



**DEPARTMENTAL MISSION
STATEMENTS THAT SUPPORT
COLLEGE MISSION**

Updated Revisions
January 2008

INSTITUTIONAL

Dalton State College is dedicated to providing broad access to quality higher education for the population of Northwest Georgia, thereby enhancing the region's economic vitality and quality of life. As an institution of the University System of Georgia, Dalton State College offers targeted bachelor's degrees, a full range of associate's degrees and career certificate programs, and a wide variety of public service and continuing education activities. The College's work is strengthened by partnerships between the College and Northwest Georgia businesses and industries, governments, and schools.

The mission of Dalton State College consists of the following core commitments:

- selection, support, and development of a talented, caring faculty and staff dedicated to scholarship and creating an open, cooperative, technologically enhanced learning environment;
- excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services;
- public service through continuing education, economic development, and cultural activities that address the needs and improve the quality of life of the region;
- continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment.

In fulfilling its mission, Dalton State College seeks to prepare and inspire its students to be active members within their profession and communities. As Dalton State College looks to the future and its place in a competitive, global society, it seeks to build upon its strengths as one of the most academically respected, student-oriented, and community-centered institutions of its kind.

ACADEMIC SCHOOLS & DEPARTMENTS

| <i>School</i> | <i>Purpose Statement</i> | <i>College Mission Most Closely Aligned with Purpose Statement</i> |
|-------------------------|--|--|
| Business Administration | The School of Business Administration at Dalton State College provides high quality undergraduate business education programs that evolve with the economy; fosters the success of traditional and non-traditional students in their professional careers; promotes faculty excellence in teaching, intellectual contributions and service; and contributes to economic development within the Northwest Georgia/Southeast Tennessee region. | <p>“selection, support, and development of a talented, caring faculty and staff dedicated to scholarship and creating an open, cooperative, technologically enhanced learning environment”</p> <p>“excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services”</p> <p>“public service through continuing education, economic development, and cultural activities that address the needs and improve the quality of life of the region”</p> <p>“continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment”</p> |

| <i>School</i> | <i>Purpose Statement</i> | <i>College Mission Most Closely Aligned with Purpose Statement</i> |
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| Education | <p>The School of Education’s mission, to provide excellence in the initial preparation of professional educators for diverse settings who are competent and effective teachers, who can bring diverse learners to high academic achievement and who are able to work toward school improvement, is closely connected to the mission and purposes of DSC. The school is committed through teaching, service, and research to preparing competent and effective teachers for North Georgia. The school has five mission statements that relate to the preparation of professional educators and a sixth mission statement related to the professionalism of the faculty.</p> | <p>“...dedicated to providing ... quality higher education for the population of Northwest Georgia”</p> <p>“...offers targeted bachelor’s degrees...”</p> <p>“selection, support, and development of a talented, caring faculty and staff dedicated to scholarship”</p> <p>“excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement...”</p> <p>“public service through continuing education...”</p> <p>“continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment”</p> |

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| Liberal Arts | <p>The primary mission of the School of Liberal Arts is to provide excellent instruction in humanities and social science courses that are the foundation of the core curriculum, that comprise the various majors within the Departments of Humanities and Social Sciences, and that support the general educational goals of each of the various schools within the College as a whole. Liberal Arts faculty are dedicated to creating a positive learning environment that promotes student success and high levels of achievement; to acquainting students with the scholarship, literature, methodology, knowledge, and intellectual perspectives of their disciplines; and to enhancing students' critical thinking, reasoning, and communication skills.</p> | <p>“...dedicated to providing broad access to quality higher education for the population of Northwest Georgia, thereby enhancing the region’s economic vitality and quality of life”</p> <p>“offers a full range of associate’s degrees... and a wide variety of public service and continuing education activities”</p> |

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| Nursing | <p>In fulfilling the mission of Dalton State College, our nursing program seeks to prepare and inspire its graduates to be active members within their chosen profession of nursing and in their local and global communities. We offer the services of our graduates to the local area hospitals and to other providers of health care. The faculty encourages the associate degree student to pursue higher degree opportunities for further personal and professional development. Successful completion of the program objectives enables the graduates to realize their career goals.</p> | <p>“...dedicated to providing broad access to quality higher education for the population of Northwest Georgia, thereby enhancing the region’s economic vitality and quality of life”</p> <p>“...offers... a full range of associate’s degrees...”</p> <p>“...strengthened by partnerships between the College and Northwest Georgia businesses and industries, governments, and schools”</p> <p>“...seeks to prepare and inspire its students to be active members within their profession and communities”</p> <p>“continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment”</p> |

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|------------------------|---|---|
| Sciences & Mathematics | <p>The School of Sciences and Mathematics is committed to providing high quality general education programs in the natural sciences, mathematics, computer science, physical education, and engineering as well as high quality baccalaureate programs in biology and mathematics, each with an option for secondary certification. The courses taught by the faculty support the certificate, associate, and baccalaureate programs offered at Dalton State College. Courses within the school are designed to instruct students in effective use of the scientific method, mathematical analysis, and computer technologies, and to provide students with knowledge required to succeed in educational, scientific, medical, or technical fields.</p> | <p>“...offers targeted bachelor’s degrees, a full range of associate’s degrees ... and a wide variety of public service and continuing education activities”</p> <p>“excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services”</p> |

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| Social Work | <p>The mission of the Dalton State College Bachelor of Social Work Program is to offer a targeted undergraduate social work degree in order to provide the region of Northwest Georgia with culturally-competent, well-trained, professional generalist social workers with particular preparation for working with the Appalachian rural population and the immigrant Latino population, the largest at-risk populations of the region.</p> | <p>“selection, support, and development of a talented, caring faculty and staff dedicated to scholarship and creating an open, cooperative, technologically enhanced learning environment”</p> <p>“excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services”</p> <p>“public service through continuing education, economic development, and cultural activities that address the needs and improve the quality of life of the region”</p> <p>“continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment”</p> |

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| Technology | <p>The School of Technology supports the mission of the College by providing quality career and technical education programs in a variety of fields leading to initial employment and/or continuing education for career advancement. The School provides opportunities for both traditional and non-traditional students by offering classes on campus and at industry sites. The Adult Literacy Program continues to make a positive contribution to the College and community through expansive GED classes and testing.</p> | <p>“selection, support, and development of a talented, caring faculty and staff dedicated to scholarship and creating an open, cooperative, technologically enhanced learning environment”</p> <p>“excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services”</p> <p>“public service through continuing education, economic development, and cultural activities that address the needs and improve the quality of life of the region”</p> <p>“continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment”</p> |

ADMINISTRATIVE DEPARTMENTS

Administrative Unit Purpose Statements That Support College Mission

| <i>Administrative Unit</i> | <i>Purpose Statement</i> | <i>College Mission Most Closely Aligned with Purpose Statement</i> |
|----------------------------|---|---|
| Office of the President | The Office of the President provides leadership for the overall operation of the College, ensuring that the institution proceeds within its approved statement of purpose. The President coordinates these operations through the Vice President for Academic Affairs, Vice President for Enrollment and Student Services, and Vice President for Fiscal Affairs. The President also provides direction for the public relations and institutional research functions, and serves as the official liaison to the Dalton State College Foundation. | “...dedicated to providing broad access to quality higher education for the population of Northwest Georgia and, in doing so, enhancing the region's economic vitality and quality of life” |

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|----------------------------|--|--|
| Institutional Advancement | <p>The Dalton State College Foundation is committed to advancing the mission of Dalton State College by providing financial support for the College’s students, faculty, staff, academic programs, and physical campus. The Foundation believes that private philanthropy combined with public funding can best meet the needs of the institution and, in turn, the higher educational expectations of the northwest Georgia region. The DSC Foundation recruits leaders from northwest Georgia business and industry for the purposes of friend-raising and fundraising for Dalton State College.</p> | <p>“selection, support, and development of a talented, caring faculty and staff dedicated to scholarship...”</p> <p>“excellence in ... providing a range of educational and student life opportunities ...”</p> <p>“public service through ...economic development...”</p> |

| <i>Administrative Unit</i> | <i>Purpose Statement</i> | <i>College Mission Most Closely Aligned with Purpose Statement</i> |
|-----------------------------------|--|--|
| Institutional Research & Planning | The Office of Institutional Research and Planning reports directly to the president and works closely with senior-level administrators and division chairs to provide college-wide leadership and direction in the areas of strategic planning, institutional research, assessment, and effectiveness. The Office provides management information and analytical support for institutional planning and policy decision making in the College's quest for continuous improvement. The Office thus conducts research; provides analysis; and generates, interprets, and disseminates data on student enrollment and achievement, academic programs and support services, faculty and staff, finance, facilities, and other reports on an <i>ad hoc</i> basis. | "continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment" |

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| Public Relations | <p>The Office of Public Relations is responsible for the overall visibility of the College within an 11-county service area in Northwest Georgia. Using both paid advertising media and non-paid public relations activities, the Public Relations Office supports the College's mission by promoting its comprehensive program offerings, its role as an educational broker for business and industry, and its wide array of public outreach activities. Services provided by the Office of Public Relations are designed to support and enhance the College's image within its extended community, highlighting the significant role which the College plays in the educational, economic, and recreational lives of the area's citizens.</p> | <p>"...dedicated to ... enhancing the region's economic vitality and quality of life"</p> <p>"...providing ... a wide variety of public service and continuing education activities"</p> <p>"...strengthened by partnerships between the College and Northwest Georgia businesses and industries, governments, and schools"</p> <p>"...promoting high levels of student achievement..."</p> <p>"public service through continuing education, economic development, and cultural activities that address the needs and improve the quality of life of the region"</p> <p>"...build upon its strengths as ... academically respected, student-oriented, and community-centered institutions of its kind"</p> |

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| Office of Academic Affairs | <p>The mission of the Office of Academic Affairs is directed toward fulfilling the following core commitments of the College:</p> <ul style="list-style-type: none"> • selection, support, and development of a talented, caring faculty and staff dedicated to scholarship and creating an open, cooperative, technologically enhanced learning environment; and • excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services. <p>To these ends the Office of Academic Affairs provides oversight of all academic programs, credit and noncredit, and supervises the deans of the instructional Schools as well as the directors of the Library, the Center for Continuing Education, and the Evening and Extended Campus Programs. The Vice President for Academic Affairs works with the President, the Vice President for Enrollment and Student Services, and the Vice President for Fiscal Affairs to coordinate administrative functions and campus-wide decision-making.</p> | <p>“selection, support, and development of a talented, caring faculty and staff dedicated to scholarship and creating an open, cooperative, technologically enhanced learning environment”</p> <p>“excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services”</p> |

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| Continuing Education | The mission of the Center for Continuing Education is to encourage lifelong learning by providing programs and services designed to foster intellectual, professional, cultural, recreational and economic development within our region. | “public service through continuing education, economic development, and cultural activities that address the needs and improve the quality of life of the region” |

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| Derrell C. Roberts Library | <p>The Derrell C. Roberts Library supports the mission of Dalton State College by instructing a diverse student body, faculty, and staff in methods of accessing and evaluating library and learning resources that enhance the associate, certificate, and targeted baccalaureate level program curricula of the College. The Library acquires, organizes, and makes accessible collections of print and non-print resources in support of the programs of the College. The Library promotes the use of these resources by employing a qualified staff competent to provide bibliographic instruction and to assist users in the areas of reference, information literacy, circulation, and media services. Resources and services are made available to the local community to the extent that access by the Library's primary constituency – Dalton State College students, faculty, and staff – is not impaired. The Library actively participates in the instructional and community service processes of Dalton State College through these objectives:</p> <ul style="list-style-type: none"> • providing ready and open access to an excellent, balanced collection of information resources and services that support and augment the classroom experience and promote high levels of student learning through freedom of inquiry; • utilizing available and emerging technologies that support and enhance instruction and information retrieval; • cultivating a supportive learning environment that promotes student achievement by enhancing instructional and individual excellence; providing service from professional, qualified librarians, and from staff who are committed to meeting the needs of students, faculty, and staff; • supporting the College's online and hybrid classes and extended campus classes; • collaborating with other units of the College to encourage cooperative collection development and faculty scholarly pursuits; • continuous planning and assessment, staff development, and technical assistance to meet library user needs; and • cooperating with other System institutions, State agencies, public libraries, local schools and technical institutes, and business and industry, in sharing physical, human, and information resources to expand programs available to the citizens of Georgia. | <p>“...strengthened by partnerships between the College and Northwest Georgia businesses and industries, governments, and schools”</p> <p>“...support ... of a talented, caring faculty and staff dedicated to scholarship and creating an open, cooperative, technologically enhanced learning environment”</p> <p>“excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement”</p> <p>“continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment”</p> |

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| Office of Fiscal Affairs | The Fiscal Affairs Office administers and maintains financial accountability allowing the institution to proceed appropriately with the College's approved statement of purpose and mission. Coordination of the financial operations through Plant Operations, Auxiliary Enterprises, Purchasing, Public Safety, and Budgeting provide direction and leadership for implementation and execution of the College's goals and mission. | <p>“... dedicated to serving a diverse student body...”</p> <p>“continuous improvement in all aspects of its operations...”</p> |

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| Bookstore | <p>The Dalton State College Bookstore, a self-supporting, non-profit organization, is owned and operated by the College. The Bookstore is dedicated to supporting academic programs and student life at DSC by providing students, faculty, and the College community excellent customer service, a convenient store location and hours of operation, and a wide range of competitively priced merchandise. It is the College's main outlet for textbooks, general books, insignia merchandise, and other educational supplies.</p> | <p>"... support ... of ... faculty and staff ..."</p> <p>"... dedicated to serving a diverse student body..."</p> <p>"continuous improvement in all aspects of its operations..."</p> |

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| Business Office | <p>The Business Office’s mission is to maintain the latest state-of-the art financial and business systems designed to adhere to all required regulations and support the needs of the institution, students and other customers in the areas of student accounts, receivables, procurement, disbursements, reporting, asset management, and grant billing and reimbursement. Our goals include:</p> <ul style="list-style-type: none"> • Continuous improvement of process policies and procedures in all functional areas. Develop methods to utilize technologies to improve, streamline and automate operations. • Facilitate effective communication internally and externally to all departments. • Maintain organizational flexibility, utilizing skill, talent and creativity, incorporating training and professional development as needed, to meet the needs of a growing and expanding College environment. • Foster excellent customer services to students, faculty and staff. • Promote a positive work environment, contributing to the enrichment and advancement of staff members as we strive for a supportive, productive and fun environment for all students and employees. | <p>“... support ... of a talented, caring faculty and staff ...”</p> <p>“... dedicated to serving a diverse student body...”</p> <p>“continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment...”</p> <p>“...build upon its strengths as ... student-oriented ...”</p> |

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| Food Services | The Dalton State College Food Services is a hospitality organization dedicated to providing the DSC community and guests with high-quality foods and services in a variety of settings. This mission is accomplished by being responsive to the changing needs and desires of our customers, while operating in an ethical and fiscally responsible manner. | <p>“... support ... of ... faculty and staff ...”</p> <p>“... dedicated to serving a diverse student body...”</p> <p>“continuous improvement in all aspects of its operations...”</p> <p>“...build upon its strengths as ... student-oriented ...”</p> |

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| Human Resources | <p>The Office of Human Resources serves as a partner in support of Dalton State College’s mission to provide broad access to quality higher education for the population of Northwest Georgia. It is the mission of the Office of Human Resources at Dalton State College to deliver superior services and to assist our employees and students in a caring, trustworthy and timely manner by providing the following services:</p> <ul style="list-style-type: none"> • provide direct support in the recruiting and retention of employees; • provide resources and counsel employees regarding benefits, policies and procedures; • provide training and development opportunities and educational experiences to promote individual and university success; • provide and promote a safe and healthy environment for our students, faculty and staff; • inspire and encourage a high level of employee morale through education, feedback and conflict resolution; • support the mission of Dalton State College with high level of integrity commitment; and • ensure compliance with all Federal, State, and local laws pertaining to personnel issues and affirmative action. | “selection, support, and development of a talented, caring faculty and staff dedicated to scholarship and creating an open, cooperative, technologically enhanced learning environment” |

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| Plant Operations & Maintenance | <p>The mission of Plant Operations is to efficiently use available resources to provide a comfortable and dependable physical environment that enables the college to maximize the educational opportunity and effectiveness to pursue teaching, research, and public service. We strive to meet this purpose by:</p> <ul style="list-style-type: none"> • maintaining and preserving the college facilities, equipment, and grounds to provide a secure, reliable, and esthetically beautiful environment in which the college can function; • planning and monitoring the design and construction of new facilities and renovation of existing facilities to be operationally reliable and functionally superior for the expected useful life of the facility; • managing the administration of the department and insuring maximum contribution to the college's mission; and • operating all HVAC systems to meet the energy needs of the occupants and users of the college's facilities. | <p>"...support ... of a talented, caring faculty and staff ..."</p> <p>"...technologically enhanced learning environment"</p> <p>"...dedicated to serving a diverse student body..."</p> <p>"...providing a range of educational and student life opportunities and ...support services"</p> <p>"continuous improvement in all aspects of its operations..."</p> |

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| Public Safety and Security | <p>The mission of the Dalton State College Public Safety Office is to contribute to the quality of campus life by fostering a safe, secure, and tranquil environment supportive of the College’s teaching and overall educational mission. This is accomplished by maintaining a proactive posture aimed at reducing opportunities for crime and protecting the life and property of the members of the College community. Public Safety works cooperatively with all campus offices by offering instructions about personal safety measures, evaluating and recommending crime deterrent technologies and safety programs, encouraging professional development among its staff through training and leadership, and making every effort to use resources efficiently and effectively. The Office will continue to strive to achieve an environment of mutual trust, respect, and responsibility between its officers and students, faculty, and staff within the College community.</p> | <p>“Dalton State College is dedicated to providing ... a wide variety of public service...”</p> <p>“...dedicated to ... creating an open, cooperative ... learning environment”</p> <p>“... dedicated to serving a diverse student body...”</p> <p>“continuous improvement in all aspects of its operations...”</p> <p>“...build upon its strengths as ... student-oriented and community-centered...”</p> |

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| Office of Enrollment and Student Services | In support of Dalton State College’s mission, the Office of Enrollment and Student Services is committed to creating a supportive environment of inclusiveness where students are engaged in active learning that assists them in solidifying their values and standards. Enrollment and Student Services partners with Academic Affairs to promote high levels of student achievement, and to provide academic support services. The Office is committed to both gathering relevant student data, and engaging in meaningful assessment that leads to improved outcomes. | <p>“...serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services”</p> <p>“continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment”</p> |

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| Academic Resources Office | <p>The Academic Resources Office promotes engagement, achievement, and lifelong learning by supporting and encouraging student exploration in academics, career, and self. Academic Resources is committed to working collaboratively with, fostering communication in, and serving as a resource for all facets of the college and appropriate areas of the community. Academic Resources consciously strives to blend Academic Affairs with Student and Enrollment Services in an effort to holistically provide our students with skills and opportunity for success. Academic Resources will frequently assess our practices and policies and act on the findings to adapt programs and services accordingly to serve an ever changing campus environment and student population.</p> | <p>“selection, support, and development of a talented, caring faculty and staff dedicated to scholarship and creating an open, cooperative, technologically enhanced learning environment”</p> <p>“excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services”</p> <p>“public service through continuing education, economic development, and cultural activities that address the needs and improve the quality of life of the region”</p> <p>“continuous improvement in all aspects of its operations through the use of inclusive, participatory planning and meaningful assessment”</p> |

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| Advising Center | <p>The Academic Advising Center is committed to helping students at Dalton State College meet their educational objectives, including requirements for graduation. Each student will receive the best possible advising for their stated academic and career goals, within their personal and academic abilities, so that he/she may graduate in a timely manner and with the greatest academic benefit. The Academic Advising Center is also committed to assisting faculty members as they advise students in their divisions/departments. The center staff will provide information about institutional requirements, policies, procedures, resources, and programs in order to foster meaningful advisor-advisee relationships that focus on the unique growth and development of each student.</p> | <p>“excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services”</p> |

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| Campus Recreation | Campus Recreation serves the Dalton State College community by promoting a healthy lifestyle through diverse, quality recreational opportunities and services to enrich mind, body, and spirit while enhancing lifelong learning. | “excellence in a learning environment dedicated to serving a diverse student body, promoting ... and providing a range of ... student life opportunities...” |

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| Computing and Information Services | <p>The Office of Computing and Information Services is responsible for the management and support of computing, networking, and information technology services at Dalton State College. The services provided by OCIS include management and support of:</p> <ul style="list-style-type: none"> • academic and administrative computing • local and wide area networking • microcomputer hardware and software applications • student computer labs • internet access • faculty/staff training <p>Computing and Information Services also provides assistance to executive management in the establishment of policies and procedures governing the access, use, and control of Dalton State College's information technology resources. With the ultimate goal of helping our students become successful, Computing and Information Services seeks to empower our students, faculty, and staff by providing them quality service and access to the information technology tools they need.</p> | "selection, support, and development of a talented, caring faculty and staff dedicated to scholarship and creating an open, cooperative, technologically enhanced learning environment" |

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| Enrollment Services | The Office of Enrollment Services recruits, enrolls, and sustains a diverse, qualified student body that can benefit from Dalton State College's comprehensive array of programs. The Office maintains and ensures the integrity of all student academic records and is responsible for implementing federal, state and University System policies, procedures, and reporting requirements. | "...serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services" |

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| Financial Aid & Veterans' Services | The Office of Financial Aid and Veteran Services at Dalton State College seeks to remove financial barriers to higher education. The Office promotes the success of a diverse student body, while complying with all federal, state, and University System policies and regulations. Prospective and current students are provided with the information and services needed to finance their education, and are informed about the financial and academic responsibilities associated with financial assistance. | <p>“...dedicated to providing broad access to quality higher education for the population of Northwest Georgia...”</p> <p>“...serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities and appropriate academic support services”</p> |

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| Student Activities | <p>The Student Activities Office is a student-centered department dedicated to individual and organizational development. The Office aids and empowers the students of Dalton State College by providing ample opportunities for students to continue learning outside of the classroom. The Office challenges students to grow through diverse activities such as student leadership roles, student organizations, volunteer opportunities, campus activities and events.</p> | <p>“excellence in a learning environment dedicated to serving a diverse student body, promoting high levels of student achievement, and providing a range of educational and student life opportunities”</p> <p>“public service through continuing education, ... and cultural activities that address the needs and improve the quality of life...”</p> |