YAVAPAI COLLEGE
The Higher Learning Commission Off-Site Visit

Campuses Include:
Prescott Valley, PV
Career & Technical Education Center, CTEC
Chino Valley Agribusiness & Science Technology, Chino
Sedona Center for Arts & Technology, Sedona

September 15 & 16, 2010

Yavapai **COLLEGE**
Your community. Your college.

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Appendixes

INSTRUCTIONAL OVERSIGHT

Explain the institution's systems for assuring appropriate oversight of instruction at its off-campus sites generally and at the sites to be evaluated specifically. The institution's explanation should include, but need not be limited to, answers to the following questions.

- **How does the institution oversee and administer the instruction of educational programs and institutional policy at the sites?**

  The president's leadership team (PLT) at the district level is responsible for oversight of instruction of educational programs and institutional policy. The list of PLT members and their areas of responsibility are attached, along with the District Instructional Organization chart in the Appendixes. While the PLT approves major decisions in instruction (such as programmatic changes), the Vice President of Academic and Student Affairs is the institutional leader over instructional decisions.

  When the District Governing Board adopted Policy Governance, the Board directed the President, through a process with input from faculty and staff, to approve and implement the College's operational policies.

  Changes in policy are reviewed by the Policy Review Committee, which is a committee comprised of individuals at various levels of the institution. Once the committee reviews changes, they are presented to the PLT. Upon approval from PLT, they are then, if necessary, placed on the District Governing Board's agenda for approval.

  The Curriculum Committee, which is a standing faculty committee, is responsible for overseeing the quality of instruction. All new program offerings, curriculum and curriculum changes must go through the Curriculum Committee for approval. The Curriculum and Articulation Coordinator manages and coordinates the work of the Curriculum Committee institutionally. Curriculum is also regularly updated, and classes which are offered on an experimental basis must go through the process of permanent approval. The College District Governing Board has final approval on new curriculum.

  There is also a General Education Coordinator who is appointed by faculty members. The Coordinator oversees the standards of general education institutionally.

  Every course, certificate or program offered at the sites are administered using district policy and the district curriculum process as outlined above.

- **What personnel and structure at the main campus or system office provide overall institutional oversight of such instruction and assurance of consistency of similar programs offered at multiple sites?**

  Instructional oversight is the responsibility of the Vice President of Academic and Student Affairs with input for various constituencies, including campus deans, division deans and program directors who meet regularly to review programs.

  See above regarding the institutional oversight of the Curriculum Committee.

- **How does the institution assure timely availability of coursework required for the particular degree programs offered at each degree site?**

  Once approved through the curriculum process, all degrees, certificates and courses are on the curriculum website. Through the web, degree and certificate programs and all course outlines are available to faculty, staff and students. Faculty must submit a syllabus for approval to the campus dean or division dean for each course taught prior to the beginning of semester. The syllabus contains an approved course description with approved course outlines. The institution provides all faculty members with a Black Board platform for every course taught at the degree sites where they can post their syllabi, course outlines, and other relevant educational material.

  Each program has developed a two or three-year rotation of all required courses in the degree or certificate programs. This process assures students have access to necessary coursework within a definite period of time.

Some degree programs are offered only at specific campuses due to facility or equipment needs. A list of the programs at the off-site locations have been provided prior to and are included with this Report in the Appendixes.

- **How does the institution ensure that faculty hired to work at its off-campus sites are appropriately qualified and performing in accordance with institutional expectations?**

All faculty members at the institution, including those teaching at the off-campus sites, are credentialed through the Office of Academic Affairs. This Office is charged with the responsibility of ensuring faculty members are qualified and performing in accordance with institutional expectations.

The hiring of faculty members is initiated by each division according to their respective needs. The division deans collect and complete the necessary paperwork and forward this paperwork to the Office of Academic Affairs.

The program directors and division deans are responsible for ensuring that the faculty members are performing in accordance with institutional expectations. All new faculty members attend district orientations held at the first of the semester. In addition, full-time faculty members must attend an orientation program which takes place throughout the academic year. This is a requirement for continued employment.

The Adjunct Faculty Coordinator works with adjunct faculty district wide to ensure all adjunct faculty members have an understanding of institutional expectations. The Adjunct Faculty Coordinator also has the responsibility to make sure professional training is available.

- **How does the institution assure that faculty across sites have a consistent understanding of their role and are similarly oriented to it?**

Along with the district-wide orientations mentioned above, each campus dean has the responsibility of orienting all new faculty members who teach at their sites. As a result, the campus dean assigns program directors or division deans to conduct faculty meetings at the site, in order to be certain all faculty members are updated as to any changes in policy and curriculum. These meetings include adjunct and full-time faculty members.

ACADEMIC SERVICES

Explain the services provided to support the academic program generally across the institution's multiple off-campus sites and at the specific sites being evaluated. The institution's explanation should include, but need not be limited to, answers to the following questions.

- **How are the services delivered, managed, and quality assurance maintained at the sites?**

Academic services are delivered by the campus dean who oversees instruction for each site. All instruction is supported by the division dean who reports to the campus dean. Some programs also have program directors, who report to the division dean. District oversight is provided by the Vice President of Academic and Student Affairs. Administrative support for instruction is provided at each site.

- **Describe the reporting and feedback mechanisms that addresses concerns or problems by students and faculty at the sites.**

The district-wide institutional research department is the entity that fulfills the requirement to report feedback by students attending classes at the site. This is reported to the division dean, program director and campus dean using an evaluation tool completed by students, and the feedback is shared with the appropriate faculty member.

Concerns or problems are also addressed through direct contact following the chain of command with the instructor, the appropriate program director, division dean, the campus dean and, if necessary, to the Vice President of Academic and Student Affairs or the President.

An online Early Academic Alert system (SAGE) is available for faculty members to submit issues of concern (academic performance/attendance) for academic advisor intervention with the student. These advising contacts are then initiated by the academic advisor.

Conduct concerns or problems that do not relate to the classroom or instruction are reported to the campus-based staff assigned to student affairs and would follow the chain of command to the Director of Judicial Affairs for the site (Chino, CTEC and PV – Prescott campus, Sedona - Verde Valley campus) Assistant Dean and then to the Dean of Student Affairs for the College district.

- **How do students at the sites connect with advisors, placement coordinators, and tutors?**

Academic advising, student employment, career services and tutoring are available services to students but not at all sites throughout the district. The Dean of Student Affairs district wide works closely with the campus deans to insure needs are being met for campus-based services. Academic advising is a district-wide function reporting through the Director of Academic Advising and Counseling. The director meets regularly with academic advisors throughout the district including staff at Prescott, Prescott Valley and Verde Valley campuses. Advisors are assigned to specific PV, Chino, CTEC and Sedona programs through the Office of Academic Advising and Counseling. The Campus Coordinator at PV serves as an academic advisor for the programs offered at Prescott Valley.

A Career Services Coordinator is available by appointment at the Prescott and Verde Valley campuses. Students meet with tutors by appointment, by drop-in, and online. Tutoring services are available for all students. Both the Verde Valley and the Prescott campuses have Learning Centers which have tutors.

- **How are library and computer services made available to students at the site?**

All sites have at least one fully-equipped computer classroom/lab. PV, Chino and CTEC have computer commons areas where computers are available throughout the day and evening. In PV, an instructional support specialist is available to provide assistance to students using the computers in the commons area on a part-time basis. The Sedona computer lab also has instructional support. Students are provided the opportunity for online training in the computer labs prior to each semester and using an online class tutorial through the web at http://www.yc.edu/content/tels/resforstudents/default.htm.

The YC Library is committed to providing equivalent service to students and faculty at off-campus sites as outlined in its second strategic initiative: "Deliver equivalent services and support to students studying via distance education, at campus centers, and in educational partnership programs with Yavapai College."

Library Collections: The YC Library is a member of a 40+ library consortium that includes academic, public, school and special libraries. The catalog is accessible through the internet and students can place holds and pick up books or materials at any library within the network. The Library also has access to over 20,000 electronic books, with a priority to develop this collection further. The Library provides access to over 30 specialized, full-text databases.

Library Services: Librarians conduct in-person instructional sessions at all campus sites upon request. In addition, the Library has an outreach plan in place for visiting campus sites at orientations and special events. The Library is in the process of developing a series of online tutorials that will allow faculty members to embed modules inside their BlackBoard courses based upon specific needs. Several units have already been designed and are available for use on the Library's web page and through the Portal. In addition, the Library has designed a series of web guides that show students the best resources within their topic area.

All requests for services may be initiated online, including: "Ask a Librarian" (reference assistance); placing interlibrary loan requests; suggesting items; and arranging for library instruction.

- **According to what schedule are these services available (e.g. twenty-four hours a day, weekdays only, etc.) and by what mode (e.g., phone, e-mail, in person, another location or campus, etc.)?**

This varies from site to site, and from semester to semester, according to student need. For example, PV's computer commons area is open Monday-Saturday in the fall and spring. In the summer, the College is closed on Fridays because it operates within a 4-day work week schedule, and therefore, no computer or library services are provided (except online). Each site coordinates operation hours to match community needs. Hours of operation for each site can be provided at the time of the visit for the current semester. See explanation above about locations and explanation of online library services. Tutoring services are also available online.

ASSESSMENT OF STUDENT PERFORMANCE

Explain the institution's systems for assessing student performance across its multiple off-campus sites and at the sites being evaluated specifically. The institution's explanation should include, but need not be limited to, answers to the following questions.

- **How does the institution assure that students attending these sites, in particular, the site(s) being visited, are learning and meeting the educational objectives of their programs?**

  For all campus sites and centers throughout the College district wide, the Student Learning & Outcomes Association committee (SLOA) is a standing Faculty Association Committee. Each academic area division dean appoints a representative. Other district wide committee members include professional staff and students. In addition, there are three SLOA sub-committees.

  Link: Student Learning & Outcomes Assessment Committee (SLOA)

  The SLOA Committee's purpose is to design, review, and recommend student outcome assessment procedures and activities that are consistent with Yavapai College (YC) and academic/occupational program goals. The basic premise of SLOA is "assessment for improving student learning." Its mission, in cooperation with the Office of Academic Affairs, is to support quality student learning and to foster excellence in instruction by establishing and maintaining a culture of assessment and improvement at the course, program, and institutional levels.

  Link: SLOA's primary objectives and responsibilities are linked here

- **How does the institution go about measuring the learning at the sites?**

  Pre-semester meetings are conducted incorporating assessment faculty training, including assessment timelines, processes, and forms to be used.

  An Annual Program Review is required for all programs.

  Semester Assessment Plans are generated by faculty members with division deans; special attention is paid to new courses/programs/curricula.

  SLOA committee representatives address any questions or concerns with their dean.

  SLOA committee representatives discuss assessment topics, questions, and concerns in division meetings throughout the semester or assessment period and bring back necessary topics to the SLOA committee and/or post for discussion on the SLOA WIKI.

  Divisions collect data using a common form which provides Assessment Methods and Tools (rubrics, tests, portfolios, and projects) each assessment period (minimum of three are required).

  Faculty members submit a Semester Assessment Report with data and findings at the end of each assessment period.

  The division dean reviews data and findings and submits the report with the dean's Year-End Assessment Summary to the SLOA Committee with their recommendations for any changes – curricula, textbooks, data collection, and budget impacts.

  The SLOA Committee meets at the end of each academic assessment period to review the data, findings and recommendations and submits their comments back to the division dean. If curricula changes are included, the Curriculum Committee is also copied on the SLOA comments.

A report is sent to the Vice President for Academic and Student Affairs summarizing findings and recommendations to appropriate entities who, in turn, will discuss his/her changes or recommendations with the division dean.

Assessment data is also shared with the Faculty Senate and other college departments where appropriate (Institutional Research and Student Affairs).

- **How does it feed back what it learns from assessment at a particular site into strategies to improve teaching and learning at that site?**

Workshops are provided and discussions occur at pre-semester meetings for any particular site, as part of their campus faculty meeting.

From monthly SLOA meetings and discussions, SLOA representatives discuss any questions or concerns with particular site division faculty members and deans.

SLOA analysis is shared and discussed, as is information and findings in various district meetings, such as Instructional Council, Curriculum Committee, and President's Leadership Team (PLT), and with other college departments where appropriate (Institutional Research and Student Affairs).

Assessment workshops and training for faculty members and divisions are available at both Summer and Winter Institutes, conducted by the Technology Enhanced Learning Services (TELS) department. Specific workshops can also be requested by any individual division, and /or as directed by the Vice President for Academic and Student Affairs, based on data, findings, SLOA analysis, and/or concerns.

Training is provided in Division meetings, Employee Day, campus events, and Summer/Winter Institutes.

One-on-one training is provided as requested by faculty members and/or division deans.

Assessment is "celebrated" during 'Assessment Friday', which is a celebration held each February for all faculty members to showcase several divisions as examples of good assessment methodology, data collection and reporting.

Online support is on the SLOA Web page 'Assessment at YC' and includes a link for division deans, a link for faculty members, an explanation of plans and reports, a glossary, principles of good practice and tools and resources.

Links: Division Deans
Faculty Plans & Reports
Assessment Glossary
Principles of Good Practice
Tools & Resources

- **How does it ensure that students attending sites have similar learning to that of students on the main campus?**

Faculty share common information, processes and reporting forms, as follows:

Assessment Timeline and Process form
Beginning Semester / Period Assessment Plan
End of Semester / Period Assessment Report
Dean's Year End Assessment Summary Report
SLOA Analysis Summary Report
Annual Program Review

Link: SLOA Forms & Timelines

All full-time faculty members are required to complete *EDU250, The Community College*, within two years of hire, which includes a full section on student learning and assessment.

All adjunct faculty members are required to complete *EDU150, Instruction, Assessment, and Management in the Classroom*, within two years of hire; one module is devoted entirely to student learning and assessment.

Faculty members share common assessment tools and standards, where appropriate; for example, Math, Biology, Chemistry, Computer Science, Agriculture, Spanish.

SLOA provides feedback, in cooperation with faculty members and deans, and guides faculty members, division, and district training; peer reviews and evaluations conducted, as requested.

Summer and Winter Institutes not only conduct workshops on assessment, but student learning (face-to-face and online), best practices, and faculty learning objects as well. Yavapai College also has developed standards for online classes.

Links: TELS Website Faculty Resources
Best Practices
Learning Objects
YC Online Course Standards Policy 3.4.1
Summer Institute 2010

STUDENT SERVICES

Explain the institution's systems for providing student services at its multiple off-campus sites. The institution's explanation should include, but need not be limited to, answers to the following questions.

- **How are the services delivered, managed, and quality assurance maintained at the sites?**

The Dean of Student Affairs serves as the District Dean for Student Affairs and oversees all related student services policies. The Dean of Student Affairs serves on the College Policy Review committee.

Management & Quality Assurance: Student services are administered by the Office of Student Affairs. In Chino and CTEC, staff members report to the campus dean. In PV, student affairs staff report to the Campus Coordinator, who reports directly to the Assistant Dean of Student Affairs. In the Sedona Center, the staff member reports to the Assistant Dean of Student Affairs of the Verde Valley campus. All student affairs have district oversight by the Dean of Student Affairs. Because of the district oversight of the Dean of Student Affairs, the reporting lines may be different, but the quality does not vary. The sizes of the sites and the amount of student services offered at the sites differ.

Student affairs staff members receive regular training and attend meetings with student affairs department directors for updates in other areas of student services. This training involves annual or semi-annual presentations by student affairs staff at the Prescott and the Verde Valley campuses (i.e., Registrar, Testing Services Coordinator, Bursar, Financial Aid Assistant Director, etc.), as well as district-wide student affairs training.

Delivery of Services: The student affairs staff members at the front counters at the sites routinely educate and assist students with most of these services at a basic level, with the exception of admissions and registration, in which they have more training. Frequent activities involve helping students with the following: applying for admission; registering for classes, obtaining login credentials and navigating online student portals, verifying residency and U.S. citizenship, making payments or arranging payment plans, and completing various steps in the financial aid process. Students also may get their photograph taken and pick up their student ID at the sites within a few days.

- **Describe the reporting and feedback mechanisms that address concerns or problems by students and faculty at the sites.**

For issues involving admissions, registration, business office, student records and financial aid, faculty and students generally either communicate directly with the appropriate office by phone, e-mail, or begin by consulting the student service staff member or their supervisor for guidance. Depending on the issue, the supervisor may consult or refer a student to the director of the service area, or the Assistant Dean of Student Affairs. Complaints may be addressed with the Campus Coordinator (in PV), the campus dean, or the Assistant Dean of Student Affairs in Prescott or the Verde Valley, depending on the issue.

- **How do students at the sites connect with admissions, registration, business office, student records and financial aid?**

As noted above, student affairs staff members are trained to help students check their records and initiate processes online. In PV, special two-way computers are used at this site to help students learn these online processes. Applications and general help are provided by student service specialists for admissions, registration, fee payment, student records, and financial aid. More involved questions or issues are referred to the appropriate service area office at the Prescott or Verde Valley campuses.

- **According to what schedule are these services available at the sites (e.g., twenty-four hours a day, weekdays only, etc.) and by what mode (e.g., phone, e-mail, in person, another location or campus, etc.)?**

Online: Admissions, Registration, Business Office, Student Records, and Financial Aid services are available twenty-four hours per day online through the student portal system.

In Person: Student affairs staff members are available to help students on weekdays during posted business hours. These staff members routinely interact with offices at the Prescott and Verde Valley campuses on students' behalf for specific functions (citizenship/residency documentation, fee payment issues), and make appropriate referrals when needed.

Phone & E-mail: Students who call needing help with a given process may be helped over the phone, in person, or online depending on the type of help needed. Some kinds of help are not available by phone due to the need to protect students' privacy. E-mail communication may be directed to offices (Admissions, Registration, Financial Aid, Campus Coordinator, etc.), or individual staff experts.

FACILITIES

Describe the facilities generally available at the institution's multiple off-campus sites and at the specific sites being visited. Include classroom and laboratory space as well as space for faculty and administrative needs. The institution's description should include, but need not be limited to, answers to the following questions.

Facilities Management: The Facilities Management department maintains and operates 781,000 square feet of buildings on 6 campuses throughout Yavapai County. The campuses are located on a total of 326 acres.

OFF-CAMPUS SITES
Chino Valley Agribusiness and Science Technology Center: 2275 Old Home Manor Drive, Chino Valley, AZ 86323 (928) 717-7720

Local Municipal Police and Fire Department

Geographic characteristics: The Chino Valley Agribusiness and Science Technology Center is located at 4648 ft. elevation. The Center is accessed via the Town of Chino Valley at Perkinsville Road and Old Home Manor. The Town is accessed via Hwy 89 and I-40 from the north; Hwy. 89, Prescott from the south, Hwy. 69 and I-17 from the east. The Campus is surrounded by rolling grasslands that border the Mingus Mountain Range on the east.

Career and Technical Education Center (CTEC): 220 Ruger Rd, Prescott, AZ 86301 (928) 776-2002

Local Municipal Police and Fire Department

Geographic characteristics: Elevation 5100 ft. CTEC borders the Prescott municipal airport runway to the south, Ruger firearms manufacturing to the west, various restricted manufacturers to the east, Chino Valley rolling grasslands to the north. Access is from highway 89 that travels north to Chino Valley and Ashfork on I 40 and south to Prescott and HWY 69 to I 17

Prescott Valley Center: 6955 Panther Path, Prescott Valley, AZ 86314 (928) 717-7911

Local Municipal Police and Fire Department

Geographic characteristics: The Prescott Valley Campus is located at 5,200 ft. The campus is accessed via; Glassford Hill Rd. from the south HWY. 69 and I-17 from the east, Pioneer Parkway and Glassford Hill Rd. from the north. The campus is surrounded by residential neighborhoods, commercial strip malls and K-12 schools.

Sedona Center for Arts and Technology (Sedona Center): 4215 Arts Village Drive, Sedona, AZ 86336 (928) 649-4265

Local Municipal Police and Fire Department

Geographic characteristics: The Sedona Center is located at 4480 ft. The city is accessed via Hwy 89A and I-40 from the north; 89A from the south, I-17 from the east, The Sedona Center borders Prescott National Forest land and is surrounded by native vegetation consisting of Juniper and Pinion trees and Manzanita brush.

- **How does the institution determine what the needs of students, faculty and administration are at a particular site being planned and how does it go about identifying and improving space to meet those needs?**

Requests for re-configuration of space, renovation of existing space, or construction of new space are coordinated by the Facilities Management department. The first step is to set up a programming meeting (design charrette) which includes the key stakeholders. Capital project planners from Facilities facilitate the discussion. During the programming meetings, issues, functions, adjacencies, and square footage requirements are discussed. This information is captured through diagrams, conceptual sketches and spreadsheets. Depending on the scale of the project, an architectural engineering and design firm will be engaged. The group reconvenes

and discusses the opportunities and constraints and begins the process of refining the plan. Budget estimates are prepared at several milestones throughout the course of plan development. Once the plan is finalized and budget dollars to accomplish the work have been identified, the construction is scheduled.

- **How does it continue to assess whether existing space at the sites is adequate for its educational and other needs or whether space may need to be improved or upgraded?**

Facilities Management and IT evaluate space based on life-cycle, preventative maintenance planning, and best practices for higher-education environments. Campus deans gather information from faculty members and work closely with Facilities and IT to identify shortcomings in existing space. Enrollment and utilization patterns are analyzed by the Institutional Research Department. The combination of this information leads to the prioritization of capital resources dedicated to improvements and/or upgrades.

- **How does the institution assure it has dealt with appropriate transportation and parking issues at the sites?**

Facilities Management, Campus Police and the Office of Academic Affairs monitor the utilization of parking lots throughout the academic year. Unfortunately, in our county, public transportation is not available as a viable option for students, faculty members and staff. The President's Leadership Team which includes representation from the major operational areas within the College (deans, Student Affairs, Human Resources, Institutional Technology, Facilities Management, etc.) discuss parking strategies regularly. Long range capital plans include parking expansion projects for sites.

- **How do students at the sites acquire appropriate textbooks and other materials in a timely fashion either at the site or elsewhere?**

Some textbooks are offered at the sites. PV sells textbooks for some of its public services classes. The Sedona Center students purchase their textbooks at the Verde Valley campus bookstore and the CTEC, Chino and PV students generally purchase their textbooks at the Prescott bookstore. Textbooks are also available online and students are provided an ISBN number for their textbook when they register for their class. If students buy their textbooks from the college bookstore, they can sell back their used books. The College is currently working on a book rental system for students.

- **How does the institution address ADA and other related issues at the sites?**

The Environmental Health and Safety Coordinator, within the Facilities Management Department, evaluates interior and exterior spaces for compliance with ADA regulations. Any areas of non-compliance are addressed immediately as a top priority. Space planning, including re-configuration, always incorporates ADA requirements. Student Affairs has an ADA coordinator for the district who interfaces directly with students to support their daily needs.

- **How does the institution receive and address comments or suggestions from faculty and students about individual facilities?**

The institution receives comments in a variety of ways: e-mail , phone calls, or meeting requests to Facilities Management, communication from faculty members through deans to Facilities Management, agenda items in leadership team meetings, student council representatives communicate through their sponsors to College leadership, a letter/phone call to the President's Office, and everyone who takes a class is asked to complete a survey which provides an opportunity to comment on the adequacy of the facility.

MARKETING AND RECRUITMENT

Explain the institution's strategies for marketing and recruitment of students to its multiple off-campus sites and to the particular sites being evaluated. Provide samples of marketing and recruitment literature for the evaluator to review while at the sites. The institution's description should include, but need not be limited to, answers to the following questions.

Institutional Marketing Strategy: Budget reductions have led to a major paradigm shift in marketing. The College President chose to create a partnership-driven marketing strategy by teaming with a national firm dedicated specifically to community colleges. This transition from an employee-driven marketing strategy to a partnership-driven marketing strategy is focused on strengthening the College's image in the community with a greater understanding on what Yavapai College means to Yavapai County. Through research and learning more about community residents, the College is positioning itself to serve all populations, including the decreasing high school graduate population and the increasing retiree population. This includes stronger outreach to high school students while continuing to support the College's Lifelong Learning Program. Greater attention will be paid to Yavapai's Career and Technical Education programs to train unemployed or underemployed adults and assist them in returning to the job market - or moving up in their current industry.

- **How does the institution confirm that marketing and recruitment information accurately provides sufficient information about individual sites?**

This new marketing strategy includes a collateral production process with a built in quality control component. The partnership has created a unique opportunity to examine current processes from an outsider's perspective and re-design them to provide greater efficiency for the College. For example, information is gathered and vetted through several sources on each individual campus and/or site. Once information is prepared for dissemination, a "proof" is distributed to a team that ensures the information is clear, concise, correct, and written for the demographic for which it is intended.

- **How does the institution ensure that students have the appropriately applicable information for the site they are attending?**

Research, greater communication throughout the institution and continuous information monitoring ensure that current students, prospective students and community members have access to up-to-date information needed for decision making. This process is also valuable to faculty and staff members not only in decision making, but in their daily communications with students and the community.

- **How does the institution answer questions or address comments from individuals about the information related to the site?**

Following an extensive research study, a new inquiry response process is currently being implemented. Led by Admissions and supported by the College, inquiry response system will provide more in-depth information to individuals about the College and each of its sites, whether those inquiries are in person, by telephone, mail or through the College website. Inquiries by potential students will be tracked to ensure they have the necessary information for the admissions process. Additional follow up will take place by monitoring the admission spectrum. It is the goal of the college to go from inquiry to enrolled student.

- **What is the Recruitment Plan?**

The Recruitment Department, now known as Admissions, has a statewide and regional recruitment plan to outreach the area high schools that is part of Arizona High School Colleges Relations Council – Fall Visitation Program. Also, Admissions is represented at the statewide fall High School Counselor Conference. Admissions works closely with Campus Deans to support various outreach and recruitment activities district-wide. Other regional activities include letters to prospective students and parents, outreach to potential WUE states, and attendance at national and regional recruitment fairs.

Appendix A

List of all off-campus education prepared originally for the Commission's Institutional Annual Update

<table>
<tr><td colspan="2">The Higher Learning Commission
North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504</td><td>Approved Educational Sites</td><td>Posted: 2/5/10</td></tr>
<tr><td colspan="2"></td><td colspan="2">Yavapai College
1100 E. Sheldon
Prescott, AZ 86301</td></tr>
</table>

Location	Name	Address	City	State	Postal Code	Country	Programs Offered	Date Opened
In State	Chino Valley Center	2275 Old Home Manor	Chino Valley	AZ	86323	United States	Agribusiness;Residential Business Technology	1/2/04
In State	Career and Technical Education Center	220 Ruger Rd.	Prescott	AZ	86301	United States	Automotive;Gunsmithing;Mining;Motorcycle Technology;Welding	8/28/07
In State	Prescott Valley Center	6955 Panther Path	Prescott Valley	AZ	86314	United States	Emergency Medical Services;Fire Science;Police Certification	8/28/97
In State	Sedona Technology Center	4215 Arts Village Dr.	Sedona	AZ	86336	United States	Digital Filmmaking	8/28/00

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Appendix B

2010-2011 Office of Academic & Student Affairs
Academic Organization/Student Affairs Organization/President's Leadership Team

Academic Organization 2010-2011

VICE PRESIDENT FOR ACADEMICS & STUDENT AFFAIRS	**Greg Gillespie – Ext. 7778**
Executive Assistant	Billie Norris – Ext. 7170
Adjunct Faculty Coordinator	Chris Heyer – Ext. 4568
CTEC/CHINO VALLEY CAMPUS DEAN	**John Morgan – Ext. 7721**
Administrative Assistant (Student Services)	Karen Smith – Ext. 7760
Administrative Assistant (Student Services)	Renee Alanis – Ext. 7729
Administration Assistant (CTEC Student Services)	Susie Check – Ext. 7761
Administration Assistant (CTEC Student Services)	Debbe Dolson – Ext. 2002
PRESCOTT CAMPUS DEAN	**Barbara Wing – Ext. 2311**
Administrative Assistant (Budget)	Jill Adams – Ext. 2312
Academic Systems Coordinator	Jeni Johnson – Ext. 2353
Curriculum Coordinator (Catalog)	Patti Schlosberg – Ext. 2005
Instructional Operations Coordinator (Credential, Faculty Payroll)	Linda Hoffman – Ext. 2310
PRESCOTT VALLEY CAMPUS DEAN	**Susan Howery – Ext. 7934**
Operations Manager & Assistant to Campus Dean	Eileen Russell – Ext. 7925
Campus Coordinator	Scott Nardo – Ext. 7955
ABE Director	Karen Carlisle – Ext. 4817
VERDE VALLEY CAMPUS DEAN	**Tom Schumacher – Ext. 6513**
Administrative Assistant (Instruction)	Susan Carroll – Ext. 6514
Administrative Assistant (Administration)	Alexandra Helm – Ext. 6511

(AG) AGRIBUSINESS AND SCIENCE TECHNOLOGY

AGE, AGS, RBT, VIT	**DIVISION DEAN: James Perey – Ext. 7725**
	Administrative Assistant: Renee Alanis – Ext. 7729
	Administrative Assistant: Karen Smith – Ext. 7760
	Faculty: Justin Brereton, David Solomon, Marnee Zazueta

(AG) CAREER AND TECHNICAL EDUCATION CENTER (CTEC)

AUT, AVT, ELT, GST, IPT, MET, WLD	**DIVISION DEAN: James Perey – Ext. 7725**
	Administrative Assistant: Susie Check – Ext. 7761
	Administrative Assistant: Debbe Dolson – Ext. 2002
	Faculty: Charles Allmon, Ernie Hernandez, Alan Lohr, Ron Luellen, Rick Peters, Jerrad Smith (JTED), Robert Smith, Lee Walesky

(BC) BUSINESS AND COMPUTER SCIENCE

ACC, BSA, CNT, CSA, INT, LAW, RES, SBE, SBM, WEB	**DIVISION DEAN: Russ Roberts – Ext. 2162**
	Program Director-Paralegal: Ruth Harrison – Ext. 2163
	Administrative Assistant: Laura Moore – Ext. 2157
	Faculty: Vikki Bentz, Ed Bushman, Joy D'Angelo, Ruth Harrison, Terry Lovell, Randy Russell, Cliff Sherrill, Tom Snavely

(BC) CISCO ACADEMIES AND TECHNOLOGY CERTIFICATE PROGRAMS

CNT, WEB	**DIRECTOR OF CISCO ACADEMIES & TECHNOLOGY CERTIFICATE PROGRAMS:** **Greg Tomsho – Ext. 2104** **Administrative Assistant:** Laura Moore – Ext. 2157 **Faculty:** Bruce Cutter, Scott Miller

(CM) COMMUNICATIONS

CHP, COM, CRW, EDU, ENG, JRN, STU	**DIVISION DEAN: Jill Fitzgerald – Ext. 2277** **Administrative Assistant:** Kirsten Adaniya – Ext. 2276 **Faculty:** Beth Beecham, Burt Coffin, Laura Darrow, Amber Davies-Sloan (1 yr. assignment), Joan Fisher, Moses Glidden, Keith Haynes, Laraine Herring, Lori Isbell, Tara O'Neill (1 yr. assignment), Nancy Schafer, Mary Verbout, Denise Woolsey, Mark Woolsey **Coordinator of Student Publications (JRN):** Colette Strassburg – Ext. 7678

(LL) LIFELONG LEARNING

GRN	**DIVISION DEAN: Dennis Garvey – Ext. 2371** **Administrative Assistant:** Jodie Buehler – Ext. 7607

(LA) LIBERAL ARTS

ANT, ASL, ECE, FRE, GEO, GER, HEB, HIS, HUM, ITA, LAT, LSC, PHI, POS, PSY, RUS, SOC, SPA, WST	**DIVISION DEAN: Jennifer Jacobson – Ext. 4851** **Administrative Assistant:** Jessi Taylor-Maynard – Ext. 2295 **Faculty:** Al Garbagnati, Larry Grimm, Curtis Kleinman, LeAnne Lawhead, Monika Moore, Debbie Roberts, Mike Ruddell, Ryan Showler, Suzanne Waldenberger, Nichole Wilson **Family Enrichment Center Director:** Vickey Lamotte – Ext. 2174

(NA) NURSING AND ALLIED HEALTH

AHS, HCE, HIM, NSG, NTR, PHT, RAD	**DIVISION DEAN: Chris Witbeck – Ext. 2255** **Administrative Assistant:** Daintry Donovan – Ext. 2078 (Student Issues) **Administrative Assistant:** Andrea Annibale Ext. 2017 (Instruction Issues) **Division Assistant:** Elayne Hayes – Ext. 2285 **Faculty:** Selina Bliss, Nancy Bowers, Michael Burton, Eileen Cotter, Susan De'ak, Marie Hardman, Sally Isaacson, Sandra Johnson, Roberta Knowles, Kim Parker, Mark Priola, Lori Riden, Cynthia Schroder, Gail Spivey, Rosemarie Thieme, Maria Thomas **Radiology Program Director:** Rich LeClair

(PG) PUBLIC SERVICES EDUCATION AND TRAINING

AJS, EMS, FSC, PCP	**DIVISION DEAN: Kim Ewing – Ext. 7923** **Program Director:** Administration of Justice: Michael Davis – Ext. 7938 **Program Director:** Emergency Medical Services: Ken Schoch – Ext. 7942 **Program Director:** Fire Science: David Marshall – (928) 634-3391 **Public Services (AJS/EMS/FSC) Administrative Assistant:** Nancy Bennett – Ext. 7958 **Program Director Northern Arizona Regional Training Academy (NARTA):** **Sgt. James Edelstein – Ext. 7941** **Coordinator NARTA:** Karyn Casner – Ext. 7940 **Faculty:** Ethan Osgood (EMS), Steve Rollin (EMS), Michael Davis (AJS) (1 yr temporary)

(PR) HPER AND ATHLETICS

AFR, AMS, PHE, REC	**ATHLETIC DIRECTOR: Scott Farnsworth – Ext. 2234** **Administrative Assistant:** Jennifer Taylor – Ext. 2235 **Faculty:** Kara Giannetto, Fay Matsumoto, Cathy Schiller (Fall 2010), Joshua Schmidt (Spring 2011)

(SM) SCIENCE AND MATH

BIO, CHM, EGR, ENV, GLG, MAT, PHY	**DIVISION DEAN: Dean Holbrook – Ext. 7693** **Administrative Assistant:** Juanita Felix – Ext. 2330 **Faculty:** Molly Beauchman, Jeb Bevers, Beth Boyd (Sabbatical Spring 2011), Christopher Dunn, Diane Dutkevitch, Larry Eddy, Paul Evans, Larry Frolich (Fullbright Scholar Fall 2010), Dave Gorman, David Graser (Sabbatical 2010/2011), Jeri Hamilton, Ellen Savoini, Brent Roberts (Honors Program), Joshua Schmidt (Fall 2010), Karl Siegfried, Paul Smolenyak, Steve Sparks, Kelly Trainor, Marissa Wolfe

(VP) VISUAL AND PERFORMING ARTS

ART, DAN, MUS, THR, WEB	**DIVISION DEAN: Roy Traver – Ext. 2349** **Administrative Assistant:** Demi Anderson – Ext. 2035 **Faculty:** Laura Bloomenstein, Roy Breiling, Cindy DeCecco, Will Fisher, Steve Mason (Sabbatical Spring 2011), Lauren McCrea, Amy Stein

OFFICE OF WORKFORCE DEVELOPMENT (CAREER SKILLS PROGRAM)

Career Skills Program (STU, BSA, CSA) Career Readiness	**DIVISION DEAN: Kim Ewing – Ext. 7923** **Program Assistant:** Donna Ashford – Ext. 7937 **Instructional Specialist:** Lindsay Henning, Jo Ann Kuruc

SEDONA CAMPUS FOR ARTS & TECHNOLOGY

DFM	**Administrative Liaison (Interim): Alex Helm – Ext. 4268** **Zaki Gordon Film Institute (Director):** Stephan Schultze – Ext. 4279 **Administrative Assistant:** Melissa Kramer – Ext. 4276 **Administrative Assistant:** Trudy Elkins – Ext. 4295

LIBERAL ARTS AND SOCIAL SCIENCES – VERDE VALLEY CAMPUS (CM/LA/VP)

ANT, ART, COM, DAN, ENG, FRE, GEO, GER, HEB, HIS, HUM, ITA, JRN, LMS, LSC, MUS, PHI, POS, PSY, RUS, SOC, SPA, STU, THR, WEB	**DIVISION DEAN: Connie Gilmore – Ext. 6576** **Division Administrative Assistant:** Teresa Schwickerath – Ext. 6575 **Faculty:** Dieter Bartels, Salvatore Buffo, Barb Davis (Sabbatical Fall 2010), Paul Ewing, Tina Luffman, Patty Mikles, Virginia Pates, Terence Pratt, Jared Reynolds, Karly Way, Jason Whitesitt

SCIENCE AND PROFESSIONAL STUDIES – VERDE VALLEY CAMPUS (BC/PR/SM)

ACC, BIO, BSA, CHM, CSA, EGR, ENV, GLG, INT, MAT, PHE, PHY, REC, RES, SBM, WEB	**DIVISION DEAN: Rebecca Chavez – Ext. 4562** **Division Administrative Assistant:** Alice Burroughs – Ext. 6589 **Faculty:** Jim Bostwick, Brian Brockert, Diana Dwan, Jon Freriks, Charles Lohman, Joanne Oellers (1 yr. assignment), Matthew Pearcy, Gino Romeo

Student Affairs Organization 2010-2011

PRESCOTT STUDENT AFFAIRS

Department	Location	Phone/Ext
Dean of Student Affairs	**Bldg. 1**	**2270**
Adrienne Tabar (District Dean)		2219
Jeanne DiGirolamo (Student Affairs Associate)		2270
Robyn Nelton (Assistant, Pt.)		2029
Assistant Dean of Student Affairs	**Bldg. 1**	
Sandy Garber (Prescott Campus)		2117

Campus Safety
All calls should be directed to 776-2185 or 311
Joe Cappelli (Director)
Geri Futrell (Administrative Assistant) — 2185

Carol Quiring (Sr. Officer/Adm. Lt.)	Steve Arnett (Safety Officer, Pt.)
Debbie Calkins (Emergency Response Coordinator)	Jack Coey (Safety Officer, Pt.)
Dave Dvorak (Officer)	Bruce Hilgendorf (PV Safety Officer, Pt.)
Randy Cooper (Officer)	Rita Volpe (Sedona Safety Officer, Pt.)
Russ Smith (Officer)	Jerry Egenberger (CTEC Safety Officer, Pt.)
Larry Klempner (Officer)	Barbara Benson (CV Safety Officer, Pt.)
Kirstin Robertson (Officer Pt.)	
John Bouchard (Officer Pt.)	

Department	Location	Phone/Ext
Academic Advising/Counseling/Career Services	**Bldg. 1**	**2106**
Tania Sheldahl (Director of Academic Advising & Counseling)		2128
Susan Bray (Academic Advising Technician, Pt.)		2106
Judy Brennen (Academic Advisor/Personal Counselor)		771-6183
Barbara Gardner (Academic Advisor, Pt.)		2081
Bob Hoskovec (Athletic Advisor and Retention Specialist)		2148
Virginia VanTuyl (Academic Advisor)		2386
Jennifer Rhodes (Academic Advisor)		2118
Jodi Showler (Academic Advisor)		771-6163
Michael Brown (Academic Advisor/Career Services Coordinator)		717-7709
Liz Winney (Academic Advisor, Pt.)		2196
Admissions, Registration & Records	**Bldg. 1**	**2149**
Sheila Jarrell (Registrar)		2107
Jody Aurand (Asst. Registrar)		771-6161
Marianne Doyle (Specialist)		2144
Claudia Huber (Specialist)		2135
Donna Gaddy (Generalist)		2194
Anabell Sartain (Generalist)		2324
Nate Cloyd (Generalist)		2173
Stephanie Wiltcher (Generalist)		2172
Assessment & Testing Services	**Bldg. 1**	**2200**
Rose Landis (District Testing Coordinator, Chief GED Examiner)		2201
Celia Lyon-Dannison (Testing Services Specialist, GED Examiner)		
Barbara Blackburn (Test Monitor, Pt.)		
Ann Dahlin (Test Services Specialist/GED Examiner, Pt.)		
Cathy Ross (Test Monitor/GED Examiner, Pt.)		
Pam Moine (Test Monitor, Pt.)		
Campus Activities/Conference Services	**Bldg. 1**	**717-7679**
Jeff Rhoads (Student Activities Coordinator& Recruitment Specialist)		
Disability Resources	**Bldg. 1**	**2085**
Robb Ferguson (Coordinator-Disability Resources)		2079
Ellie Beach (Disability Resources Asst.)		717-7930

PRESCOTT STUDENT AFFAIRS

Department	Location	Phone/Ext
Educational Talent Search (ETS) TRiO Grant Program	**Bldg. 34**	**717-7655**
Lonnie Densberger (Project Director)		717-7658
Evelyn Giunta (ETS Instructor/Assistant Director)		717-7659
Ricardo Hernandez (ETS Instructor/Counselor)		717-7656
Gene Fougner (ETS Instructor/Counselor)		717-7657
Cynthia Bettencourt (Office Coordinator, Pt.)		717-7782
Sarah Broderick (Office Coordinator)		717-7655
Financial Aid/Student Employment	**Bldg. 1**	**2152/2100**
Terri Eckel (Financial Aid Director)		2129
Debbie Beck (Asst. Director of Financial Aid)		2139
Corey Carlson (Financial Aid Advisor)		2391
Rachel Becker (Financial Aid Advisor)		2127
Michelle Schnoebelen (Financial Aid Advisor)		2126
Sandra Aldrich (Veterans Coordinator)		717-7613
Carol Lynn Powell (Generalist, Pt.)		717-7175
Marcee Keller (Student Employment Coordinator)		2122
ID Card (One Card) Manager		
Debby Orlando (ID card System Coordinator)	Bldg. 1	2142
Learning Center/Switchboard	**Bldg. 1**	**2085**
Jane Hersh (Prescott Learning Center Director)		2091
Sara Holter (Tutorial Specialist)		2382
MaryAnne Gibson (Administrative Assistant)		2086
Barbara Drache (Front Desk Assistant, Pt.)		2085
Sara Wertz (Switchboard Operator, Pt.)		0
Angela Fabela (Switchboard Operator, Pt.)		0
Recruitment	**Bldg. 1**	
Derek Sundquist (Admissions Counselor)		2087
Jeff Rhoads (Student Activities Coordinator& Admissions Counselor)		717-7679
Shelbi Arnold		2143
Residence Life/Student Health Center	**Bldg. 1/Bldg. 3**	**2220/2318**
Sarah Castro (Director of Residence Life/Student Conduct Officer)	Bldg. 1	2207
Adrienne Rodriguez (Hall Director-Supai)	Bldg. 9	2362
Joshua Peaslee (Hall Director-Marapai & Kachina)	Bldg. 8	2361
Kitty Garner (Health Center - Office Manager, Pt.)	Bldg. 3	2318
Rebecca Oldani (Nurse Practitioner, Pt.)		
Carole Wagner (Nurse Practitioner, Pt.)		
Tom Bast (Nurse Practitioner, Pt.)		
Student Support Services TRiO Grant Program	**Bldg. 1**	**2085**
Lonnie Densberger (Project Director)	Bldg. 32	717-7658
Sara Holter (Tutorial Specialist)		2382
Sarah Broderick (Office Coordinator)		2084
LouVina Maho (SSS Program –Academic Advisor Ret. Spec.)		2369
Becca Stein (SSS Program – Academic Advisor Ret. Spec.)		717-7647
Veterans' Upward Bound TRiO Grant Program		
Misty Loughmiller (Program Director)NAU/YC	PV	7689
Deborah Pfingston (Specialist)		7688
Derik Yellowhair (Program Coordinator)		7687

VERDE STUDENT AFFAIRS

Department	Location	Phone/Ext
Assistant Dean of Student Affairs		
Barbie Duncan	Bldg. I	6528
Business Office	**Bldg. I**	**6516**
Jessica Lee PT		6518
Patti Shelton (Assistant)		6515
Campus Activities	**Bldg. H**	**6545**
Martha Mays (Campus Activities Coordinator)		
Campus Safety	**Bldg. F**	**6599**
Kent Hellman (Officer)		
Anita Loyd (Officer)		
Greg Hardacker (Safety Officer, Pt.)		
Career Services	**Bldg. I**	**6527**
Gioia Goodrum (Career Services Coordinator)		
Counseling, Advising, Testing and Orientation	**Bldg. I**	**6563**
Cathy Gertsch (Career and Technical Education Advisor)		6526
Marcia Byrd (Academic Advisor/Transfer Student Ombudsperson)		6517
Pat Miner (Academic Advisor/Personal Counselor)		4596
Ruthann Kroese (Academic Advisor, Pt.)		6532
Gina Hammond (Orientation/Assessment Coord.)		6561
Financial Aid	**Bldg. I**	**6502**
Greg Gallegos (Financial Aid/Academic Advisor)		4591
Deborah Schumacher (Financial Aid Technician)		6502
Learning Center	**Bldg. M**	**6562**
Trisha Travis (Verde Learning Center Coordinator)		6567
Lori Kimble (Admin. Asst.)		6562
Student Affairs	**Bldg. I**	**6590**
Andrea Riffel (Student Affairs Office Manager)		
Student Enrollment & Advising Center	**Bldg. I**	**6523**
Joni Westcott (Assistant)		6563
Sarra Smith (Assistant, Pt.)		6520
Student Support Services	**Bldg. M**	**6596**
Linda Evans (SSS Program Advisor/Verde DR Liaison)		

CHINO VALLEY STUDENT AFFAIRS

Department	Location	Phone/Ext
Rene Alanis (Admin. Asst.)	CVAG	717-7729
Karen Smith (Admin. Asst.)	CVAG	717-7760
Barbara Benson (Safety Officer, Pt.)		

CTEC STUDENT AFFAIRS

Department	Location	Phone/Ext
Susie Check (Admin. Asst.)	CTEC	717-7761
Debbie (Admin. Asst.)	CTEC	2002
Jerry Egenberger (Safety Officer, Pt.)		

PRESCOTT VALLEY STUDENT AFFAIRS

Department	Location	Phone/Ext
Scott Nardo (Student Affairs Campus Coordinator)	PV	717-7955
Maria Rosales (Assistant)	PV	717-7911
Judy Coonts (Assistant)	PV	717-7911
Harold Young (Safety Officer, Pt.)		

SEDONA STUDENT AFFAIRS

Department	Location	Phone/Ext
Ruthann Kroese (Academic Advisor)	SCAT	649-4269
Rita Volpe (Safety Officer, Pt.)		
Kramer, Melissa		
Helm, Alexandra		

YC President's Leadership Team 2010-2011

Member Name	Staff Contact	Phone/Email
Dr. James F. Horton President, Yavapai College (District Office - Building 32, Room 200)	(Marilyn Yetter, Ext. 2307)	Wk: 776-2202/Fax: 776-2019 Cell: 928-925-6086/Hm: 928-771-9809 james.horton@yc.edu
Dr. Greg Gillespie (Effective 8-16-10) Vice President, Academic Affairs/Student Affairs (District Office Building 32, Room 209)	(Billie Norris, Ext. 7170)	Cell: 509-833-9530 greg.gillespie@yc.edu
Mr. Clint Ewell Vice Pres., Finance & Admin. Svcs. (District Office Building 32, Room 204)	(Financial Questions- Frank D'Angelo, Ext. 4885 Other – Billie Norris, Ext. 7170)	Wk: 776-2166/Fax: 776-2105 Cell: 928-308-9842 clint.ewell@yc.edu
Mr. Steve Walker Vice President, College Development & Foundation (Building 32, Room 217)	(Kim Flores, Ext. 2025)	Wk: 776-2063/Fax: 776-2009 Cell: 928-533-3362 steve.walker@yc.edu
Ms. Jo Berger Planner & Director, Facilities Management (Building 32, Room 118)		Wk: 776-7666/Fax: 776-2019 Cell: 928-830-9126 jo.berger@yc.edu
Mr. Patrick Burns Chief Information Officer (Building 6, Room 109)	(Laurie Crary, Ext. 2050)	Wk: 776-2055/Fax: 776-2054 Cell: 928-237-0944 patrick.burns@yc.edu
Ms. Susan Fleming Dean, Prescott Valley Campus	(Eileen Russell, Ext. 7925)	Wk: 717-7934, 776-2160 Fax Cell: 928-277-5018 susan.howery@yc.edu
Ms. Rose Hurley Director, Human Resources (Building 30, Room 100)	(Deanna Reeves, Ext. 2217)	Wk: 776-2211/Fax: 776-2202 Cell: 928-308-6909 rose.hurley@yc.edu
Mr. John Morgan Dean, CTEC & Chino Valley Campuses (AG57, Room 105)	(Karen Smith, Agribusiness Ext. 7760) (Susie Check, CTEC Ext. 7761)	Wk: 717-7721/Fax: 777-3104 Cell: 928-713-0203 john.morgan@yc.edu
Mr. Jeff Rose Asst. Director, Facilities (Building 20, Room 107)		Wk: 776-2178/Fax: 717-7853 Cell: 928-379-2455 jeff.rose@yc.edu
Mr. Tom Schumacher Dean, Verde Valley Campus (Building H, Room 111)	(Susan Carroll, Ext. 6514) (Alex Helm, Ext. 6511)	Wk: 634-6513/Fax: 777-3103 Cell: 928-254-9865 tom.schumacher@yc.edu
Dr. Mark Shelley Interim Dean of Northern Arizona University/Yavapai College 7351 E. Civic Circle, Prescott Valley, AZ 86314 or (Building 3, Room 212D, Prescott Campus)		Wk: 928-771-4851 Cell: 602-549-2109 mark.shelley@yc.edu
Paul Smolenyak President, Faculty Senate (Building 4, Room 215)		Wk: 776-2326/Fax: 634-6549 Cell: 273-4096 or Hm. 445-6910 paul.smolenyak@yc.edu
Ms. Adrienne Tabar Dean, Student Affairs (Building 1, Room 209)	(Jeanne DiGirolamo, Ext. 2270)	Wk: 776-2219/Fax: 717-7719 Cell: 928-499-1729 adrienne.tabar@yc.edu
Ms. Barb Wing Dean, Prescott Campus (Building 3, Room 119)	(Jill Adams, Ext. 2312)	Wk: 776-2311/Fax: 776-2315 Cell: 928-899-5745 barbara.wing@yc.edu
Mr. Tom Wixon Acting Marketing Director (Building 32, Room 100)		Wk: 717-7236, Cell: 928-420-0521 tom.wixon@yc.edu
Ms. Marilyn Yetter Executive Assistant, President & District Governing Board (District Office, Building 32-203)	(Nancy Lupo, Ext. 2023)	Wk: 776-2307/Fax: 776-2019 Cell: 928-710-4794 marilyn.yetter@yc.edu
Dr. Susan Johnstad Assistant Vice President & Campus Executive Officer Northern Arizona University/Yavapai PO Box 4092, Flagstaff, AZ 86011-4092	(Ass't Position Vacant, 928-771-6163)	Wk: 928-771-6144 Cell: 928-699-0636 susan.johnstad@nau.edu

Appendix C

URL for Catalog and URL as applied to sites being visited

Catalog Information

URL for catalog: http://www.yc.edu/webtools/catalogs/default.asp
URL with provides campus contact information: http://www.yc.edu.webtools/catalogs/pdf/directory/pdf

The Yavapai College catalog provides academic information by the district, and not by campus. The location information is provided by course in the semester schedule.

Using this Dynamic Schedule, a student may choose a campus location when searching for classes: https://taylor.yc.edu/BANPROD/bwckschd.p_disp_dyn_sched