**Part II: The “Institutional Summary Form Prepared for Commission Reviews”**

*(Applicable to all institutions)*

**Directions:** Please include Part II with Parts I, III, and V on the same electronic device or with the same print document. It should *not* be combined/submitted with Part IV.

### EDUCATIONAL PROGRAMS

1. **Level of offerings (Check all that apply)**

   - Diploma or certificate program(s) requiring less than one year beyond Grade 12
   - Diploma or certificate program(s) of at least two but fewer than four years of work beyond Grade 12
   - Associate degree program(s) requiring a minimum of 60 semester hours or the equivalent designed for transfer to a baccalaureate institution
   - Associate degree program(s) requiring a minimum of 60 semester hours or the equivalent not designed for transfer
   - Four or five-year baccalaureate degree program(s) requiring a minimum of 120 semester hours or the equivalent
   - Professional degree program(s)
   - Master's degree program(s)
   - Work beyond the master's level but not at the doctoral level (such as Specialist in Education)
   - Doctoral degree program(s)
   - Other (Specify) _____

2. **Types of Undergraduate Programs (Check all that apply)**

   - Occupational certificate or diploma program(s)
   - Occupational degree program(s)
   - Two-year programs designed for transfer to a baccalaureate institution
   - Liberal Arts and General
   - Teacher Preparatory
   - Professional
   - Other (Specify) _____
GOVERNANCE CONTROL

Check the appropriate governance control for the institution:

☐ Private (check one)

☐ Independent, not-for-profit
Name of corporation OR
Name of religious affiliation and control: _____

☐ Independent, for-profit *
If publicly traded, name of parent company: _____

☒ Public state * (check one)

☐ Not part of a state system, institution has own independent board

☐ Part of a state system, system board serves as governing board

☒ Part of a state system, system board is super governing board, local governing board has
delegated authority

☐ Part of a state system, institution has own independent board

INSTITUTIONAL INFORMATION
FOR REVIEWERS

1. History and Characteristics

Founded in 1970, Lord Fairfax Community College (LFCC) is a comprehensive, multi-campus public institution of higher education. Through its three locations — the Fauquier and Middletown Campuses and the Luray-Page County Center (LPCC) — the College serves eight localities in the Shenandoah Valley and Piedmont regions. The localities are the counties of Clarke, Fauquier, Frederick, Page, Rappahannock, Shenandoah and Warren and the city of Winchester.

LFCC offers more than 65 associate degree and certificate programs in a wide variety of disciplines, in addition to providing access to bachelor's, master's and doctoral degree programs offered on site and online by a four-year institution. LFCC also serves the business community by offering workforce preparation programs for employees and employers. LFCC serves more than 9,700 unduplicated credit students and more than 12,150 individuals in professional development and business and industry courses annually.

A total of 9,720 individual students were served in the 2012-13 annual year in credit programs; 7,288 headcount in the fall 2012 semester. Fall demographics show that 62% of LFCC students are female; 28% are dual enrolled in high school; 72% attend part-time; 72% attend the Middletown campus, 25% the Fauquier campus, and 3% the LPCC; and 17% are minority. Approximately 50% of LFCC students are in transfer programs, predominantly AA&S (40%), while 13% are in certificate, 3% in career studies certificate, and 35% in non-degree programs.
The mission of LFCC is to provide a positive, caring and dynamic learning environment that inspires student success, values diversity and promotes community vitality. LFCC is committed to excellence in all its programs and services while maintaining flexibility, accessibility and responsiveness. Helping each student achieve his or her future goals is the focus of the College. Evidence of LFCC’s mission achievement is shown with the rating that 98\% of respondents to the Fall 2012 Current Student Survey would recommend LFCC to others.

2. List of Degrees

LFCC awarded the following degrees and certificates in 2012-13:

<table>
<thead>
<tr>
<th>Degree/Certificate Program</th>
<th>Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate of Arts and Sciences Degree (A.A.&amp;S.)</strong></td>
<td></td>
</tr>
<tr>
<td>Business Administration</td>
<td>68</td>
</tr>
<tr>
<td>Education</td>
<td>40</td>
</tr>
<tr>
<td>General Studies</td>
<td>124</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>108</td>
</tr>
<tr>
<td>Liberal Arts: Communication Specialization</td>
<td>8</td>
</tr>
<tr>
<td>Liberal Arts: Fine Arts Specialization</td>
<td>14</td>
</tr>
<tr>
<td>Liberal Arts: Philosophy and Religion Specialization</td>
<td>2</td>
</tr>
<tr>
<td>Science</td>
<td>115</td>
</tr>
</tbody>
</table>

<p>| <strong>Associate of Applied Science Degree (A.A.S)</strong>                |           |
| Accounting                                                    | 8         |
| Administrative Support Technology                              | 3         |
| Administrative Support Technology: Administrative Assistant Specialization | 5    |
| Administrative Support Technology: Virtual Assistant          | 1         |
| Early Childhood Education                                      | 1         |
| Emergency Medical Services                                     | 6         |
| General Engineering Technology: Computer-Aided Drafting        | 3         |
| General Engineering Technology/Mechanical Engineering Technology | 4     |
| General Engineering Technology: Civil Engineering Technology   | 3         |
| General Engineering Technology: Technical Operations          | 2         |
| General Engineering Technology: Industrial Electricity &amp; Controls Technology | 4 |
| Health Information Management                                  | 0         |
| Information Systems Technology                                 | 10        |
| Information Systems Technology: Network Engineering           | 15        |
| Information Systems Technology: Web Applications Development  | 1         |
| Information Systems Technology: Database and Software Development | 3      |
| Management                                                    | 18        |
| Management: Marketing                                          | 1         |
| Nursing                                                        | 67        |
| Paralegal Studies                                              | 0         |</p>
<table>
<thead>
<tr>
<th>Degree/Certificate Program</th>
<th>Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certificate Programs</strong></td>
<td></td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>1</td>
</tr>
<tr>
<td>General Education</td>
<td>349</td>
</tr>
<tr>
<td>Health Science</td>
<td>38</td>
</tr>
<tr>
<td>Medical Administrative Assistant/Transcription</td>
<td>12</td>
</tr>
<tr>
<td>Medical Billing/Coding</td>
<td>40</td>
</tr>
<tr>
<td>Office Legal Assistant/Paralegal Studies</td>
<td>10</td>
</tr>
<tr>
<td>Office Systems Assistant</td>
<td>6</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>39</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>0</td>
</tr>
<tr>
<td><strong>Career Studies Certificate Programs</strong></td>
<td></td>
</tr>
<tr>
<td>American Sign Language</td>
<td>6</td>
</tr>
<tr>
<td>Basic Electrical Technician</td>
<td>5</td>
</tr>
<tr>
<td>Central Services Technology</td>
<td>7</td>
</tr>
<tr>
<td>Ceramic Arts</td>
<td>1</td>
</tr>
<tr>
<td>Cyber Security</td>
<td>2</td>
</tr>
<tr>
<td>Database Administration Specialist</td>
<td>2</td>
</tr>
<tr>
<td>Drafting</td>
<td>2</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>9</td>
</tr>
<tr>
<td>Electrical Control Technician Intermediate</td>
<td>0</td>
</tr>
<tr>
<td>Emergency Medical Technician Advanced</td>
<td>0</td>
</tr>
<tr>
<td>Emergency Medical Technician Enhanced</td>
<td>2</td>
</tr>
<tr>
<td>Emergency Medical Technician Intermediate</td>
<td>2</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>1</td>
</tr>
<tr>
<td>Fine Arts Career Studies</td>
<td>0</td>
</tr>
<tr>
<td>General Business</td>
<td>16</td>
</tr>
<tr>
<td>Heating, Ventilation &amp; Air Conditioning</td>
<td>14</td>
</tr>
<tr>
<td>Home Health Technician</td>
<td>0</td>
</tr>
<tr>
<td>Hospital Facility Coding</td>
<td>2</td>
</tr>
<tr>
<td>Industrial Design</td>
<td>1</td>
</tr>
<tr>
<td>Industrial Maintenance Technician Basic</td>
<td>3</td>
</tr>
<tr>
<td>Industrial Maintenance Technician Intermediate</td>
<td>0</td>
</tr>
<tr>
<td>Information Processing Technician</td>
<td>4</td>
</tr>
<tr>
<td>Information Technology Foundations</td>
<td>8</td>
</tr>
<tr>
<td>Nature and Outdoor Photography</td>
<td>3</td>
</tr>
<tr>
<td>Networking Engineering Professional</td>
<td>6</td>
</tr>
<tr>
<td>Networking Specialist</td>
<td>15</td>
</tr>
<tr>
<td>Personal Training and Group Exercise Leadership</td>
<td>1</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>7</td>
</tr>
<tr>
<td>Police Science</td>
<td>9</td>
</tr>
<tr>
<td>Sales Management and Marketing</td>
<td>0</td>
</tr>
<tr>
<td>Small Business Management</td>
<td>2</td>
</tr>
<tr>
<td>Software Development</td>
<td>1</td>
</tr>
</tbody>
</table>
Degree/Certificate Program | Graduates
---|---
Supervision | 12

**Career Studies Certificate Programs - continued**

<table>
<thead>
<tr>
<th>Program</th>
<th>Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainability &amp; Green Construction</td>
<td>2</td>
</tr>
<tr>
<td>Web Applications Development Professional</td>
<td>0</td>
</tr>
<tr>
<td>Web Design Specialist</td>
<td>6</td>
</tr>
</tbody>
</table>

3. **Off-Site Locations and Distance and Correspondence Education**

There are 17 off-campus sites where 50% or more of the coursework for a degree, diploma, or certificate is offered through traditional classroom instruction.

Blue Ridge Technical Center, located in Front Royal, VA.
CSC Networking Specialist

Clarke County High School, located in Berryville, VA.
AA&S Business Administration
AA&S General Studies
AA&S Liberal Arts
AA&S Liberal Arts: Fine Arts
AA&S Science
AAS Information Systems Technology
CSC Networking Specialist
CSC Web Design Specialist

Dowell J. Howard (DJH), located in Winchester, VA
CSC Networking Specialist

Fauquier High School, located in Warrenton, VA.
CSC Nature and Outdoor Photography

James Wood High School, located in Winchester, VA
AA&S Business Administration
AA&S Education
AA&S General Studies
AA&S Liberal Arts
AA&S Liberal Arts: Communication
AA&S Liberal Arts: Philosophy & Religion
AA&S Science
AAS Information Systems Technology
CERT General Education
CSC Nature and Outdoor Photography

John Handley High School, located in Winchester, VA.
AA&S Business Administration
AA&S Education
AA&S General Studies
AA&S Liberal Arts
AA&S Liberal Arts: Communication
AA&S Liberal Arts: Fine Arts
AA&S Liberal Arts: Philosophy & Religion
AA&S Science
CERT General Education
CSC Nature and Outdoor Photography
Kettle Run High School, located in Nokesville, VA.
CERT General Education

Liberty High School, located in Bealeton, VA.
CERT General Education

Luray High School, located in Luray, VA.
AA&S Business Administration
AA&S Education
AA&S General Studies
AA&S Liberal Arts
AA&S Liberal Arts: Communication
AA&S Liberal Arts: Philosophy & Religion
AA&S Science
CERT General Education
CSC Nature and Outdoor Photography

Middleburg Academy, located in Middleburg, VA
AA&S General Studies
AA&S Science
CERT General Education
CSC Fine Arts
CSC Nature and Outdoor Photography

Millbrook High School, located in Winchester, VA.
AA&S Business Administration
AA&S General Studies
AA&S Liberal Arts
AA&S Science
CERT General Education
CSC Web Design Specialist

Navy Federal Credit Union, located in Winchester, VA.
AAS Management
AAS Management: BIT
CSC General Business
CSC Supervision

Page County High School, located in Shenandoah, VA.
AA&S Business Administration
AA&S Education
AA&S General Studies
AA&S Liberal Arts
AA&S Liberal Arts: Communication
AA&S Liberal Arts: Fine Arts
AA&S Liberal Arts: Philosophy & Religion
AA&S Science
CERT General Education
Sherando High School, located in Stephens City, VA.
AA&S  Business Administration
AA&S  Education
AA&S  General Studies
AA&S  Liberal Arts
AA&S  Liberal Arts: Communication
AA&S  Liberal Arts: Fine Arts
AA&S  Liberal Arts: Philosophy & Religion
AA&S  Science
CERT  General Education
CSC  Nature and Outdoor Photography
CSC  Web Design Specialist

Skyline High School, located in Front Royal, VA.
AA&S  Business Administration
AA&S  Education
AA&S  General Studies
AA&S  Liberal Arts
AA&S  Liberal Arts: Communication
AA&S  Liberal Arts: Philosophy & Religion
AA&S  Science
CERT  General Education

Stonewall Jackson High School, located in Quicksburg, VA.
CERT  General Education

Strasburg High School, located in Strasburg, VA.
CERT  General Education

Distance and Correspondence Education

The following list includes all degrees, certificates, and career studies certificates where 50 percent or more of the credit hours are delivered through distance learning. There are no LFCC programs that may be taken exclusively through distance or correspondence education. SACSCOC approved LFCC to offer distance education courses during the VCCS review of distance learning in 1998-99. Online, asynchronous delivery using the Blackboard Learning Management System is the predominant mode. Synchronous delivery with compressed video is used primarily to share classes between the Middletown and Fauquier campuses and, occasionally, to send a class from one of these two campuses to the Luray-Page County Center.

Programs with at least 50 percent of credit hours available through distance learning:

<table>
<thead>
<tr>
<th>Degree/Certificate Program</th>
<th>Delivery Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate of Arts and Sciences Degree (A.A.&amp;S.)</strong></td>
<td>Asynchronous</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Asynchronous</td>
</tr>
<tr>
<td>Education</td>
<td>Asynchronous</td>
</tr>
<tr>
<td>General Studies</td>
<td>Asynchronous</td>
</tr>
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<td>Liberal Arts</td>
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<td>Liberal Arts: Communication</td>
<td>Asynchronous</td>
</tr>
<tr>
<td>Liberal Arts: Fine Arts</td>
<td>Asynchronous</td>
</tr>
<tr>
<td>Liberal Arts: Philosophy and Religion</td>
<td>Asynchronous</td>
</tr>
<tr>
<td>Science</td>
<td>Asynchronous</td>
</tr>
</tbody>
</table>
Degree/Certificate Program | Delivery Mode
---|---
Associate of Applied Science Degree (A.A.S) | Asynchronous
Accounting | Synchronous
Administrative Support Technology | Synchronous
Administrative Support Technology: Virtual Assistant | Synchronous
Early Childhood Education | Asynchronous
General Engineering Technology: Computer-Aided Drafting | Asynchronous
General Engineering Technology: Civil Engineering Technology | Asynchronous
Information Systems Technology | Asynchronous
Management | Asynchronous
Paralegal Studies | Synchronous

Certificate Programs | Asynchronous
---|---
General Education | Asynchronous
Health Science | Asynchronous
Office Legal Assistant/Paralegal Studies | Synchronous
Office Systems Assistant | Synchronous

Career Studies Certificate Programs | Asynchronous
---|---
American Sign Language | Asynchronous
Early Childhood Education | Asynchronous/Synchronous
General Business | Asynchronous
Personal Training and Group Exercise Leadership | Asynchronous
Phlebotomy | Asynchronous
Sales Management and Marketing | Asynchronous
Small Business Management | Asynchronous
Supervision | Asynchronous
Sustainability and Green Construction | Asynchronous
Web Applications Development Professional | Asynchronous
Web Design Specialist | Asynchronous

4. Accreditation

LFCC operates as part of the Virginia Community College System (VCCS) and is governed by the State Board for Community Colleges. The State Council of Higher Education for Virginia (SCHEV) approves the associate degree curricula of the College for Virginia. LFCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The ten-year, reaffirmation was last granted in 2008.

LFCC has full approval status from the Virginia Board of Nursing to offer the Associate Degree Nursing Program (2011) and the Practical Nursing Education Program (2012). Conditional approval has been received from the Virginia Board of Nursing to offer the Nurse Aide Education Program (2012).

LFCC has applied for Initial Accreditation through the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (2013) and will be reviewed at the ARC/STSA March, 2014 meeting.

The Commission on Dental Accreditation “approved without reporting requirements” (2010) the Dental Hygiene Program that is conducted in a joint partnership with Virginia Western Community College (VWCC). VWCC teaches classes through distance learning and LFCC provides hands-on, clinical instruction and supervision.

LFCC is in the process of applying for certification by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), in association with the American Health Information Management Association (AHIMA).
LFCC’s Emergency Management Services program was previously approved by the Virginia Office of Emergency Medical Services (VOEMS). Accreditation has moved per regulatory requirements to the national level. A 12/31/12 “Letter of Review” has been received from the Committee on Accreditation of EMS Programs (CoAEMSP) that states that “the program has demonstrated satisfactory core information of the Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions of the Commission on Accreditation of Allied Health Education Programs.” The process should be completed by November, 2013. The VOEMS approved this requested variance in the paramedic accreditation period and course announcement time frame in an 8/17/12 letter from the Virginia State Health Commissioner.

5. Relationship to the U.S. Department of Education

There are no limitations, suspensions, or termination by the U.S. Department of Education of student financial aid or other financial aid programs during the previous three years.