

**DEPARTMENT OF TECHNICAL AND ADULT EDUCATION  
STATE BOARD MINUTES**

**SOUTHWEST GEORGIA TECHNICAL COLLEGE  
THOMASVILLE, GA**

**April 5, 2007**

**11:00 A.M.**

**MEMBERS PRESENT**

Dean Alford  
Annie Hunt Burriss  
Don Chapman  
Ben Copeland  
Mary Flanders  
Cedric Johnson  
McGrath Keen  
Ann Purcell  
Otis Raybon  
Sandra Reed  
Earl Smith  
Larry Snellgrove  
Michael Sullivan  
Carl Swearingen  
Ben Tarbutton

**MEMBERS ABSENT**

Michael Daniel  
Lee Lee James  
Allen Rice  
Emerson Russell  
Jimmy Tallent

**CALL TO ORDER**

Pursuant to date and time stated above Chairman Copeland called the Department of Technical and Adult Education State Board meeting to order.

**APPROVAL OF MINUTES**

Upon a motion by Mr. Smith, second by Mr. Tarbutton, the Board approved the March 1, 2007 State Board minutes.

## **CHAIRMAN'S REPORT**

Chairman Copeland thanked Dr. Glenn Deibert and his staff for the wonderful hospitality welcoming the Board and Mr. Bill Sellers and Archbold Medical Center for hosting the reception and dinner on Wednesday evening.

Chairman Copeland announced the following:

- 1) Manufacturing Appreciation Luncheon will be Thursday, April 12, doors open at 10:30 a.m. and the luncheon begins at 11:00 a.m. at the Cobb Galleria.
- 2) May 3, will be the next DTAE Board meeting in Atlanta
- 3) May 22-25, is GOAL week and all are invited to attend the Commissioner's Luncheon and Awards Banquet on Thursday, May 24. Invitations will follow. Anyone that would like to judge for the GOAL Winner, please let Belva or Brad know and they will get you the information.
- 4) Time for election of State Board's Chairman and Vice Chairman. Ben Tarbutton, Cedric Johnson, and Sandra Reed were selected as the Nominating Committee. The Committee will meet and present a slate of officers to the Board for vote in May, and new officers take office July 1, 2007. Upon a motion by Mr. Snellgrove, second by Mr. Keen, the Board approved the Chairman's selection of nominating committee.

## **COMMISSIONER'S REPORT**

### **Presidential Search Update:**

**Altamaha Technical College** – Introduced Lorette Hoover as new president  
**Swainsboro Technical College** – Recommendation forthcoming in Executive Session later in the meeting

### **Budget Update:**

**Amended FY07** – Requested \$882K for Kia project and \$1.8M for Adult Literacy to compensate for lost TANF funding; both are considered emergency requests; Both were presented to the Governor, House and Senate; Loss of TANF funds will cause a furlough 246 teachers and temporarily shut down the program for two months; we are hopeful the Senate and House will come to a resolution

**FY08 Budget** – Requested \$7.1M to compensate enrollment decline; we have stressed the need for a new funding formula; we feel we have strong support in the House and Senate; however, the \$7.1M was not in the Governor's recommended budget.

**Legislative Update - SB68 Career Academies** – Has passed the Senate; now ready to go to Rules Committee

**HB 243 HOPE Cap** – Passed the House; now in the Senate

(Both Bills appear to have good support in the House and Senate)

**Annual Presidential Evaluations** – Will be conducted in May

**Career Academies** – We are moving forward optimistically with DOE and Mark Whitlock to develop criteria for the Board to approve; technical colleges wanting to participate will have to submit a RFP; a separate State Board committee will be established per Chairman Copeland’s recommendation much like the Facilities Committee to review and approve the new academies

**GVTC** – Moving to Central Office from DeKalb Technical College; the division is undergoing a name change

**International Fulbright Scholarship** – Patrick Blessinger, Instructor of Marketing at North Metro Technical College will be teaching US marketing concepts to students in a technical college in Denmark. This is quite an honor and I would like for him to come before the State Board for recognition in the near future upon his return from Denmark. Annie Hunt Burriss and Mary Flanders suggested that a letter of appreciation from the State Board be sent to Mr. Blessinger.

## **COMMITTEE REPORTS**

### **ACADEMIC STANDARDS AND PROGRAMS**

#### **I. Local Board Appointments/Re-Appointments**

Upon a motion by Dr. Reed, second by Mr. Snellgrove and Ms. Purcell, the Board approved for the technical colleges below, that the persons listed be appointed/reappointed to the local board of directors of the technical college.

- A. **Northwestern Technical College** (appointment)  
Penny Grigg, Walker County (expiration June 30, 2010)
- B. **Augusta Technical College** (reappointment)  
J. Foster Wylie, McDuffie County (expiration June 30, 2010)

## **II. Placement of Local Board Member Appointment on Board Table**

Upon a motion by Dr. Reed, second by Ms. Purcell, the Board approved for the technical colleges below that the names listed be placed on the Board table until the May meeting for consideration of approval of appointment to the local board of directors.

- A. **Middle Georgia Technical College** (appointment/reappointment)
  - Janis Sparrow, Pulaski County, appointment, (expiration June 30, 2010)
  - Mary Jane Kinnas, Houston County, reappointment (expiration June 30, 2010)
  - Paul Hibbitts, Sr., Houston County, reappointment (expiration June 30, 2007)
  
- B. **West Georgia Technical College** (appointment)
  - William R. Stump, Troup County (expiration June 30, 2007)

## **III. Revised Mission Statement**

Upon a motion by Dr. Reed, second by Ms. Purcell, the Board approved that the proposed revised mission statement for South Georgia Technical College as presented below be approved.

### *Current Mission*

South Georgia Technical College is a member of Georgia's system of technical colleges and an institution of higher education with the principal focus of providing learning opportunities through associate degree, diploma, technical certificates of credit and non-credit programs and services that meet the needs of the citizens, businesses, and industries of its six-county service delivery area by:

- providing administrative support through analysis, planning and budgeting
- providing educational training which utilizes skills necessary in the world of work that result in an award of an associate degree of applied technology, diploma or technical certificate of credit
- providing continuing education services and forming business and industry collaboratives to provide customized training
- offering quality student services, educational facilities and state-of-the-art equipment and technology
- providing qualified faculty and staff
- promoting lifelong learning through contributions to the educational culture of the communities served

## ***Revised Mission***

South Georgia Technical College is a member of the technical college system of Georgia and a residential institution of higher education with the principal focus of providing learning opportunities through associate of applied science degrees, diplomas, technical certificates of credit, and non-credit programs and services that support the needs of the citizens, businesses, and industries within its six-county service delivery area.

### **Comments:**

*Mr. Chapman raised the question why every Technical College had a separate Mission Statement and the Department had a Mission Statement. Mr. Jackson responded that we have a technical college system mission statement, but because each college has its own strategic plan each one has their own mission statement. Each college mission statement will reflect the system's mission statement but does not have to be the system's mission statement.*

*Dr. Reed also pointed out that SAC 's accreditation review required each college to have its own mission statement.*

### **IV. Approval of Diplomas and Degrees**

Comment [A1]:

Upon a motion by Dr. Reed, second by Ms. Purcell and Mr. Keen, the Board approved that the college requests listed below to offer diploma and degree programs effective the quarter specified for each request. Any fiscal requirements to begin these programs must be approved through the standard budget approval process.

**Albany Technical College-(Main Campus) Degree** program in Internet Specialist - Web Site Design effective Fall 2007

**Albany Technical College-(Main Campus) Degree** program in PC Maintenance Specialist effective Spring 2007

**Albany Technical College-(Main Campus) Diploma** program in PC Maintenance Specialist effective Spring 2007

**DeKalb Technical College-(Clarkston Campus) Diploma** program in Information Security Specialist effective Spring 2007

**East Central Technical College-(Coffee County Campus) Diploma** program in Diesel Equipment Technology effective Summer 2007

**Lanier Technical College-(Main Campus) Degree** program in Electrical Utility Technology effective Spring 2007

**Lanier Technical College-(Main Campus) Diploma** program in Electrical Utility Technology effective Spring 2007

**Lanier Technical College-(Main Campus) Diploma** program in Welding and Joining Technology effective Spring 2007

**North Metro Technical College-(Main Campus) Degree** program in Health effective Summer 2007

**West Central Technical College-(Carroll Campus, and Coweta (CEC) Campus)** Diploma program in Barbering effective Summer 2007

**West Central Technical College-(Coweta (CEC) Campus, and Douglas Campus)** Diploma program in Cosmetology effective Summer 2007

**Coosa Valley Technical College**

(Main campus)

Degree program in Diagnostic Medical Sonography effective Fall 2007

**V. Approval of Technical Certificates of Credit**

Upon a motion by Dr. Reed, second by Ms. Purcell, the Board approved that the college requests listed below to offer technical certificates of credit effective the quarter specified for each request.

**Albany Technical College**

(Main Campus)

Magnetic Resonance Imaging Specialist effective Fall 2007

**Appalachian Technical College**

(Main Campus)

Home Technology Integration Technician effective Fall 2007

**Atlanta Technical College**

(Main Campus)

Construction Superintendent-Residential effective Spring 2007

**Central Georgia Technical College**

(Macon Campus)

Barbering Instructor Training effective Spring 2007

**(Crawford County Center)**

Aircraft Assembly Technician effective Summer 2007

**(Crawford County Center, Macon Campus, Milledgeville Campus, Putnam County Center)**

Industrial Process Assistant effective Spring 2007

**DeKalb Technical College**

**(Clarkston Campus)**

Cisco Security Specialist effective Spring 2007.

Information Security Specialist - TCC effective Spring 2007

**Lanier Technical College**

**(Winder-Barrow Campus)**

Residential Design Drafter effective Spring 2007

**(Main Campus)**

Home Technology Integration Specialist effective Spring 2007

**(Forsyth Campus)**

Interior Window Treatments effective Spring 2007

**(Winder-Barrow Campus )**

CAD Operator effective Spring 2007

**(Jackson County Campus Main Campus)**

Criminal Justice Technician effective Spring 2007

**North Metro Technical College**

**(Main Campus)**

Automotive Fundamentals effective Spring 2007

Automotive Electrical & Electronics Repair effective Spring 2007

Car Audio System Installer effective Summer 2007

Computerized Accounting Specialist effective Summer 2007

Garden Center Management effective Summer 2007

Sustainable Urban Horticulture Technician effective Summer 2007

Tax Preparation Specialist effective Summer 2007

**Northwestern Technical College**

**(Main Campus)**

Linux/UNIX Systems Administrator effective Summer 2007

**Ogeechee Technical College**

**(Main Campus)**

Preventive Maint. for Commercial Truck Driving effective Spring 2007

Precision Agriculture Specialist effective Spring 2007

**Savannah Technical College**

**(Main Campus)**

Basic Gas Metal ARC Welding (MIG) effective Summer 2007

Certified Manufacturing Specialist effective Spring 2007

**South Georgia Technical College**

**(Main Campus)**

Commercial Plumber effective Summer 2007  
Residential Plumber effective Summer 2007  
Certified Manufacturing Specialist Spring 2007

**Southwest Georgia Technical College**

**(Main Campus)**

Law Enforcement Investigations Assistant effective Spring 2007  
Supervisor/Manager Specialist effective Spring 2007  
Payroll Accounting Specialist, TCC effective Spring 2007

**West Central Technical College**

**(Murphy Campus)**

Child Development Specialist effective Summer 2007

**West Central Technical College**

**(Carroll Campus, Coweta (CEC),Campus, Douglas Campus, Murphy Campus)**

Law Enforcement Technician effective Summer 2007

**(Coweta (CEC)Campus, Douglas Campus)**

Automotive Heating and Air Conditioning Technician effective Summer 2007

Automotive Engine Repair Technician effective Summer 2007

**(Douglas Campus)**

Medical Receptionist effective Summer 2007

**(Douglas Campus Murphy Campus)**

Medical Transcription effective Summer 2007

**(Coweta (CEC) Campus)**

MIG Welding effective Summer 2007

**North Metro Technical College**

**(Main campus)**

Payroll Accounting Specialist effective Summer 2007

**VI. Program Terminations**

Upon a motion by Dr. Reed, second by Ms. Purcell, the Board approved that the college requests listed below to terminate diploma, degree, and technical certificate of credit programs effective as stated for each program.

Diploma and Degree Programs

**Appalachian Technical College**

Epworth Campus  
Jasper Campus  
Winter 2008  
Jasper Campus  
2008

Accounting, Diploma, effective Spring 2007  
Microcomputer Specialist, Diploma, effective  
Networking Specialist, Diploma, effective Winter

**Dalton State College**

Main Campus  
2008  
Main Campus  
2008  
Main Campus  
2008

Pre-School Care and Ed., Diploma, effective Winter  
Surgical Technology, Diploma, effective Winter  
Paramedic Technology, Diploma, effective Winter

**Moultrie Technical College**

Main Campus  
2007  
Main Campus  
2007  
Main Campus  
2007  
Main Campus  
Summer 2007  
Main Campus  
Summer 2007  
Main Campus  
Summer 2007  
Main Campus  
Summer 2007  
Main Campus  
Summer 2007  
Tifton Campus  
Summer 2007  
Tifton Campus  
Summer 2007  
Tifton Campus  
Summer 07  
Tifton Campus  
2007  
Worth County Campus  
Summer 2007

Admin. Office Tech., Degree, effective Summer  
Electronics Technology, Degree, effective Summer  
Diesel Mechanics, Diploma, effective Summer  
Electrical Control Systems, Diploma, effective  
Electronics Fundamentals, Diploma, effective  
Machine Tool Technology, Diploma , effective  
Public Works Civil Tech., Diploma, effective  
Admin. Office Technology, Degree, effective  
Micro Computer Specialist, Degree, effective  
Distribution/Materials Mgmt., Diploma, effective  
Paramedic Technology, Diploma, effective Summer  
Early Childhood Care/Ed., Diploma, effective

Technical Certificates of Credit

**Appalachian Technical College**

Epworth Campus Spring 2007	Computerized Accounting Technician, effective
Epworth Campus Spring 2007	Management & Leadership Specialist, effective
Jasper Campus	Networking Plus, effective Winter 2008
Jasper Campus	Management Specialist, effective Spring 2007
Jasper Campus	Nurse Technician, effective Spring 2007
Jasper Campus Spring 07	Telecommunications Service/Electronics, effective
Jasper, Epworth Campus	Medical Office Specialist, effective Winter 2008
Jasper, Epworth Campus	Retail Department Manager, effective Spring 2007
Jasper, Epworth Campus	Team Leader Specialist, effective Spring 2007
Jasper, Epworth, and Woodstock Woodstock Campus 2007	Website Design Associate, effective Winter 2008 Landscape Design Technician, effective Spring

**Dalton State College**

Main Campus 2008	Child Development Associate, effective Winter
Main Campus Winter 2008	Emergency Medical Tech, Intermediate, effective

**DeKalb Technical College**

Covington Campus 2007	Marketing Management Program, effective Summer
Covington Campus Summer 2007	Management & Supervisory Devel., effective

**Heart of Georgia Technical College**

Dublin Campus	Family Child Care Provider, effective Spring 2007
Dublin Campus Spring 2007	Industrial Programmable Controller, effective
Dublin Campus 2007	Industrial Systems Technician, effective Spring
Little Ocmulgee	Family Child Care Provider, effective Spring 2007
Little Ocmulgee 2007	Industrial Systems Technician, effective Spring

**Moultrie Technical College**

Main Campus 2007	Architectural Drafting Specialist, effective Summer
Main Campus Summer 07	Automotive Collision Major Repair Asst., effective

Main Campus Summer 07	Diesel Drivability Performance Specialist, effective
Main Campus 2007	Diesel Engine Repair Specialist, effective Summer
Main Campus	Drafting Aide, effective Summer 2007
Main Campus	Diesel Electrical Systems, effective Summer 2007
Main Campus Summer 2007	Hemodialysis Patient Care Specialist, effective
Main Campus	Commercial Wiring, effective Summer 2007
Main Campus	Commercial Wiring, effective Summer 2007
Main Campus	Medical Receptionist, effective Summer 2007
Main Campus	MOUS Access Specialist, effective Summer 2007
Main Campus 2007	Advanced Mechanical Specialist, effective Summer
Main Campus	Commercial Plumbing, effective Summer 2007
Main Campus Summer 2007	Programmable Logic Control Tech., effective
Main Campus Summer 2007	Public Works Civil Technician Aide, effective
Main Campus	Special Events Specialist, effective Summer 2007
Main Campus Summer 2007	Certified Manufacturing Specialist, effective
Main Campus	Commercial Truck Driving, effective Summer 2007
Worth County Campus Summer 2007	Computer Applications Specialist, effective
Tifton Campus 2007	Architectural Drafting Specialist, effective Summer
Tifton Campus	Interior Design Specialist, effective Summer 2007
Tifton Campus	Commercial Wiring, effective Summer 2007
Tifton Campus	Medical Receptionist, effective Summer 2007
Tifton Campus	MOUS Access Specialist, effective Summer 2007
Tifton Campus 2007	Advanced Mechanical Specialist, effective Summer
Tifton Campus	MOUSE Excel Specialist, effective Summer 2007
Turner County Campus Summer 2007	Basic Electrical Maintenance Tech., effective
Turner County Campus 2007	Basic NT Network Specialist, effective Summer
Turner County Campus 2007	Basic Electricity Technician, effective Summer
Turner County Campus	Access Specialist, effective Summer 2007
Turner County Campus	MOUSE Excel Specialist, effective Summer 2007
Turner County Campus 2007	Computer Repair Technician, effective Summer

## VII. Approval of Program Standards and Revisions

Upon a motion by Dr. Reed, second by Mr. Snellgrove, the Board approved the proposed revisions to the Program Standards of **Barbering, Computer Information Systems, Cosmetology, Culinary Arts, Diagnostic Medical (Ultrasound) Imaging – Vascular Technology, Diagnostic Medical Sonography, Early Childhood Care and Education, Echocardiography, Fire Science Technology, Machine Tool Technology, Medical Assisting, Medical Laboratory Technology, and Paramedic Technology** as recommended by the Presidents Council. Institutions may implement the revisions immediately and must implement them by Spring Quarter 2008 (200903).

## VIII. TCC Consolidation - Approval of Program Standards and Revisions

Upon a motion by Dr. Reed, second by Mr. Keen and Ms. Purcell, the Board approved the proposed consolidated technical certificates of credit in the program area of **Accounting, Building and Facilities Maintenance, Computer Information Systems, Diesel Technology, Emergency Medical Technician, Hotel/Restaurant/Travel, Industrial Systems Technology, Management and Supervisory Development, Marketing Management, Veterinary Assistant, and Welding and Joining Technology** as recommended by the Presidents Council. Institutions may implement the consolidated technical certificates of credit immediately and must implement them and terminate the technical certificates of credit they replace by Spring Quarter 2008 (200903).

### ADULT LITERACY

There were no motions and no report.

### AUDIT AND COMPLIANCE

*Mr. Snellgrove reported on the Audit rankings of the Colleges and each member was given a copy of the list. (See Following) All audits for the colleges have been completed.*

#### **Audit Rankings for Fiscal Year 2006**

<b>Technical College</b>	<b>Type of Audit</b>	<b>Number of Prior Year Findings Not Resolved</b>	<b>Number of Current Year Findings</b>	<b>Number of Bullets</b>	<b>Technical College Rank</b>
Albany	Agreed Upon Procedures	N/A	N/A	0	One
Athens	Agreed Upon Procedures	N/A	N/A	4	One
Atlanta	Agreed Upon	N/A	N/A	2	One

	Procedures				
<b>Augusta</b>	Agreed Upon Procedures	N/A	N/A	7	<b>Two</b>
Central GA	Agreed Upon Procedures	N/A	N/A	0	One
Chattahoochee	Agreed Upon Procedures	N/A	N/A	2	One
Columbus	Agreed Upon Procedures	N/A	N/A	0	One
Coosa Valley	Agreed Upon Procedures	N/A	N/A	0	One
<b>Dekalb</b>	Agreed Upon Procedures	N/A	N/A	6	<b>Three</b>
<b>East Central</b>	Agreed Upon Procedures	N/A	N/A	7	<b>Three</b>
Griffin	Agreed Upon Procedures	N/A	N/A	0	One
Heart of GA	Agreed Upon Procedures	N/A	N/A	0	One
Middle GA	Agreed Upon Procedures	N/A	N/A	1	One
Moultrie	Agreed Upon Procedures	N/A	N/A	0	One
<b>North GA</b>	Agreed Upon Procedures	N/A	N/A	3	<b>Two</b>
North Metro	Agreed Upon Procedures	N/A	N/A	0	One
Northwestern	Agreed Upon Procedures	N/A	N/A	0	One
Sandersville	Agreed Upon Procedures	N/A	N/A	6	One
Southeastern	Agreed Upon Procedures	N/A	N/A	0	One
Southwest	Agreed Upon Procedures	N/A	N/A	0	One
West Central	Agreed Upon Procedures	N/A	N/A	1	One
Altamaha	Audit	0	0	N/A	One
Appalachian	Audit	0	0	N/A	One
<b>Flint River</b>	Audit	1	2	N/A	<b>Two</b>
<b>GA Aviation</b>	Audit	0	4	N/A	<b>Three</b>
Lanier	Audit	0	1	N/A	One
<b>Ogeechee</b>	Audit	0	2	N/A	<b>Three</b>
Okenfenokee	Audit	0	0	N/A	One
South GA	Audit	0	0	N/A	One
Swainsboro	Audit	0	1	N/A	One
Valdosta	Audit	0	0	N/A	One
West GA	Audit	0	0	N/A	One
Gwinnett	Review	0	0	N/A	One
Savannah	Review	0	1	N/A	One
DTAE	Review	0	0	N/A	One

Ranking is from One to Five with One being the best and Five being the worst.

**Summary:**

One	28
Two	3
Three	4
Four	0
Five	0

1) Upon a motion by Mr. Snellgrove, second by Mr. Sullivan, the Board approved that the proposed revisions to **IV.H. Structure of Associate Degree, Diploma, and Technical Certificate of Credit Programs, I.C.3.: Naming of Buildings, V. B. 3. Residency, V. K. Student Tuition and Fees** be placed on the Board table for consideration for approval at the next regularly scheduled meeting of the Board.

**State Board Policy – IV.H. Structure of Associate Degree, Diploma, and Technical Certificate of Credit Programs**

## **IV. H. Structure of Associate Degree, Diploma, and Technical Certificate of Credit Programs**



Fundamental to the Mission of the State Board is to encourage students to achieve their potential in occupational programs requiring credentials below the baccalaureate degree.

As the level and quality of instructional offerings of Georgia's Technical Colleges reach standards recognized by appropriate regional accrediting commissions, students are entitled to earn credentials offered by the system including not only the traditional diploma and technical certificate, but also the Associate in Applied **Science** Technology degree.

Associate degree, diploma, and technical certificate programs shall be available in approved occupational areas.

Individual Technical Colleges shall determine, based on the needs and desires of students and business and industry, the appropriate credential or credentials needed.

The structure of associate degrees, diplomas, and technical certificates offered at the Technical Colleges shall conform to the following standards and shall be subject to annual program evaluation.

The Commissioner shall develop implementation procedures for the submission, review, and approval of new program requests and for annual review and evaluation.

### **Associate Degrees**

Associate Degree programs must be approved by the State Board, either as a new addition to the System or to the individual Technical College. The range of quarter credit hours required for graduation is 90 to 110.

With special approval of the State Board, certain associate degree programs may be extended to meet requirements of (1) formal cooperative arrangements (combining course work and on-the-job training), (2) certification, (3) licensure, (4) accreditation, or (5) unique situations for which training at the associate degree level is appropriate. With State Board approval, the range of quarter credits may be extended to 144 hours.

Associate degree programs shall be organized to conform to systemwide models developed through the program standards phases and approved by the State Board. Compliance with the models shall ensure minimum standardization of associate degree programs within the **Technical College System of Georgia** technical education system. The models shall require associate degree programs to be organized in general education and occupational courses.

Associate degree programs shall be composed of courses listed in the systemwide Catalog of Courses. Only courses numbered 100 or above shall be credited toward degree requirements.

Each associate degree program shall require a minimum basic core of **25** ~~30~~ quarter credit hours in general education courses. **Components of this core**

**must include at least one course from each of the following areas: humanities; social/behavioral sciences; and natural sciences or mathematics.** ~~One component of this core must be courses designed to develop oral and written communication skills and another component must be designed to develop computational skills.~~ The components of the core must be drawn from each of the areas specified in the applicable institutional accreditation criteria.

A minimum of 60 quarter credit hours shall be required in technical areas.

## **Diploma Programs**

Diploma programs must be approved by the State Board, either as a new addition to the System or to the individual Technical College. The range of quarter credit hours required for graduation is 60 to 90.

With special approval of the State Board, certain diploma programs may be extended to meet requirements of (1) formal cooperative arrangements (combining course work and on-the-job training), (2) certification, (3) licensure, (4) accreditation, or (5) unique situations for which training at the diploma level is appropriate. With State Board approval, the range of quarter credits may be extended to 160 hours.

Diploma programs shall be organized to conform to system wide models developed through the program standards phases and approved by the State Board. Compliance with the models shall ensure minimum standardization of diploma programs within the **Technical College System of Georgia** ~~technical education system~~. The models shall require diploma programs to be organized in general education and occupational courses.

Diploma programs shall be composed of courses listed in systemwide Catalog of Courses. Only courses numbered 100 or above shall be credited toward diploma requirements.

Each diploma program shall require a minimum basic core of 11 quarter credit hours in general education courses. **Components of this core must include at least one course from each of the following areas: humanities; social/behavioral sciences; and mathematics.** ~~One component of this core must be courses designed to develop oral and written communication skills. Another component must be designed to develop computational skills. A third component must be drawn from the social or behavioral sciences.~~

A minimum of 47 quarter credit hours shall be required in occupational courses.

### **Technical Certificate of Credit Programs**

Technical certificate of credit (TCC) programs must be approved by the State Board, either as a new addition to the System or the individual Technical College. ~~The range of quarter hours required for graduation is 15-59.~~

The State Board authorizes one exception to this requirement. If a college requests a new TCC program which:

- (1) relates directly to an existing certificate, diploma, or degree program offered by the college (and)
- (2) all of the credit courses contained in the TCC program are offered by the college

the State Board authorizes the DTAE Instructional Support Services division to administratively approve the TCC application on behalf of the board.

The range of quarter hours required for graduation is 15-59.

Technical certificate of credit programs shall be organized as a coherent set **of** competencies that correspond to identifiable exit points which match positions in a field of work, and the credential issued as a technical certificate will describe this area of specialization by a name which is clearly descriptive of the area of specialization. The technical certificate **may** ~~my~~ be used to provide programs in areas of specialization that do not require study of sufficient length to award a diploma or degree or to add on areas of specialization after the completion of a diploma or degree. Technical certificates of credit may require any combination of general core courses, fundamental occupational courses, specific occupational courses, or approved elective courses. Up to 20 percent of the course of study may be unspecified elective courses.

Technical certificate of credit programs shall be composed of courses listed in the systemwide Catalog of Courses, including elective courses developed specifically for a certificate program. A Technical College is limited in the courses it may offer in certificate programs to the level of accreditation it holds, i.e., diploma or degree. Only courses numbered 100 or above shall be credited toward technical certificate requirements.

Adopted: May 4, 1989  
Revised: July 2, 1992; January 7, 1993; September 5, 1996; May 7, 2001  
Code: 04-02-13

**State Board Policy – I.C.3.: Naming of Buildings**

**I.C.3.: NAMING OF BUILDINGS**



**Effective Date:**

**Revises Previous Effective Date: 10/14/2004**

**I. POLICY:**

The naming of buildings, facilities, grounds, and organizational units of technical colleges for individuals or groups who have made significant contributions to society is an honored tradition of higher education. The prerogative and privilege of such namings on the campuses of the Department of Technical and Adult Education are vested in the State Board.

**II. APPLICABILITY:**

This policy applies to all buildings of the colleges governed by the State Board. It also applies to other facilities, grounds, and organizational units that the college wishes to dedicate in the name of an individual or group. Buildings named for their general purpose or function are not subject to this policy.

**III. DEFINITIONS:**

N/A

**IV. ATTACHMENTS:**

N/A

## V. **PROCEDURE:**

### A. General Considerations

1. Generally technical colleges and off-campus facilities bear the name of a political subdivision, a region, or a geographical feature of Georgia.
2. An off-campus facility shall include the name of the host technical college in its official name.
3. Official signage identifying technical colleges and off-campus facilities shall include "A Unit of the Technical College System of Georgia." This section only applies to signs bought or substantially modified after the effective date of this policy.
4. An individual room within a building on a Technical College campus or off-campus facility may be named by the Local Board of Directors of the technical college as long as such name is in accordance with state law.

### B. Criteria

1. In general, individuals and groups for whom buildings are named must have made a significant contribution to the field of education, government, science, or human betterment.
2. To preserve the integrity of all buildings named in the Department, this honor must be reserved for individuals of recognized accomplishment and character; no building may bear the name of an individual convicted of a felony.
3. With respect to the naming of buildings on a particular campus, special consideration shall be given to:
  - a. The historical significance of the contribution of the individual or group to the college;

b. The association of the individual or group with the building to be named;

c. Any financial contribution of the individual or group to the college; and

d. State, regional, national, or international recognition of the individual's or group's contributions and achievements.

4. A given surname may be assigned to only one building on a specific campus.

#### B. Process

1. The college president shall charge a committee to consider and make recommendations for the naming of a building.

2. The committee shall consider all suggested namings that satisfy the criteria cited above. Any individual or group associated with the college may suggest a name for consideration by the committee.

3. The committee shall submit a report to the president, which includes a recommendation for the naming, documentation of all suggestions considered, and justification of its recommendation.

4. The president shall seek approval from the Local Board for the recommendation.

5. The president shall submit his or her recommendation, along with the committee's report and any additional supporting information deemed appropriate, to the State Board through the Commissioner.

6. Where the Local Board of Directors wishes to name a building for a president who has set a retirement date, they may initiate the building naming process and the

process may proceed with the Local Board acting in the place of the sitting president.

7. No publicity shall be given to the recommendation for naming until it is approved by the State Board.

VI. **RECORD RETENTION:**

No specific record retention policy.

**State Board Policy – V. B. 3. Residency**

## V. B. 3. Residency



**Effective Date:**

**Revises Previous Effective Date:** Unknown

I. **POLICY:**

DTAE recognizes three student residency categories: Georgia Student, Out of State Student, and Non-Citizen Student. The student residency category governs the tuition rate paid by the student.

II. **APPLICABILITY:**

All technical colleges associated with the Department of Technical and Adult Education.

III. **RELATED AUTHORITY:**

V.K. Student Tuition and Fees

Procedure: Residency

[Procedure: Waiver of Student Tuition and Fees](#)

[Title IV Assistance. 34 C.F.R. 688.22](#)

[SFA Information for Financial Aid Professionals](#)

[Exhibit 1 - Reciprocity Agreement with Alabama](#)

[Title 8 of Code of Federal Regulations \(8 CFR\)/8 CFR Part 214 --  
Nonimmigrant Classes/Sec. 214.2](#)

#### IV. **DEFINITIONS:**

**Domicile:** a person's present, permanent home where that individual returns following periods of temporary absence. Domicile, once established, shall not be affected by mere transient or temporary physical presence in another state. No individual may have more than one Domicile even though an individual may maintain more than one residence. Temporary residence does not constitute the establishment of one's Domicile. To acquire Domicile, an individual must demonstrate an intent to remain permanently or indefinitely.

**Eligible Non-Citizen:** a person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired); or Cuban-Haitian Entrant. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an Eligible Non-Citizen.

**Georgia Resident:** an individual or the status of such individual who is a United States Citizen or Eligible Non-Citizen and is Domiciled in the State of Georgia and meets the in-state tuition requirements of DTAE.

**Non-Citizen Student:** a person who is not a United States born or naturalized citizen of the United States.

**Out of State Student:** a person who has not established domicile in the State of Georgia for a period of at least 12 months prior to the first day of classes for the term for which the person is intending to enroll.

V. **ATTACHMENTS:**

None

VI. **PROCEDURE:**

- A. A student's legal residence shall determine the tuition rate paid by the student.
  - 1) Students who are Georgia Residents shall pay tuition and fees prescribed by the State Board for in-state students.
  - 2) Out of State Students will pay tuition and fees at a rate two times that charged Georgia Residents.
  - 3) Non-Citizen Students will pay tuition and fees at a rate four times that charged Georgia Residents.
- B. The President of each technical college has the authority to determine whether the college will make application to the Immigrations and Customs Enforcement to be approved to accept international students as provided by law.
- C. On the application for admission, the technical colleges shall require students to identify his or her country of lawful residence and may require the submission of other information necessary to make a determination of a student's legal domicile for tuition-rate and student advisement purposes.

# V. K. Student Tuition and Fees



## Effective Date:

Revises Previous Effective Date: March 17, 2006

### I. POLICY:

Technical college students will be charged tuition and related fees unless otherwise exempted by State Board Policy. Tuition for courses in curriculums leading to a diploma or associate degree shall be charged on a uniform basis among all technical colleges.

### II. APPLICABILITY:

All technical colleges associated with the Department of Technical and Adult Education.

### III. RELATED AUTHORITY:

V.B.3. Residency

[Procedure: Waiver of Student Tuition and Fees](#)

[Title IV Assistance. 34 C.F.R. 688.22](#)

[SFA Information for Financial Aid Professionals](#)

[Exhibit 1 - Reciprocity Agreement with Alabama](#)

[Title 8 of Code of Federal Regulations \(8 CFR\)/8 CFR Part 214 -- Nonimmigrant Classes/Sec. 214.2](#)

### IV. DEFINITIONS:

**Domicile:** a person's present, permanent home where that individual returns following periods of temporary absence. Domicile, once established, shall not be affected by mere

transient or temporary physical presence in another state. No individual may have more than one Domicile even though an individual may maintain more than one residence. Temporary residence does not constitute the establishment of one's Domicile. To acquire Domicile, an individual must demonstrate an intent to remain permanently or indefinitely.

**Eligible Non-Citizen:** a person who, in accordance with the Federal Title IV definition, is a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired); or Cuban-Haitian Entrant. Persons with an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an Eligible Non-Citizen.

**Georgia Student:** A student who is a resident of the United States and otherwise qualifies as Georgia Resident shall pay tuition and fees prescribed by the State Board for in-state students.

**Georgia Resident:** an individual or the status of such individual who is a United States Citizen or Eligible Noncitizen and is domiciled in the State of Georgia and meets the in-state tuition requirements of the Department of Technical and Adult Education.

**Non-Citizen Student:** a person who is not a United States born or naturalized citizen of the United States.

**Out of State Student:** Students who are residents of the United States but do not otherwise qualify as Georgia Residents. A person who has not established Domicile in the State of Georgia for a period of at least 12 months prior to the first day of classes for the term for which the person is intending to enroll.

V. **ATTACHMENTS:**

Not applicable.

VI. **PROCEDURE:**

A. General Considerations:

1. Payment of tuition and fees may be deferred until the end of the quarter on a case by case basis if the technical college has confirmation of the student's eligibility for financial aid from a government entity, business/industry, work-study, foundation, or other source of financial assistance.
2. The State Board shall annually review and establish application, tuition, and other fees charged by all technical colleges. Local boards may recommend to the State Board student activity fees and miscellaneous services fees annually. Local boards may approve non-revenue producing student-insurance fees without approval of the State Board.
3. All State and local board approved tuition and fees shall be charged unless exempted by DTAE policies or procedures.
4. Student fees shall be considered a source of revenue when developing annual budgets. Any revenues exceeding budgeted estimates shall be amended into the annual operating budget during the course of the fiscal year.
5. The technical colleges shall publish all student fee charges and refund policies in appropriate catalogs and elsewhere as appropriate.

B. Georgia Students:

1. Students who are classified as Georgia Students under DTAE's residence policies and procedures will be charged the rate of tuition set for in-state students by DTAE.

C. Out of State Students:

1. Students who are classified as Out of State students under DTAE's residence policies and procedures will be charged a rate of

tuition twice that charged for students who are classified as Georgia Students.

2. The Commissioner or President may approve exceptions to this policy, provided:
  - a. A written statement of reason is on file or there is evidence of a written reciprocity agreement with appropriate institutions in another state.
  - b. The Commissioner may approve agency wide exceptions to this policy under certain circumstances. (i.e. National Emergencies, etc.)
3. Under no circumstances shall Out of State students be charged tuition or fees lower than the fees charged Georgia Students.
4. Out of State Students shall be enrolled in the college on a space available basis and shall not displace any Georgia Student desiring to enroll in the college.

#### D. Non-Citizen Students

1. Non-Citizen Students initially shall not be classified as Georgia Students for tuition purposes unless there is evidence to warrant consideration of that classification. They are to be charged a rate of tuition four times that charged for students who are classified as Georgia Students.
2. Lawful permanent residents, refugees, asylees, or other Eligible Non-Citizens may be extended the same consideration as citizens of the United States in determining whether they qualify as Georgia Students.
3. Students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile are NOT eligible to qualify as Georgia Students for tuition purposes.
4. All fees, other than tuition, shall be the same as for a Georgia Student.

5. Non-Citizen Students shall be enrolled in the college on a space available basis and shall not displace any Georgia Student desiring to enroll in the college.

#### E. Waiver of Student Tuition and Fees

1. The Commissioner may develop procedures authorizing the waiver of student tuition or fees upon good cause.
2. Georgia Students over sixty-two (62) years of age who are otherwise qualified may attend technical Colleges, for credit courses only, without payment of tuition on a space available basis.
3. Adult literacy students attending adult basic education programs shall not be charged tuition, or any other fee, nor be required to purchase any books or other materials that are needed for participation in the program.
4. Students who are enrolled solely in courses offered online and who otherwise do not utilize campus facilities shall not be charged the student activity fee.
5. Tuition may be waived for Eligible Non-Citizen Students and Out of State Students, normally on a quarter-by-quarter basis, for a student by the technical college President. The number of waivers shall not exceed two percent of the head count of the student enrollment at the technical college in the immediately preceding Fall Quarter. Any student receiving a tuition waiver may pay the in-state tuition rate, but is not eligible for the HOPE program. Non-Citizen Students may qualify for a waiver of tuition of fees such that they pay the same tuition rate as an Out of State Student.

#### F. Refunds of Tuition and Fees

1. All tuition and fees, excluding the application fee, shall be refunded if a student formally withdraws prior to the first day of class of the quarter. Exceptions may be allowed for customized courses that do not follow the college's standard academic calendar.

2. For those students not receiving federal financial aid, seventy-five percent of their tuition shall be refunded if they formally withdraw within seven calendar days of the first day of the quarter.
3. Students withdrawing after seven calendar days shall receive no refund.
4. For those students receiving federal financial aid, the technical Colleges shall refund unearned tuition, fees and other charges in accordance with the DTAE's federally mandated fair and equitable refund policy for all students who receive [Title IV assistance. \(34 C.F.R. 688.22\)](#)

G. Refunds of books and supplies

1. No refunds shall be made for used supplies and equipment such as cosmetology kits, diskettes, tools, and uniforms.
2. Refunds shall be made for books that are returned in new condition and accompanied by a receipt in accordance with the college's book refund policy. The book refund policy shall be prominently posted in the technical College bookstore.
3. Technical colleges that have contracted out their bookstore operations shall ensure that the contractor adheres to the college's book refund.

## **BUSINESS OPERATIONS, TECHNOLOGY, AND ADMINISTRATION**

### **Equipment Purchases and Contracts**

Upon a motion by Mr. Chapman, second by Mr. Johnson, the Board approved to authorize the Commissioner to purchase for the technical colleges listed below the designated items or requested contracts at a cost not to exceed the amount stated by the technical college.

- 1) **East Central Technical College**, Multimedia A/V equipment and accessories from Southern Business Communications for 12 classrooms/ 1 conference room at main Campus; cost \$90,923.00.

*Purchases are being handled utilizing the UGA agency contract and will be paid with bond funds.*

2) **Griffin Technical College**, New Dell Blade-Server and other computer equipment/accessories to update the IT department and 17 other specified divisions of Griffin Tech's main campus; total cost \$448,516.00

*Purchases are being handled through the statewide WSCA contract and will be paid with local funds.*

**Comments:**

*Regarding this Griffin Tech motion on the update of IT equipment: Mr. Chapman stated that this is basic hardware for the new VISTA System and while we will make this motion the Committee asks the Commissioner and Staff to develop a strategy and have it in place for all the Technical colleges for the new VISTA program when the different colleges come one by one asking for this equipment.*

3) **Lanier Technical College**, Contract agreement with Tru-Vision Security Consultants, Inc. to provide security coverage at Lanier Tech's four campus sites for an annual cost of \$123,500.00.

*This purchase was handled through the normal bid process and will be paid with local funds.*

4) **Appalachian Technical College** – Purchase and installation of cosmetology furniture and training equipment from Belvedere USA Corp. for newly renovated Cosmetology Building; cost \$120,510.00.

## **COMMUNITY AND PUBLIC AFFAIRS**

### **Communications**

Golin Harris PR Firm, with Mr. Swearingen assistance in getting their services will do some pro bono work for branding recommendations for the Technical College System of Georgia.

- Road Trip Bronze Telly Award for episode #4 while # 5 and 6 are just being released.
- State Charitable Contributions Program Award received Commissioner's Cup Award for second-highest per employee contribution in the state of state agencies employing between 1,000 and 9,000 employees.

There is an excellent article in the April issue of Georgia Trend about the technical college system of Georgia.

### **Economic Development Programs**

QS Marketing Report

There were 9 prospects last month and 8 announcements

**Comments:**

*Mr. Snellgrove stated that Mr. Swearingen suggested that recognition of an outstanding employee of DTAE be considered and this employee be recognized at the DTAE Leadership Conference in October/November. Suggestion was that this be explored and considered.*

**FACILITIES AND REAL ESTATE**

**APPROVAL OF CONTRACT**

A. Upon a motion by Ms. Flanders, second by Dr. Reed and Ms. Purcell, the Board approved to authorize the Interim Commissioner to enter into a contract with Open Options Systems, Inc., Lithonia, Georgia, for Purchase/Installation of Security Cameras and Equipment for Chattahoochee Technical College. The amount of the contract is \$136,234.00. Funding for this project is from FY2002D Bond funds remaining from the construction of Project No. DTAE-101 Classroom Building, Chattahoochee Technical College.

B. Upon a motion by Ms. Flanders, second by Dr. Reed, Mr. Snellgrove, and Ms. Purcell, the Board approved to authorize the Interim Commissioner to enter into a contract with Harbor Construction Co., Savannah, Georgia, for construction of Project No. DTAE-141 Child Development Center, Middle Georgia Technical College. The amount of the contract is \$2,498,273.00. Funding for this project is from FY2006G Bonds.

C. Upon a motion by Ms. Flanders, second by Ms. Purcell and Mr. Johnson, the Board approved to authorize the Interim Commissioner to enter into a contract with Harry Moses Construction Co., Vidalia, Georgia, for construction of Project No. DTAE-148 Regional Medical Technology Building, Southeastern Technical College. The amount of the contract is \$1,707,994.00. Funding for this project is from FY2001B Bonds in the amount of \$1,379,897.49 and FY2005A Bonds in the amount of \$328,096.51.

D. Upon a motion by Ms. Flanders, second by Mr. Smith and Ms. Purcell, the Board approved to authorize the Interim Commissioner to enter into a contract with Membrane Systems, Inc., Atlanta, Georgia, for the Re-roofing of Building 200 at Valdosta Technical College. The amount of the contract is \$89,960.00. Funding for this project is from MRR Bond funds.

E. Upon a motion by Ms. Flanders, second by Mr. Keen and Ms. Purcell, the Board approved to authorize the Interim Commissioner to enter into a contract with Martin Rule and Associates, Architects, Statesboro, Georgia, for architectural services for Project No. DTAE-224 Commercial Truck Driving and Fire Science Building, Evans County Center, Ogeechee Technical College Hagan,

Georgia. The amount of the contract is \$84,960.00. Funding for this project is from FY2006G Bonds.

F. Upon a motion by Ms. Flanders, second by Ms. Purcell, the Board approved to authorize the Interim Commissioner to enter into a contract with Koba Electric, LLC, Rome, Georgia, for Welding Building Electrical Upgrade, Coosa Valley Technical College. The amount of the contract is \$283,866.00. Funding for this project is from FY2000D Bonds funds remaining from Project No. DTAE-92 Renovations to Coosa Valley Technical College.

### **ANY FURTHER BUSINESS**

Chairman Copeland entertained a motion to recess into an Executive Session to discuss personnel matters. Upon a motion by Mr. Chapman, second by Mr. Tarbutton, the Board approved a recess into an Executive Session to discuss personnel matters at 11:55 a.m. (Affidavit attached)

The Board reconvened at 12:06 p.m.

Upon a motion by Dr. Reed, second by Ms. Purcell, the Board approved the Commissioner's recommendation of Mr. William Larry Calhoun as President for Swainsboro Technical College, effective May 1, 2007.

***After the Committee Reports, there was a suggestion that the board approve the title change of Interim Commissioner to Commissioner Ron Jackson.***

***Upon a motion by Mr. Chapman, second by Mr. Snellgrove, the Board unanimously recommended to Chairman Copeland for a resolution approving the change of the title of Interim Commissioner Ron Jackson to Commissioner until a permanent Commissioner is named.***

### **ADJOURN**

There being no further business, the Board adjourned at 12:15 p.m.

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Belva B. Strickland,  
Executive Secretary to the State Board

bbs/04.07.07