

- * **2.8** The number of full-time faculty members is adequate to support the mission of the institution and to ensure the quality and integrity of each of its academic programs.

Upon application for candidacy, an applicant institution demonstrates that it meets the comprehensive standard for faculty qualifications **(Faculty)**

Compliance Partial Compliance Non-Compliance

Narrative:

Commitment to Quality and Integrity

Chattahoochee Valley Community College (CVCC) assures faculty are well-trained, credentialed and sufficient in number to ensure fulfillment of its mission. As of fall semester 2012, the College employed 39 full-time [faculty](#). Approximately 58% of the total credit hours during each fall were taught by full-time faculty. Table 2.8-A presents the total credit hours taught by full-time faculty over the last four fall semesters.

Table 2.8-A

OVERVIEW OF A FOUR YEAR TREND OF CREDIT HOURS TAUGHT BY FULL TIME AND PART TIME FACULTY									
Semester/Year	Full time Faculty	Part time Faculty	# of Total Faculty	% of Full time Faculty	Total Credit Hours	# Credit Hours by Full time	% Credit Hours by Full time	# Credit Hours by Part time	% Credit Hours by Part time
Fall 2009	36	96	132	27%	17275	10052	58%	7223	42%
Fall 2010	34	85	119	29%	16950	9762	58%	7188	42%
Fall 2011	38	89	127	30%	17308	8927	52%	8381	48%
Fall 2012	39	73	112	35%	17949	10502	58%	7447	42%

Source: CVCC Institutional Research

The fall semester trend from 2009 shows the credit hours delivered by full-time instructors are consistently greater than those taught by part-time instructors. According to IPEDS data, the fall semester 2012 percentage of [full-time](#) instructors for CVCC at 35% is close to the State's community college average for 2011 of 36%.

Full-time Faculty

As noted in [job descriptions](#), the primary task of all instructors, full-time and part-time, at CVCC is to instruct students in activities designed to promote intellectual growth. The State Board Policy [608.02](#) requires full-time faculty members to maintain a minimum of 35 hours per week on duty, exclusive of lunch periods and any other regularly scheduled breaks. Hiring assignments for full-time faculty at CVCC are dependent on needs of the community and institution and made in accordance with the [Human Resources Procedures Manual](#) and State Board Policy [602.01](#).

The [Faculty Policy and Procedures Handbook](#) are consistent with State Board Policies [608.01](#), [608.02](#), and [608.03](#), defining a full-time faculty member as one who teaches 15-16 credit hours for each fall and spring semester and 12-13 hours for summer semesters. The minimum of 35 hours a week are devoted to instruction, advising, curriculum development, planning, and

participation in institutional governance and policymaking. Faculty advise new and returning students regarding course sequencing, scheduling, and degree plan progression. All full-time faculty are required to maintain 12 weekly hours devoted to office time. Lab science faculty and Nursing faculty may have slightly differing [hour combinations](#) because of lab preparation and clinical obligations. Full-time faculty also serve on the College's [Standing Committees](#) and in a variety of advisory roles to help direct the growth and performance of the College.

Full-time Faculty Numbers by Academic Division

The data in Table 8.2-B shows the distribution of total Fall 2012 credit hours produced sorted by Academic Division and identifying the percentage of credit hours delivered by full-time faculty within each Division.

Table 8.2-B

A DISAGGREGATED COMPARISON OF FULL-TIME AND PART-TIME FACULTY CREDIT HOUR PRODUCTION BY ACADEMIC DIVISION FOR FALL 2012	
HUMANITIES	
7691 SEMESTER CREDIT HOURS	
4614 FULL TIME	3077 PART TIME
60%	40%
MATH AND SCIENCE	
4414 SEMESTER CREDIT HOURS	
2493 FULL TIME	1921 PART TIME
56%	44%
BUSINESS AND INFORMATION TECHNOLOGY	
2868 SEMESTER CREDIT HOURS	
1678 FULL TIME	1190 PART TIME
59%	41%
HEALTH SCIENCES	
1759 SEMESTER CREDIT HOURS	
1213 FULL TIME	546 PART TIME
69%	31%
PUBLIC SAFETY	
989 SEMESTER CREDIT HOURS	
336 FULL TIME	653 PART TIME
34%	66%
APPLIED TECHNOLOGY	
228 SEMESTER CREDIT HOURS	
168 FULL TIME	60 PART TIME
74%	26%
17949 TOTAL FALL 2012 CREDIT HOURS	
10502 FULL TIME	7447 PART TIME
58%	42%

Source: CVCC Management Information System for Fall Semester 2012

Full-time Faculty Numbers by Degree Program

The data in Table 8.2-C shows the distribution of total fall 2012 credit hours produced sorted by degree program identifying the percentage of credit hours delivered by full-time faculty.

Table 8.2-C

DISAGGREGATED TOTALS OF FULL-TIME AND PART-TIME FACULTY CREDIT HOUR PRODUCTION COMPARED BY DEGREE PROGRAM FOR FALL SEMESTER 2012	
ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE (Combined)	
12105 Semester Credit Hours	
7107 FT	4998 PT
59%	41%
Number of Full-time Faculty – 20	
ASSOCIATE OF APPLIED SCIENCE	
APPLIED TECHNOLOGY	
228 Semester Credit Hours	
168 FT	60 PT
74%	26%
Number of Full-time Faculty – 1	
BUSINESS	
831 Semester Credit Hours	
291 FT	540 PT
35%	65%
Number of Full-time Faculty – 1.5	
BUSINESS & OFFICE TECHNOLOGY	
354 Semester Credit Hours	
276 FT	78 PT
78%	22%
Number of Full-time Faculty – 1	
CHILDCARE AND DEVELOPMENT	
0 Semester Credit Hours	
0 FT	0 PT
0%	0%
Number of Full-time Faculty – 0	
COMPUTER INFORMATION SYSTEMS	
1007 Semester Credit Hours	
660 FT	347 PT
65%	35%
Number of Full-time Faculty – 2.5	

CRIMINAL JUSTICE	
438 Semester Credit Hours	
252 FT	186 PT
57%	43%
Number of Full-time Faculty – 1	
EMERGENCY MEDICAL SERVICES	
Semester Credit Hours	
0 FT	416 PT
0 %	100 %
Number of Full-time Faculty – 0	
FIRE SCIENCE	
111 Semester Credit Hours	
60 FT	51 PT
54%	46%
Number of Full-time Faculty – .5	
HOMELAND SECURITY	
24 Semester Credit Hours	
24 FT	0 PT
100%	0%
Number of Full-time Faculty – .5	
MEDICAL ASSISTING	
179 Semester Credit Hours	
80 FT	99 PT
45%	55%
Number of Full-time Faculty – 1	
ADN & LPN (Combined)	
720 Semester Credit Hours	
720 FT	0 PT
100%	0%
Number of Full-time Faculty – 6	
VISUAL COMMUNICATIONS	
552 Semester Credit Hours	
420 FT	132 PT
76%	24%
Number of Full-time Faculty – 2	
Librarian – FT Faculty with no instructional duties	1
Counselor – FT Faculty with part-time instructional duties	1
Total Number of Full-time Faculty	39
Source: CVCC Management Information System for Fall Semester 2012	

There are three program areas the College is working to stabilize: Business, Emergency Medical Services, and Medical Assisting. Each are a concern for the College because of the percentage of credit hours being taught by full-time faculty in those areas is below the College's acceptable threshold of 60% of credit hours taught by full-time faculty. The Child Care program does not have a full time faculty person and courses have not been offered in several semesters due to student enrollment.

Business

The percentage of full-time instruction in the program area of Business is 35%. The Business program has grown as the community's demand for employees with accounting knowledge and degrees grows. Local industry has employment opportunities for graduates in this program area. The College is in the process of hiring a full-time Business Instructor and a [vacancy announcement](#) has been posted.

Emergency Medical Services

The EMS program has produced a steady growth and is now at 416 credit hours. Currently, all courses are taught by part-time instructors. The College is attempted to hire a full-time faculty member; however the search resulted in little interest. The College is reviewing the job announcement and advertisement venues and is making needed changes. The College will post another vacancy announcement to fill this position.

Medical Assisting Technology

The College hired a full-time Medical Assisting instructor who serves as Lead Faculty in program coordination. This faculty has been given instructional release time to grow the program and pursue CAAHEP accreditation for the program. Though the 45% of credit hours produced by full-time faculty is below the acceptable threshold, the College plans a continuous review of the program's growth and hire additional full-time faculty as needed to support the growth.

Childcare

The Childcare program is under review. Courses put on the schedule rarely have the enrollment to maintain the classes. As a result of a program review, the College mailed 166 [surveys](#) to childcare facilities. Of the 166 addressees, 92 letters were determined to have reached valid and active childcare facilities. Of the 92, there were 11 completed surveys [returned](#). Another 9 surveys were completed by telephone interview for a total of 20 surveys completed or 22%. Consistent themes emerged from the completed surveys. 1.) Childcare facilities are looking for the basic Childcare Associate (CDA) credential; 2.) Childcare facilities identified a need for a transferrable degree so employees would continue their education; 3.) Childcare facilities' pay range was minimum wage, \$7.25 – \$14 per hour based on education and experience; and 4.) Childcare facilities consistently referred their employees to our competition believing CVCC no longer had the Childcare program offering. The College has determined it will attempt to revive this program by identifying a Lead Faculty to research, develop, and champion the efforts to have this program succeed. Investigation will venture into whether our current Certificate program is best offered embedded in a degree program, and if so, does the degree program need to be offered as a transfer degree.

Hiring Faculty

In 2013, the College began the process to hire four new full-time faculty positions: Nursing, EMS, HVAC/R and Business. Only the Nursing hire, ([Zeresh Gosha](#)), has been completed. Due to low enrollment, the HVAC/R position has been postponed. EMS and Business are still in play.

Modes of Delivery

The College offers instruction through traditional classes where 100% of instruction is through face-to-face contact; hybrid classes where 51% of instruction is face-to-face and the remainder is through asynchronous instructional plans (typically with the use of technology); and online instruction where 100% of instruction is asynchronous instructional plans (typically with the use of technology). The bulk of the College's course offerings is traditional with a small percentage offered through distance education modes (hybrid and online). Table 2.8-D offers a summary of the number of full-time and part-time faculty teaching each of the modes of delivery for fall 2012.

Fall 2012 Full-time Faculty Course Offerings by Mode of Delivery
Table 2.8-D

Degree Program	Full-time Faculty	# Sections Traditional	# Sections Hybrid	# Sections Online
AA/AS				
General Education	20	180	8	14
AAS				
Applied Technology	1	8	0	0
Business	1.5	17	0	0
Business & Office Technology	1	10	3	0
Childcare & Development	0	0	0	0
Computer Information Systems	2.5	12	4	11
Criminal Justice	1	5	3	0
Emergency Medical Services	0	10	0	0
Fire Science	.5	2	2	0
Homeland Security	.5	0	1	1
Medical Assisting	1	6	0	0
ADN & LPN	6	7	0	0
Visual Communications	2	8	2	1
Librarian (Full-time Faculty with no instructional duties)	1		n/a	n/a
Counselor (Full-time Faculty with part-time instruction)	1		1	1
Totals	39	265	24	28
Source: CVCC Management Information System for Fall Semester 2012				

Student Perceptions on Quality of Instruction

Among the annual evaluative survey instruments, the [Graduating Student Survey](#) is administered each spring to approximately 150-180 graduating students.

Students completing their programs of study at CVCC and graduate, have an overwhelmingly favorable impression of the institution, its instruction, its faculty, and its support for student success. Class size ranks at almost 100% favorable rating for the past four years as illustrated

by Survey item B5 in the chart below. According to the 2011 IPEDS data, the average student to faculty [ratio](#) for CVCC is 20 compared to the State's community college average of 22.

CVCC Graduating Student Survey, Student Perceptions of Quality and Integrity of Instruction
Table 2.8-E

Survey Item		% of Favorable Responses			
		2009	2010	2011	2012
B1	Rate your overall impression of CVCC.	99.1%	98.7%	99.2%	99.2%
B2	Rate the overall quality of instruction at CVCC.	95.6%	98.7%	99.2%	95.6%
B3	Rate the overall quality of your program of study.	97.3%	97.3%	98.4%	98.5%
B4	Rate the accessibility of your instructors.	96.5%	97.3%	99.2%	*99.2%
B5	Rate your satisfaction with your class sizes at CVCC.	99.1%	99.3%	100%	
B6	Rate the degree of individual attention you received in your classes.	96.5%	98%	94.1%	98.5%
B7	Rate the academic advising you received from your faculty advisors.	93%	89.8%	93.1%	95.5%
17	Would you recommend CVCC to others?	95.6%	93.2%	96.6%	99.2%

*Questions B4 and B5 combined in 2012 to gather student perception of Student/Instructor ratio.

SUPPORT DOCUMENTATION

[Faculty Roster 2012-13](#)

[IPEDS Data – Percent of FT Faculty](#)

[Faculty Job Description](#)

[State Board Policy 608.02: Instructor, Librarian and Counselor Hours](#)

[Human Resources Procedure Manual, Appointment and Assignment of Personnel – Pages 7-8](#)

[State Board Policy 602.01: Appointment and Assignment of Personnel](#)

[Faculty Policy and Procedures Handbook – Pages 7-10](#)

[State Board Policy 608.01: Instructor Load and Hours](#)

[State Board Policy 608.03: Instructor Overload](#)

[Science Instructor Daily Schedule](#)

[Standing Committees 2012-13](#)

[Intent to Employ – Business Instructor](#)

[Childcare Survey](#)

[Childcare Survey Response](#)

[Job Description – Nursing Instructor](#)

[IPEDS Data – Faculty to Student Ratio](#)