the building will be terminated, no credit courses or academic programs will be offered, and a teach-out agreement will be provided for students enrolled in the Associate of Science in General Studies degree program at this location.

A [substantive change](#) was submitted to the Southern Association of Colleges and Schools Commission on Colleges August 1, 2011, notifying them of our intent to no longer offer courses at this off-site location.

The facility on the “West Campus,” which houses the Viticulture and Enology degree program, is a dedicated, recently remodeled facility. This facility contains a large classroom with lab equipment. The [2011 Schedule of Classes](#) shows only one class in the facility. The Rayburn Collegiate Center is located in the city limits of Bonham, Texas and due to low enrollment and funding cuts from the State of Texas, credit courses have been removed from this location effective August 21, 2011. GCC will close the center completely at the end of its lease on March 31, 2012.

Based upon the information previously provided in conjunction with the explanation of the “west campus” and the closing of the Rayburn Collegiate Center, GCC believes it operates and maintains adequate physical facilities to serve the needs of the institution’s educational programs, support services, and other mission-related activities and is in compliance with this comprehensive standard. GCC has updated its [Institutional Summary Form](#) to reflect these changes. GCC believes it is in compliance with this comprehensive standard.

Sources

- [CS 3.11.3 \(02\) Main-West Campus Location Map](#)
- [CS 3.11.3 \(03\) GCC Board of Trustees August 16, 2011 Meeting Agenda](#)
- [CS 3.11.3 \(04\) Substantive Change Letter for Rayburn Collegiate Center Closing](#)
- [CS 3.11.3 \(06\) Class Listings for Fall 2011](#)
- [Part 4. GCC Institutional Summary Form](#)
- [Part 4. Updated GCC Summary Form - August 2011](#)