

Odessa College Administrative Policy on Self-Description and Reporting to External Accreditors

Purpose: In accord with Federal code §602.28, and with the SACSCOC New Version of Standard 3.13 “Accrediting Decisions of Other Agencies,” Odessa College (OC) will implement the procedures describe below to ensure that a) the College describes itself in identical terms to accrediting agencies recognized by the US Department of Education (USDOE), and b) will keep each USDOE recognized accrediting body, including SACSCOC, apprised of any change in its status with one or another accrediting agency.

Definition: For purposes of this policy, Odessa College descriptive information shall include institutional purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents.

Procedure and Responsible parties:

a) When describing itself to external accreditors recognized by the USDOE, OC will use the following institutional summary (or use the information therein to complete an institutional summary question or series of questions):

Purpose: Odessa College is a national leader in public, two-year, undergraduate higher education focused on providing affordable and flexible educational opportunities.

Mission: Odessa College leads the way in preparing its students and community for the future. The College offers exemplary courses, programs, and services to assist students in achieving their educational goals and becoming lifelong learners, community builders, and global citizens. Odessa College empowers its employees to model excellence in their service to students, colleagues, and community.

Governance: Founded in 1946 and based in Odessa, Texas serving twelve counties, Odessa College is governed by an elected Board of Trustees. In accordance with the *Odessa College Board Policy Manual*. Odessa College Board of Trustees establishes institutional policies which are implemented under the leadership of the President of the College.

Programs: Odessa College offers over 120 degree and certificate programs in addition to tailored workforce solutions alongside community education. Odessa College is fully approved to offer these programs in face-to-face, hybrid, and fully online modalities. Odessa College has off-campus certificate, degree, and enrichment programs at the Monahans and Andrews Extension Sites.

Degrees: Odessa College offers the Associate in Arts (AA), the Associate in Science (AS), the Associate of Arts in Teaching (AAT), the Associate of Applied Science, and related credit and non-credit certificates.

Personnel: Odessa College personnel in 2016 were represented by the following demographics: 121 full-time faculty, 201 part-time faculty, 219 full-time staff, and six (6) administrators with an average length of service of 7.3 years. Gender break-downs as 58% female and 42% male.

Finances: Odessa College is a political subdivision of the State of Texas. The institution receives its funding from local ad valorem taxes, tuition, and State funding in that order.

Constituents: Odessa College, a Hispanic Serving Institution, served a Fall 2016 credit-enrolled student body consisting of 6,185 students of whom 2,101 were Full Time (34%) and 4,084 were Part Time (66%). Ector County is home to Odessa College’s main campus and supplies the largest percentage of enrollment at 71%. Below is representation of enrollment and service area ethnicity:

	Hispanic	White	Black	Other
Ector County (2015)*	57%	37%	4%	3%
Enrollment (2016)	61%	30%	5%	4%
*Texas Demographic Center: http://txsdc.utsa.edu/Data/TPEPP/Estimates/				

This summary will be maintained by the Executive Director of Administration and Human Resources. Where needed to maintain accuracy with regard to statistical information, appropriate revisions will be made and the date of revision appended. Where needed to maintain accuracy regarding substantive matters (actions or reporting relating to the OC Substantive Change policy), this summary will be appropriately amended.

The OC SACSCOC Accreditation Liaison is responsible for keeping each USDOE recognized accrediting body, including SACSCOC, apprised of any change in its status with one or another accrediting agency

Policy Review: This policy will be published among other institutional policies on the OC Policy Reserve, accessible on the webpage for **Consumer Information** (<https://www.odessa.edu/future-students/ConsumerInformation/index.html>), and will be reviewed by the OC SACSCOC Accreditation Liaison at five year intervals and/or as needed to maintain compliance with SACSCOC updates.

Policy Approval by Odessa College Administration: August 9, 2017