DESCRIPTION
Three Rivers Community College presents itself accurately and honestly in a number of publications, the web, and in advertising. The catalog and the college web site contain the institution’s mission, objectives, educational outcomes, requirements, procedures, and policies related to admissions and the transfer of credit, student fee charges and refund policies, rules and regulations for student conduct, withdrawing from the institution, academic programs, academic policies and the requirements for degrees.

The schedule of classes, available to students every semester at pre-registration, also sets forth student fees, charges, refund policies, and items relating to withdrawing from the institution. Both the catalog and the schedule also give Three Rivers’ status as an accredited college, information on childcare, academic advising, and other services. Neither the catalog, which is revised every two years, or the schedule, which is revised each semester, list courses that are not taught at least once every year. The catalog lists faculty, their status, degrees, departmental affiliation; as well as administrators, board members and advisory councils.

A Student Handbook contains detailed information on students’ rights, responsibilities, activities, services, and procedures for action, such as filing a complaint.

An adjunct Faculty Handbook contains useful information on policies and procedures. An Academic Advisor Handbook and Transfer Guide helps faculty to provide accurate and current information to students during advising sessions.

All institutional publications, including tapes and film, the web site, and oral communications are consistent with catalogue content and fairly portray the conditions and opportunities available at the institution.

Students and faculty are kept informed of campus events, activities, and issues through the student newspaper, through wide dissemination of minutes from the governance committee and the President’s cabinet, through posting of notices on designated bulletin boards, and through E-mail. Three Rivers also publishes Alumni News, a newsletter that is distributed to alumni once a year. The continuing education department sends out a newsletter periodically.

On request, Three Rivers will provide a financial statement, a Student Profile that lists demographics on the student body, and an Institutional Profile (which provides comparative data on admissions), financial aid, retention, and other variables typical of all state supported institutions of higher education.

Three Rivers has published numerous brochures describing specific programs in career areas, technologies, liberal arts and sciences, assessment of prior learning, and general studies. The business department has produced a promotional video for marketing purposes.

Three Rivers has documentation for all public statements made. The College avoids any claims for which it does not have evidence. Any statements or promises the college makes regarding program excellence, learning outcomes, success in placement and achievements of graduates or faculty can be verified by a variety of reports and official documentation.
A survey of graduates is conducted each year in an effort to gather information about employment, salary levels, and relevance of the college degree or certificate. Although this information is used internally, it is not valid for publication because the response rate is low. Also, many students are employed while attending college so the data provided is not clear-cut.

Statements on Three Rivers’ excellence in the Nursing Program is based directly on our graduates’ high scores on licensure examinations. Documentation on clinical excellence and other aspects of Nursing is available from the current Nursing Director.

**APPRaisal**

Three Rivers’ publications are current, comprehensive, and honest. Three Rivers discloses essential information as accurately, clearly, and completely as possible. Publications have been revised recently according to policy. The College's web site is constantly being updated. The web site allows departments to post relevant information. Faculty is also using the web to post up to date information on courses and programs.

An “Annual Report from the President” to highlight student enrollment, fiscal information, special accomplishments, etc. in a single publication might be advantageous for Three Rivers Community College. This publication could also be used with legislators who control the funding for public education.

The catalog is somewhat misleading in regards to the number of credits required for some technology degrees. Some required courses are listed as pre-requisites and thus are not counted in the degree credit totals.

The System Office for Connecticut’s Community-Technical Colleges has implemented the Banner computer program, an inter-relational student database, which is available throughout the twelve community colleges and the chancellor’s office. A web site for the Connecticut community college system and each of the twelve community colleges is available. This web site allows students and faculty to check on courses, enrollments and secured data via pin numbers.

**PROJECTION**

Three Rivers will continue to develop publications to describe new programs, reach populations that are underserved, and inform the public. Focusing on consistent improvement in the area of information disclosure will continue to be an integral part of the college's future. Three Rivers continues to explore ways to improve its internal communication as communication between campuses is at times challenging. Staying committed to a long-range plan is important. Updating the marketing plan annually will allow Three Rivers to adapt to rapidly changing times.