2008-2009 ACCREDITATION ANNUAL REPORT
Accrediting Commission for Community and Junior Colleges

DUE BY June 30, 2009

1)	**Name of College:**	**Sacramento City College**
2)	**College Address:**	**3835 Freeport Boulevard**
3)	**City, State, Zip:**	**Sacramento, CA 95822-1386**
4)	**Prepared by/Title:**	**Dr. Marybeth Buechner, Dean Planning, Research & Institutional Effectiveness**
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INSTRUCTIONS

Please respond to all of the questions. Enlist the assistance of appropriate individuals in your institution to ensure the accuracy of information submitted.

As you respond to the following questions, please consider "new" to mean only those changes which have occurred since the college's last Annual Report unless otherwise indicated. Include any updates or approved substantive changes since the last Annual Report.

7) Indicate any change in the official name, address, or control of the institution.
None

8) What is the institution's overall course completion rate for *the **fall 2008** semester*? Indicate by percentage: __66.5%__ (Course completion is the percentage of officially-registered students at the time of census who complete the course with a passing grade. Please indicate what your institution requires for a passing grade.)
The <u>successful course completion</u> metric at SCC counts "A", "B", "C", and "Credit" grades as successful.

9) Has the institution's course completion rate decreased by 5% or more this past year? Yes_____ No__X__.

10) If "yes" to item #9 above, what is the percentage decrease? ___N/A___%.

11) Total FTES enrollment in credit degree applicable courses: __14173 (Fall 08)__.

12)   Total FTES enrollment in pre-collegiate credit courses which are non-degree applicable:
      1176 (Fall 08)   .

13)   Total FTES of international students: 188   .
      (Derived from Crystal Report RC INT 0112 V9, run April 21, 2009).

14)   Does your institution collect data on state licensing examination results for
      career/technical programs? Yes X*   No___.
      *Data is collected by programs within the college, but not collated centrally.**

15)   If "yes" to item #14 above, list the licensure exam pass rate for **each** career/technical
      program since last year's Annual Report (Rate = # passing ÷ # attempting).

Name of Program	Licensure Exam Pass Rate
Cosmetology	97% (practical), 83% (written)
Dental Assisting	96%
Dental Hygiene	76% (clinical), 94% (written)
Nursing (Registered)	99%
Occupational Therapy Assistant	100%
Physical Therapy Assistant	88%

16)   Have the institution's licensure exam pass rates declined by 10% or more this past year?
      Yes_____   No X .

17)   If "yes" to item #16 above, by what percentage?   N/A %.

18)   Does your institution collect information on job placement rates for its career/technical
      programs? Yes_____   No X* .
      *Some programs collect this data for internal program use (see below)**

19) If "yes" to item #18 above, list the job placement rate for **each** career/technical program since last year's Annual Report (Rate = # placed ÷ # graduates in each program).

Some programs collect this data. Available data is shown below.

Name of Program	Employed within 6 months
Cosmetology	67%
Dental Hygiene	94%
Nursing	80%
Occupational Therapy Assistant	92%
Physical Therapy Assistant	90%

20) Have the institution's job placement rates declined by 10% or more this past year? Yes_____   No __X__.

21) If "yes" to item #20 above, by what percentage? N/A

22) List all sites or campuses, since the last Annual Report, at which students can complete 50% or more of the credits for a degree or certificate program, and list the programs for which 50% or more of the credits may be earned at each site or campus. Also, report when these sites or campuses began operating.

"**List all sites or campuses, since the last Annual Report, at which students can complete 50% or more of the credits for a degree or certificate program...**"
> There are no new sites since the last annual report at which 50% or more of the credits for degrees or certificates can be completed. Students can complete degrees and certificates at the main SCC campus; some degrees (but no certificates) can be completed at the Davis Center or West Sacramento Center of the college. These sites have been operating for many years. Substantive change reports were filed for each center in the past (e.g. for West Sac in 2002).

"**...list the programs for which 50% or more of the credits may be earned at each site or campus.**"
> It is not clear to us whether the question asks us list <u>all</u> current programs for which 50% of the credits may be earned at each site or whether we are to list only <u>new</u> programs which fit this description. In order to offer as much information as possible, we have provided a list that includes ongoing programs for which 50% of the credits can be completed at the Centers. There are no new sites since the last annual report at which 50% or more of

the credits for degrees or certificates can be completed. The programs listed below are covered under previous substantive change reports.

Students can complete the GE of the AA/AS degree at the Davis Center and the West Sacramento Center of Sacramento City College as well as at the Main Campus. However, many classes requiring specialized facilities or equipment (e.g. many lab or studio classes and most vocational-technical classes) are not available at the Centers. Thus students at the Centers cannot complete the courses that are part of the required programs for all majors (no certificates can be completed 50% or more at the centers).

Sixty units are required to complete an AA/AS degree – this includes GE + required program in the major + additional units if needed. The degrees for which students cannot complete 50% or more of the units at the Centers are those for which required program for the major includes 30 or more units that cannot be taken at the Centers.

What follows is a list of ongoing programs for which 50% of the credits can be completed at the Centers because the GE component of the degree can be completed there. These are NOT new since the last Annual Report and the programs listed are covered under previous substantive change reports.

Ongoing programs for which 50% of the credits can be completed at the Davis and West Sacramento Centers of Sacramento City College. These are NOT new since the last Annual Report and the programs listed are covered under previous substantive change reports.		
Type	**Name**	**Minimum units in required program**
Associate in Science	Aeronautics, Flight Technology	18
Associate in Arts	Art	18
Associate in Arts	Communication	18
Associate in Arts	Ethnic Studies, Asian Amer. Emphasis	18
Associate in Arts	Ethnic Studies, Native Amer. Emphasis	18
Associate in Arts	Ethnic Studies, Mexican Amer. Emphasis	18
Associate in Arts	Ethnic Studies, African Amer. Emphasis	18
Associate in Arts	Fine Arts	18
Associate in Arts	History	18
Associate in Arts	Humanities	18
Associate in Arts	Liberal Arts: Arts/Humanities	18
Associate in Arts	Liberal Arts: Comm., Engl., Crit.	18
Associate in Arts	Liberal Arts: Math/Science	18
Associate in Arts	Liberal Arts: Soc/Behavioral	18
Associate in Arts	Liberal Studies	18
Associate in Arts	Political Science	18
Associate in Science	Railroad Operations	18
Associate in Science	Science	18
Associate in Arts	Social Sciences	18
Associate in Arts	Women's Studies	18
Associate in Arts	Psychology	19

Associate in Arts	Community Studies-Direct Serv	21
Associate in Science	EDT, Arch/Struct Drafting	21
Associate in Science	EDT, HVAC/Plumbing Sys	21
Associate in Arts	FCS, Interior Design Sewing	21
Associate in Science	Graphic Communication	21
Associate in Science	Library & Info Tech	21
Associate in Science	Mathematics	21
Associate in Arts	Photography	21
Associate in Arts	Sociology	21
Associate in Science	EDT, HVAC Sys Design	22
Associate in Science	Biology	23
Associate in Arts	Administration of Justice	24
Associate in Arts	English	24
Associate in Arts	Industrial Technology	24
Associate in Arts	Anthropology	25
Associate in Science	EDT, Elect (Power/Light Sys)	25
Associate in Science	Gerontology	26
Associate in Arts	Art History	27
Associate in Science	Bus-Office Administration	27
Associate in Science	CIS, Network Administration	27
Associate in Science	Dental Assisting	27
Associate in Arts	ECE, Early Childhood	27
Associate in Arts	Instruct Assist, Bilingual/Bicultural	27
Associate in Arts	ECE, Infant Care & Education	28
Associate in Arts	Instruct Assist, General	28
Associate in Arts	Instruct Assist, Special Ed	29

23) List new courses and programs offered at sites or campuses outside the geographic region (but within the U.S.) served by the college since the last Annual Report.
See the description of the partnership with the Bell Helicopter Training Academy below (question 24). This was in progress at the last Annual Report and has since been completed and a substantive change form has been filed and accepted.

24) List and describe any programs which were added to the college curriculum since the last Annual Report, regardless of location, that represent a significant departure in either content or method of delivery. Please indicate whether each program is offered at the degree or certificate level and if the programs are for credit or non-credit. (Refer to the ACCJC web site www.accjc.org for Substantive Change Policy.)

A: Partnership with Bell Helicopter Training Academy: The SCC Aeronautics Program formed a partnership with Bell Helicopter which resulted in changes to the SCC curriculum. This is not a new educational program, but an enhancement of an existing program. A Substantive Change Report was filed and accepted in Spring 2008 which detailed this program. Development of the program described below was in progress at the time of the last annual report and reference to the development was included in that report.

The Sacramento City College Aeronautics Department (SCC) and Bell Helicopter Training Academy (BHTA), Forth Worth Texas are both Federal Aviation Administration approved and certified aeronautics training organizations. The SCC Aeronautics program offers five Associate in Science degrees and six Career Certificates. The relationship with Bell Helicopter Training Academy expands and enhances the SCC Aeronautics programs and course offerings. All courses offered for credit remain under the sole and direct control of the SCC, which exercises ultimate and continuing responsibility to assure that conduct of the courses meets the standards of its regular programs. SCC requested approval for a relationship with BHTA whereby:

- o SCC receives endorsement of 31 existing SCC Aeronautics courses from the Bell Helicopter Training Academy. This provides these students with the opportunity to continue more advanced continuing education at the Bell Helicopter Training Academy in Fort Worth Texas.
- o Bell Helicopter Training Academy curriculum and materials for 3 new courses incorporated into the SCC Aeronautics course offerings. The curriculum for these three courses has been submitted to and reviewed by the SCC Curriculum Committee.
- o Sacramento City College will provide college credit for 16 courses to be taught at BHTA. Students who enroll in these BHTA courses would have the <u>option</u> of receiving college credit by enrolling and registering online at Sacramento City College. These courses have been submitted to and reviewed by the SCC Curriculum Committee.

B. Programs offered by Distance Education: Changes to programs that result in a change to a DE delivery mode are listed below in the answer to # 25.

25) Describe new programs for which 50% or more of the credits are offered through a mode of distance or electronically mediated delivery. Do not include study abroad programs.
A variety of programs can be completed more than 50% by Distance Education. The following table lists programs for which, as the result of courses being approved for DE status, 50% or more of the courses can be completed via distance education (typically online courses). <u>A Substantive Change Report for these programs was filed in 2008 and subsequently accepted.</u>

Catalog Dept	Program Title	Program Type	Percentage of Distance Education Courses
Accounting	Accounting	A.S. Degree	59% (16 of 27 courses)
Accounting	Accounting	Certificate	54% (7 of 13 courses)
Accounting	Accounting Clerk / Bookkeeper - Advanced Level	Certificate	58% (7 of 12 courses)
Accounting	Accounting Clerk / Bookkeeper - Entry Level	Certificate	50% (4 of 8 courses)
Anthropology	Anthropology	A.A. Degree	50% (2 of 4 courses)
Business	Business, General	A.S. Degree	60% (12 of 20 courses)

Business	Business, Insurance	Certificate	50% (8 of 16 courses)
Business	Business, Insurance	A.S. Degree	50% (8 of 16 courses)
Business	Business, Marketing	A.S. Degree	54% (7 of 13 courses)
Business	Business, Marketing	Certificate	56% (14 of 25 courses)
Business	Business, Retail Management	Certificate	57% (8 of 14 courses)
Business	Business, Transfer	A.A. Degree	69% (9 of 13 courses)
Business	Management	A.S. Degree	67% (6 of 9 courses)
Business	Management	Certificate	54% (13 of 24 courses)
Business	Office Administration, Business Operations and Management Technology, Level C	Certificate	81% (21 of 26 courses)
Business	Office Administration, Clerical General Office, Level A	Certificate	75% (9 of 12 courses)
Business	Office Administration, Introduction to Computerized Office Technologies, Level B	Certificate	81% (21 of 26 courses)
Business	Office Administration, Virtual Office and Management Technologies, Level D	Certificate	79% (15 of 19 courses)
Business	Office Administration, Virtual Office and Management Technologies, Level D	A.S. Degree	85% (11 of 13 courses)
Business	Small Business Management	A.S. Degree	50% (15 of 30 courses)
Business	Small Business Management	Certificate	50% (9 of 18 courses)
Computer Information Science	Active Server Pages Developer	Certificate	100% (6 of 6 courses)
Computer Information Science	Advanced CISCO Networking	Certificate	100% (4 of 4 courses)
Computer Information Science	Computer Science	Certificate	86% (24 of 28 courses)
Computer Information Science	Computer Science	A.S. Degree	86% (24 of 28 courses)
Computer Information Science	Database Management	Certificate	82% (9 of 11 courses)
Computer Information Science	Information Processing	A.S. Degree	92% (11 of 12 courses)
Computer Information Science	Information Processing Specialist	Certificate	92% (11 of 12 courses)
Computer Information Science	Information Systems Security	Certificate	100% (14 of 14 courses)
Computer Information Science	Information Systems Security	A.S. Degree	93% (28 of 30 courses)
Computer Information Science	International Computer Driving License	Certificate	100% (7 of 7 courses)
Computer Information Science	Network Administration	Certificate	93% (29 of 31 courses)
Computer Information Science	Network Administration	A.S. Degree	93% (29 of 31 courses)
Computer Information Science	Network Design	A.S. Degree	100% (15 of 15 courses)

Computer Information Science	Network Design	Certificate	100% (15 of 15 courses)
Computer Information Science	PC Support	Certificate	93% (13 of 14 courses)
Computer Information Science	Programming	Certificate	89% (8 of 9 courses)
Computer Information Science	Web Developer	A.S. Degree	92% (12 of 13 courses)
Computer Information Science	Web Developer	Certificate	92% (12 of 13 courses)
Computer Information Science	Webmaster, Level 1	Certificate	94% (16 of 17 courses)
Computer Information Science	Webmaster, Level 2	Certificate	93% (14 of 15 courses)
Computer Information Science	Word Processing Technician	Certificate	86% (6 of 7 courses)
Early Childhood Education	Infant Care and Education Teacher	Certificate	50% (13 of 26 courses)
Early Childhood Education	School-Age Assistant Teacher	Certificate	60% (3 of 5 courses)
Early Childhood Education	School-Age Associate Teacher	Certificate	100% (10 of 10 courses)
Early Childhood Education	School-Age Care and Education	A.A. Degree	58% (11 of 19 courses)
Early Childhood Education	School-Age Care and Education Teacher	Certificate	52% (11 of 21 courses)
Early Childhood Education	School-Age Master Teacher	Certificate	64% (9 of 14 courses)
Electronics Technology	Computer Information Science, Microcomputer Technician	A.S. Degree	71% (15 of 21 courses)
Electronics Technology	Computer Information Science: Microcomputer Technician	Certificate	67% (18 of 27 courses)
Electronics Technology	Electronics Technology, Microcomputer Technician	A.S. Degree	68% (15 of 22 courses)
Electronics Technology	Electronics Technology, Microcomputer Technician	Certificate	67% (18 of 27 courses)
Engineering Design Technology	Architectural/Structural Drafting	Certificate	79% (15 of 19 courses)
Engineering Design Technology	Architectural/Structural Drafting	A.S. Degree	79% (15 of 19 courses)
Engineering Design Technology	Electric (Power-Lighting Systems)	A.S. Degree	79% (15 of 19 courses)
Engineering Design Technology	Electric (Power-Lighting Systems)	Certificate	79% (15 of 19 courses)
Engineering Design Technology	Engineering Design Technology	A.S. Degree	78% (14 of 18 courses)
Engineering Design Technology	Engineering Design Technology	Certificate	78% (14 of 18 courses)
Engineering Design Technology	HVAC System Design	A.S. Degree	88% (15 of 17 courses)
Engineering Design Technology	HVAC Systems Design	Certificate	88% (15 of 17 courses)
Engineering Design Technology	Mechanical (HVAC/Plumbing Systems)	A.S. Degree	78% (14 of 18 courses)
Engineering Design Technology	Mechanical (HVAC/Plumbing Systems)	Certificate	78% (14 of 18 courses)
Family and Consumer Science	Family and Consumer Science	A.A. Degree	63% (12 of 19 courses)
Family and Consumer Science	Instructional Assisting, Bilingual/Bicultural Emphasis	A.A. Degree	75% (6 of 8 courses)

Family and Consumer Science	Instructional Assisting, Bilingual/Bicultural Emphasis	Certificate	75% (6 of 8 courses)
Family and Consumer Science	Instructional Assisting, General	Certificate	52% (15 of 29 courses)
Family and Consumer Science	Instructional Assisting, General	A.A. Degree	52% (15 of 29 courses)
Gerontology	Gerontology	A.S. Degree	92% (23 of 25 courses)
Gerontology	Gerontology	Certificate	92% (23 of 25 courses)
Graphic Communication	Digital Illustration	Certificate	50% (1 of 2 courses)
Graphic Communication	Web Design	Certificate	56% (9 of 16 courses)
Graphic Communication	Web Design Basics	Certificate	80% (4 of 5 courses)
Library	Library and Information Technology	A.S. Degree	100% (8 of 8 courses)
Library	Library and Information Technology	Certificate	100% (8 of 8 courses)
Mechanical-Electrical Technology	Mechanical-Electrical Technology	Certificate	94% (17 of 18 courses)
Mechanical-Electrical Technology	Mechanical-Electrical Technology	A.S. Degree	94% (17 of 18 courses)
Mechanical-Electrical Technology	Water and Wastewater Treatment Plant Operation	Certificate	94% (17 of 18 courses)
Mechanical-Electrical Technology	Water and Wastewater Treatment Plant Operation	A.S. Degree	94% (17 of 18 courses)
Music	Commercial Music, Music Business Management Emphasis	Certificate	55% (5 of 9 courses)
Music	Commercial Music, Music Business Management Emphasis	A.A. Degree	55% (5 of 9 courses)
Nursing	Nursing, Registered	A.S. Degree	67% (12 of 18 courses)
Nursing	Nursing, Vocational	Certificate	60% (6 of 10 courses)
Nursing	Nursing, Vocational	A.S. Degree	60% (6 of 10 courses)
Photography	Digital Photography	Certificate	83% (5 of 6 courses)
Physical Therapist Assistant	Physical Therapist Assistant	A.S. Degree	65% (17 of 26 courses)
Sociology	Community Studies Program (emphasis on Direct Services)	A.A. Degree	55% (11 of 20 courses)
Sociology	Community Studies Program (emphasis on Direct Services)	Certificate	55% (11 of 20 courses)
Sociology	Sociology	A.A. Degree	55% (16 of 29 courses)

26) What is the total FTES enrollment for fall 2008 in all types of distance or electronically mediated delivery offered? 415.
(Source: CCCCO Data Mart Full Time Equivalent Students By Distance Education Status)

27) List courses offered in a distance or electronically mediated delivery mode for the first time since the last Annual Report submission.

ACCT	499
ANSC	301
ANSC	303
ARCH	340
ARCH	341
ARTNM	326
BUS	354
CISN	118
CISN	350
CISN	351
CISN	352
CISN	353
CISW	326
FIN	320
FIN	330
FSE	170
GERON	299
GERON	1004
GERON	1026
GERON	1027
GERON	1037
GERON	1063
NURSE	310
NURSE	320
PRJMGT	320
RE	140
SOC	376
STAT	360

INSTRUCTIONS

STUDENT LEARNING OUTCOMES: **Update the college's progress with course, certificate, degree, and general education expected Student Learning Outcomes identification, assessment, analysis and use of assessment results for institutional evaluation, planning and improvement. Respond to questions 28 – 41 below.**

28) Percent of courses with SLOs: 98%.
(source: SOCRATES report June 2009 and reports from instructional areas at the college)

29) Percent of programs with SLOs: 88%.
(source: SOCRATES report June 2009)

30) Percent of courses with on-going assessment: 29%.
(source: reports from instructional areas at the college)

31) Percent of programs with on-going assessment: 30%.
(source: reports from instructional areas at the college)

32) Have institutional-level SLOs been developed? Yes X   No_____.
At SCC, the GE SLOs in conjunction with the Student Services SLOs make up the institutional-level SLOs for the College.

33) What percent of student and learning support activities have SLOs identified?
100% of student service units have identified SLOs. This includes student service units and learning support courses.

34) Percent of learning support activities with on-going assessment?
71% of student service units are currently assessing SLOs. 23% learning support courses (HCD, HSER, LIBR, etc.) courses are currently engaging in ongoing assessment of course SLOs.

35) List and describe any programs for non-US nationals the institution conducts or plans to conduct outside the U.S. Do not include study abroad programs for the institution's native students. Has the institution submitted a Substantive Change Proposal for this/these activities?
NONE

36) List and describe any articulation agreements or Memoranda of Understanding with non-US institutions. Has the institution submitted a Substantive Change Proposal for this/these activities?
NONE

37) Has the institution entered into new contracts with non-regionally accredited organizations which provide courses or programs on behalf of the institution?
Yes X*   No___.
*Development of the Bell Helicopter program (described below) was in progress at the time of the last annual report and reference to the development was included in that report. A fuller description is included in this year's annual report (see below). A Substantive Change Report for this program was filed in Spring 2008.

38) If "yes" to item #37 above, please complete questions #39, #40, and #41 below.

39)   Which courses or instructional programs are provided?

Partnership with Bell Helicopter Training Academy: The SCC Aeronautics Program formed a partnership with Bell Helicopter which resulted in changes to the SCC curriculum. This is not a new educational program, but an enhancement of an existing program. <u>A Substantive Change Report for this program was submitted in Spring 2008 and subsequently accepted; the information below is from that report.</u>

The Sacramento City College Aeronautics Department (SCC) and Bell Helicopter Training Academy (BHTA), Forth Worth Texas are both Federal Aviation Administration approved and certified aeronautics training organizations. The SCC Aeronautics program offers five Associate in Science degrees and six Career Certificates. The relationship with Bell Helicopter Training Academy expands and enhances the SCC Aeronautics programs and course offerings.

SCC requested approval for a relationship with BHTA whereby:
- SCC receives endorsement of 31 existing SCC Aeronautics courses from the Bell Helicopter Training Academy. This provides these students with the opportunity to continue more advanced continuing education at the Bell Helicopter Training Academy in Fort Worth Texas.
- SCC receives Bell Helicopter Training Academy curriculum and materials for 3 new courses, incorporated into the SCC Aeronautics course offerings. The curriculum for these three courses has been submitted to and reviewed by the SCC Curriculum Committee*.*
- Sacramento City College will provide college credit for 16 courses to be taught at BHTA. Students who enroll in these BHTA courses would have the <u>option</u> of receiving college credit by enrolling and registering online at Sacramento City College. These courses have been submitted to and reviewed by the SCC Curriculum Committee*.*

Courses offered and the value and level of their credit is determined in accordance with established institutional procedures at SCC under the usual mechanisms of review. All courses offered for credit remain under the sole and direct control of the SCC, which exercises ultimate and continuing responsibility to assure that conduct of the courses meets the standards of its regular programs. Student learning and achievement is assessed through student learning outcomes, testing, and achievement of F.A.A. examination standards.

40)   Which student and learning support services are provided?

The college catalogue and schedule of classes are available online. Student may apply to SCC and enroll for classes by going online to eServices through the SCC web site www.scc.losrios.edu) In addition, students are able to add and drop classes, pay for classes, and purchase books online.

SCC will prepare a pamphlet specifically for BHTA students which will provide Student Support Services contact information. Students will have online and telephone access to counselors.   Information about the courses and programs

and schedules for courses will be published in the SCC catalogue, on the SCC website, and the SCC Aeronautics Department website. Students will also be recruited through publications and adjunct faculty at the BHTA site. Recruitment and counseling will follow the established SCC procedures. A student at the BHTA facility is not able to take more than one course at a time because the scheduling will be sequential. Therefore all BHTA students are part-time students and do not qualify for financial aid.

41) Describe the level of control the institution exercises over the contract.
LRCCD General Counsel will oversee the development of the contract/ agreement form between SCC and Bell Helicopter Training Academy and will ensure that all provisions and guidelines are met, as outlined in the WASC Policy.

SCC adjunct instructors at the Forth Worth facility will be recruited using existing Los Rios Community College District HR processes and procedures for recruitment and selection of adjunct faculty. SCC adjunct instructors at the BHTA facility, when teaching SCC for-credit courses will be reporting directly to and be under the supervision of Sacramento City College. This is according to the existing SCC policies for ongoing evaluation and monitoring of instructor performance. SCC adjunct faculty teaching at BHTA facility will be evaluated and reviewed by SCC Advanced Technology Dean, SCC Aeronautics Department Chair and full time faculty using the established LRCCD Human Resources policies and procedures. This process includes student evaluations of faculty performance.

The SCC Advanced Technology Dean and SCC Aeronautics Department Chair will visit BHTA facility once per semester to facilitate adjunct faculty meetings. SCC Aeronautics faculty will conduct on-site audits and inspections of technical equipment, classrooms and labs. Additionally, the Advanced Technology Dean and Aeronautics Department Chair will conduct online and teleconference meetings to ensure adequate communication.