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)

X  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

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Full time Faculty</th>
<th>Part time Faculty</th>
<th># of Total Faculty</th>
<th>% of Full time Faculty</th>
<th>Total Credit Hours</th>
<th>% Credit Hours by Full time</th>
<th>% Credit Hours by Part time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2009</td>
<td>36</td>
<td>96</td>
<td>132</td>
<td>27%</td>
<td>17275</td>
<td>10052</td>
<td>7223</td>
</tr>
<tr>
<td>Fall 2010</td>
<td>34</td>
<td>85</td>
<td>119</td>
<td>29%</td>
<td>16950</td>
<td>9762</td>
<td>7188</td>
</tr>
<tr>
<td>Fall 2011</td>
<td>38</td>
<td>89</td>
<td>127</td>
<td>30%</td>
<td>17308</td>
<td>8927</td>
<td>8381</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>39</td>
<td>73</td>
<td>112</td>
<td>35%</td>
<td>17949</td>
<td>10502</td>
<td>7447</td>
</tr>
</tbody>
</table>

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>
<thead>
<tr>
<th>Academic Division</th>
<th>Semester Credit Hours</th>
<th>Full Time</th>
<th>Part Time</th>
<th>Percentage Full Time</th>
<th>Percentage Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HUMANITIES</strong></td>
<td>7691</td>
<td>4614</td>
<td>3077</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td><strong>MATH AND SCIENCE</strong></td>
<td>4414</td>
<td>2493</td>
<td>1921</td>
<td>56%</td>
<td>44%</td>
</tr>
<tr>
<td><strong>BUSINESS AND INFORMATION TECHNOLOGY</strong></td>
<td>2868</td>
<td>1678</td>
<td>1190</td>
<td>59%</td>
<td>41%</td>
</tr>
<tr>
<td><strong>HEALTH SCIENCES</strong></td>
<td>1759</td>
<td>1213</td>
<td>546</td>
<td>69%</td>
<td>31%</td>
</tr>
<tr>
<td><strong>PUBLIC SAFETY</strong></td>
<td>989</td>
<td>336</td>
<td>653</td>
<td>34%</td>
<td>66%</td>
</tr>
<tr>
<td><strong>APPLIED TECHNOLOGY</strong></td>
<td>228</td>
<td>168</td>
<td>60</td>
<td>74%</td>
<td>26%</td>
</tr>
<tr>
<td><strong>17949 TOTAL FALL 2012 CREDIT HOURS</strong></td>
<td></td>
<td>10502</td>
<td>7447</td>
<td>58%</td>
<td>42%</td>
</tr>
</tbody>
</table>
### 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>
<thead>
<tr>
<th>Degree Program</th>
<th>Semester Credit Hours</th>
<th>Full-time (FT)</th>
<th>Part-time (PT)</th>
<th>Percentage of Full-time Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE (Combined)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12105</td>
<td>7107 FT</td>
<td>4998 PT</td>
<td>59%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>41%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number of Full-time Faculty – 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSOCIATE OF APPLIED SCIENCE APPLIED TECHNOLOGY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>228</td>
<td>168 FT</td>
<td>60 PT</td>
<td>74%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>26%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number of Full-time Faculty – 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>831</td>
<td>291 FT</td>
<td>540 PT</td>
<td>35%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>65%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number of Full-time Faculty – 1.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS &amp; OFFICE TECHNOLOGY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>354</td>
<td>276 FT</td>
<td>78 PT</td>
<td>78%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>22%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number of Full-time Faculty – 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHILDCARE AND DEVELOPMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0 FT</td>
<td>0 PT</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number of Full-time Faculty – 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPUTER INFORMATION SYSTEMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1007</td>
<td>660 FT</td>
<td>347 PT</td>
<td>65%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number of Full-time Faculty – 2.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Semester Credit Hours</td>
<td>Full-time Faculty (%)</td>
<td>Part-time Faculty (%)</td>
<td>Number of Full-time Faculty</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------</td>
<td>-----------------------</td>
<td>----------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td><strong>CRIMINAL JUSTICE</strong></td>
<td>438</td>
<td>57%</td>
<td>43%</td>
<td>1</td>
</tr>
<tr>
<td><strong>EMERGENCY MEDICAL SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester Credit Hours</td>
<td>252 FT 186 PT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FIRE SCIENCE</strong></td>
<td>111</td>
<td>54%</td>
<td>46%</td>
<td>.5</td>
</tr>
<tr>
<td><strong>HOMELAND SECURITY</strong></td>
<td>24</td>
<td>100%</td>
<td>0%</td>
<td>.5</td>
</tr>
<tr>
<td><strong>MEDICAL ASSISTING</strong></td>
<td>179</td>
<td>45%</td>
<td>55%</td>
<td>1</td>
</tr>
<tr>
<td><strong>ADN &amp; LPN (Combined)</strong></td>
<td>720</td>
<td>100%</td>
<td>0%</td>
<td>6</td>
</tr>
<tr>
<td><strong>VISUAL COMMUNICATIONS</strong></td>
<td>552</td>
<td>76%</td>
<td>24%</td>
<td>2</td>
</tr>
<tr>
<td><strong>Librarian</strong></td>
<td>FT Faculty with no</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>instructional duties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Counselor</strong></td>
<td>FT Faculty with part-</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>time instructional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>duties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Number of</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Full-time Faculty</strong></td>
<td></td>
<td></td>
<td></td>
<td>39</td>
</tr>
</tbody>
</table>

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 attempting 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.

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Full-time Faculty</th>
<th># Sections Traditional</th>
<th># Sections Hybrid</th>
<th># Sections Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>20</td>
<td>180</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td>Applied Technology</td>
<td>1</td>
<td>8</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Business</td>
<td>1.5</td>
<td>17</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Business &amp; Office Technology</td>
<td>1</td>
<td>10</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Childcare &amp; Development</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>2.5</td>
<td>12</td>
<td>4</td>
<td>11</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>1</td>
<td>5</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fire Science</td>
<td>.5</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Homeland Security</td>
<td>.5</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ADN &amp; LPN</td>
<td>6</td>
<td>7</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Visual Communications</td>
<td>2</td>
<td>8</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Librarian (Full-time Faculty with no instructional duties)</td>
<td>1</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Counselor (Full-time Faculty with part-time instruction)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>39</td>
<td>265</td>
<td>24</td>
<td>28</td>
</tr>
</tbody>
</table>

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>
<thead>
<tr>
<th>Survey Item</th>
<th>% of Favorable Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2009</td>
</tr>
<tr>
<td>B1 Rate your overall impression of CVCC.</td>
<td>99.1%</td>
</tr>
<tr>
<td>B2 Rate the overall quality of instruction at CVCC.</td>
<td>95.6%</td>
</tr>
<tr>
<td>B3 Rate the overall quality of your program of study.</td>
<td>97.3%</td>
</tr>
<tr>
<td>B4 Rate the accessibility of your instructors.</td>
<td>96.5%</td>
</tr>
<tr>
<td>B5 Rate your satisfaction with your class sizes at CVCC.</td>
<td>99.1%</td>
</tr>
<tr>
<td>B6 Rate the degree of individual attention you received in your classes.</td>
<td>96.5%</td>
</tr>
<tr>
<td>B7 Rate the academic advising you received from your faculty advisors.</td>
<td>93%</td>
</tr>
<tr>
<td>17 Would you recommend CVCC to others?</td>
<td>95.6%</td>
</tr>
</tbody>
</table>

*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