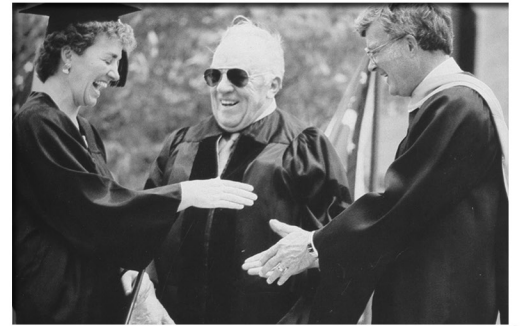


# Federal Compliance Report 2014



**EDISON**  
STATE COMMUNITY COLLEGE



## Table of Contents

<i>ASSIGNMENT OF CREDITS, PROGRAM LENGTH, AND TUITION</i> .....	1
<i>STUDENT COMPLAINTS</i> .....	5
<i>PUBLICATION OF TRANSFER POLICIES</i> .....	7
<i>VERIFICATION OF STUDENT IDENTITY</i> .....	10
<i>TITLE IV PROGRAM AND RELATED RESPONSIBILITIES</i> .....	11
<i>REQUIRED INFORMATION FOR STUDENTS AND THE PUBLIC</i> .....	16
<i>ADVERTISING AND RECRUITMENT MATERIALS AND OTHER PUBLIC INFORMATION</i> .....	18
<i>REVIEW OF STUDENT OUTCOME DATA</i> .....	20
<i>STANDING WITH STATE AND OTHER ACCREDITING AGENCIES</i> .....	24
<i>PUBLIC NOTIFICATION OF OPPORTUNITY TO COMMENT</i> .....	27

**SECTION A**  
**ASSIGNMENT OF CREDITS, PROGRAM LENGTH, AND TUITION**

***Credits***

Edison State Community College (Edison) offers college credit on a semester system. A semester (fall/spring) is 16 weeks in length and a credit hour is defined as 50 minutes of instruction. Edison offers a variety of credit courses ranging mostly from one to five credits. Detail in credit hour assignments are provided through the Credit Hour Assignment Worksheet found in Appendix A.1.

The Ohio Board of Regents has defined the credit hour as follows: A minimum of 750 minutes (semester credit hour) or 500 minutes (quarter credit hour) of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction. Credit hours may be calculated differently for other types of instruction (e.g., laboratory experience, directed practice experience, practicum experience, cooperative work experience, field experience, observation experience, seminar, and studio experience) as long as the credit hour calculations align with commonly accepted practices in higher education and with the regulations of regional accreditors and the federal financial aid program.

A complete listing of courses offered during the Summer 2013, Fall 2013, Spring 2014 terms are found in separate file named Courses Offered at Edison, in Appendix A.2.

Link: [Academic Calendar 2013-14](#)

***Program Length***

Edison State Community College offers five different degrees, two of which are designed to transfer to a four-year college or university, and three which prepare graduates for immediate employment.

Link: [Degrees Overview](#)

Edison offers 35 programs available as one of two types of transfer Associate degrees and two non-transfer Associate degrees, and 19 defined advising tracks within the AA/AS programs. The program length may vary within each degree type.

**Transfer Degrees with Minimum Credit Hours Required**

Associate in Arts 60 credits

Associate in Science 60 credits

### Non-Transfer Degrees with Minimum Credit Hours Required

Associate in Applied Business 60 credits

Associate in Applied Science 60 credits

Associate of Technical Study 60 credits

In addition to Associate degrees, Edison offers 27 certificates that range from 30 to 37 required credit hours. Many of these are “stackable certificates,” part of a corresponding Associate in Applied Business or Associate in Applied Science program. Before being offered at Edison, degree programs or certificates must have approval by the College’s Curriculum Committee and the Ohio Board of Regents.

Link: [Ohio Board of Regents’ GUIDELINES AND PROCEDURES FOR ACADEMIC PROGRAM REVIEW](#)

Edison also offers 37 “Fast-track Certificates,” which give students the skills to enter a new job field or advance in their current one. Each track contains four to six courses that can be completed in a year or less.

[Edison's catalog](#) is available electronically on the College’s website.

### ***Academic Regulations***

The unit of credit at Edison Community College is the semester hour. The regular academic year is divided into two semesters and a summer session.

### ***Degree Requirements***

Eligibility for an associate degree at Edison is contingent upon the degree candidate having fulfilled the specific requirements of a particular degree program. In addition, the candidate must have satisfied the following general requirements:

1. Satisfactory completion of a minimum of 60 credit hours;
2. Completion at Edison Community College of 20 of the last 30 credit hours;
3. Achievement of a cumulative grade point average of at least 2.0 for work at Edison;
4. Achievement of a cumulative grade point average of 2.0 for courses which are technical requirements for AAB, AAS and ATS degrees.

NOTE: Some degree programs have a 2.5 GPA requirement for participation in an internship.

### ***Certificate Requirements***

In addition to the specific requirements for the certificate, the candidate must also satisfy the following general requirements:

1. Satisfactory completion of a minimum of one-half the number of credits required for an associate degree in the same technical field or the requirements for certification in a technical curricular area where no associate degree exists;
2. Completion at Edison Community College of 10 of the last 15 credit hours;
3. Achievement of a cumulative grade point average of at least a 2.0 for work at Edison;
4. Achievement of a cumulative grade point average of 2.0 for courses which are technical requirements for certificate programs.

### ***Requirements for Earning Two Degrees***

Students may wish to earn two degrees because of interest in more than one field of study or because their interest changed after completing the first degree. A student may earn a second degree at Edison provided the following conditions are met:

- The degree and program requirements established for each degree must be completed;
- At least 10 credit hours of course work beyond the requirements for the first degree must be completed. These credits must be part of the major field of study in which the student earns the degree;
- The program of study proposed by the student must be approved in writing by the advisor, the appropriate dean, and the Vice President for Education, in that order.

Link: [Academic Catalog: Academic Regulations](#)

### ***Tuition***

Edison State Community College's in-state tuition and fee rate is adjusted each year starting with allowable increases included in Ohio law and guidance from the Ohio Board of Regents. In any given year, Edison's Board of Trustees may reduce the allowable increase to implement strategic objectives of the College. Edison's out-of-state tuition has been set at twice the instructional fee, with all other fees equal to those charged to in-state students.

For academic year 2013-14, tuition rates are:

**Fees Per Semester (Ohio Residents)**

Instructional Fee (per credit hour)	\$116.99
General Fee (per credit hour)	\$14.30
Technology Fee (per credit hour)	\$5.00
Activity Fee (per credit hour)	\$1.00
Total (per credit hour)	\$137.29

**Fees Per Semester (Non-Ohio Residents)**

Out-Of-State Instructional Fee (per credit hour)	\$233.98
General Fee (per credit hour)	\$14.30
Technology Fee (per credit hour)	\$5.00
Activity Fee (per credit hour)	\$1.00
Total (per credit hour)	\$254.28

Ohio Residents age 60 and older Free [Senior Citizens](#)  
 Indiana Reciprocity [Ohio Board of Regent's Tuition Reciprocity](#)  
 Link: [How Much Does it Cost?](#)

**SECTION B**  
**STUDENT COMPLAINTS**

The College encourages students to resolve problems informally, by discussing issues with their instructor, or in other college departments. If this is not successful, the student should fill out a Student Complaint Form. The form can be completed online or one can be picked up in Student Affairs, the Academic Deans' offices, or at the Darke County Campus.

***Communicating the Policy and Procedure***

Students can find the grievance procedure on the Edison Current Students webpage and in the Student Handbook. The grievance policy and procedures are formally communicated in the following locations.

Link: [Edison Student Handbook pg. 51-52](#)

Link: [Student Complaints](#)

Link: [Student Complaint Policy and Procedure as a CQI Process](#)

***Tracking Student Complaints***

Formal student complaints are received by the offices of the Senior Vice President of Academic Affairs (academic grievances) and the Vice President of Student Affairs and Enrollment Management (non-academic grievances). The College's official complaint log is maintained by the Office of Institutional Research. The log begins with the 2006-2007 academic year, when the Grievance process was addressed by a College Continuous Quality Improvement team. The following table summarizes the number and type of complaints for the past four academic years. The complaint log includes the date received, the student complaint, the staff/department involved, the resolution, and the date of resolution. The IR office retains copies of the grievance documentation collected.

Academic Year	Count by Complaint Type
<b>2009</b>	<b>4</b>
Bookstore policy	2
Commencement policy	1
SAP Appeal	1
<b>2010</b>	<b>4</b>
Grade Appeal	4
<b>2011</b>	<b>3</b>
Dismissal from Nursing program	1
Grade Appeal	2

<b>2012</b>	<b>7</b>
Academic Misconduct	2
Alleged Harassment	1
Dismissal from Nursing program	2
Grade Appeal	1
Student Safety/Facilities	1
<b>Total</b>	<b>18</b>

Edison's administrators do not necessarily wait until a trend emerges to enact change related to a student complaint. When a complaint is resolved, the administration discusses what action may prevent a similar incident from arising again. At times, this means recalling the CQI committee and reviewing the procedure. Or a small change is made to the new student orientation process or the initial academic advising session. In the event of a grade appeal, a student complaint is commonly viewed as an opportunity to assist a faculty member with clearer language in the syllabus. The institution tends to view student complaints as teachable moments, and this approach has worked well for Edison since the administration does not generally see a reoccurrence trend.



**SECTION C**  
**PUBLICATION OF TRANSFER POLICIES**

***Publication of Transfer Credit Policies***

Edison State Community College discloses its transfer of credit policies and procedures on the College's website and Catalog. Information is also made available to prospective and current students via the Student Success Advisors in Student Services. One full-time and two part-time employees work to ensure that transfer credits both in and out of the College remain current and serve students in a timely fashion. Examples are provided in Appendix C.1.

Transfer Credit Policy

- Link: [Transfer of Credits](#)
- Link: [Catalog: Academic Credit](#)

Transfer of Credits to the College

Credit is awarded to any student when they request an official transcript from the college/university/military attended and it is received by Office of Registration & Records.

- Link: [Transfer Admissions webpage](#)
- Link: [Transfer Credit to Edison webpage](#)

General guidelines for accepting credit:

- The credits must have been earned at an institution that is accredited by a regional association such as the North Central Association.
- A grade of "C" or higher must have been received. Grades of pass or credit also will be accepted. Certain coursework with a grade of "D" may also transfer,
- Credit will not be granted for courses that are defined as pre-college level by the institution where they were earned. Such courses will be noted for academic advising purposes and will show transferred hours as "0."

Non-United States Institutions

Coursework from non-United States institutions Coursework must be evaluated by an approved agency such as World Education Services ([www.wes.org](http://www.wes.org)) or Educational Credential Evaluators ([www.ece.org](http://www.ece.org)).

Link: [Credit for Prior Learning](#)

Credit for prior learning is available through several avenues:

- Business or government training recommended by the American Council on Education (ACE);
- Military service training recommended by ACE;
- Portfolio evaluation;
- Credit by examination: Advanced Placement, Edison Proficiency Exams, CLEP, DSST, Professional Exams;
- Credit is posted in recognition of certain certifications held in select programs;
- Tech Prep Agreements for credit earned through the student's vocational high school curriculum.

### Southwestern Ohio Council for Higher Education (SOCHE)

Edison State Community College is a member of the [Southwestern Ohio Council for Higher Education](#) provides several resources for new and transfer students including:

- Degree finder for consortium school
- Lists of transfer contact personnel
- Cross registration procedures

Cross registration is a process that allows a student from their home institution to take a course that is not available at the home institution at another SOCHE (host) institution (Appendix C.2).

### U.Select

Edison State Community College participates in [U.select](#) at <https://www.transfer.org/uselect/> where students can research course equivalencies by school and by course between colleges and universities in Ohio. It enables you to find out where credits will transfer and how those credits apply to a program of study.

### Transfer Assurance Guides (TAGS)

Developed by the Ohio Board of Regents; [Transfer Assurance Guides](#) provide information on general and specific education coursework that students can complete and transfer.

### Ohio Transfer Module

By completing Edison State Community College's Transfer Module, students can satisfy the general education requirements at other Ohio colleges and universities. The Transfer Module contains 36–40 semester hours of courses in the fields of English; mathematics; arts/humanities; social and behavioral sciences; and natural and physical sciences.

Information on the Transfer Module is published in the Catalog and link on the website. Information on the Associate of Arts and Associate of Science are also available by major focus (English, Psychology, etc.) as handouts for prospective and current students.

### ***Articulation Agreements***

A list of Edison State Community College's articulation agreements are linked in the pages for transfer students:

- [Transfer of Credits Policy](#)
- [Transfer Admissions webpage](#)
- [Transfer Options](#)
- [Transfer Credit to Edison webpage](#)

Students are directed to a success advisor or faculty advisor for the details of each articulation agreement. The list of articulation agreements includes if the agreement is intended to transfer to Edison State Community College or from Edison State Community College to another institution.

- Articulation Agreement (Appendix C.3)

### ***Transfer Policies***

Edison State Community College's disclosed transfer policies align with the criteria and procedures actually used by Edison to make transfer decisions.

See Appendix C.4 for internal procedures document on posted transfer credit.

**SECTION D**  
**VERIFICATION OF STUDENT IDENTITY**

Edison State Community College offers distance education courses and authenticates the identity of students through a secure sign-on process. Students must log onto the College's learning management system (Blackboard) to access their distance education/online courses. According to the College's STUDENT COMPUTER USAGE POLICY ([STUDENT LAN AGREEMENT](#)) *"Access to Blackboard© or other online/distance learning programs is only permitted by the student assigned that username and password. Students are responsible for confidentiality of their account information and all activities that occur under their password or account, and responsible for notifying their instructor of any unauthorized use of their account or any breach of security. Students are responsible for logging out of Blackboard© and closing the Internet browser at the end of each Blackboard© session."* When logging in to any College system, students must use their unique username and password. This username is generated after the completion of the admissions process, and students have that information at the time of the mandatory New Student Orientation. Students activate the account themselves through the College's WebAdvisor system. As part of the College's network account activation process, students are issued a temporary password. Students cannot access Edison's Blackboard system using the temporary password. Rather, they must create a new password to fully complete the account activation process. Students are also instructed to reset their passwords regularly and not to share their login information (Appendix D).

Test proctoring services are available for online faculty who wish to use them. Test proctoring services are provided for computer-based online exams as well as paper/pencil exams in the Library on the College's main campus, and by arrangement at the Darke County Campus. Online faculty members provide test proctoring guidelines, and the proctor verifies the student identification and checks state-issued photo identification prior to providing access to the individual exams. Additional technologies available within Blackboard to assist in the verification of online student identification are timed test functionalities, randomization of test question pools, course statistics, and student login/course access reports.

Edison utilizes *Turnitin*, a building block within Blackboard to help faculty members detect plagiarism in student papers and other written assignments. In addition, online faculty members are encouraged to become familiar with each student's writing style or "voice" and recognize if it changes dramatically during the duration of the course. Online faculty members are also encouraged to develop a variety of application-based assignments and projects that require students to present a deeper understanding of the subject.

Online course sections are identifiable by an 8XX section number, and students are easily queried in the database by using that field.

**SECTION E**  
**TITLE IV PROGRAM AND RELATED RESPONSIBILITIES**

***General Program Responsibilities***

Edison State Community College is eligible and certified to participate in Title IV programs. See Appendix E for supporting documentation:

- Approval Letter for Edison State Community College – Appendix E.1.a.
- Eligibility and Certification Report (ECAR) – Appendix E.1.b.
- Program Participation Agreement (PPA) – Appendix E.1.c.

Edison State Community College, for the last four years, has had no findings regarding the processing of financial aid. See the Appendix for supporting documentation:

- A-133 audit letter and Schedules of Findings and Questioned Costs for fiscal years 2010 through 2013 – (Appendix E.1.d).

While there is a note in the fiscal year 2010 regarding a corrective action taken in regards to a 2009 finding (Finding 09-02), this finding was an issue of noncompliance that is neither a material weakness nor significant deficiency in internal controls over the processing of financial aid as noted in the 2009 report (Appendix E.1.e).

Edison State Community College has no limitation, suspensions, or termination actions as the result of an audit or any other administrative action. There have been no current fines, letters of credit, or heightened monitoring by the Department of Education.

***Financial Responsibility Requirements***

All physical audit information is maintained in the Controller’s office. Audits of Edison State Community College have historically resulted in a “clean opinion” with few, if any, reported findings. Any findings are addressed and corrective measures taken. A copy of Edison’s FY2013 A-133 audit letter is included in Appendix E.1.d. Financial ratios from the past four fiscal years will be available at time of visit.

<b>Fiscal Year</b>	<b>Primary Reserve</b>	<b>Net Operating Revenue</b>	<b>Return on Net Assets</b>	<b>Viability</b>	<b>Composite Financial Indicator</b>
2013					
2012					
2011					
2010					

***Default Rates***

Edison State Community College’s Federal Cohort Default Rates continue to be within the acceptable range to participate in Federal Financial Aid Programs. (Note table below.)

While Edison’s FY-2011, two-year rate did increase, Edison is still fourth in the lowest two-year rates among Ohio’s community colleges. (Appendix E.2.a) Additionally, Edison has the second lowest three-year rates (FY-2010) among Ohio’s community colleges (Appendix E.2.b) and the only school to have the FY-2010, three-year rate decrease. (Appendix E.2.c)

Edison State Community College Default Rates		
Fiscal Year	2-year	3-year
2011	13.4	not yet available
2010	10.3	17.3
2009	13.2	19.8
2008	7.5	NA

While Edison State Community College’s default rates are low enough that no corrective action plan is necessary, Edison has a Default Management Plan in place. (Appendix E.2.d)

Edison State Community College has not entered into any preferred lender arrangements for private education loans. Edison does, of course, accept the processing of private education loans upon a student request. The student is, however, advised to compare the federal student loan to the private alternative loan and consider which would most benefit the student. Edison State Community College does offer one donor-specified, interest-free loan ([Charles E. Schell Loan Request](#)). Collection of this loan is handled through Edison’s Business Office.

Edison State Community College’s [Business and Industry Center](#), has, in the past, advised students that private education lenders such as Wells Fargo and SallieMae offer career loans to non-degree seeking students pursuing career programs as the federal student loan program is not an option for these students.

***Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures***

***Campus Crime Information***

Edison State Community College is in full compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Office of Administration and Finance prepares, publishes, and makes the College’s Annual Campus Security Report available to all current and prospective Edison students and employees via the Edison website. This report contains information regarding College policies, the Security Department procedures, and campus crime statistics. Annual crime statistics are reported to the Department of Education and are available on the Campus Safety and Security webpage. Emails are sent to employees’ and students’ accounts announcing the reports availability with directions to access it.

Link: [Campus Safety and Security](#)

Link: [Weather and Alerts](#)

Link: [Behavior Intervention Team \(BIT\)](#)

Link: [Policy Manual 6.9 Responding to Emergencies \(p. 67\)](#)

Link: [Emergency Procedures Manual](#)

***Athletic Participation***

Edison State Community College annually submits information to the Department of Education in response to the Equity in Athletics Disclosure Act (EADA). Athletic program participation rates and financial support data are presented on the Athletics webpage. The information is also available from the Student’s Right to Know webpage.

Disclosure link: [Edison Athletics - Participation Rates](#)

Equity in Athletics data from the [U.S. Department of Education's Office of Postsecondary Education](#) (OPE)

<b>Athletics Participation, fiscal year 2013</b>		
<b>Number of participants as of the day of the first scheduled contest</b>		
<b>Varsity Teams</b>	<b>Men's Teams</b>	<b>Women's Teams</b>
Basketball	9	13
Volleyball		8
Total Participants Men's and Women's Teams	9	21

<b>Athletics Participation, fiscal year 2013</b>		
Unduplicated Count of Participants (Number of individuals who participated on at least one varsity team)	9	20

<b>Athletically Related Student Aid, fiscal year 2013</b>			
	<b>Men's Teams</b>	<b>Women's Teams</b>	<b>Total</b>
<b>Total</b>	\$ 46,153.00	\$ 83,979.00	\$ 130,132.00
<b>Ratio (percent)</b>	35	65	100

***Student Right to Know – Return to Title IV***

Information regarding Edison State Community College’s Refund and Return to Title IV Policy is available to the public as well as students/potential students in the [2013–2014 Financial Aid Handbook](#), “Federal Title IV Return of Funds Policy” (page 8).

Students submitting a federal FAFSA report to Edison are sent, via postal mail, the [Important Information For Financial Aid](#) which advises them of the importance of reading about the “Drop/Withdrawal Policy” (page 5) and the “Federal Title IV Return of Funds Policy” (page 8) in the [2013–2014 Financial Aid Handbook](#). The “Federal Title IV Return of Funds Policy” gives a clear definition of “attendance” so that students are aware of the need to actively participate.

Students and potential students are again advised, via the Financial Aid Award Letter, to visit [www.edisonohio.edu/FinancialAid](http://www.edisonohio.edu/FinancialAid) and review the Financial Aid Handbook and these policies. The award letter is either sent to the student via postal mail or Edison email.

***Satisfactory Academic Progress and Attendance Policies***

Edison State Community College has, in addition to the Academic Probation, Suspension, Readmission policy, a Financial Aid Satisfactory Academic Progress Policy. Students submitting a federal FAFSA report to Edison are sent, via postal mail, the Important Information For Financial Aid which advises them of the importance of reading about the “Drop/Withdrawal Policy” (page 5), the “Satisfactory Academic Progress Policy” (page 6-8), and the “Federal Title IV Return of Funds Policy” (page 8) in the [2013–2014 Financial Aid Handbook](#). The “Federal



Title IV Return of Funds Policy” gives a clear definition of “attendance” so that students are aware of the need to actively participate.

Students and potential students are again advised, via the Financial Aid Award Letter, to visit [www.edisonohio.edu/FinancialAid](http://www.edisonohio.edu/FinancialAid) and review the Financial Aid Handbook and these policies. The award letter is either sent to the student via postal mail or Edison email.

Attendance expectations are also noted and available to the public, as well as students, on pages 20 & 21 of the [Student Handbook](#).

### ***Process for Withdrawing as a Student***

Information regarding Edison State Community College’s withdrawal process is available to the public as well as students/potential students through Edison’s [Student Handbook](#), (page 21), the Catalog under [It's Academic: Everything You Need to Know](#), and the Financial Aid Handbook, [2013–2014 Financial Aid Handbook](#) (page 5).

Additionally, students/potential students submitting a federal FAFSA report to Edison State Community College are sent, via postal mail, the [Important Information For Financial Aid](#) which advises them of the importance of reading about the “Drop/Withdrawal Policy” (page 5) in the Financial Aid Handbook, [2013–2014 Financial Aid Handbook](#).

### ***Facilities for Disabled***

Information regarding Edison State Community College’s [Disability Services](#) is available to the public as well as Edison students on our website. This site offers easy access to information regarding how to apply for accommodations, request services, and offers external [resources](#).

### ***Contractual Relationships***

Not applicable to Edison at this time.

### ***Consortial Relationships***

Not applicable to Edison at this time.

**SECTION F**  
**REQUIRED INFORMATION FOR STUDENTS AND THE PUBLIC**

1. Course Catalog and Student Handbooks

Link: [Academic Calendar](#)

2013-2014 Edison State Community College Catalog

Link: [2013-14 Catalog](#)

2013-2014 Student Handbook

Link: [Student Handbook](#)

Physical Therapist Assistant Academic Program

Link: [Physical Therapist Assistant Handbook](#)

Link: [Clinical Education Handbook](#)

Medical Laboratory Technician Program

Link: [Medical Laboratory Technician Handbook](#)

Nursing, Registered Nurse Degree Program

Link: [Nursing Handbook](#)

Medical Assistant Certificate Program

Link: [Medical Assistant Handbook](#)

Phlebotomy Certificate Program

Link: [Phlebotomy Student Handbook](#)

2. Identify sections of the web site that include required disclosure information.

a. Statements of

i. [Mission](#)

ii. [Vision](#)

iii. Values

1. [Student Core Values](#)

2. [Employee Core Values](#)

b. Program descriptions and pre-requisite courses ([Academic Catalog](#))

c. Admission

i. [Institution](#)

ii. Programs

1. [Nursing, Registered Nursing](#)

2. [Nursing, LPN/AND transition Option](#)

3. [Medical Laboratory Technician/Clinical Laboratory Technician](#)

4. [Physical Therapist Assistant](#)

5. [Basic Peace Officer Academy](#)

- d. [Transfer Policies](#)
- e. Student Costs
  - i. [Tuition, fees, training, and incidentals](#)
  - ii. [Financial Aid](#)
  - iii. [Refunds](#)
- f. Policies on
  - i. [Academic standing, probation, dismissal](#)
  - ii. [Residency](#)
- g. [Full list of instructors and academic credentials](#)
- h. Relationship with parent organization (Not applicable to Edison.)

**SECTION G**  
**ADVERTISING AND RECRUITMENT MATERIALS AND**  
**OTHER PUBLIC INFORMATION**

***Institutional Accreditation***

Edison State Community College discloses its institutional accreditation through the Higher Learning Commission on the College's website. The Higher Learning Commission Mark of Affiliation is posted [on the College's website](#). This page includes a link to Commission's home page for access to the Commission's mailing address and phone number.

The Ohio Board of Regents chartered Edison State Community College in 1973 to operate in the State of Ohio (Appendix G).

***Programmatic Accreditation and Approvals***

Edison State Community College's affiliation with programmatic accrediting and approving organizations is communicated to the internal and external constituents [via the College's website](#) and in the [Academic Catalog](#) for select programs.

***Communication of Accreditation(s) in College Publications and Recruitment Materials***

Edison State Community College communicates with its constituency groups in a variety of ways. Of the following communications, please note that Edison's accreditation status with the Higher Learning Commission is only consistently identified on press releases.

***General Public***

Communication with the general public includes:

- Advertising with local and cable television, terrestrial and internet radio, digital advertising, and other media; billboards, publications, newspapers, and magazines in the area
- Social media including Facebook, Twitter, LinkedIn, Pinterest, and Instagram
- News and Events on the College's website
- Press releases
- Earned media through some of the outlets listed above

***Prospective Students***

In addition to the methods previously mentioned, communication with prospective students includes:

- Targeted direct mail (high school students, adult learners)
- Digital advertising

- Program brochures
- College fairs, community events, high school and business visits, and classroom presentations
- Group visits to campus by school and community groups

### ***Current Students***

In addition to the methods previously mentioned, communication with current students includes:

- Email that contains information related to registration, tuition, due dates, and other campus events

### ***Alumni Donors and Friends***

The Edison State Community College Foundation maintains regular contact with alumni donors and friends through

- Direct-mail campaigns
- Special events
- Fundraisers
- Recognition receptions.

**SECTION H**  
**REVIEW OF STUDENT OUTCOME DATA**

Edison State Community College’s Institutional Research (IR) office systematically collects data related to student retention, persistence, and program completion. Compiled student persistence data includes course retention rates, semester to semester retention, Fall to Fall retention, transfer rates, and IPEDS GRS rates.

Completion data includes annual completers by academic program. Much of this information is summarized on Edison’s [Trend Data Repository](#). The College also tracks the comparisons of students in gateway course between those completing Developmental Courses and those placed directly into college level English and/or Mathematics.

The processes and methodologies utilized in collecting and analyzing data related to student retention, persistence, and completion align with those established at the state and national level. The Ohio Board of Regents’ Higher Education Information system (HEI) collects students’ unit level course outcomes data. Edison conforms to IPEDS guidelines in calculating certain measures such as completers (150% of normal time), graduation rates (GRS), full-time equivalent (FTE) students, and student-to-faculty ratios. Edison aligns practice with the standards outlined by the [National Community College Benchmarking Project](#) (NCCBP) Form 2. For example, the College uses NCCBP’s guidelines to define student “success” in course and has a three year trend Retention and Success in Developmental Course work, First College Level, Core Academic Skills and in Distance Learning.

<b>Cohort</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>IPEDS Report @ 150% Degree Completion Time</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Graduate Rate</b>	24%	27%	34%	32%	26%	26%
<b>Transfer-out Rate</b>	13%	29%	26%	29%	24%	21%

**First-time Degree-seeking Student Cohorts, as reported to IPEDS.**

	Retention 2008	Retention 2009	Retention 2010	Retention 2011	Retention 2012
<b>Full Time Students-Retention</b>					
Clark State Community College	51	67	48	47	40
<b>Edison State Community College</b>	<b>55</b>	<b>55</b>	<b>55</b>	<b>54</b>	<b>51</b>
North Central State College	57	49	47	44	46
Northwest State Community College	57	60	54	54	58
Southern State Community College	48	75	58	51	46
Terra State Community College	52	55	43	40	44
Zane State College	56	57	56	51	51
<b>Part Time Students-Retention</b>					
Clark State Community College	40	34	29	42	33
<b>Edison State Community College</b>	<b>35</b>	<b>31</b>	<b>32</b>	<b>39</b>	<b>37</b>
North Central State College	38	37	43	38	47
Northwest State Community College	43	55	52	50	57
Southern State Community College	33	28	33	35	32
Terra State Community College	54	57	52	47	64
Zane State College	68	35	45	37	33

Edison has Key Performance Indicators (KPIs) for student persistence and completion which are monitored by the Board of Trustees through monthly monitoring reports delivered by College senior administrators. The KPIs can also be monitored by College staff and the public via the College's [dashboard](#). Goals were established for each indicator that are ambitious yet appropriate to Edison's mission, student populations, and educational programs. In addition, an Enrollment

Projection team examines enrollment and retention data by gender, age-range and enrollment status by different student types (New, Continuing, Stop-outs) for budget projection purposes.

***CURRENT Data as Reported by Institutional Research***

KPI	Updated	Reported As	%	Goal
Retention Rate %	As of 09/09/2013	15th Day Enrollment Report		
		Fall to Fall Federal Cohort	51%	55%
		Fall to Fall 15th Day Cohort	50%	55%
	As of 01/27/2014	15th Day Enrollment Report		
		Fall to Spring Federal Cohort	82%	80%
		Fall to Spring 15th Day Cohort	74%	80%
Completion Rate %	As of 01/27/2014	2010 Federal Cohort	43%	55%
Success Rate %	As of Fall 2013	Final Reporting	84%	90%
Satisfaction Rate	As of May 2013	Employee	83.23%	95%
		Student	91.09%	95%

Edison State Community College is committed to providing quality education and services to students. To promote quality, Edison has implemented a number of assessment procedures involving General Education, career programs, and student perceptions regarding academic and support services. A general overview of these assessment procedures and their results are posted at the Assessment web site.

Link: [Edison Assessment](#)

Link: [2013 Assessment Handbook](#)

Link: [General Education Assessment](#)

The assessment of General Education is the responsibility of all faculty and occurs across the curriculum through the classroom under the request and direction of the Assessment Committee. The assessed outcomes are on a rotating cycle for Oral Communication, Written Communication, Interpersonal Skills and Teamwork, and Critical Thinking. The Assessment of Mathematics occurs every fall and spring semesters. Diversity is assessed annually through the



Student Satisfaction Survey. Details of the assessment activity, rubrics, and outcomes are posted online at the above link.

Link: [Career Program Annual and Five-Year Assessments](#)

We evaluate career programs using two general assessment procedures. The first is an annual program assessment and the second is a program review that is completed every three years for the technical programs and every five years for the soft-skills career programs.

Faculty members in each program area develop an outcomes assessment procedure for the annual assessment. Many career programs require students to take a capstone course or participate in an internship. We commonly use portfolio reviews, reports from internship supervisors, reviews of projects from capstone courses, and work samples taken from selected courses as the basis for an annual assessment. We discuss the preceding year's outcomes assessment and its findings and recommendations, trends in the field that should be considered, needed changes in the program's outcomes, content or course, and recommendations in the last program review report and the status of those recommendations to determine appropriate changes in the program including which courses to add, change, or eliminate. Feedback reports are available online at the above link.

The Faculty member in charge of the program, the program's advisory committee and/or accrediting body, and the Dean of the division which includes the program share responsibility for the three- to five-year program review. We carefully consider the following questions: Are the program's stated outcomes appropriate? Do they reflect the requirements of employers and accrediting bodies? Are the outcomes measurable? Are the Faculty, facilities, equipment, software, and other College support adequate and up to date? Are the requirements of accrediting bodies being met? Do community needs, enrollment, and financial considerations justify the continuation of the program? At the conclusion of the program review, an action plan is developed by the Faculty member, Dean, and Vice President that addresses improvements for the program. Details of the career program assessments are posted online at the above link.

Link: [Student Engagement and Satisfaction Assessment](#)

Edison responds to changing student needs and measures student satisfaction concerning the institution, its programs, courses, and services through a variety of methods. Student surveys measuring perception of instructional effectiveness are offered in all sections every semester. A more global survey is given annually. Students are asked to complete a student satisfaction and importance survey on services provided by Edison and, if applicable, by the Darke County Campus. The CCSSE student engagement survey, the Noel-Levitz SSI, alumni surveys, marketing analyses, and employer surveys provide information that can be used to determine if Edison is meeting needs, and if students meet educational and performance expectations. Details of the surveys are posted online at the above link.

**SECTION I**  
**STANDING WITH STATE AND OTHER ACCREDITING AGENCIES**

Link: [Accreditation](#)

***State Recognitions***

Ohio Board of Regents  
30 East Broad Street, 36th floor  
Columbus, OH 43215-3414  
<https://www.ohiohighered.org/>

***College Program Accreditations and Approvals***

Eight academic programs at Edison State Community College maintain programmatic accreditation and/or approval. Copies of the most recent comprehensive evaluation reports from the external accreditation organization will be available onsite for review. Associated action letters are included in Appendix I.

***Program Accreditation Affiliations***

Link: [Accreditation](#)

The Associate of Applied Business Paralegal Studies Degree Program is approved by the [American Bar Association \(ABA\)](#)  
321 North Clark Street  
Chicago, IL 60654-7598

The Associate of Applied Science Mobile Powered Equipment Degree Program is accredited by the [Associated Equipment Distributors Foundation \(AED\)](#)  
615 W. 22nd Street  
Oak Brook, IL 60523

The Associate Degree Nursing Degree Program is accredited by the [Accreditation Commission for Education in Nursing, Inc. \(ACEN\)](#)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
404.975.5000

The Associate Degree Nursing Program is approved by the [Ohio Board of Nursing](#)

The Phlebotomy Certificate Program is approved by the  
[National Accrediting Agency for Clinical Laboratory Sciences \(NAACLS\)](#)  
5600 N. River Road, Suite 720  
Rosemont, IL 60018  
773.714.8880

The Associate of Applied Science Physical Therapist Assistant Degree Program is  
accredited by the [Commission of Accreditation in Physical Therapy Education \(CAPTE\)](#)  
1111 North Fairfax Street  
Alexandria, Virginia  
703.706.3241  
Email: [accreditation@apta.org](mailto:accreditation@apta.org)

The Associate of Applied Science Medical Laboratory Technician Degree Program is  
accredited by the  
[National Accrediting Agency for Clinical Laboratory Science \(NAACLS\)](#)  
5600 N. River Road, Suite 720  
Rosemont, IL 60018  
773.714.8880

The Associate of Applied Science Early Childhood Education Degree Program is  
accredited by the [National Association for the Education of Young Children \(NAEYC\)](#)  
and is approved by the [Ohio Department of Education](#) to prepare teachers for the Ohio  
Pre-Kindergarten Associate Teacher License.

The Medical Assistant Certificate Program is accredited by the [Commission on  
Accreditation of Allied Health Education Programs \(CAAHEP\)](#) upon the  
recommendation of the [Medical Assisting Education Review Board \(MAERB\)](#).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727.210.2350

### ***Other Affiliations***

All Librarians at Edison State Community College hold Master's Degrees from  
Institutions accredited by the  
[American Library Association](#).  
50 E. Huron  
Chicago IL 60611  
1.800.545.2433

Edison's Learning Center is accredited by the [College Reading and Learning Association \(CRLA\)](#).

The Early Child Development Center is accredited by the [National Association for the Education of Young Children \(NAEYC\)](#) and is licensed by [Ohio Department of Job and Family Services](#). The Center received the Step Up to Quality–3-Star Quality Rating from the Ohio Department of Job and Family Services.

The Basic Peace Officer Academy is certified by the [Ohio Peace Officer Training Academy, OPOTA](#).

**SECTION J**  
**PUBLIC NOTIFICATION OF OPPORTUNITY TO COMMENT**

The following public service announcement was sent to eleven local area media contacts that serve our three-county service area of Darke, Miami, and Shelby Counties. In addition to the media request, the [Request for Public Comment](#) was posted to the Edison webpage, under news, where it will remain (remained) until March 1, 2014.

The publications of the announcement are shown in Appendix J.

**List of media contacts:**

- Troy Daily News [mvallieu@civitasmedia.com](mailto:mvallieu@civitasmedia.com)
- I-75 Group Content Manager [shartley@civitasmedia.com](mailto:shartley@civitasmedia.com)  
Sidney Daily News, Piqua Daily Call, Troy Daily News
- Troy Daily News [dfong@civitasmedia.com](mailto:dfong@civitasmedia.com)
- The Early Bird Paper (Darke Co.) [rberry@earlybirdpaper.com](mailto:rberry@earlybirdpaper.com)
- Greenville Daily Advocate [pressrelease@dailyadvocate.com](mailto:pressrelease@dailyadvocate.com)
- Greenville Daily Advocate [cchalmers@dailyadvocate.com](mailto:cchalmers@dailyadvocate.com)
- Cox Media Group Ohio [localnews@coxohio.com](mailto:localnews@coxohio.com)
- Darke County Journal (Online) [darkejournal@gmail.com](mailto:darkejournal@gmail.com)
- My Miami County (Online) [mymiamicounty@gmail.com](mailto:mymiamicounty@gmail.com)
- Tippecanoe Gazette [editor@tippecanoe gazette.com](mailto:editor@tippecanoe gazette.com)
- Sidney Daily News [mspeicher@civitasmedia.com](mailto:mspeicher@civitasmedia.com)

**Public Service Announcement:**

1973 Edison Drive, Piqua, OH 45356  
937-381-1561 • [afrancis3277@edisonohio.edu](mailto:afrancis3277@edisonohio.edu)



FOR IMMEDIATE RELEASE  
DATE 1-2-14  
CONTACT: Andrea Francis

Public Notification of Opportunity to Comment

Edison Community College is seeking comments from the public about the College in preparation for its periodic evaluation by its regional accrediting agency. The College will host a visit April 2-4, 2014, with a team representing the Higher Learning Commission of the North Central Association. Edison Community College has been accredited by the Commission since 1981. The team will review the institution's ongoing ability to meet the Commission's Criteria for Accreditation.

The public is invited to submit comments regarding the college:

Third Party Comment on Edison Community College  
The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411

The public may also submit comments on the Commission's web site at [www.ncahlc.org](http://www.ncahlc.org).

Comments must address substantive matters related to the quality of the institution or its academic programs. Comments must be in writing and received by March 1, 2014.

--30--

*Edison Community College celebrates its 40<sup>th</sup> anniversary of providing higher education and advanced training opportunities for the people of Darke, Miami and Shelby Counties. Edison is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and is recognized with the highest order attainable by the Ohio Board of Regents. With campuses in Piqua and Greenville, Edison provides a Personal Experience and Rewarding Education. Visit us online at [www.edisonohio.edu](http://www.edisonohio.edu).*