

10. PUBLIC DISCLOSURE

DESCRIPTION

Mohegan Community College presents itself accurately and honestly in a number of publications, the most comprehensive of which is the college catalog. The catalog contains the institution's mission, objectives, educational outcomes, requirements, procedures, and policies related to admissions and the transfer of credit, student fee charges and refund policies, rules and regulations for student conduct, withdrawing from the institution, academic programs, academic policies and the requirements for degrees.

The schedule of classes, available to students every semester at preregistration, also sets forth student fees, charges, refund policies, and items relating to withdrawing from the institution. Both the catalog and the schedule also give Mohegan's status as an accredited college, information on child care, academic advising, and other services. Neither the catalog, which is revised every two years, nor the schedule, which is revised each semester, list courses that are not taught at least once every two years. The only exceptions are Fine Arts Seminar, which was listed in the Program of Study but not scheduled because of enrollment questions, and Advertising Design, which was not offered because of uncertainties about the program. The catalog also lists faculty, their

status, degrees, departmental affiliation; as well as administrators, and board members.

A Student Handbook contains detailed information on students' rights, responsibilities, activities, services, and procedures for action, such as filing a complaint.

A Faculty Handbook contains useful information on policies and procedures. An Academic Advisor Handbook and Transfer Guide helps faculty to provide accurate and current information to students during advising sessions.

Students and faculty are kept informed of campus events, activities, and issues through the student newspaper, the Joint Effort, through wide dissemination of minutes from the key governance committee (PPAC), through posting of notices on designated bulletin boards, and through an electronic message board in the cafeteria. Mohegan also publishes Alumni News, a newsletter which is distributed to alumni three times a year.

Mohegan will provide on request a financial statement, a Student Profile (1988-1991), which lists demographics on the student body, and an Institutional Profile (1992), which provides comparative data on admissions, financial aid, retention, and other variables for all state supported institutions of higher education.

Mohegan has published numerous brochures describing specific programs in career areas; liberal arts and sciences, assessment of prior learning, and general studies. There is also a video to acquaint our growing Hispanic population with Mohegan's programs.

Mohegan has valid documentation for all public statements made. We are deliberately selective in our statements, avoiding any claims for which we do not have evidence. For example, we have refrained from making any statements to prospective students such as the specific percentage of job placements in a given occupation when that data is not available.

A survey of graduates is conducted each year in an effort to gather information about employment, salary levels, and relevance of the college degree or certificate. Although this information is used internally, it is not valid for publication because the response rate is low and many students are employed while attending college.

Statements on Mohegan's excellence in the Nursing and Paramedic Programs are based directly on our graduates high scores on licensure examinations. Extensive documentation on clinical excellence and other aspects of Nursing such as designation of our ADN program as a Center of Excellence are available from the current Nursing Director.

Mohegan enjoys considerable and increasing success in the acceptance of our students at both Connecticut's four year universities and at prestigious private colleges. Research currently being conducted by the Community-Technical College System statewide will track our transfer students in terms of specific quantitative outcomes such as QPA, credits accepted/lost in transfer, length of time to earn Bachelor's degree, etc. A preliminary report on this needed research was released in June

1991. Further, Mohegan's 5 year Institutional Assessment Plan places considerable emphasis on research so that transfer, graduation, and job placement can be measured over time.

APPRAISAL

Mohegan's publications are current, comprehensive, and honest. With the exception of some brochures, all publications have been revised recently, according to policy.

An "Annual Report from the President" to highlight student enrollment, fiscal information, special accomplishments, etc. in a single publication might be advantageous for Mohegan Community College. This publication could also be used with legislators who control the funding for public education.

The Central Office for Connecticut's Community-Technical Colleges and the Board of Higher Education have begun to gather data which will enable Mohegan to give students better information. We will soon have the services of an institutional researcher, who will help in this effort.

PROJECTION

The merger with Thames Valley Technical College will require revision of all our publications. During the next few years, numerous changes will occur, making it difficult to keep publications perfectly accurate. The wonders of desk-top publishing and more flexible state policies on printing will lighten the burden.

Responsibility for revision and production of publications will be clearly defined.

Mohegan will continue to develop publications to describe new programs, reach populations that are under-served, and inform the public.

Projections for 1992/93 include the following major objectives which are specified in the College's Institutional Plan:

- 1) a) Develop a short range communications strategy that will clarify and inform the public about the transition to the merged institution.
- b) Develop a long range marketing strategy which reflects the comprehensive nature of the merged institution and revise all curriculum brochures, Viewbook, and other publications accordingly.
- 2) Prepare booklet showing benefits and eligibility requirements to provide advisement resources for VA and National Guard students.
- 3) Initiate meeting with agencies and human services caseworkers to improve awareness of Mohegan, facilitate access for their clientele, and foster inter-agency cooperation in times of limited resources.