

SOUTHWEST GEORGIA TECHNICAL COLLEGE INSTITUTIONAL DOCUMENTS

TECHNICAL COLLEGE SYSTEM OF GEORGIA

- **MISSION**

SOUTHWEST GEORGIA TECHNICAL COLLEGE

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Technical College System of Georgia Mission

The mission of the Technical College System of Georgia is to contribute to the economic, educational, and community development of Georgia by providing quality technical education, adult literacy education, continuing education, and customized business and industry workforce training to the citizens of Georgia.

Mission Effective Date April 1, 2010

Southwest Georgia Technical College, a unit of the Technical College System of Georgia, is a public two-year technical college with the mission to provide learner-centered and high-quality services, courses, and programs through traditional and distance delivery methods, at both on-campus and off-campus locations, serving primarily the citizens of Thomas, Grady, and Mitchell Counties. This mission is accomplished through college-wide services; credit courses leading to associate degree, diploma, and technical certificate of credit programs; adult education services; continuing education; customized business and organizational training; and economic development services. These services, courses, and programs develop individual skills and abilities; provide for intellectual, career, personal, and professional development; and meet the needs of business and industry. Achievement of this mission promotes economic growth and development and improves the quality of life for individuals and the community.

Vision

Southwest Georgia Technical College envisions itself as an educational leader dedicated to serving students, citizens, business, and industry. The College seeks to change lives by graduating individuals who are academically prepared, technically skilled, community oriented, and socially conscious.

Values

At Southwest Georgia Technical College, we subscribe to values, which are the foundation of how we teach, work, and conduct business. These values provide direction to improve programs and services continually. We believe the following College Values and the supporting behaviors are necessary to accomplish our mission.

Commitment

As demonstrated by

- supporting the vision, mission, philosophy, values, and goals of Southwest Georgia Technical College,
- taking responsibility to accomplish agreed-upon and/or assigned work,
- accepting accountability for performance/work results, and
- communicating to students Southwest Georgia Technical College's commitment to student achievement.

Integrity

As demonstrated by

- modeling and promoting ethical behavior,
- protecting entrusted confidential information,
- providing accurate and timely information,
- seeking to understand the perspective of others, and
- conveying a sense of proprietorship by responsible use of Southwest Georgia Technical College resources.

(continued)

Team Work

As demonstrated by

- acknowledging, accepting, and actively supporting the team and its members,
- expressing opinions regarding problems/issues and offering solutions in a professional manner,
- aligning professional goals with team goals, and
- sharing responsibility for the team's accomplishments and decisions.

Excellence

As demonstrated by

- representing Southwest Georgia Technical College in a positive, professional manner,
- being flexible, innovative, and adaptive to change,
- exceeding job expectations,
- seeking continuous self-development,
- helping others in their professional development, and
- enhancing the quality and effectiveness of programs and services.

Respect for the Individual

As demonstrated by

- respecting and utilizing the multiple perspectives of our diverse population,
- interacting with students and staff in a courteous, professional manner,
- demonstrating respect by listening to others with a willingness to understand their points of view,
- incorporating the College Values in working with others, and
- exhibiting trust and confidence in the abilities of others.

Philosophy

All education, training, and related services provided by Southwest Georgia Technical College are based on the following beliefs:

- Every person has the right to develop skills and knowledge commensurate with today's constantly changing job market.
- Acknowledging that each individual is unique and contributes to the learning and working environments, the College embraces diversity through acceptance, respect, and understanding of individual differences.
- Education improves the quality of life and the economic well-being of the citizens.
- Through high quality competency-based education that simulates the world of work, graduates will enter and progress successfully in their chosen careers.
- Education is a lifelong process that requires articulation of all learning experiences and a commitment to continuous improvement.
- The employment and training needs of business and industry provide a basis for programs offered.
- Education, technical training, and related services are consistent with the needs, interests, and abilities of students.
- The keys to successful programs and community outreach services are competent and qualified staff, modern physical facilities, up-to-date equipment, and diverse modes of instructional delivery.
- Regular assessments of staff, facilities, equipment, and instructional delivery modes are conducted to insure and enhance continuous improvement of programs and services.
- Every member of the faculty and staff are afforded opportunities for professional growth and development.

- Abilities, skills, and work ethics contribute to successful employment and a productive life.
- High expectations result in high performance; therefore, desired learning outcomes for students reflect standards commensurate with quality achievement.

College Goals

1. Provide high-quality instructional courses and programs that serve the intellectual and career needs of individuals and the needs of business and industry.
2. Provide advanced technology and infrastructure to support teaching, learning, and administrative functions.
3. Provide comprehensive services and resources to promote student success.
4. Provide quality training programs to serve the needs of individuals and to promote economic development of business and industry.
5. Maintain an ongoing research-based system of assessment, planning, and budgeting to achieve expected outcomes.
6. Develop mutually beneficial partnerships to secure contributions from business and industry, public-sector sources, private foundations, and individuals.

Strategic Objectives

Instructional Programs

College Goal 1: Provide high-quality instructional courses and programs that serve the intellectual and career needs of individuals and the needs of business and industry.

Strategic Objectives:

1. Expand and develop programs and offerings.
2. Achieve and maintain applicable program accreditation.
3. Maintain satisfactory licensure pass rates for applicable programs.
4. Establish new opportunities for articulation of courses and programs.
5. Expand learning opportunities through innovative instructional delivery methods.
6. Implement industry certifications in programs.
7. Improve student performance on Student Learning Outcomes.

(Added PLC: 5-29-2008; BOD 6-03-2008)

Technology and Infrastructure

College Goal 2: Provide advanced technology and infrastructure to support teaching, learning, and administrative functions.

Strategic Objectives:

1. Provide campus-wide access to technologies that enhance student learning and meet administrative needs.
2. Enhance technology to ensure sufficient network and wireless capacity, to streamline processes, and to improve services.
3. Continue to improve the College website and intranet to ensure that information is available and accessible to all constituencies, including prospective and current students and parents, alumni, faculty, staff, trustees, business and industry, and the public.
4. Provide and support appropriate adaptive technology for individuals with documented special needs.
5. Provide faculty and staff with ongoing professional development opportunities to acquire and maintain skills needed to deliver effective programs and services.
6. Construct new buildings, renovate existing facilities, and maintain buildings and grounds to meet current and future needs.
7. Expand and maintain library services and resources to support teaching, learning, and research.

Student Support Services

College Goal 3: Provide comprehensive services and resources to promote student success.

Strategic Objectives:

1. Increase enrollment by recruiting, assessing, counseling, and admitting a diverse student population.
2. Promote and facilitate successful transition to college by providing student-centered support services.
3. Improve retention and graduation rates in all programs of study by providing viable resources and comprehensive student support services.
4. Increase student involvement by expanding and promoting student activities.
5. Maintain or increase placement rate by providing students and graduates with comprehensive job search assistance and follow-up.
6. Address the needs of special populations by providing assistance to remove barriers to educational success.

Economic Development

College Goal 4: Provide quality training programs to serve the needs of individuals and to promote economic development of business and industry.

Strategic Objectives:

1. Determine local business and industry training needs.
2. Offer high-quality, customized training and continuing education courses for local business and industry and for the community.
3. Promote the Georgia Quick Start program and serve as liaison with local business and industry.
4. Develop relationships with local business and industry to promote economic development opportunities.
5. Encourage faculty, staff, and student participation in community activities and organizations.

Assessment and Accountability

College Goal 5: Maintain an ongoing research-based system of assessment, planning, and budgeting to achieve expected outcomes.

Strategic Objectives:

1. Demonstrate compliance with the Southern Association of Colleges and Schools: Commission on Colleges (SACS: COC) accreditation requirements to ensure a quality educational experience for students.
2. Improve the culture of assessment and accountability to ensure that decisions are data-driven and to strengthen effectiveness and efficiency of all areas.
3. Design and implement web-based software to document outcome assessments, improvements, planning, and budgeting.
4. Demonstrate compliance with Performance Accountability Review requirements.
5. Conduct Business and Industry Training Needs Surveys to identify emerging needs for new and expanding programs and to determine improvement needs for existing programs and services.
6. Identify potential new programs and conduct annual program needs assessments to determine new programs to be offered by the College.
7. Ensure that College policies and procedures are in accord with Technical College System of Georgia, COC, and other external agencies/organizations.
(DTAE updated to TCSG PLC: 4-28-2009; BOD 5-05-2009)
8. Maintain College administrative support, educational support, community/public service, and program units on an ongoing basis.
(Added PLC: 5-29-2008; BOD 6-03-2008)
9. Improve performance on Outcome Assessment.
(Added PLC: 5-29-2008; BOD 6-03-2008)

Institutional Advancement

College Goal 6: Develop mutually beneficial partnerships to secure contributions from business and industry, public-sector sources, private foundations, and individuals.

Strategic Objectives:

1. Develop fund-raising strategies to expand grant writing activities and the base of major-gift, planned-gift, and annual-fund prospects.
2. Research and develop a strategy for conducting a capital campaign.
3. Increase resource development for scholarship opportunities.
4. Develop processes for selecting and training Foundation Trustees.
5. Implement a strong marketing campaign to enhance the image, visibility, and distinction of the College.
6. Establish a SWGTC alumni association.

Role and Scope

The College's strategy of diversified growth of credit and non-credit programs and services provides access to higher education for a diverse population seeking intellectual and technical education.

The following programs and services are offered through diverse modes of delivery:

General Programs/Services

- **Associate Degree Programs** provide students with general education competencies and technical skills for current and future employment and education at the associate degree level. Students are awarded an Associate of Applied Science Degree or an Associate of Science in Nursing.
- **Diploma Programs** provide students with technical training and general education skills required for employment and career growth.
- **Technical Certificate of Credit Programs** provide alternatives to the diploma or degree programs and are designed to meet the needs of businesses, industries, or individuals desiring short and specific training programs.
- **Library/Media Services** provide students, faculty, staff, and business and industry with a broad range of resources that include traditional hard copy and electronic references, media, technology, equipment, library orientations, instructional support, and assistance to support all areas of the curricula. In addition, the Library/Media Services Department provides space for study, computer utilization, and meeting facilities. Resource collections tailored to specific curriculum are located at College facilities in Cairo and Camilla and at other locations where SWGTC classes are taught.
- **Economic Development** provides personal, professional, occupational training, and workforce development opportunities to individuals, businesses, agencies, and industries. It also provides custom-designed training and seminars to meet the specific training needs of businesses, agencies, and industries.

Student Affairs

- **Student Affairs** provides students with support, programs, services, and activities to ease the transition into higher education, to maximize chances for success, and to enhance the potential of personal preparedness.
- **Recruitment** activities provide prospective students with information concerning the College and programs of study; tours of campus; shadowing opportunities; career exploration opportunities; admissions testing services; and presentations to primary and secondary schools, civic groups, and other organizations.

- **Admissions** services include providing students with admission and testing information; assisting students in submitting admission applications; and making admissions decisions.
- **High School** services include providing career development services, admissions testing and reporting, and Dual, Joint, ACCEL, and Move on When Ready (MOWR) enrollment opportunities.
- **Financial Aid** provides students with information, application instructions, and assistance in applying for federal, state, and local grant and scholarship funds. Referrals may also be made to the Workforce Investment Act program.
- **Retention** services provide students with resources that will assist them in completing their program of study and/or career objective. Retention activities include tutoring services, book loan, “Lunch and Learn” seminars, counseling services, and referral services based on individual need.
- **The Tutoring Center** offers to all SWGTC students program-related tutorial services.
- **Counseling** services include assistance in career development and choosing a program of study; survival skills for students; and limited personal counseling services. Staff may refer students to various medical and community organizations for additional assistance.
- **Special Population Support Services** provide services, reasonable accommodations for students who have a documented disability in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and services for other special populations including: 1) single parents, including single pregnant women; 2) displaced homemakers; 3) individuals preparing for nontraditional fields; 4) individuals from economically disadvantaged families, including foster children; and 5) individuals with limited English proficiency.
- **Student Records** provides students with schedules, grades, enrollment verification, and College transcripts through the student information system; processes transcript and transient letter requests; evaluates and transfers credits from previous colleges; processes Graduation Requests; and awards and distributes degrees, diplomas, and certificates.
- **Job Placement** services are provided for all students and alumni seeking employment. Among services provided include resume review, mock interview opportunities, and traditional placement services.
- **Student Activities** include several College-wide student clubs such as SkillsUSA, Phi Beta Lambda, National Technical Honor Society, and Student Council. Activities include the Georgia Occupational Award of Leadership (GOAL), Student Appreciation Days, and Wellness Seminars. The student body plays an active role by serving as Ambassadors, by serving on advisory committees, by responding to surveys, and becoming active in Student Council.

Learning Support Services

- **Learning Support Courses** assist students in improving their academic and personal preparedness for entering a program of study.
- **Adult Education** provides individuals a variety of locations and times to take advantage of assistance/training in the following areas: Beginning Adult Basic Education, Intermediate Adult Basic Education, Adult Secondary Education, English Literacy, and GED® Testing.
- **Workforce Investment Act (WIA)** provides financial assistance and counseling services to students meeting residency requirements who are economically disadvantaged, educationally disadvantaged, underemployed, and/or dislocated workers.