

FEB 22 2009

OFFICE OF THE PRESIDENT



**SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES**

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February 13, 2009

Dr. H. James Owen
President
Piedmont Community College
P. O. Box 1197
Roxboro, NC 27573

Dear Dr. Owen:

The Committee on Fifth-Year Interim Reports reviewed the institution's compliance with the 14 select standards of the *Principles of Accreditation* outlined in the Commission's Fifth-Year Interim Report. Based on this review, the institution is requested to submit a Monitoring Report to the Commission on Colleges due **September 8, 2009**, addressing the following referenced standards of the *Principles*:

CS 3.3.1 (Institutional Effectiveness – 3.3.1.1 Educational Programs)

The institution did not provide documentation of student learning outcomes for educational programs, the extent to which student learning outcomes are achieved, and evidence of improvement based on the analysis of the results of student learning outcomes. A further report is requested that provides evidence from a representative sample of educational programs that the institution identifies expected student learning outcomes, demonstrates that it assesses these outcomes, and provides evidence of change based on analysis of the results in the educational programs.

CS 3.11.3 (Physical Facilities)

The institution did not provide evidence that its physical facilities appropriately serve the needs of its educational programs, support services, and other mission related activities. The additional report should provide evidence that its physical facilities are sufficient to support its mission and the programs services it offers.

FR 4.5 (Student Complaints)

The institution did not provide documentation that it follows procedures for addressing student complaints. A further report should include examples demonstrating the implementation of procedures when resolving student complaints.

FR 4.7 (Title IV Program Responsibilities)

In addition to the auditor's report that was provided, the institution should include additional evidence demonstrating that the institution is in compliance with its program responsibilities under Title IV.



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CS 3.4.3 (Admission Policies and FR 4.2 (Program Curriculum))

(* Doc Bund)

In its response to these two standards, the institution's narrative indicated that documentation in support of compliance was included in specific named documents but neither the documents, excerpts from the documents, nor links to electronic versions of the documents were included. The Committee reviewed the website to make determinations of compliance. Although no additional documentation is required for **CS 3.4.3** or **FR 4.2**, for the Monitoring Report due in September 2009, the institution should ensure that documents in support of compliance are included as part of future reports.

Guidelines for the additional report are enclosed. Because it is essential that institutions follow these guidelines, **please make certain that those responsible for preparing the report receive the document. If they have questions about the format, contact the Commission staff member assigned to your institution.** When submitting your report, please send **four copies** to your Commission staff member.

Please note that Monitoring Reports requested by the Committee on the Fifth-Year Interim Report will be forwarded to the Commission for action at its meeting immediately following the due date of your report. The review by the Commission will begin a two-year monitoring period within which your institution must document compliance with all the identified standards above. We wanted to inform you of the process that would take place following the submission of your Monitoring Report.

We appreciate your continued support of the activities of the Commission on Colleges. If you have questions, please contact the Commission staff member assigned to your institution.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President
Commission on Colleges

BSW:sr

Enclosure

cc: Dr. Gerald D. Lord