Level 1 Program Assessment Measures

CS-2  Program Group:  
Measure:
A major code is applied to all the State Board of the Technical College System of Georgia degree, diploma, and technical certificate of credit programs.

Evaluative Criteria:
CS-2.A (02-02-02, 02-02-06)
Each authorized degree, diploma, and technical certificate of credit program is assigned a program major code.
Each degree, diploma, and technical certificate of credit program having a given major code is consistent with all other programs throughout the state which have the same major code.
Degree, diploma, and technical certificate of credit programs having multiple specializations are assigned a specialization code for each option

Suggested Documentation: Catalog

Reference: Program Standards

Measure Met:  Yes □  No □  NA □

CS-3  Program Group:  
Measure
The essential content of each course is consistent statewide for courses having the same alphanumeric code.

Evaluative Criteria:
CS-3.A (02-04-01)
The content of each course having a given course identification code includes, but is not limited to, essential competency areas identified for that course identification code.
Competency areas included in the course content reflect student, community, and employment market needs, and advances in the subject area and occupational field.
The overall content of each course is consistent with established program learning outcomes.

Suggested Documentation: Syllabi (Representative Sample)

Reference: Program Standards
CS-3.B (02-04-05)

Each program implements the statewide grading scale.
The grading of each program requires use of a grading scale whereby 90 to 100% is an A, 80 to 89% is a B, 70 to 79% is a C, 60 to 69% is a D, and 0 to 59% is an F.

*Suggested Documentation:* Catalog, Syllabi (Representative Sample)

*Reference:* Program Standards

CS-3.C (02-04-03)

Any occupation-based instructional experience that is a degree, diploma, and technical certificate of credit program requirement or elective is:

- Listed as a course having a course identification code.
- Awarded course credit and requires tuition.
- Subjected to the same minimum requirements for statewide course title, course description, and essential competency areas as any other degree, diploma, and technical certificate of credit program course.
- Controlled and supervised by program faculty, and/or an employee possessing appropriate instructor qualifications designated to coordinate work experience courses.
- Managed through the use of prescribed, written individual training plans that detail required student learning and performance objectives, and appropriate agreements between colleges and work experience supervisors, including specifying the on-site employer representative responsible for guiding and overseeing student learning experiences and participating in written evaluation of the student.

Grading for labs, practica, internships, and clinicals is based on student attainment of course competencies.

*Suggested Documentation:* Institutional Employer Agreements, Student Training Plans

*Reference:* Program Standards

CS-3.D (02-04-06)

A system for instructional laboratory management is developed and implemented by the faculty of each program.

The faculty of each program that incorporates laboratory work into its curriculum develops and implements a written laboratory management system.

The laboratory management system is disseminated to program students and faculty.

College policy regarding safety, liability, and laboratory operation are reflected in each program laboratory management procedure.

The laboratory management system is consistent with the relevant program-specific standard
guidelines for laboratory management.

The laboratory management system is consistent with the goals and objectives of the program.

**Suggested Documentation:** Lab Management Plan Procedures, Lab Progressions Check Sheets, Syllabi (Representative Sample)

**Reference:** Program Standards

**CS-3.E (02-04-07)**

The faculty of each program that includes live work as part of its curriculum develops and implements a written live work plan.

The college will maintain:
- A list of programs which are eligible to perform live work.
- A list of the type of work that may be performed.
- Definitions of the type and scope of Live Work Projects which may be performed for profit and those for which the college will only be reimbursed for actual costs associated with the project.
- Prioritized list of persons for whom live work may be performed (i.e. faculty, staff, students, general public).
- Established parameters within which live work may be conducted (i.e. business hours, school days, etc.).
- A statement that live work shall always involve student participation and that live work may not be performed solely by instructors.
- Procedures that must be followed when live work is conducted (scheduling procedures, forms, etc.).
- A statement to inform the customers that they assume the risk of the work being performed.
- That the students and facilities may not be used for personal gain or profit.
- The costs related to the services (i.e. fees and/or purchase of parts/supplies) for the customer.
- That live work projects shall not be of a production nature and do not compete with private enterprises.
- That all Live Work Projects shall comply with the Governor’s Executive Order on Ethics.

**Suggested Documentation:** Live Work Plan

**Reference:** State Board Policy # IV.M. Live Work Projects – VI. Procedure

***Measure Met:*** Yes □ No □ NA □

**CS-5**

**Program Group:**

**Measure:**

A program advisory committee provides expert support for the program.

**Evaluative Criteria:**

**CS-5.A (02-08-01)**

Program advisory committees assist in evaluation of strategic and operational plans.

Program advisory committees review and recommend requirements of existing degree, diploma, and technical certificate of credit offerings.

Program advisory committees provide advice regarding curriculum content to ensure that courses
relate to present and future employment needs.

Program advisory committees make suggestions regarding the modification, addition, or deletion of course offerings.

Program advisory committees make recommendations regarding the design and use of physical facilities.

Program advisory committees make recommendations regarding the selection and maintenance of equipment.

The program advisory committee assists in evaluation of program effectiveness, job development, job placement, and program promotion, evaluation in relation to standards, program advocacy, and industrial support of the program.

The program advisory committee reviews and recommends requirements for admissions, program content and length, program objectives, instructional materials and tests, equipment, technology, methods of evaluation, and level of skills and/or proficiency required for completion of new, existing, and revised programs.

College administration provides documented evidence that program advisory committee recommendations are considered with specific action taken.

_Suggested Documentation:_ Advisory Committee Meeting Minutes for the last three years (if the program group has existed for three years)

**Reference:** Program Standards

**CS-5.B (02-08-02)**

The membership of each program advisory committee is representative of the community and employment market served by the program.

The faculty of each program area, in cooperation with the administration of the college, selects the advisory committee.

The program advisory committee includes a cross-section of representatives from program related businesses and industries.

The program advisory committee includes program related business and industry representatives who have varying occupational positions.

The program advisory committee is comprised of at least three members external to the college (graduates of the program should not comprise a majority of the committee).

_Suggested Documentation:_ Advisory Committee Membership List (complete with Name and Title and Company)

**Reference:** Program Standards

**CS-5.C (02-08-03)**

The program advisory committee has an annual program of work on file.

The program advisory committee follows an agenda, developed from the annual program of work, which is distributed to members prior to each meeting.

The program advisory committee meets a minimum of two times annually with at least three members present who are external to the college; one of these meetings may be electronic in nature.

The program advisory committee elects officers, including a chairperson and a secretary.
The program advisory committee maintains minutes indicating date, agenda, members present, and recommendations.

Minutes record progress toward a program of work.

The program advisory committee maintains an open file of minutes and other necessary documents for a minimum of three years.

The program advisory committee members are invited to make periodic classroom visits to the college.

**Suggested Documentation:** Advisory Committee Agendas, Advisory Committee Meeting Minutes for the last three years (if the program group has existed for three years), Program of Work for the last three years (if the program group has existed for three years)

**Reference:** Program Standards

**Measure Met**

- Yes ☐
- No ☐
- NA ☐
CS-6 Program Group:  

Measure:  
Each degree, diploma, and technical certificate of credit program provides a safe and healthy environment for students and staff.

Evaluative Criteria:

CS-6.A (02-11-01)  
The physical facility, furnishings, equipment, supplies, and practices of the degree, diploma, and technical certificate of credit program meet or exceed appropriate local, state, and federal health and safety standards.

Proper health and safety practices are developed, implemented, and integrated into the degree, diploma, and technical certificate of credit program. Current, approved health and safety plans including the Emergency Operations and Safety Plan; Exposure Control Plan; and Hazard Communication Program Plan (with associated Biennial Hazardous Chemical List) are available and posted appropriately.

**Suggested Documentation:** Classroom/Laboratory Safety Inspections, Safety Plans, Supply/Equipment Inventory

**Reference:** Program Standards

CS-6.B (State Board Procedure II.D.3)  
TCSG Exposure Control Plan)  
*Applicable for health and personal services programs.*

Current, approved Exposure Control Plan (ECP) available to all covered employees and students.

Covered faculty and students have received Hepatitis B “informed consent” training.

Covered students and faculty have been offered the Hepatitis B vaccine or have signed a declination statement.

Appropriate personal protective equipment (PPE) is available in sufficient quantities and sizes for use by covered employees performing tasks for which they are at risk of occupational exposure to bloodborne or airborne pathogens.

Sharps containers are immediately adjacent to worksites of covered employees and students performing tasks for which there is a risk of occupational exposure to bloodborne pathogens.

Post-exposure incidents and follow ups are documented.

College has established a Sharps Injury Log to document bloodborne pathogens exposure incidents.

The Exposure Control Plan is reviewed and updated annually by the evaluation committee.

**Suggested Documentation:** College Exposure Control Plan, Equipment/Supply Inventory, BAP ECP Training Records, Hepatitis-B Vaccine Declination Statements, and Exposure Incident Records.
CS-6.C. (State Board Procedure II.D.4)

TCSG Hazard Communication Program Plan and Hazardous Chemical Inventory.

College maintains an Hazard Communication Program Plan (HCPP)

A Hazardous Communication Program Plan Coordinator is responsible for the plan.

An employee information poster describing employee rights in accordance with the Public Employee Hazardous Chemicals Protection and Right to Know Act of 1988 O.C.G.A. §45-22-1 to §45-22-12 and Public Employee Hazardous Chemicals Protection and Right to Know Rules, 300-3-19-01 et seq, in sites here covered employees and students perform tasks for which there is risk to occupational exposure to hazards.

Each covered employee and covered student receives initial and annual Hazard Communication Program Plan training which is documented (for three years).

PPE appropriate for the hazards encountered in tasks for which there is occupational risk of exposure to hazards.

Safety Data Sheet (SDS) are available for all hazard used in tasks for which there is occupational risk of exposure to hazards.

Suggested Documentation: Hazard Communication Plan, HazChem training logs, MSDS Stations and Forms, Equipment and Supply Inventory, Campus Observation

CS-6.D (State Board Policy II.D.1)

TCSG Emergency Preparedness, Health Safety and Security

The College provides a safe and healthy environment for employees, students, volunteers, visitors, vendors, and contractors.

The College will develop, review annually for approval those plans and procedures essential to respond to matters of natural and man-made hazards; public health; occupational and environmental safety as well as security. These plans and procedures shall be established with the goals of mitigating risk to individuals and physical resources as well as of maintaining compliance with national, state, and local regulations.

Current, approved Emergency Operations Plan (EOP), Business Continuity Plan, Exposure Control Plan, Hazard Communication Plan Program Plan (as well as Hazardous Chemical Inventory), and Annual Security Report are available.

Evacuation plan posted and visible

Documentation: Emergency Operations Plan (EOP), Business Continuity Plan, Exposure Control Plan, Hazard Communication Program Plan (as well as Hazardous Chemical Inventory) and Annual Security Report

Measure Met: Yes ☐ No ☐ NA ☐