**Core Requirements for Substantive Change  
Electrical And Computer Engineering Technology**

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| **Item #** | **Item Description** | **Documentation** | **Status** |
| Part A |  | Valencia Community College Campus Locations and Program Listing  The Workforce Demand/Unmet Need Analysis for the B.S. Electrical and Computer Engineering Technology  General Admission Requirements  B.S. Electrical and Computer Engineering Technology Program Sheet and Course Descriptions  Core Requirements, Comprehensive Standards and Federal Requirements  Five-Year Program Review Schedule  [The State of Workforce Education at Valencia](http://www.valenciacc.edu/sacs/documents/The%20State%20of%20Workforce%20Education%20at%20Valencia.pdf)  Program Review Reports  Summary of 2009-10 Program Success Strategies,  (Business Administration,  Criminal Justice Technology),  (Computer Programming & Analysis,  Graphics Technology).  Purpose Statement and Learning Outcomes for the B.S. Electrical and Computer Engineering Technology  [College Learning Council](http://www.valenciacc.edu/sacs/documents/College%20Learning%20Council.pdf)  [Learning Evidence Team](http://www.valenciacc.edu/sacs/documents/Learning%20Evidence%20Team.pdf)  The Data Team  Program Learning Outcomes Assessment Plan Template  Assessment Plan Approval and Improvement Flowchart  [Degree Program Responsibility](http://www.valenciacc.edu/sacs/documents/Degree%20Program%20Responsibility.doc)  Faculty Roster Form  Enrollment, Performance, and Budget Plan | *Unless otherwise indicated in this status column, the documents are located on the following common drive:*  *S:\Workforce Development-Common\Core Requirements\Electrical and Computer Engineering* |
| 2.1 | The institution has degree-granting authority from the appropriate government agency or agencies. (Degree-granting Authority) | (Section 1000.21(3)(bb), Florida Statutes)  (Section 1004.67, Florida Statutes).  Section 1004.65(5)(f), Florida Statutes).  Section 1007.33, Florida Statutes  Section 1001.60(2)(a), Florida Statutes). |  |
| 2.2 | The institution has a governing board of at least five members that is the legal body with specific authority over the institution. The board is an active policy-making body for the institution and is ultimately responsible for ensuring that the financial resources of the institution are adequate to provide a sound educational program. The board is not controlled by a minority of board members or by organizations or interests separate from it. Both the presiding officer of the board and a majority of other voting members of the board are free of any contractual, employment, or personal or familial financial interest in the institution. | Minutes of April 14, 2010 Collegewide Curriculum Committee Meeting  (Minutes of the April 16, 2010 College Learning Council  Minutes of April 20, 2010 District Board of Trustees Meeting  Section 1004.65, Florida Statutes  Section 1001.61, Florida Statutes  Section 1001.61(3), Florida Statutes  Section 1001.64, Florida Statutes  Valencia Policy 1-01 Organization, Authority and Location  Valencia Policy 1-04 Rules of Procedure for Meetings of the District Board of Trustees  Section 112.313, Florida Statutes  [Valencia Policy 1-03 Meetings of the District Board of Trustees](http://valenciacc.edu/policies/PDF/01-00.pdf) |  |
| 2.4 | The institution has a clearly defined, comprehensive, and published mission statement that is specific to the institution and appropriate for higher education. The mission addresses teaching and learning, and where applicable, research and public service. (Institutional Mission | Section 1004.65, Florida Statutes  Minutes of the District Board of Trustees for June 2008 –  Valencia 2008-13 Strategic Plan  Big Meeting 2009-10 & Strategic Goal Teams – for full functionality of this site please go to <http://valenciacc.edu/strategicplan/big_2009.cfm>).  see Minutes of the Mission, Vision and Values Task Force – for full functionality of this site please go to <http://valenciacc.edu/strategicplan/minutes.cfm#mission>  Valencia Catalog  Online Faculty Handbook |  |
| 2.5 | The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission. (Institutional Effectiveness) | Institutional Effectiveness Cycle diagram  [College Planning Council](http://www.valenciacc.edu/sacs/documents/College%20Planning%20Council.pdf) (for full functionality of this site please go to <http://valenciacc.edu/strategicplan/council.cfm>)  and [College Learning Council](http://www.valenciacc.edu/sacs/documents/College%20Learning%20Council.pdf) (for full functionality of this site please go to the Web at <http://www.valenciacc.edu/learningcouncil/>)  [Strategic Plan for 2008-2013](http://www.valenciacc.edu/sacs/documents/Strategic%20Plan.pdf)  [Valencia's vision, values, mission, and statutory](http://www.valenciacc.edu/sacs/documents/Vision,%20Values,%20Mission,%20Strategic%20Goals.pdf) purpose  Budget Principles and Priorities  [Letter from Dr. James T. Rogers, Executive Director, Commission on Colleges, January 6, 2005](file://C:\Documents%20and%20Settings\fawilliams\fawilliams\Local%20Settings\Temporary%20Internet%20Files\Local%20Settings\Temporary%20Internet%20Files\Documents%20and%20Settings\mhill41\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\SACS%20Fifth%20Year%20Report%20Documentation\Letter%20on%20Reaffirmation%20of%20Accreditation%20JT%20Rogers%202005.doc)).  [DAP 0708-007 Assessing Writing in Gordon Rule Humanities Classes](http://www.valenciacc.edu/sacs/documents/DAP%200708-007%20Assessing%20Writing%20in%20Gordon%20Rule%20Humanities%20Classes.pdf)  [DAP 0708-008 Cooperative Learning Community Expansion](http://www.valenciacc.edu/sacs/documents/DAP%200708-008%20Cooperative%20Leraning%20Community%20Expansion.pdf) (Winter Park Campus)  [DAP 0708-002 Technological Adaptation to Learning and Assessment](http://www.valenciacc.edu/sacs/documents/DAP%200708-002%20Technological%20Adaptation%20to%20Learning%20and%20Assessment.pdf) (West Campus) and  [DAP 0708-015 Intercampus Course Redesign in Anatomy and Physiology I](http://www.valenciacc.edu/sacs/documents/DAP%200708-015%20Intercampus%20Course%20Redesign%20in%20Anatomy%20and%20Physiology%20I.pdf)  [DAP 0708-018 Curriculum and Technology Update for Advanced Conversational English Courses](http://www.valenciacc.edu/sacs/documents/DAP%200708-018%20Curriculum%20and%20Technology%20Update%20for%20Advanced%20Conversational%20English%20Courses.pdf)  [DAP 0809-06 Start Right Experience](http://www.valenciacc.edu/sacs/documents/Department%20Action%20Plan%200809%20Start%20Right%20Experience.pdf);  DAP 0910-09 Create Bridges Book Club;  DAP0910-18 Expand Early Alert System;  DAP0910-23 Develop Faculty Guidebook for Students with Disabilities;  DAP0910-26 Establish system for high school entry-test assessment.  WEAVE Online  [Closing the Gap in Pre Algebra MAT 0012](http://www.valenciacc.edu/sacs/documents/DAP%200809%20Mathematics%20W%20Closing%20the%20Gap%20in%20PreAlgebra%20MAT%200012.pdf)(Multi-Campus: East, Osceola, West, Winter Park),  [Designing a Three-Term Student Success Sequence for Bridges Students and Principles](http://www.valenciacc.edu/sacs/documents/DAP%200809%20Student%20Life%20Skills%20Designing%20a%20Three%20Semester%20Student%20Success%20Sequence%20for%20Bridges%20Students.pdf) (Student Life Skills College Wide) and  [AS Program Outcome Development](http://www.valenciacc.edu/sacs/documents/DAP%200809%20Business%20IT%20PublicService%20E%20Principles%20for%20AS%20Program%20Outcome%20Development.pdf)  [Holistic Grading of ENC 1101 Essays](http://www.valenciacc.edu/sacs/documents/Planning%20by%20Valencia%20Holistic%20Grading%20of%20ENC%201101%20Essays.pdf)), a selected AA Pre-Major Program  ([Architecture](file:///C:\Documents%20and%20Settings\fawilliams\fawilliams\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\SACS%20Fifth%20Year%20Report%20Documentation\Program%20Outcomes%20Assessment%20Plan%20-%20Architecture%20Binder.pdf)),  selected A.S. Programs ([Nursing](file:///C:\Documents%20and%20Settings\fawilliams\fawilliams\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\SACS%20Fifth%20Year%20Report%20Documentation\Program%20Outcomes%20Assessment%20Plan%20-%20Nursing.pdf), [Office Administration](file:///C:\Documents%20and%20Settings\fawilliams\fawilliams\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\SACS%20Fifth%20Year%20Report%20Documentation\Program%20Outcomes%20Assessment%20Plan%20-%20Office%20Binder.pdf)),  Mathematics, Science and Psychology-Osceola  Criminal Justice Institute Administration  and select co-curricular programs (Teaching and Learning Academy,  College Transitions  [Instructional Effectiveness System Program Review and Evaluation](http://www.valenciacc.edu/sacs/documents/Instructional%20Effectiveness%20System%20Program%20Review%20and%20Evaluation.doc) and  [General Education Program Review Results](file://C:\Documents%20and%20Settings\fawilliams\fawilliams\Local%20Settings\Temporary%20Internet%20Files\Local%20Settings\Temporary%20Internet%20Files\Documents%20and%20Settings\mhill41\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\SACS%20Fifth%20Year%20Report%20Documentation\General%20Education%20Program%20Review%20Results.xls)).  The review includes all instructional programs including AA/AS/AAS/Certificates (see [Valencia Degree and Career Programs](http://www.valenciacc.edu/sacs/documents/Valencia%20Degree%20and%20Career%20Programs.pdf)  Five-Year Program Review Schedule  [The State of Workforce Education at Valencia](http://www.valenciacc.edu/sacs/documents/The%20State%20of%20Workforce%20Education%20at%20Valencia.pdf) and  Program Review Reports  Summary of 2009-10 Program Success Strategies, five-year A.A.S./A.S.  program review (Business Administration,  Criminal Justice Technology), and selected A.A.S./A.S. program performance dashboards  (Computer Programming & Analysis, Graphics Technology)  Purpose Statement and Learning Outcomes for the B.S. Electrical and Computer Engineering Technology  [College Learning Council](http://www.valenciacc.edu/sacs/documents/College%20Learning%20Council.pdf)  [Learning Evidence Team](http://www.valenciacc.edu/sacs/documents/Learning%20Evidence%20Team.pdf),  and The Data Team  Program Learning Outcomes Assessment Plan Template  Assessment Plan Approval and Improvement Flowchart  the [2008 Strategic Indicators Report](http://www.valenciacc.edu/sacs/documents/Strategic%20Indicators%20Report%202008.pdf) |  |
| 2.7.1 | The institution offers one or more degree programs based on at least 60 semester credit hours or the equivalent at the associate level; at least 120 semester credit hours or the equivalent at the baccalaureate level; or at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level. If an institution uses a unit other than semester credit hours, it provides an explanation for the equivalency. The institution also provides a justification for all degrees that include fewer than the required number of semester credit hours or its equivalent unit. (Program Length) |  |  |
| 2.7.2 | The institution offers degree programs that embody a coherent course of study that is compatible with its stated mission and is based upon fields of study appropriate to higher education. (Program Content) |  |  |
| 2.7.3 | In each undergraduate degree program, the institution requires the successful completion of a general education component at the collegiate level that (1) is a substantial component of each undergraduate degree, (2) ensures breadth of knowledge, and (3) is based on a coherent rationale. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent; for baccalaureate programs, a minimum of 30 semester hours or the equivalent. These credit hours are to be drawn from and include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession. If an institution uses a unit other than semester credit hours, it provides an explanation for the equivalency. The institution also provides a justification if it allows for fewer than the required number of semester credit hours or its equivalent unit of general education courses. (General Education) |  |  |
| 2.7.4 | The institution provides instruction for all course work required for at least one degree program at each level at which it awards degrees. If the institution does not provide instruction for all such course work and (1) makes arrangements for some instruction to be provided by other accredited institutions or entities through contracts or consortia or (2) uses some other alternative approach to meeting this requirement, the alternative approach must be approved by the Commission on Colleges. In both cases, the institution demonstrates that it controls all aspects of its educational program. | Valencia Catalog  General Education Principles and Procedures  General Education Courses with Descriptions  General Education Program Requirements  B.S. Electrical and Computer Engineering Technology Program Sheet and  B.S. Electrical and Computer Engineering Technology Course Descriptions  an [Alternative Delivery Standards Plan](file:///D:\documents\Alternative%20Delivery%20Standards%20Policies%20and%20Procedures.pdf) (<http://valenciacc.edu/oit/itad/steringCommittee/standards.cfm>)  [Alternative Delivery Course Summary by Term](file:///D:\documents\Distance%20Ed%20Alternative%20Delivery%20Course%20Summary%20by%20Term.pdf)  Alternative Delivery Steering Committee (<http://valenciacc.edu/oit/itad/steeringCommittee>  courses are available for adoption (<http://valenciacc.edu/facultydevelopment/online/OnlineCourseTemplates.cfm>  Programs and Certificates Fifty Percent Online  [Distance Learning with Valencia Online](file:///D:\documents\Distance%20Ed%20%20Distance%20Learning%20with%20Valencia%20Online.pdf)  Valencia Catalog, Graduation Requirements for the Associate in Arts Degree, pp. 100  Valencia Catalog, Graduation Requirements for the Associate in Applied Science and Associate in Science Degrees, pp. 120  Valencia Catalog, University Parallel Program:  Associate in Arts Degree, pp. 99  Valencia Catalog, Career Programs, pp. 116  Curriculum Manual  Online Faculty Handbook  Career Programs, Program Information Sheets  Valencia Catalog, Academic Standards, Warning, Probation, Suspension, Dismissal, pp. 92  Valencia Policy 8-01 Academic Standards of Satisfactory Progress  Advisory Committees Meeting Minutes  Report on the Instructional Effectiveness System, Program Review and Evaluation of the Associate in Arts Degree Program and General Education  Final Program Review and Evaluation Comments and Results | Referral Report #47  Referral Report #48 |
| 2.8 | The number of full-time faculty members is adequate to support the mission of the institution and to ensure the quality and integrity of its academic programs. Upon application for candidacy, an applicant institution demonstrates that it meets the comprehensive standard for faculty qualifications. (Faculty) | ([Enrollment Data 20100908](file:///C:\Documents%20and%20Settings\DR_ZAIUS\SASSTUFF\Williams_Felicia\wPDB%20Faculty%20Enrollment%20Data%2008SEP10%20(4).pdf))  ([State of Florida Report, Number and Percentage of Course Sections Taught by Instructional Staff, 09/01/2010](file:///C:\Documents%20and%20Settings\DR_ZAIUS\SASSTUFF\Williams_Felicia\FLDOE%20Rpt%20CRSECT2%202009-2010.pdf)).  [College Staff Administrative, Faculty, Professional and Career Service](http://www.valenciacc.edu/sacs/documents/College%20Staff%20Administrative%20Faculty%20Professional%20and%20Career%20Service.pdf)  A [Degree Program Responsibility](http://www.valenciacc.edu/sacs/documents/Degree%20Program%20Responsibility.doc)  Faculty Roster Form  Online [Faculty Handbook](file:///C:\Documents%20and%20Settings\fawilliams\fawilliams\Local%20Settings\Temporary%20Internet%20Files\fawilliams\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\SACS%20Fifth%20Year%20Report%20Documentation\Faculty%20Handbook.pdf) |  |
| 2.9 | The institution, through ownership or formal arrangements or agreements, provides and supports student and faculty access and user privileges to adequate library collections and services and to other learning/information resources consistent with the degrees offered. Collections, resources, and services are sufficient to support all its educational, research, and public service programs. (Learning Resources and Services) | [Alternative Delivery Course Summary by Term](file:///D:\documents\Distance%20Ed%20Alternative%20Delivery%20Course%20Summary%20by%20Term.pdf)  Alternative Delivery Steering Committee (<http://valenciacc.edu/oit/itad/steeringCommittee>)  courses are available for adoption (<http://valenciacc.edu/facultydevelopment/online/OnlineCourseTemplates.cfm>  adopt [Online Courses QM Reviewed](file:///D:\documents\Distance%20Ed%20Online%20Courses%20QM%20Reviewed.pdf) (<http://valenciacc.edu/facultydevelopment/online/OnlineCourseTemplates.cfm>).  Programs and Certificates Fifty Percent Online  [Distance Learning with Valencia Online](file:///D:\documents\Distance%20Ed%20%20Distance%20Learning%20with%20Valencia%20Online.pdf)  [Valencia Catalog](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\2010-2011%20Valencia%20Catalog%20pg%2047.pdf), Libraries, p. 47  [Personnel Files](file:///S:\GS-Library%20LIS\Library%20Reports\Valencia%20Library%20Job%20Descriptions\Roster%20of%20Library%20Staff%20June%202010.pdf)  [LINCCWeb Information](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Welcome%20to%20LINCCWeb%20Home%20Page.pdf)  [The West Campus Library Computer Access Lab Software Catalog](file:///S:\GS-Library%20LIS\West%20Lib\West%20Library%20Publications\West%20Library%20Computer%20Lab%20Software%20Catalog%200910.pdf)  the [West Campus Computer Access Lab Brochure](file:///S:\GS-Library%20LIS\West%20Lib\West%20Library%20Publications\West%20Library%20Computer%20Access%20Lab%20Brochure.pdf).  [New Library Materials](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\New%20Library%20Materials.pdf) (for full functionality of this site please see <http://www.valenciacc.edu/newmaterials/>  [Collection Development Procedure](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\LibraryCollectionDevelopmentProcedure%202010.pdf)  [LINCC Collection Assessment Report](file:///S:\GS-Library%20LIS\Library%20Reports\College%20Center%20for%20Library%20Automation%20Reports\CCLA%20Collection%20Assessment%202007.pdf) 2007  [annual report of circulation transactions](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\CCLA%20Circ%20by%20Borrower%20Type%200809.pdf)  “[Ask-a-Librarian](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Ask-a-Librarian%20Virtual%20Help%20Webpage.pdf)  [Valencia Student Handbook](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Student%20Handbook%202010-11%20pg%2040.pdf)  [Borrowing and Circulation Guideline](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Borrowing%20and%20Circulation%20Guidelines.pdf)  [Online Library Resources](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Web%20Page%20Online%20Resources%20for%20Students.pdf)  [Office of Students with Disabilities Handbook](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Office%20for%20Students%20with%20Disabilities%20Student%20Handbook.pdf)  [assistive technology available](file:///S:\GS-Library%20LIS\Library%20Reports\Assistive%20Technology%20List\Assistive%20Technology%20in%20Valencia%20Libraries.pdf).  [Valencia Dual Enrollment Handbook](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\2010-11%20Dual%20Enrollment%20Library%20Section.pdf), pg 13-14.  [Leadership Valencia](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Leadership%20Valencia%20Professional%20Development.pdf) | Referral Report #47  Referral Report #48  S:\GS-Library LIS\.  S:\GS-Library LIS\.  S:\GS-Library LIS\.  S:\GS-Library LIS\.  S:\GS-Library LIS\. |
| 2.10 | The institution provides student support programs, services, and activities consistent with its mission that promote student learning and enhance the development of its students. (Student Support Services) | Valencia’s [Policy Manual](http://www.valenciacc.edu/sacs/documents/Valencia%20Policy%20Manual.pdf)  the [Valencia Catalog](http://www.valenciacc.edu/sacs/documents/Valencia%20Catalog.pdf),  [Faculty Handbook](http://www.valenciacc.edu/sacs/documents/Faculty%20Handbook.pdf),  LifeMap [Student Handbook](http://www.valenciacc.edu/sacs/documents/Student%20Handbook.pdf), and  LifeMap Faculty Guidebook.  [Valencia Policy 6-08.1 Student Fees and Refunds](http://www.valenciacc.edu/sacs/documents/Valencia%20Policy%206-08.1%20Student%20Fees%20and%20Refunds.pdf)  [Valencia Catalog](http://www.valenciacc.edu/sacs/documents/Valencia%20Catalog.pdf), Financial Information and Fees (see pp. 29-34)*.*  LifeMap [Student Handbook](http://www.valenciacc.edu/sacs/documents/Student%20Handbook.pdf)  , [Strategic Plan](http://www.valenciacc.edu/sacs/documents/Strategic%20Plan.pdf)  Student Development Program  [Valencia Policy 8-07 Student Clubs and Organizations](http://www.valenciacc.edu/sacs/documents/Valencia%20Policy%208-07%20Student%20Clubs%20and%20Organizations.pdf)  The [Office for Students with Disabilities (OSD)](http://www.valenciacc.edu/sacs/documents/Office%20for%20Students%20with%20Disabilities.pdf)  [Valencia Policy 9-05 College Publications](http://www.valenciacc.edu/sacs/documents/Valencia%20Policy%209-05%20College%20Publications.pdf).  [Strategic Plan](http://www.valenciacc.edu/sacs/documents/Strategic%20Plan.pdf)  [Department Action Plan 0809 Start Right Experience](http://www.valenciacc.edu/sacs/documents/Department%20Action%20Plan%200809%20Start%20Right%20Experience.pdf).  [Alternative Delivery Standards Plan](file:///D:\documents\Alternative%20Delivery%20Standards%20Policies%20and%20Procedures.pdf)  [Alternative Delivery Course Summary by Term](file:///D:\documents\Distance%20Ed%20Alternative%20Delivery%20Course%20Summary%20by%20Term.pdf)  Alternative Delivery Steering Committee (<http://valenciacc.edu/oit/itad/steeringCommittee>  courses are available for adoption (<http://valenciacc.edu/facultydevelopment/online/OnlineCourseTemplates.cfm>  [Online Courses QM Reviewed](file:///D:\documents\Distance%20Ed%20Online%20Courses%20QM%20Reviewed.pdf) (<http://valenciacc.edu/facultydevelopment/online/OnlineCourseTemplates.cfm>  Programs and Certificates Fifty Percent Online  [Distance Learning with Valencia Online](file:///D:\documents\Distance%20Ed%20%20Distance%20Learning%20with%20Valencia%20Online.pdf)  [Valencia Catalog](http://www.valenciacc.edu/sacs/documents/Valencia%20Catalog.pdf), Student and Campus Services, see p. 44 [Career Brochure, p.1](http://www.valenciacc.edu/sacs/documents/Career%20Brochure%20Page%201.pdf) [Career Brochure, p.2](http://www.valenciacc.edu/sacs/documents/Career%20Brochure%20Page%202.pdf)  [Valencia Catalog](http://www.valenciacc.edu/sacs/documents/Valencia%20Catalog.pdf), Student Development, see p. 49 [Valencia Policy 8-07 Student Clubs and Organizations](http://www.valenciacc.edu/sacs/documents/Valencia%20Policy%208-07%20Student%20Clubs%20and%20Organizations.pdf) [Student Club and Organization Manual](http://www.valenciacc.edu/studentdev/clubs2.cfm) [Educational and Wellness Resources](http://www.valenciacc.edu/sacs/documents/Educational%20and%20Wellness%20Resources.pdf) (for full functionality of this site please go to web at <http://www.valenciacc.edu/studentservices/resources.cfm>)  [Horizons Behavioral Services Contract](http://www.valenciacc.edu/sacs/documents/Horizon%20Behavioral%20Services%20Contract.pdf)  [Job Description Peer Educator](http://www.valenciacc.edu/sacs/documents/Job%20Description%20Peer%20Educator%20.doc) [College Wide Student Activity Budget, 2009-10](http://www.valenciacc.edu/sacs/documents/College%20Wide%20Student%20Activity%20Budget%202009-10.pdf) [Job Description Intramurals Supervisor](http://www.valenciacc.edu/sacs/documents/Job%20Description%20Intramurals%20Supervisor%20.pdf) [Office for Students with Disabilities Handbook](http://www.valenciacc.edu/sacs/documents/Office%20for%20Students%20with%20Disabilities%20Handbook.pdf) | Referral Report #47  Referral Report #48 |
| 2.11.1 | The institution has a sound financial base and demonstrated financial stability to support the mission of the institution and the scope of its programs and services. The member institution provides the following financial statements: (1) an institutional audit (or Standard Review Report issued in accordance with Statements on Standards for Accounting and Review Services issued by the AICPA for those institutions audited as part of a system wide or statewide audit) and written institutional management letter for the most recent fiscal year prepared by an independent certified public accountant and/or an appropriate governmental auditing agency employing the appropriate audit (or Standard Review Report) guide; (2) a statement of financial position of unrestricted net assets, exclusive of plant assets and plant-related debt, which represents the change in unrestricted net assets attributable to operations for the most recent year; and (3) an annual budget that is preceded by sound planning, is subject to sound fiscal procedures, and is approved by the governing board. Audit requirements for applicant institutions may be found in the Commission policy “Accreditation Procedures for Applicant Institutions.” (Financial Resources) | <http://www.myflorida.com/audgen/pages/pdf_files/2010-155.pdf>.The auditors are independent of the College and are regulated by Florida Statutes 11.45 and rules.  Valencia Community Operating College Budget  [*http://valenciacc.edu/budget/documents/2010-11OperatingBudget.pdf*](http://valenciacc.edu/budget/documents/2010-11OperatingBudget.pdf) Audited Financial Statements  Annual Financial Reports for Fiscal Years Ending June 30, 2010  [*http://valenciacc.edu/procurement/atlas/documents/AnnualFinancialReportFY09-10.pdf*](http://valenciacc.edu/procurement/atlas/documents/AnnualFinancialReportFY09-10.pdf)  [*http://valenciacc.edu/procurement/atlas/documents/AnnualFinancialReport2008-09.pdf*](http://valenciacc.edu/procurement/atlas/documents/AnnualFinancialReport2008-09.pdf) |  |
| 2.11.2 | The institution has adequate physical resources to support the mission of the institution and the scope of its programs and services. (Physical Resources) | Enrollment, Performance, and Budget Plan*,*  Accreditation Board for Engineering and Technology (ABET).  OneWorld Sustainable, Inc. and  Power Grid Engineering  Per [Valencia Policy 11-01 Physical Plant Maintenance and Sanitation](file:///D:\documents\Valencia%20Policy%2011-01%20Physical%20Plant%20Maintenance%20and%20Sanitation.pdf)  the [Assistant Vice President for Facilities](file:///D:\documents\Job%20Description%20AVP%20Facilities.pdf)  [Statistical History Fact Book](file:///D:\documents\Statistical%20History%20Fact%20Book%20October%202009.pdf)  , a [Capital Improvement Program](file:///D:\documents\Capital%20Improvement%20Program.pdf)  the [Statistical History Fact Book](file:///D:\documents\Statistical%20History%20Fact%20Book%20October%202009.pdf)  [Educational Plant Survey](file:///D:\documents\Educational%20Plant%20Survey.pdf)  [Department of Facilities and Logistical Services](file:///D:\documents\Department%20of%20Facilities%20and%20Logistical%20Services.pdf)  [Plant Operations](file:///D:\documents\Plant%20Operations.pdf)  [Property Management](file:///D:\documents\Property%20Management.pdf)  [Criminal Justice Institute and Valencia Institute](file:///D:\documents\Educ%20Specs%20Criminal%20Justice%20Institute%20&%20Valencia%20Institute%20Bld%209.pdf),  the [Hospitality and Culinary Arts Lab Building](file:///D:\documents\Educ%20Specs%20Hospitality%20&%20Culinary%20Arts%20Bldg.pdf), the  [West Campus Allied Health Building](file:///D:\documents\Educ.%20Specs%20WC%20Allied%20Health%20Building.pdf) and  [Technical Science Building 3 Information Technology and Workforce Development](file:///D:\documents\Educ%20Specs%20Tech%20Science,%20Bldf%203InfoTech%20&%20Workforce%20Dev.pdf)  ([Maintenance Work Request](file:///D:\documents\Maintenance%20Work%20Request.pdf)  A [Maintenance Work Request Tracking System](file:///D:\documents\Maintenance%20Work%20Request%20Tracking%20System.pdf)  [MWR # 132809](file:///D:\documents\MWR%20132809.pdf),  [MWR # 133209](file:///D:\documents\MWR%20133209.pdf)  [Annual Inventory of Fixed Assets](file:///D:\documents\VCC%20Fixed%20Assets.xls),  see Minutes from [East Campus](file:///D:\documents\Food%20Services%20Meeting%20Minutes%20East%20March%2018%2010.pdf),  [Osceola Campus](file:///D:\documents\Food%20Services%20Meeting%20Minutes%20Osceola%20February%2023%2010.pdf),  [West Campus](file:///D:\documents\Food%20Services%20Meeting%20Minutes%20West%20March%2001%2010.pdf))  [Agreement 05/06-09 for Foodservice, Vending, Catering and Coffee Kiosks](file:///D:\documents\Agreement%200506-09%20Foodservice%20Vending%20Catering%20Coffee%20Kiosks.pdf)  [Annual Security Report](file:///D:\documents\AnnualSecurityReport2008.pdf)  [Department of Security](file:///D:\documents\Department%20of%20Security.pdf)  [Office of the Vice President for Administrative Services](file:///D:\documents\Job%20Description%20VP%20Administrative%20Services.pdf)  [Chief of Security/Assistant Vice President, Safety, Security and Risk Management](file:///D:\documents\Job%20Description%20AVP%20Safety%20Security%20Risk%20Management%20.pdf)  [Office of Information Technology](file:///D:\documents\Office%20of%20Information%20Technology.pdf)  [Telecommunications Department](file:///D:\documents\Telecommunications%20Department.pdf)  [Downtown Center](file:///D:\documents\Downtown%20Center.pdf)  The [West Campus](http://www.valenciacc.edu/sacs/documents/West%20Campus.pdf)  The [East Campus](http://www.valenciacc.edu/sacs/documents/East%20Campus.pdf)  Criminal Justice Institute (C.J.I.  [Osceola Campus](http://www.valenciacc.edu/sacs/documents/Osceola%20Campus.pdf)  Winter Park Campus  Valencia's [Sand Lake Center](http://www.valenciacc.edu/sacs/documents/Sand%20Lake%20Center.pdf)  McCoy Center  [Affiliation Agreements](file:///D:\documents\Affiliation%20Template%20112007.pdf)  [College Wide Exterior Signage](file:///D:\documents\Project%20Wayfinding%20College%20Wide.pdf) [Performance Contracting, East Campus](file:///D:\documents\Project%20Performance%20Contracting%20East%20Campus.pdf) [Building 10, West Campus Allied Health and Sciences Building](file:///D:\documents\Project%20Allied%20Health%20and%20Sciences%2010%20West%20Campus%20.pdf) [Building 8, West Campus Special Events Center](file:///D:\documents\Project%20Special%20Events%20Center%208%20West%20Campus.pdf) [Building 11, West Campus University Center](file:///D:\documents\Project%20University%20Center%2011%20West%20Campus.pdf) [Renovations, Buildings 1, 3, 4, and Student Services Building and Health Sciences Building, West Campus](file:///D:\documents\Project%20Renovations%20Buildings%201,%203,%204,%20SSB,%20and%20HSB%20West%20Campus.pdf)  ([Facilities Assessment Plan 2008-2009](file:///D:\documents\Facilities%20Assessment%20Plan%202008-2009.pdf),  [Facilities Assessment Plan 2009-2010](file:///D:\documents\Facilities%20Assessment%20Plan%202009-2010.pdf)). [Program, Pre-Major Development Proposal Form](file:///D:\documents\Program%20Pre-Major%20Development%20Proposal%20Form.pdf), | Referral Report #4  Referral Report #5  Referral Report #31  Referral Report #10  Referral Report #11  Referral Report #12  Referral Report #14  Referral Report #15  Referral Report #16  Referral Report #17  Referral Report #18  Referral Report #19  Referral Report #20  Referral Report #21  Referral Report #24  Referral Report #35  Referral Report #36  Referral Report #37  Referral Report #38  Referral Report #39  Referral Report #40  Referral Report #41  Referral Report #42  Referral Report #43  Referral Report #44 |