Harrisburg Area Community College: An Overview

In 1963, the Pennsylvania legislature passed the enabling act that created the Commonwealth’s community college system. Harrisburg Area Community College (the College) was founded with support from the Commonwealth, student tuition, and sponsoring school districts in Cumberland, Dauphin, and Perry counties. In 1964, the College opened its doors at a downtown location to 426 students in five liberal arts transfer programs and three technical/career programs. In 1967, the College moved to its current location.

As the College grew, programs were added in response to demand and community need. For example, faculty discovered during the first semester of operation students who were unprepared for college-level English and math classes and developed the first developmental courses. In 1967, faculty started a governance system to work collaboratively with administrators to develop curricula and policies relating to academic and student affairs, faculty personnel policies, and faculty professional growth. In July 1968, the board accepted a faculty organization, including the current standing committees of the faculty council.

Today the College serves a diverse population of more than 18,000 degree-seeking students. As of Fall 2006, 65.8 percent of the College’s students were female and 21.2 percent are ethnic minorities. Of the College’s students, 58 percent of the students are in career programs, with 27.5 percent in transfer programs and 14.7 percent in general studies. In addition, the College serves more than 30,000 students in its workforce development and community education programs. Students live in a ten-county region in Central Pennsylvania that contains a unique mix of rural and urban settings. Approximately 40 percent of the students live in the sponsoring school districts, with 58 percent living in non-sponsoring school districts and 2 percent residing out of state.

Locations
The College operates campuses in Harrisburg, Lancaster, Lebanon, and Gettysburg, as well as a Virtual Campus, a new permanent center in York, centers at Penn Center, the Community Center for Technology and the Arts, and Shumaker Public Safety Center in Harrisburg, along with a number of off-campus community sites.

Harrisburg was the first campus; then while Lancaster, Lebanon and Gettysburg were added as branch campuses, approved by the Pennsylvania Department of Education. Penn Center opened in Spring 2004 in uptown Harrisburg, and the Community Center for Technology and Arts in midtown Harrisburg offers a range of programs, including GED classes, developmental English and math courses, crafts marketing, and technical training programs. The Senator John J. Shumaker Public Safety Center provides a variety of customized training programs for police, fire, healthcare and emergency-service personnel as well as response and safety training for private industry and other organizations. The College’s Virtual Campus offers a wide range of video and internet courses to meet the educational needs of a rapidly growing number of students. The newest center in York opened in August 2005.
Academic Programs

The College awards Associate in Arts (AA), Associate in Science (AS), and Associate in Applied Science (AAS) degrees, Certificates of Proficiency, and Diplomas. Program descriptions specify the courses to be taken and the credential awarded upon successful completion. Classes are offered in fall and spring terms and summer sessions, along with more flexible parts of term for specialized courses. The Weekend College provides an option for students to pursue a degree by scheduling classes on Friday evenings, Saturdays, and Sunday afternoons.

The College’s 32 Transfer programs provide the first two years of education for students intending to transfer to four-year institutions. The College’s 65 Career programs provide students with specific skills for employment. Both types of degree programs require two years of full-time study and include courses that provide both concentrated study in a particular field and general education designed to broaden a student's knowledge and skills.

The College also offers 47 Certificate programs, which require two or more terms for completion; all of the required courses focus on an occupational skill. The 31 Diploma programs are less than one year in length and are designed to provide essential entry-level skills for immediate employment. The College also offers several groups of courses designed to meet the special interests and needs of students: honors courses, English as a second language, and courses in developmental reading, writing, and mathematics. The College’s Workforce and Economic Development Division includes contract, customized, technical and computer training; transitional programs for individuals in state-assisted job training programs; and workforce development and extension services.

Organization

The College’s executive administration is comprised of an eighteen-member Board of Trustees and the College president. The Board of Trustees has three primary areas of responsibility: institutional policy, presidential relations, and financial resources. They are ultimately responsible for the institution’s planning, financing, operations, and interface with the community and Commonwealth (College Policy 021). The trustees exercise their control through the College President, who is the institution’s chief executive officer. The College’s organizational chart shows those who report directly to the President. Each area also has its own organizational chart (Appendix D), available on the College’s intranet: Academic Affairs and Enrollment Management, College and Community Development, Finance and College Resources, the HACC Foundation, Student Affairs and Enrollment Management; Gettysburg, Lancaster, Lebanon, and Virtual Campuses; and the York Center.
HACC’s Self-Study Process

The College’s Self-Study Report for re-accreditation presents the results of three years of preparation, research, and analysis of the College’s performance vis-à-vis the fourteen standards detailed in Characteristics of Excellence (Middle States Commission on Higher Education, 2002). The Comprehensive Self-Study model was followed because of the number of significant changes that had occurred since the College’s 2002 Periodic Review Report. These changes encompassed significant enrollment, staff, and physical growth, establishment of a “Virtual Campus,” opening new centers and sites, administrative reorganizations, and consolidation of academic disciplines.

The Self-Study involved over eighty members of the College community, encompassing administration, faculty, and support staff, with representation from the major academic divisions and the regional campuses. This large group worked collaboratively under the leadership of the Steering Committee on the Self-Study Design, the Self-Study research process, and drafting of this Self-Study Report. Charge questions examined one or more of the fundamental elements of a Middle States standard through the filter of the College’s unique approach to fulfilling its educational mission. The research focus was analytical and conclusions of the research were evidence-based and supported with documentation. To facilitate coordination of this large group, and sharing of information, the Self-Study Chairs used WebCT (the College’s online course management tool) to facilitate the reporting process. Final drafting of the Self-Study was performed collaboratively by the entire Steering Committee—a process that encompassed extensive discussion of recommendations and presentation of the research findings. This was followed by hearings at each campus in Spring 2006, more review by the President’s cabinet during Summer 2006, and final editing of the Self Study report in Fall 2006.

HACC’s Self-Study Team 2004-06

Steering Committee
Cynthia Doherty, Chair: Dean, Academic Affairs Administration
James Baxter, Co-Chair: Assistant Professor, Physical Sci/Geology

Diane Bittle, Deb Morris: Mission, Planning and Assessment
Diane Benner, Jason Nielsen: Financial, Human & Physical Resources
Ellen Kessler, Linda Mininger: Administration and Governance
Diane Thompson, Ross Berger: Educational Offerings
Gina Bowers, Karen Petyak: SEM and Services to Students
Glen Lum, Director of Institutional Research
Ron Young, Vice President of Academic Affairs & Enrollment Management ex officio
1) Mission, Planning, and Assessment Sub-Committee
Diane Bittle, Chair – Assistant Professor, CIS
Deb Morris, Co-Chair – Assistant Professor, Physical Education
Curtis Aumiller – Assistant Professor, Respiratory Care
Kathleen Brickner – Manager, Business Services
Sheila Ciotti – Director Career Services
Ron Dowey – Assistant Professor, Physics/Physical Science
David Liu – Instructor, Sociology
Doug Hargis – Senior Professor, Psychology/Counseling
David Morrison – Executive Assistant to the President
Linda O’Connor – Associate Professor, Mathematics
John Sword – Assistant Professor, Biology
Jim Terry – Senior Professor, Government & Politics
Helen Wallace – Administrative Assistant, Public Relations
Pam Watkins – Associate Professor, Mathematics
Cheryl Wilson – Assistant Professor, Speech

2) Financial, Human, and Physical Resources Sub-Committee
Diane Benner, Chair – Professor, Mathematics
Jason Nielsen, Co-Chair – Assistant Professor, Accounting/Management
Dan Fahringer – Assistant Professor, Computer Science/Mathematics
Fawn Grimes – Secretary, Instructional Technology Services
Bill Holloway – Assistant Director, Human Resources
Barbara Hutchinson – Controller, Budget & Accounting Services
Leiykun Kassahun – Director, Safety & Security
Phillip Letting – Assistant Professor, Economics
Loyall Mumby – Professor, Business Management
Wayne Musser – Professor, Auto Technology
Joe Santanna – Senior Professor, Accounting
Glenna Stump – Assistant Director, Human Resources
Bill Thompson – Dean, BHET
Qiquan Wang – Director, Instruction Technology/Training
Joseph Wojtysiak – Executive Director of Facilities Management

3) Administration and Governance Sub-Committee
Ellen Kessler, Chair – Associate Professor, Computer Information Systems
Linda Mininger, Co-Chair – Instructor, Reading
Kim Bleecher – Administrative Secretary, CASS
Maureen Campbell – Associate Dean, Enrollment Management Services
Judy Dibert – Professor, English
Myra Kitchen – Technician, Registration & Financial Services
Kelly Matthews – Associate Professor, Chemistry
Bob McLean – Senior Professor, Economics
Sara Meng - Associate Professor, Art History
Janice Miller-Zerbe – Assistant to Executive Director, Public Safety
Linda Myers – Associate Dean, MSAH
Robert Rowlands – Professor, Business Law
Jennifer Weaver – Dean, Gettysburg Campus

4) Strategic Enrollment Management and Services to Student Sub-Committee

Gina Bowers, Chair – Associate Professor, Counseling/CIS
Karen Petyak, Co-Chair – Assistant Professor, Counseling
Christine Bittinger – Associate Professor, Biology/Environmental Science
Heather Burns – Assistant Professor, Counseling
Sandra Daniels – Administrative Specialist, Admissions
Donna Daversa – Technician, Career Services
Jeff Culp – Coordinator, Military & Veteran Affairs
Barb Grandia – Associate Professor, Counseling
Elfi Hoskins - Assistant Professor, Counseling
Michelle Kieff – Assistant Professor, Counseling
Cheryl Kugler – Coordinator, Advertising & Marketing, Public Relations
Caryn Lange – Administrative Specialist, Admissions
Elaine Moran – Assistant Dean, Student Support Services
Rob Ritz – Director, Financial Aid Services
Lisette Ruiz – Instructor, Counseling
Jennifer Wolf – Administrative Specialist

5) Educational Offerings Sub-Committee

Ross Berger, Chair – Director, Tech Prep & Secondary Education
Diane Thompson, Co-Chair – Assistant Professor, English
Ellworth Beckmann – Associate Dean, Instructional Technology
Ed Burns – Educational Specialist, HVAC
Greg Dolise – Assistant Professor, Physics
Kathleen D’Ambrisi – Associate Professor, Dental Hygiene
Bernadette Giordano – Executive Secretary, Vice President of AA/EM
Kelvin Harrison – Senior Educational Specialist, Counseling
Lisa Hill – Instructor, Speech
Marcy Irvin – Retention Specialist, BHET
Don Koones – Associate Dean, Community Education
Cathy Lencioni – Coordinator, Curriculum
Kathleen Mack – Assistant Professor, Legal Studies
Cindi Nicotera – Associate Professor, Information Science
Janka Ovcharovichova - Professor, Civil Technology
Kari Meck – Instructor, CIS
Judy Schmidt – Instructor, English
Erika Steenland - Administrative Assistant, AA/EM
Jean Treuthart – Executive Director, York Center
List of Abbreviations for the Self-Study 2006

HACC: Harrisburg Area Community College

Administration:
AA/EM: Academic Affairs and Enrollment Management
SA/EM: Student Affairs and Enrollment Management
FMD: Facilities and Maintenance Department
HR: Human Resources
PR: Public Relations
IR: Institutional Research
WED: Workforce and Economic Development
AP: Administrative Procedure

Strategic Planning Process:
CSP: College Strategic Plan
IP: Institutional Priority

Finance:
ACA: Administrative Cost Allowance
BAC: Budget Advisory Committee

Buildings
CCTA: Community Center for Technology and the Arts (midtown Harrisburg)
PSC: Public Safety Center
WWCC: Wildwood Conference Center

Academic Divisions:
ABEDS: Adult Basic Education and Developmental Studies
BHET: Business, Hospitality, Engineering, and Technologies
CASS: Communications, Arts, and Social Sciences
LIR: Library and Information Resources
MSAH: Mathematics, Science, and Allied Health

Faculty Council Standing Committees:
APSA: Academic Policies and Student Affairs Committee
CI&L: Curriculum, Library, and Instruction Committee
FPPC: Faculty Personnel Policies Committee
PGD: Professional Growth and Development Committee
CITE: Center for Innovative Teaching Excellence, Lancaster
AFO: Adjunct Faculty Organization
SGA: Student Government Association

Educational Offerings:
DACUM: Develop a Curriculum, Program development and assessment process
SEEQ: Student Evaluation of Educational Quality
CHS: College in the High School