

OUACHITA TECHNICAL COLLEGE  
CONSTITUTION OF THE FACULTY COUNCIL

ARTICLE I: NAME

The name of this organization shall be the Faculty Council of Ouachita Technical College.

ARTICLE II: PURPOSE

The Purposes of this Faculty Council are:

- 1) to provide a means of unity and support among the faculty;
- 2) to serve as a means of communication from the faculty to the administration and to the Board of Trustees in matters of faculty concern, interest, and welfare; and
- 3) to consider and make recommendations in the creation and implementation of institutional policy.

ARTICLE III: MEMBERSHIP

7 The membership of this Faculty Council will be full-time <sup>academic & technical</sup> ~~employees who hold~~ <sup>members</sup> faculty status and shall be chosen by vote of the entire full-time faculty at the last meeting of the full faculty during the Spring semester. The number of members will consist of 25 percent of the full-time faculty.

ARTICLE IV: OFFICERS -- THEIR DUTIES AND MANNER OF ELECTION

Section 1: Officers of the Faculty Council

The officers of this Faculty Council shall be the Council Chair and the Secretary.

Section 2: Manner of Election of Officers

The Council Chair and the Secretary of this Faculty Council shall be elected by vote of Council members at the last meeting following the election of Council members.

Section 3: Duties of the Officers

(A) The duties of the Council Chair shall be:

- 1) to preside over all meetings of the Faculty Council;
- 2) to prepare an agenda for each regularly scheduled meeting;
- 3) to schedule all regular and special meetings and inform all concerned;
- 4) to vote in the event of a tie; and
- 5) to attend all Board meetings on whose agenda appear matters pertaining to the Faculty Council and the general faculty welfare.

(B) The duties of the Secretary shall be:

- 1) to record, report, and distribute all minutes of all Faculty Council meetings;
- 2) to assume responsibility for official correspondence of the Faculty Council as directed by the Council Chair;
- 3) to distribute the agenda one week prior to regular meetings and three days prior to special meetings.
- 4) to submit official resolutions and decisions of the Faculty Council to the College President and the Board of Trustees.

## ARTICLE V: MEETINGS

Section 1: Regular Meetings

There shall be a minimum of two meetings each semester during the academic year. The meetings will be open.

Section 2: Special Meetings

Special meetings of this Faculty Council shall be called by the Council Chair at the request of the President of the College or at the request of any member of the Faculty Council. The meetings will be open.

ARTICLE VI: CONDUCT OF MEETINGS

Section 1: Parliamentary Authority

The Faculty Council shall be guided by the current edition of ROBERT'S RULES OF ORDER (Revised) in all points not expressly provided for in this constitution.

Section 2: Quorum

A quorum of this Faculty Council shall be the majority of the voting membership. No official action may be taken without a quorum being present.

Section 3: Method of Voting

Majority vote of voting members present is binding, unless otherwise stipulated within this constitution. Upon the request of any member of this Faculty Council, the method of voting may be by secret ballot.

ARTICLE VII: AMENDMENTS

This constitution may be amended at any meeting of the Faculty Council by majority vote of the quorum members present, providing the proposed amendment has been submitted in writing by its proponents to the Faculty Council for review at least one week in advance of the meeting.

AGENDA

FACULTY COUNCIL MEETING

Friday, September 10, 1993, 11:00 a.m.

- I. Tuition Cap
- II. Late Registration Policy
- III. Request to Change Spring Registration Dates
- IV. Computerize Registration
- V. Improvements for Spring Registration
- VI. Other Concerns/Issues



FACULTY COUNCIL OF OUACHITA TECHNICAL COLLEGE  
MINUTES OF MARCH 10, 1993, MEETING

The Faculty Council of Ouachita Technical College held its fifth official meeting for the 1992-93 school year on Wednesday, March 10, 1993, at 3 p.m. in the Community Room. Members present were Terri Colananni, Bob Brock, Gary Garrison, June Prince, Ruben Keisler, and Jessica Beard. Also in attendance were J. Louis Moles, Self-Study Coordinator, Hugh Looney, Dean of Student Services, and Kippy Massey, Librarian.

**OLD BUSINESS**

Minutes of the Friday, February 19, 1993, meeting were approved as written.

At the end of the Fall 1992 Semester, the Chair polled all OTC faculty members to determine the extent to which the faculty approve or disapprove the proposed OTC General Education Philosophy. The results of the 28 faculty ballots were recorded as follows:

22 approved  
2 opposed  
4 no response

Of the 22 favorable responses, a few had reservations about the phrase "will be the driving force of this institution."

Therefore, the Council proposed that the General Education Philosophy read as follows:

Ouachita Technical College prepares students with general and technical education needed for successful careers or for further higher education. General education is recognized as that area which is common to all fields of study and "is intended to impart common knowledge, intellectual concepts and attitudes that every educated person should possess." Since general education is a driving force of this institution, the College is dedicated to emphasizing general education criteria across the curriculum.

At that time a motion was made by Gary Garrison and seconded by Ruben Keisler, and unanimously

VOTED: That the Council approve the above General Education Philosophy for presentation to the entire faculty.

**NEW BUSINESS**

After review and discussion of COPP Number 4.00, which outlines objectives for a general education core curriculum, the Council

Faculty Council  
Minutes of March 10, 1993  
Page Two

made the following recommendation for revisions to those objectives:

- A. Increase proficiency in critical and creative thinking.
- B. Increase understanding of the global economy so that he/she may more effectively participate in that economy.
- C. Increase understanding of the physical world in which he/she must live, work, and play.
- D. Increase understanding of culture and society in general, so that he/she may more effectively participate in that society.
- E. Increase capability of basic skills of communication which include listening, speaking, writing, and reading.
- F. Increase proficiency in mathematical concepts.
- G. Increase understanding and utilization of library resources.


After motion made by Bob Brock and duly seconded by Ruben Keisler, the Council unanimously


VOTED: To approve the above objectives and submit them to the appropriate parties.

With no further business to conduct and no meeting date set, it was unanimously

VOTED: To adjourn  
Adjourned accordingly  
A true record.

Respectfully submitted:

  
\_\_\_\_\_  
Terri Colananni, Chair

  
\_\_\_\_\_  
Jessica Beard, Secretary



FACULTY COUNCIL OF OUACHITA TECHNICAL COLLEGE

MINUTES OF FEBRUARY 19, 1993, MEETING

The Faculty Council of Ouachita Technical College held its fourth official meeting for the 1992-93 school year on Friday, February 19, 1993, at 3 p.m. in the Community Room. Members present were Terri Colananni, Bob Brock, Gary Garrison, June Prince, Ruben Keisler, and Jessica Beard. Also in attendance were J. Louis Moles, Self-Study Coordinator, and Hugh Looney, Dean of Student Services.

OLD BUSINESS

Minutes of the Tuesday, November 3, 1992, meeting were approved as written.

The Council resumed discussion on the adoption of a new SCHEDULE ADJUSTMENT/WITHDRAWAL FORM (see attachment). At the Council's November 3 meeting, this form was introduced, changes to the form were made, and the subject was tabled pending revision. This new form combines our former OTC DROPS AND ADDS FORM (dropping/adding one or more courses but not withdrawing from the College) with our former STUDENT WITHDRAWAL FORM (dropping all courses and withdrawing from the College). Students will be required to initiate the withdrawal process by contacting their advisor. The advisor will help the student fill out the form and will refer them to the appropriate offices to complete the withdrawal process. The form will be prepared on NCR paper and Student Services will be responsible for copy distribution. A motion was made by Bob Brock and duly seconded by Gary Garrison, and the Council unanimously

VOTED: To implement the form for a trial period beginning March 8, 1993 (Mid Semester) - April 16, 1993 (Last Day to Withdraw from a Class).

The Council agreed that if the form proved to be effective during the trial period, it should permanently replace the other forms currently in use. Mr. Looney volunteered to explain this form to the faculty and begin its implementation for the trial period.

The Council members reviewed the drafted COLLEGE OPERATING POLICIES AND PROCEDURES (COPP). The Council agreed that the COPP was well written, thorough, and provides answers to any questions instructors may have about any College policy. Therefore, a motion was made by Bob Brock and duly seconded by Ruben Keisler and the Council unanimously

VOTED: To endorse the COLLEGE OPERATING POLICIES AND PROCEDURES.

## NEW BUSINESS

Several Council members voiced concern about the lack of communication and immediate guidance due to the vacancy of the Dean of Instructional Affairs position. The Council feels this problem will be resolved when this position is filled.

Dr. Martin was unable to attend the Council meeting as originally planned, therefore, no discussion about summer school ensued.

With no further business to conduct and no meeting date set, it was unanimously

VOTED:      To adjourn  
                 Adjourned accordingly  
                 A true record.

Respectfully submitted.

*Terri Colananni*

---

Terri Colananni, Chair

*Jessica Beard*

---

Jessica Beard, Secretary



Ouachita Technical College  
Schedule Adjustment/Withdrawal Form

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAJOR COURSE OF STUDY: \_\_\_\_\_ FINANCIAL AID PROGRAM: \_\_\_\_\_

EFFECTIVE WITHDRAWAL DATE: \_\_\_\_\_ SEMESTER/YEAR: \_\_\_\_\_

**SCHEDULE ADJUSTMENTS**

**DROP**

Line #	Dept.	Crse #	Sec	Course Name	Day/Time	Instructor
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**ADD**

Line #	Dept.	Crse #	Sec	Course Name	Day/Time	Instructor
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

CREDIT HOURS BEFORE DROP/ADD: \_\_\_\_\_ CREDIT HOURS AFTER DROP/ADD: \_\_\_\_\_

Student Signature \_\_\_\_\_ Advisor Signature \_\_\_\_\_

**WITHDRAWAL FROM COLLEGE** (Please complete the DROP section above)

**REASON FOR WITHDRAWING:**

- \_\_\_\_ 1. Program Completed (Graduate)
- \_\_\_\_ 2. Course Completed
- \_\_\_\_ 3. Withdrawing To Go To Work
- \_\_\_\_ 4. Completed Personal Objective

- \_\_\_\_ 5. Withdrawing Due To Financial Difficulties
- \_\_\_\_ 6. Withdrawing Due To Family Obligations
- \_\_\_\_ 7. Not Satisfied With College and/or Training
- \_\_\_\_ 8. Transfer to Another Institution
- \_\_\_\_ 9. Other \_\_\_\_\_

YOU MUST CLEAR THROUGH THE FOLLOWING OFFICES: LIBRARY/LRC \_\_\_\_\_

DEPARTMENT EQUIPMENT \_\_\_\_\_ FINANCE OFFICE \_\_\_\_\_

HSU SITE DIRECTOR \_\_\_\_\_ STUDENT SERVICES \_\_\_\_\_

TO: FACULTY COUNCIL MEMBERS

FROM: TERRI *jr*

DATE: FEBRUARY 17, 1993

SUBJECT: SUMMER SCHOOL

Just wanted to inform you that Dr. Martin will attend our meeting on Friday, February 19, at 3 p.m. in the Community Room to discuss the "nuts and bolts" of our summer school program.

If you have any questions or suggestions about summer school, please be ready to address them at this time.

Please make plans to attend.

Thanks!

TO: FACULTY COUNCIL  
FROM: TERRI  
DATE: FEBRUARY 15, 1993  
SUBJECT: COPP

Please review the COPP and submit any comments or questions to Terri by noon, Thursday, February 18. Pay particular attention to the following policies:

3.0, 3.1, 4.01, 4.05, 4.06, 4.40, 5.8, and the policy concerning Faculty Loading

We will hold a meeting on Friday, February 19, at 3 p.m. in the Community Room. Make plans to attend.

Thank you!

**OUACHITA TECHNICAL COLLEGE  
FACULTY COUNCIL  
MINUTES OF THE SPECIAL CALLED MEETING  
TUESDAY, NOVEMBER 3, 1992**

The Faculty Council of Ouachita Technical College held its third official meeting for the 1992-93 school year on Tuesday, November 3, 1992, at 2:30 p.m. in the Community Room. Members present were Terri Colananni, Bob Brock, Gary Garrison, Ruben Keisler, June Prince, and Jessica Beard. Also in attendance were Hugh Looney, Supervisor of Instruction, J. Louis Moles, Self-Study Coordinator, Vaughan Kesterson, Counselor, and Kippy Massey, Librarian.

**OLD BUSINESS**

Minutes of the Friday, October 2, 1992, meeting were approved as written.

**NEW BUSINESS**

Council members were given a copy of the new mission statement. It was agreed that the new mission statement will be a better document to work from for NCA purposes because the goals of the college are broader and more attainable at the present time. Therefore, a motion made by Bob Brock and duly seconded by Ruben Keisler, the Council unanimously

**VOTED:** To endorse the new Mission Statement of OTC. SEE ATTACHMENT

At this time the Council Chair turned our attention to the proposed 1993-94 school year calendar. No action was taken to approve the proposed calendar because of questions arising about our current policy on withdrawal from class/school, the pre-registration date shown was tentatively scheduled for a Friday, and the possibility of including an orientation session in the pre-registration process for NEW students. Also of concern to the Council was the proposed eleven-week summer term. Council members felt that this was narrowing our targeted summer school population because our summer session would begin before area high schools and colleges complete their school year--this would eliminate these high school and college students from enrolling in the developmental/Gened courses offered in our summer term. Also the Council felt that in order to be competitive with other area junior colleges and four-year universities, we should offer two five- or six-week summer sessions. Another concern was that OTC faculty members working on college degrees would be excluded from the option of teaching summer school and pursuing their respective degrees.

The Council was presented a class time schedule change for the next semester developed by the general education faculty. The



FACULTY COUNCIL  
OUACHITA TECHNICAL COLLEGE  
MINUTES OF NOVEMBER 3, 1992, MEETING

2

new class schedule allows 10 minutes between classes meeting on M-W-F and 15 minutes between classes meeting on T-T. The new schedule equally distributes 150 minutes of class time between a M-W-F class and a T-T class. After review of the suggested class schedule, a motion was made by Ruben Keisler and seconded by Bob Brock, and the Council unanimously

VOTED: To approve the class time schedule and make it effective for the 1993 Spring semester. SEE ATTACHMENT


At this time Vaughan Kesterson, Counselor, discussed the possibility of using a new form designed by J. Louis Moles and Agnes Boone to Drop/Add students from individual courses and to also Withdraw students from school. This combined form would be used for either purpose mentioned above. SEE ATTACHMENT The Council made several suggestions, but agreed that the form was workable if all instructors were educated on its usage. No formal action was taken to approve the form.

After addressing all new business listed on the agenda and realizing that some Council members wanted to vote in the presidential election, it was unanimously

VOTED: To adjourn  
Adjourned accordingly  
A true record.

Respectfully submitted.

  
\_\_\_\_\_  
Terri Colananni, Chair

  
\_\_\_\_\_  
Jessica Beard, Secretary

OUACHITA TECHNICAL COLLEGE  
MISSION STATEMENT

Ouachita Technical College is a public, open-access, community-based, affirmative action, equal opportunity technical college. The College's mission is to enable individuals to develop to their fullest potential and to support the economic development of Arkansas. Ouachita Technical College prepares residents of Arkansas with the general and technical education needed for successful careers or for continuation in further higher education. The College provides courses, programs, counseling and related services, technical assistance, and community service to individuals, communities, and businesses and industries in its service area. Ouachita Technical College promotes educational mobility through partnerships with local schools and other higher education institutions.

## College Goals, 1993-2003

1. To promote and expand access to programs and services that meet students' abilities, interests, and potentials.
2. To ensure that every graduate of a Ouachita Technical College program possesses the technical skills to be successful in the workplace.
3. To provide a wide range of continually improving educational programs and services to individuals, businesses, industries, and communities.
4. To contribute to area economic development by providing the skilled workforce needed to attract and retain businesses and industries.
5. To serve multiple and diverse populations.
6. To promote opportunities for individuals who have the ability, potential, and desire to continue their education at a four-year institution.
7. To promote mastery of the general education skills needed to be successful in the workplace and/or higher education.
8. To increase educational participation.

## College Objectives, 1992-1995

- To increase services to local businesses and industries.
- To increase participation by part-time students.
- To develop articulation with senior institutions.
- To undertake a comprehensive curriculum review/reform.
- To expand community service.
- To improve student support services.
- To expand Associate of Applied Science degree programs.
- To develop proficiencies for guaranteeing skills of graduates.
- To continue and expand cooperative arrangements with area educational providers.

*Strategic  
Planning*



Please Review Aug

# OUACHITA TECHNICAL COLLEGE

## 1993-94 COLLEGE CALENDAR

16  
13  
11

### FALL SEMESTER

August 23, 1993 through December 17, 1993 --- 16 Weeks

August 18 & 19	Student Registration and <del>Orientation</del>
August 23	First Day of Class
August 27	Last Day to Register or Add a Class
September 6	Labor Day Holiday
October 15	Mid Semester Grades Due - <del>Last Day to Drop a Class and Receive No Grade</del>
November 22	<del>Last Day to Withdraw From a Class</del>
November 24-26	Thanksgiving Holiday: No Classes
December 10	Pre-Registration
December 13-16	Semester Exams
December 17	End of Fall Semester: Grades Due
Dec. 20- Jan. 6, 1994	Christmas Holidays: No Classes

?  
what if a student with draws after this date?  
They don't!

### SPRING SEMESTER

January 7, 1994 through May 6, 1994 --- 16 Weeks

January 7	Student Registration and <del>Orientation</del>
January 10	First Day of Class
January 14	Last Day to Register or Add a Class
March 4	Mid Semester Grades Due - <del>Last Day to Drop a Class and Receive No Grade</del>
March 21-25	Spring Break: No Classes
April 15	Last Day to Withdraw From a Class
April 29	Pre-Registration
May 2-5	Semester Exams
May 6	End of Spring Semester: Grades Due

### SUMMER SEMESTER I

May 9, 1994 through June 10, 1994 --- 5 Weeks  
May 10, 1994 through June 17, 1994 for Nursing Students

May 9	First Day of Class
May 23	Memorial Day Holiday: No Classes
May 27	Last Day to Drop a Class and Receive No Grade
June 10,	End of Semester: Grades Due
June 17	End of Semester For Nursing Students

### SUMMER SEMESTER II

June 20, 1994 through July 29, 1994 for Nursing Students

June 20	First Day of Class
July 4	Holiday: No Classes - 4th of July
July 26 -- 29	Semester Exams
July 29	End of Summer Semester: Grades Due

\*\*\*Both the Summer I and Summer II Sessions For Nursing Students will be six weeks in length for a total of 45 weeks of instruction.

160 days  
+ 10  
170 instruction  
Sum I  
1993  
June 1 - July 1  
Sum II  
July 5 - Aug 5

2

11 weeks

Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8:00-8:50	Period 3 8:00-9:15	Period 1 8:00-8:50	Period 3 8:00-9:15	Period 1 8:00-8:50
Period 2 9:00-9:50		Period 2 9:00-9:50		Period 2 9:00-9:50
Period 3 10:00-10:50	Period 9 9:30-10:45	Period 3 10:00-10:50	Period 9 9:30-10:45	Period 3 10:00-10:50
Period 4 11:00-11:50		Period 4 11:00-11:50		Period 4 11:00-11:50
Period 5 12:00-12:50	Period 10 11:00-12:15	Period 5 12:00-12:50	Period 10 11:00-12:15	Period 5 12:00-12:50
Period 6 1:00-1:50		Period 6 1:00-1:50		Period 6 1:00-1:50
Period 7 2:00-2:50	Period 11 12:30-1:45	Period 7 2:00-2:50	Period 11 12:30-1:45	Period 7 2:00-2:50
3:00-3:50		3:00-3:50		3:00-3:50
	2:00-3:15		2:00-3:15	



**OUACHITA TECHNICAL COLLEGE**  
**STUDENT WITHDRAWAL FORM**

NAME \_\_\_\_\_  
Last First Middle SSN \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

EFFECTIVE WITHDRAWAL DATE \_\_\_\_\_ SEMESTER \_\_\_\_\_

CLASS ENROLLED \_\_\_\_\_

ATTENDING CLASSES: \_\_\_\_\_ ON CAMPUS \_\_\_\_\_ OFF CAMPUS

OUTSTANDING OBLIGATIONS:

FINANCIAL AID \_\_\_\_\_ TUITION \_\_\_\_\_

REASON FOR WITHDRAWING:

- |                                 |   |
|---------------------------------|---|
| _____ 1. Academic               | _____ 8. Personal/Adjust                        |
| _____ 2. Athletics (related to) | _____ 9. Transferred                            |
| _____ 3. Deceased               | _____ 10. Unknown                               |
| _____ 4. Disciplinary           | _____ 11. Work Release or<br>Secured Employment |
| _____ 5. Family Related         | _____ 12. Did Not Attend                        |
| _____ 6. Financial              | _____ 13. Completed or<br>Graduated Course      |
| _____ 7. Health                 | _____ 14. Other:                                |

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY:

TEACHER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TEACHER'S SSN \_\_\_\_\_

*High feedback please Thanks*

*(DK)*

Quachita Technical College

DROPS and ADDS

*Schedule Adjustment/ Withdrawal forms*

NAME \_\_\_\_\_ SSN \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PROGRAM *Business Administration*

EFFECTIVE WITHDRAWAL DATE \_\_\_\_\_ SEMESTER \_\_\_\_\_

*Effective Date*

DROP

Course Line Num	Course Name	Section	Time	Instructor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Handwritten notes:*  
"Vancouver"  
"I like this form - let's use it"  
"AWG"

REASON FOR WITHDRAWING:

- ☐ 1. Program Completed (Graduate)
- ☒ 2. Course Completed
- ☐ 3. Withdrew from school to go to work
- ☐ 4. Withdrew, completed personal objective
- ☐ 5. Withdrew due to financial difficulties
- ☐ 6. Withdrew, family obligations
- ☐ 7. Withdrew, not satisfied with institution and/or training
- ☐ 8. Transfer
- ☐ 9. Other \_\_\_\_\_

ADD

Course Line Num	Course Name	Section	Time	Instructor
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

OUTSTANDING OBLIGATIONS:

FINANCIAL AID \_\_\_\_\_ TUITION \_\_\_\_\_

*Olivia Mat'le* *Oct 29.*  
STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TEACHER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

You are cordially invited  
to a special meeting of the

FACULTY COUNCIL

Tuesday, November 3, 1992, 2:30 p.m.  
in the Community Room

AGENDA

- I. Minutes of the last meeting.
- II. New Business
  - A. New Mission Statement
  - B. Review proposed 1993-94 school year calendar
  - C. Discuss changing class schedule times
  - D. Discuss changing drop/add and withdrawal forms
- III. Old Business
  - A. Brainstorm objectives for OTC's GenEd/DevEd program

DRAFT

OUACHITA TECHNICAL COLLEGE  
MISSION STATEMENT

DRAFT

Ouachita Technical College is a public, open-access, community-based, affirmative action, equal opportunity technical college. The College's mission is to enable individuals to develop to their fullest potential and to support the economic development of Arkansas. Ouachita Technical College prepares residents of Arkansas with the general and technical education needed for successful careers or for continuation in further higher education. The College provides courses, programs, counseling and related services, technical assistance, and community service to individuals, communities, and businesses and industries in its service area. Ouachita Technical College promotes educational mobility through partnerships with local schools and other higher education institutions.

College Goals, 1993-2003

1. To promote and expand access to programs and services that meet students' abilities, interests, and potentials.
2. To ensure that every graduate of a Ouachita Technical College program possesses the technical skills to be successful in the workplace.
3. To provide a wide range of continually improving educational programs and services to individuals, businesses, industries, and communities.
4. To contribute to area economic development by providing the skilled workforce needed to attract and retain businesses and industries.
5. To serve multiple and diverse populations.
6. To promote opportunities for individuals who have the ability, potential, and desire to continue their education at a four-year institution.
7. To promote mastery of the general education skills needed to be successful in the workplace and/or higher education.
8. To increase educational participation.

College Objectives, 1992-1995

- To increase services to local businesses and industries.
- To increase participation by part-time students.
- To develop articulation with senior institutions.
- To undertake a comprehensive curriculum review/reform.
- To expand community service.
- To improve student support services.
- To expand Associate of Applied Science degree programs.
- To develop proficiencies for guaranteeing skills of graduates.
- To continue and expand cooperative arrangements with area educational providers.



*Please Review*

OUACHITA TECHNICAL COLLEGE  
1993-94 COLLEGE CALENDAR

16  
13  
10  
7

FALL SEMESTER

August 23, 1993 through December 17, 1993 --- 16 Weeks

August 18 & 19	Student Registration and <del>Orientation</del>
August 23	First Day of Class
August 27	Last Day to Register or Add a Class
September 6	Labor Day Holiday
October 15	Mid Semester Grades Due - <del>Final Day</del>
	<del>to Drop a Class and Receive No Grade</del>
November 22	Last Day to Withdraw From a Class
November 24-26	Thanksgiving Holiday: No Classes
December 10	Pre-Registration
December 13-16	Semester Exams
December 17	End of Fall Semester: Grades Due
Dec. 20- Jan. 6, 1994	Christmas Holidays: No Classes

?  
what if a student with draws after this date?  
They don't!

SPRING SEMESTER

January 7, 1994 through May 6, 1994 --- 16 Weeks

January 7	Student Registration and <del>Orientation</del>
January 10	First Day of Class
January 14	Last Day to Register or Add a Class
March 4	Mid Semester Grades Due - <del>Final</del>
	<del>Day to Drop a Class and Receive No Grade</del>
March 21-25	Spring Break: No Classes
April 15	Last Day to Withdraw From a Class
April 29	Pre-Registration
May 2-5	Semester Exams
May 6	End of Spring Semester: Grades Due

SUMMER SEMESTER I

May 9, 1994 through June 10, 1994 --- 5 Weeks  
May 10, 1994 through June 17, 1994 for Nursing Students

May 9	First Day of Class
May 23	Memorial Day Holiday: No Classes
May 27	Last Day to Drop a Class and Receive No Grade
June 10,	End of Semester: Grades Due
June 17	End of Semester For Nursing Students

SUMMER SEMESTER II

June 20, 1994 through July 29, 1994 for Nursing Students

June 20	First Day of Class
July 4	Holiday: No Classes - 4th of July
July 26 -- 29	Semester Exams
July 29	End of Summer Semester: Grades Due

\*\*\*Both the Summer I and Summer II Sessions For Nursing Students will be six weeks in length for a total of 45 weeks

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
Period 1 8:00-8:50	Period 3 8:00-9:15	Period 1 8:00-8:50	Period 3 8:00-9:15	Period 1 8:00-8:50
Period 2 9:00-9:50		Period 2 9:00-9:50		Period 2 9:00-9:50
Period 3 10:00-10:50	Period 9 9:30-10:45	Period 3 10:00-10:50	Period 9 9:30-10:45	Period 3 10:00-10:50
Period 4 11:00-11:50		Period 4 11:00-11:50		Period 4 11:00-11:50
Period 5 12:00-12:50	Period 10 11:00-12:15	Period 5 12:00-12:50	Period 10 11:00-12:15	Period 5 12:00-12:50
Period 6 1:00-1:50		Period 6 1:00-1:50		Period 6 1:00-1:50
Period 7 2:00-2:50	Period 11 12:30-1:45	Period 7 2:00-2:50	Period 11 12:30-1:45	Period 7 2:00-2:50
3:00-3:50		3:00-3:50		3:00-3:50
	2:00-3:15		2:00-3:15	

FACULTY COUNCIL OF OUACHITA TECHNICAL COLLEGE

MINUTES OF THE SPECIAL CALLED MEETING

FRIDAY, OCTOBER 2, 1992

The Faculty Council of Ouachita Technical College held its second official meeting for the 1992-93 school year on Friday afternoon, October 2, 1992, at 3 p.m. in the Community Room. Members present were Terri Colananni, Bob Brock, Gary Garrison, Ruben Keisler, June Prince, and Jessica Beard.

OLD BUSINESS

The Council had been assigned the task of developing a General Education Philosophy for the College. During a scheduled work session held on Tuesday, September 29, 1992, the Council wrote a philosophy. See attachment.

The Council wanted the proposed philosophy to be reviewed by Dr. Martin. Council Chair, Terri Colananni, said she would present our philosophy to Dr. Martin before the Council took formal action to approve it.

On October 2, 1992, Terri called a special meeting of the Faculty Council. At that time she reported that Dr. Martin "liked" our draft and strongly recommended that the Council approve it. At that time a motion was made and duly seconded, and it was unanimously

VOTED: To approve the General Education Philosophy for presentation to the entire OTC Faculty.

No new business was discussed since this was a special-called meeting. No new meeting date was set. There being no further business to conduct, it was then unanimously

VOTED: To adjourn  
Adjourned accordingly  
A true record.

Respectfully submitted.

*Terri Colananni*

Terri Colananni, President

*Jessica Beard*

Jessica Beard, Secretary



DRAFT

GENERAL EDUCATION PHILOSOPHY

DRAFT

OF OUACHITA TECHNICAL COLLEGE

Ouachita Technical College prepares students with general and technical education needed for successful careers or for continuation in further higher education. General education is recognized as that area which is common to all fields of study and "is intended to impart common knowledge, intellectual concepts and attitudes that every educated person should possess." Since General Education will be the driving force of this institution, the College is dedicated to emphasizing General Education criteria across the curriculum.

Philosophy proposed by the Faculty Council

September 29, 1992

FACULTY COUNCIL OF OUACHITA TECHNICAL COLLEGE

MINUTES OF SEPTEMBER 23, 1992, MEETING

The Faculty Council of Ouachita Technical College held its first official meeting for the 1992-93 school year on Wednesday, September 23, 1992, at 3 p.m. in the Community Room. Members present included Terri Colananni, Bob Brock, Gary Garrison, Ruben Keisler, June Prince, and Jessica Beard.

As stated in the Faculty Council Constitution, officers are to be elected by vote of Council members at the next meeting following the election of Council members. Following this procedure, nominations were accepted for Council Chair. Terri Colananni's name was placed in nomination.

Upon motion duly made and seconded, it was unanimously

VOTED: To elect Terri Colananni as Faculty Council Chair for the 1992-93 school year.

Nominations were then accepted for Council Secretary. Jessica Beard's name was placed in nomination.

Upon motion duly made and seconded, it was unanimously

VOTED: To elect Jessica Beard as Faculty Council Secretary for the 1992-93 school year.

At this time the newly elected Chair, Terri Colananni, welcomed new Council member, June Prince.

OLD BUSINESS

Turning our attention to previous action the Council took during the Spring 1992 semester, the Chair asked for any changes or corrections to the minutes of the last meeting held on May 4, 1992. No changes or corrections were made. The minutes were approved as written.

In discussing the Faculty Handbook, which the Council drafted and finalized during its final meeting of the previous school year, the Chair and Council members recognized the need for developing a checklist to be used during the orientation of a new faculty member. This checklist would ensure that all new faculty members would receive the same vital information necessary for following all OTC procedures and adhering to all OTC policies.

Upon motion duly made and seconded, it was unanimously

VOTED: To recommend a checklist to be used during the formal orientation process of all new faculty members.

With much controversy about the OJT program, the Faculty Council was asked to address the issue. Students out on OJT this semester cannot be entered in to the computer program, therefore we receive no FTE credit on these students. In our current school catalog, no program has OJT listed as a course in their

curriculum. Three main reasons not to continue OJT are: (1) all programs now require more general education; (2) it is almost impossible to assess the OJT program for student performance; and (3) our semester scheduling will become more flexible enabling students to take night courses and work during the day.

Therefore, after much discussion and deliberation a motion was duly made and seconded, and it was unanimously

VOTED: Effective the 1992 OTC Fall Semester, OJT will not be offered to any NEW students. Effective the 1993 OTC Spring Semester, OJT will not be offered to any RETURNING students.

#### NEW BUSINESS

At this time the Council Chair turned our attention to the pressing issue of developing OTC's philosophy and objectives of General Education. This was referred to the Faculty Council for development because of our nature as a "representation of the total faculty."

Council member June Prince suggested that we first write a definition for general education before we begin work on the philosophy. With this in mind the Council worked on developing a definition for general education. The Council liked the description of general education the Self-Study coordinator, J. Louis Moles, used in response to (2e. 2) in the Preliminary Information Form and that it would be used as a starting point in formulating OTC's definition and philosophy of general education.

The Council Chair asked that each member write their own General Education Philosophy for presentation to the entire Council at the next meeting.

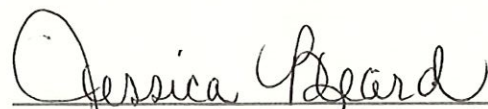
The next meeting will be only a work session on the General Education Philosophy. No business will be conducted. The work session is scheduled for Tuesday, September 29, 1992, at 2:30 in the Community Room.

There being no further business to accomplish, it was then unanimously

VOTED: To adjourn  
Adjourned accordingly  
A true record

Respectfully submitted by:

  
Terri Colananni, Council Chair

  
Jessica Beard, Council Secretary



FACULTY COUNCIL OF OUACHITA TECHNICAL COLLEGE  
MINUTES OF MAY 4, 1992, MEETING

The seventh and final meeting of the OTC Faculty Council for the 1991-92 school year was held on Monday, May 4, 1992. All members and Mr. Looney, Supervisor of Instruction, were present.

Minutes from the previous meeting of April 13, 1992, were read and approved.

**OLD BUSINESS**

At the last 1991-92 school year meeting of the full-time faculty members, the following new Faculty Council members were elected to serve during the 1992-93 school year. The new OTC Faculty Council members are:

Jessica Beard  
Bobby Brock  
Terri Colananni  
Gary Garrison  
Ruben Keisler  
June Prince

The Council had been assigned the task of creating a Faculty Handbook. The final draft of the handbook was presented to the Council during the meeting. After careful consideration and discussion of the proposed Handbook for the upcoming school year, the Council

Upon motion duly made and seconded, unanimously

VOTED: To accept the proposed Faculty Handbook for use in the 1992-93 school year. See attachment.

**NEW BUSINESS**

The draft copy of the proposed 1992-93 school catalog was presented to each Council member for approval of all proposed curriculum changes in each department. After review of all departmental changes, the Council

Upon motion duly made and seconded, unanimously

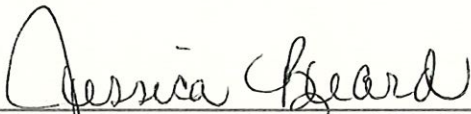
VOTED: To approve all curriculum changes for each department as listed in the 1992-93 proposed school catalog.

With no further action to be taken, the Council

Upon motion duly made and seconded, unanimously

VOTED: To adjourn  
Adjourned accordingly  
A true record.

Respectfully submitted by:

  
\_\_\_\_\_  
Jessica Beard, Secretary

  
\_\_\_\_\_  
Terri Colananni, Council Chair

You are cordially invited  
to the next regular meeting of the

FACULTY COUNCIL

Monday, May 4, 1992, 3:07 p.m.  
in Room 2 of the Business Department

AGENDA

- I. Minutes of the last meeting.
- II. Old Business
  - A. Report on Faculty Handbook
- III. New Business
  - A. Set time and date for special meeting if needed  
regarding Faculty Handbook and other items



FACULTY COUNCIL OF OUACHITA TECHNICAL COLLEGE  
MINUTES OF APRIL 13, 1992, MEETING

The sixth meeting of the Faculty Council of OTC was held on Monday, April 13, 1992. All members except Zelma Jones were present. Mr. Looney, Supervisor of Instruction, was present. Minutes from the previous meeting were read and approved.

**Old Business**

The Council is continuing work on the new Faculty Handbook. This handbook will be needed for North Central Accreditation and will be sent to North Central for approval with the GIRs.

Upon motion duly made and seconded, it was unanimously

**VOTED:** To approve the discipline policy for the Student Handbook as amended. See attachment.

**New Business**

Upon motion duly made and seconded, it was unanimously

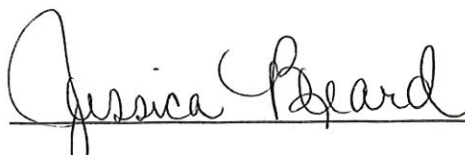
**VOTED:** To recommend to the Supervisor of Instruction the implementation of a school-wide final exam schedule beginning in the 1992 Fall Semester.


The next Faculty Council Meeting will be Monday, May 4, 1992.

Upon motion duly made and seconded, it was unanimously

**VOTED:** To adjourn  
Adjourned accordingly  
A true record.

Respectfully submitted by:

  
\_\_\_\_\_  
Jessica Beard, Secretary

  
\_\_\_\_\_  
Terri Colananni, Council Chair



## STUDENT CONDUCT

Ouachita Technical College is a tax-supported educational institution whose mission is to provide educational opportunities to all who enroll. Upon enrollment at OTC, the student voluntarily agrees to comply with performance and behavioral standards imposed by the College. The College reserves the right to discipline or dismiss students to secure compliance with its mission and related objectives.

Although it is impossible for a regulation to cover every possible act of misconduct, the principal areas of misconduct which may subject a student to disciplinary action are as follows:

1. Possession, use, distribution or under the influence of alcoholic beverages, in any form, in or on College grounds.
2. Possession, use, distribution or under the influence of drugs, narcotics and/or chemicals without medical supervision.
3. Gambling on or about College property.
4. Disorderly conduct or lewd, indecent, obscene conduct, or expression on College property or at any College sponsored function.
5. Entering a locked area or vehicle of another student or other unauthorized use of College property.
6. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or misuse of College documents, or identification.
7. Physical abuse of any person on College owned or controlled property or at College sponsored or supervised functions or conduct which threatens or endangers the safety or health of such person.
8. Violation of College policies or regulations concerning approval of student organizations, the use of College facilities, or the time, place, and manner of public expression.
9. Failure to comply with directions of College personnel acting in the performance of their duties.
10. Illegal or unauthorized possession or use of firearms, fireworks, other weapons, or chemicals which are of an explosive or corrosive nature.
11. Theft, possession, sale or barter of, or damage to property of the College or of a member of the College community or campus visitor.
12. Student vehicles should be parked in designated student parking areas. Students should operate vehicles with caution and observe all posted traffic regulations.
13. Engaging in overt physical acts which interfere with the normal activities of the College; the creation of any disturbance or noise so as to disturb others and/or interfere with the College's learning environment is prohibited.
14. The making of false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment is prohibited.

In order to maintain a Drug Free Campus, the Counseling Center provides information to students about the dangers of drug abuse, the availability of counseling, and the penalties for violations.

Students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances adversely affects the institution's pursuit of its educational objectives, the College may enforce its own disciplinary policies and procedures.

You are cordially invited  
to the next regular meeting of the

FACULTY COUNCIL

Monday, April 13, 1992, 3:07 p.m.  
in Room 2 of the Business Department

AGENDA

- I. Minutes of the last meeting.
- II. Old Business
  - A. Report on Faculty Handbook
- III. New Business
  - A. Approval of discipline policy for student handbook
  - B. Discussion of final exam schedule
  - C. Discussion of OJT
  - D. Work schedule for remainder of semester



#### IV. ACADEMIC POLICIES AND PROCEDURES

##### A. INSTRUCTIONAL PREPARATION

**Course Syllabi.** A syllabus, as it is defined, is merely a design for teaching. Sound and thorough pre-planning promotes confidence. One of the greatest obstacles to effective teaching occurs when the instructor lacks clarity of purpose for the course. The function of the syllabus preparation is to aid instructors in crystallizing their plans for what to teach and how to teach it. Properly constructed, a syllabus is a guide to aid the student to a selected learning objective.

The major divisions of a syllabus should include the following:

1. Title of course and course number
2. Prerequisites and/or co-requisites
3. Instructor's name, and office hours
4. Credit hours and contact hours
5. Evaluation process and grading scale
6. Attendance policy
7. Required texts and materials
8. Student outcome objectives
9. Course description and/or outline

Designing a course is exciting and challenging. The task should be approached positively, with imagination and creativeness. The syllabus is a map for getting the student to the selected destination. The clearer it is drawn, the easier the trip for both instructor and students.

**Examinations.** Each instructor determines the number and type of examinations to be administered in his or her classes. What portion of the student's mark will be based on examinations is decided by the instructor. Final examinations are to be given in accord with the Final Examination Schedule issued by the Chief Academic Officer.

**Selection of Textbooks.** Faculty members should feel free to discuss textbooks with the appropriate administrator in order to improve book selection. Textbooks should be ordered each semester according to the best estimate of the number needed. Textbooks changes should be timely and planned so as not to leave a large number of unused books in the bookstore.

**Class Attendance Records.** All absences are to be recorded by the instructor of each class. Faculty members are required to maintain attendance records and may recommend students who violate the attendance rule by terminated.

**Adding and Dropping Students.** No student should be added to a class after the first week of the semester except with instructor approval. A student may drop a course by following the withdrawal procedure outlined in the student catalog.



## STUDENT CONDUCT

Ouachita Technical College is a tax-supported educational institution whose mission is to provide educational opportunities to all who enroll. Upon enrollment at OTC, the student voluntarily agrees to comply with performance and behavioral standards imposed by the College. The College reserves the right to discipline or dismiss students to secure compliance with its mission and related objectives.

Although it is impossible for a regulation to cover every possible act of misconduct, the principal areas of misconduct which may subject a student to disciplinary action are as follows:

1. Possession, use, distribution or under the influence of alcoholic beverages, in any form, in or on College grounds.
2. Possession, use, distribution or under the influence of drugs, narcotics and/or chemicals without medical supervision.
3. Gambling on or about College property.
4. Disorderly conduct or lewd, indecent, obscene conduct, or expression on College property or at any College sponsored function.
5. Entering a locked area or vehicle of another student or other unauthorized use of College property.
6. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or misuse of College documents, or identification.
7. Physical abuse of any person on College owned or controlled property or at College sponsored or supervised functions or conduct which threatens or endangers the safety or health of such person.
8. Violation of College policies or regulations concerning approval of student organizations, the use of College facilities, or the time, place, and manner of public expression.
9. Failure to comply with directions of College personnel acting in the performance of their duties.
10. Illegal or unauthorized possession or use of firearms, fireworks, other weapons, or chemicals which are of an explosive or corrosive nature.
11. Theft, possession, sale or barter of, or damage to property of the College or of a member of the College community or campus visitor.
12. Student vehicles should be parked in designated student parking areas. Students should operate vehicles with caution and observe all posted traffic regulations.
13. Engaging in overt physical acts which interfere with the normal activities of the College; the creation of any disturbance or noise so as to disturb others and/or interfere with the College's learning environment is prohibited.
14. The making of false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment is prohibited.

In order to maintain a Drug Free Campus, the Counseling Center provides information to students about the dangers of drug abuse, the availability of counseling, and the penalties for violations.

Students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances adversely affects the institution's pursuit of its educational objectives, the College may enforce its own disciplinary policies and procedures.

You are cordially invited  
to the next regular meeting of the

FACULTY COUNCIL

Thursday, March 19, 1992, 3:07 p.m.  
in Room 2 of the Business Department

AGENDA

- I. Minutes of the last meeting.
- II. Old Business
  - A. Sub-committee report on student policies
  - B. Sub-committee report on faculty evaluation
  - C. Sub-committee report on faculty handbook
- III. New Business
  - A. Meeting dates for remainder of semester



**FACULTY COUNCIL OF OUACHITA TECHNICAL COLLEGE  
MINUTES OF MARCH 19, 1992, MEETING**

The fifth meeting of the Faculty Council of OTC was held on Thursday, March 19, 1992. All members except Zelma Jones were present. Mr. Looney, Supervisor of Instruction, was present. Minutes from the previous meeting were read and approved.

Upon motion duly made and seconded, it was unanimously

**VOTED:** To approve the student policies for the 1992-93 student catalog. The attendance policy, as amended, was also approved. See attachments.

Upon motion duly made and seconded, it was unanimously

**VOTED:** To approve the new evaluation program as amended to include a sample of Form FE-1. See attachment.

After discussion of the goals and objectives of the mission statement and amending Numbers 3, 5, and 6, the Council, Upon motion duly made and seconded, it was unanimously

**VOTED:** To approve the goals and objectives of the mission statement for the North Central Accreditation self-study. See attachment.

**New Business:**

The Council reviewed the report prepared by the Discipline Committee and is referring the report back to that committee with recommendations for revisions.

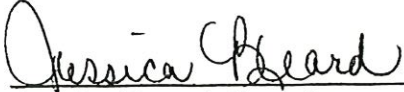
The Council has been asked by the administration to prepare a Faculty Handbook for the 1992-93 school year. The Council has reviewed handbooks from various community colleges and four-year universities. The Council subcommittees have prepared a handbook outline and plan to meet each week until school is out to complete the body of the handbook. The Council has decided to work as a group rather than in subcommittees, and to complete a section at each meeting. It was suggested by J. Louis Moles, head of the NCA steering committee, that each Council member familiarize himself with one handbook from the various school and be prepared to share how that school addresses each policy as it relates to our school. In this manner, the Council will have six different sources from which to select input from for our handbook. See attachment for topics completed so far.

The next Faculty Council Meeting will be Monday, April 13, 1992.

Upon motion duly made and seconded, it was unanimously

**VOTED:**      To adjourn  
                    Adjourned accordingly  
                    A true record.

Respectfully submitted by:

  
Jessica Beard, Secretary

  
Terri Colananni, Council Chair

approved  
FC  
3-19-92

#### ADDING OF CLASSES/LATE REGISTRATION

The deadline for class changes and late registration is the fifth (5th) day of classes. The deadline for summer sessions and off-schedule courses will be determined on a prorated basis. The request for class changes must be made in writing to the appropriate division chair and/or instructor. Changes which occur after the fifth (5th) day of classes are limited to:

1. Same course and instructor to a different time.
2. Re-enrollment in classes that a student has been attending. (Student may have been dropped due to institutional or student error.)
3. Extenuating circumstances to be determined on an individual basis.

The Late Registration/Class Changes Form may be obtained in the Counseling Center.



## ATTENDANCE

Regular and prompt attendance is expected of all students enrolled at Ouachita Technical College and is necessary in maintaining acceptable grades. Each instructor's specific attendance and drop policy will be distributed with other course information at the beginning of each semester. It is the student's responsibility to know the policy and comply.

When a student's absences exceed the number allowed by the instructor of the class, the instructor has the authority to give the student a grade of F at the end of the semester or to drop the student from the class by the following procedure:

1. The instructor notifies students of their attendance status.
2. The students are given the opportunity to discuss their status with the instructor.
3. If their attendance is subsequently unsatisfactory, the instructor may then drop them from the class by notifying, in writing, the Counseling Center.

If a student misses five(5) consecutive days without notifying his/her instructor, the instructor has the authority to give the student a grade of F at the end of the semester or to drop the student from the class by notifying, in writing, the Counseling Center.

Students dropped by an instructor receive a W through the 8th week of a regular semester and the third week of a summer semester. Thereafter, a WP or WF will be recorded on the student's permanent transcript with neither counting in the GPA.

Absences are recorded and are subject to review by agencies

granting financial assistance. It is the student's responsibility to be aware of any additional attendance requirements by the various programs/agencies.

## INCOMPLETE GRADE

A student who receives a grade of I must contact the instructor within the first week of the following semester to make arrangements for completion of the course. The instructor sets a reasonable time limit within the next few weeks in which the work must be completed, and a written agreement is signed by both instructor and student. If, at the end of that contracted time, the work has not been completed, the instructor changes the I to an F.

Incomplete grades not made up within one semester automatically become F's unless both the instructor and the student have agreed to a later date.



## STANDARDS OF PROGRESS

Each student is expected to make satisfactory progress toward the completion of their course. The student will receive a grade at mid-semester and a grade at the end of each semester. Each instructor's specific grade percent and policy will be distributed with other course information at the beginning of each semester.

A student with a cumulative grade average below "C" (2.0 G.P.A.) for a grading period (mid-semester or end-of-semester) will be placed on academic probation for the next grading period. If the student fails to attain a cumulative "C" average (2.0 G.P.A.) during probation, the student will be terminated from school.

Termination will be for a minimum of one semester, after which, in some instances, it may be advisable for the student to transfer to a program more relevant to his/her aptitude, interest, and ability. In such instances, counseling is required and the recommendation of the Chief Academic Officer will be the determining factor. A student may re-enter a program, in some instances, when he/she has been terminated for unsatisfactory progress. The re-entering must be approved by the Chief Academic Officer and the instructor(s) of the training area.

In order to graduate a student must have a cumulative grade average of "C" (2.0 G.P.A.) and no failing grade in any one course.

The progress policy for LPN students requires that an average of 76 percent be maintained in each course. If a student

has an average below 76 percent in any one course, the above probationary action will be taken.

The college adheres to the following grading system to evaluate students at mid-semester and at the end of the semester:

<u>Grade</u>	<u>Point System</u>
A - Excellent	4
B - Above Average	3
C - Average	2
D - Below Average	1
F - Unsatisfactory	0
* I - Incomplete	0
* W - Withdrew	0
* WP - Withdrew Passing	0
* WF - Withdrew Failing	0
* AU - Audit	0

(\*EXCLUDED FROM THE COMPUTATION OF G.P.A.)

## WITHDRAWAL FROM CLASSES

All withdrawals from an individual class must be initiated in the Counseling Center. Students who wish to withdraw from a class or change classes are governed by the following policy:

1. Withdrawals through the official reporting day (11th day of the fall/spring semester and 5th day of the summer term) are not recorded on the student's permanent record.
2. After the official reporting day:
  - A. Students withdrawing from a credit course prior to 3:00 p.m. on Friday of the 8th week (or the equivalent) of the Fall or Spring Semester will receive a grade of "W" on their permanent record.
  - B. Summer term students withdrawing from a credit course prior to 3:00 p.m. on Friday of the third week of the summer term during which they are enrolled will receive a "W" on their permanent record.
  - C. After that time a WP or WF will be received.

WITHDRAWALS FROM INDIVIDUAL CLASSES WILL CLOSE PRIOR TO THE FINAL TWO WEEKS OF THE REGULAR SEMESTERS (EXCLUDING FINAL EXAMINATION WEEK) AND THE FINAL WEEK OF THE SUMMER SEMESTERS.



## WITHDRAWALS AND RE-ENTRIES

Ouachita Technical College recognizes and understands that there are circumstances in which a student must withdraw from the College.

Students are urged to discuss withdrawal with their instructor, the counselor and/or Chief Academic Officer to determine if an alternate action may be available. A student withdrawing due to hardship or illness may re-enter at the beginning of the next semester/enrollment period if there is room in the class.

If a student does find it necessary to withdraw, it is important that the proper withdrawal procedures be completely followed:

1. Discuss withdrawal from OTC with instructor/counselor/Chief Academic Officer.
2. Complete proper withdrawal form with CAO.
3. Clear all financial obligations to the College.
4. The student will receive a W through the 8th week and a WP or a WF after the 8th week.
5. Failure to complete all of the above procedures will constitute improper withdrawal and will result in failing grades being placed on the student's permanent academic transcript at the end of the semester.

# OUACHITA TECHNICAL COLLEGE

## FACULTY EVALUATION PROGRAM

- I. Purpose. The purpose of the Faculty Evaluation Program is to provide uniform, reliable data to:
  - A. Improve the quality of instruction,
  - B. Promote faculty development, and
  - C. Provide more reliable support for personnel decisions.
- II. Policies. The Faculty Evaluation Program is a four-part system designed to provide an objective measurement of job performance, goals, and objectives of each faculty member. The program consists of an administrator evaluation, a peer evaluation, a student evaluation, and a self-evaluation.
  - A. Data for Evaluation. A file will be maintained for each faculty member in the office of the Chief Academic Officer.
    1. File Contents.
      - a. Current Vita
      - b. Faculty Member's Annual Goals and Objectives
      - c. Peer Review
      - d. Summary of Student Evaluation Forms
      - e. Self-Evaluation
      - f. Chief Academic Officer Evaluation
    2. Faculty Rights and Responsibilities. The faculty member has the right to place any information in the file and the responsibility to help maintain and to review the file regularly.
    3. Administrator Responsibilities. The Chief Academic Officer has the responsibility of maintaining the file, insuring confidentiality of the data, and notifying the faculty member of any change in the content or of any requests for review of file contents by authorized personnel. The Chief Academic Officer is also responsible for reviewing the data with the faculty member for the purpose of setting and evaluating the member's job duties, goals, and objectives.
  - B. Personnel Decisions. Decisions affecting promotion, tenure, salary, or dismissal must be documented and based upon publicized criteria. The faculty member

must be notified by his/her supervisor of any deficiencies and given adequate time to remedy them before he/she is penalized in a personnel decision affecting promotion, tenure, or dismissal. No salary increase may be granted to a faculty member who has a less-than-satisfactory overall evaluation. A faculty member who has two successive less-than-satisfactory overall evaluations may be subject to non-renewal of his/her contract. If any portion of the evaluation is less than satisfactory, a written plan to improve the faculty member's performance will be jointly developed by the faculty member and the Chief Academic Officer. It shall be the Chief Academic Officer's responsibility to see that the plan is followed and improvement is made.

- C. Professional Status of Faculty. Administrators must respect the faculty member's professional autonomy in the classroom and understand that there are many paths to excellence in teaching. While the Faculty Evaluation Program stresses accountability, it endorses no particular philosophy or approach to teaching.

### III. Components of the Program

- A. Current Vita. The vita should contain the basic professional background data about the faculty member—educational background, degrees, teaching experience, work experience, publications, honors—any information deemed relevant by the college or faculty member.
- B. Faculty Member's Annual Goals and Objectives.
  - 1. Purpose. To develop a system whereby the faculty member's job performance and value to the College can be evaluated in an objective and fair manner.
  - 2. Process. At the beginning of each school year, the faculty member will meet with the Chief Academic Officer to establish the faculty member's goals and objectives for the coming year. Appendix A contains guidelines for these goals and objectives; however, it should be noted that these guidelines are not exclusive. Other specific and individualized goals and objectives may be agreed to by the faculty member and the Chief Academic Officer. At least two goals/objectives should be selected from each sub-section under Teaching Responsibilities and at least three goals/objectives should be selected from at least two of the remaining three sections (Professional Growth and Development, Service to the College, and Service to the Community).
- C. Peer Review
  - 1. Purpose. The basic purpose of peer review is to help faculty members do a better job by discussing one another's professional contributions, instructional methods and materials, and job responsibilities. Although a record will be kept of the peer statement, the major concern is for faculty



improvement and faculty development through a process of sharing experiences and methods.

2. Process. Each school year, the faculty member will submit a list of three names of full-time faculty to the Chief Academic Officer. From this list, the Chief Academic Officer will choose one faculty member to conduct the peer review. The faculty member shall not have the same peer reviewer two consecutive years.

The review should consist of an informal meeting in which the faculty member being reviewed presents such matters for discussion as self-evaluations, service to the College, professional growth and development, course syllabi, methods of presentation, worksheets and study guides, tests and examinations, particularly successful teaching practices, and especially troublesome teaching situations. The discussion need not cover all of the topics listed above, nor need it be limited to just those topics.

The faculty member being reviewed may also choose to include classroom visitation as part of the review process.

The peer will write a non-judgmental summary of the review. This summary will then be dated and signed by the peer and the faculty member being reviewed. The summary will then be submitted to the Chief Academic Officer for inclusion in the file of the faculty member.

#### D. Student Rating of Faculty

1. Purpose. To enable the faculty member to see how the student perceives his/her teaching abilities, course organization, and overall teaching effectiveness. This student evaluation will allow the faculty member to self-analyze his/her classroom performance thereby creating a better teaching environment.
2. Process. Form SE-1, Student Rating of Faculty, will be used college-wide to collect student perceptions of courses and faculty. This rating form will be given near the end of the spring semester to all classes taught by the faculty member. New faculty members should be rated by his/her students in both the fall and spring semesters of the first year of his/her employment.
  - a. The faculty member will announce to the class in advance that the rating forms will be administered.
  - b. The Chief Academic Officer will make arrangements in advance for another faculty member to distribute the forms to the students while the instructor being evaluated is out of the classroom. The faculty member administering SE-1 will read the following statement to the class:

"You are asked to rate this course and the instructor. You are assured that your rating will be anonymous. Please give your unbiased answers to the questions. When you have completed the form, please place it in this envelope which I will seal and take to the Office of the Chief Academic Officer where all forms will be handled confidentially. After final grades for the course have been submitted, the summary of the results will be released to the instructor for him/her to use in a program of instructional improvement and faculty development."

- c. The Chief Academic Officer will summarize student responses maintaining strict confidentiality. Student responses shall be given the following numeric values: SA = 5, A = 4, N = 3, D = 2, SD = 1. Following the end of the semester, the Chief Academic Officer should discuss the results with the faculty member. The summary of student ratings shall become part of the faculty member's Evaluation File.
- d. Student Evaluation Form FE-3a consists of 20 questions which will be asked of all students. Additional space is provided for responses to 10 questions which may be chosen by the faculty member being evaluated or by agreement between the faculty member and the Chief Academic Officer. The students will also be given the opportunity to express their anonymous comments in narrative form on Student Evaluation Form FE-3b. Samples of Forms FE-3a and SE-3b as well as suggested additional questions may be found in the Appendixes.

E. Self-Evaluation.

- 1. Purpose. To provide the faculty member the opportunity to reflect on his/her previous year's goals and objectives and to self-evaluate the degree to which those goals and objectives were achieved.
- 2. Process. The faculty member will be provided with the current year's Peer Evaluation and the most recent summary of the Student Evaluation along with his/her current year's goals and objectives. Using Form FE-4, the faculty member will comment in narrative form on his/her strengths and weaknesses shown in the evaluations and related to the current year's goals and objectives. This self-evaluation is the opportunity for the faculty member to point out any mitigating circumstances which may have hindered full achievement of his/her goals and objectives.

F. Chief Academic Officer Evaluation.

- 1. Purpose. To summarize and quantify the faculty member's performance based on the goals and objectives, peer review, student evaluation and self-evaluation.



## 2. Process.

- a. A new faculty member will be evaluated by the Chief Academic Officer each of his/her first two semesters and every spring semester thereafter.
- b. The Chief Academic Officer will complete Form FE-1 summarizing the faculty member's personalized goals and objectives which were agreed to at the beginning of the year. A minimum of thirteen goals/objectives will be rated on a numeric scale with 5 = exceptional to 1 = unsatisfactory. The Chief Academic Officer evaluation will be based on all aspects of the evaluation program.
- c. The Chief Academic Officer will recommend to the President one of three options—renewal of contract with recommendation of salary adjustment, renewal of contract with recommendation of no salary adjustment, and not recommended for rehire.
- d. If the faculty member disagrees with the Chief Academic Officer's evaluation, the faculty member may request a review by the President within five working days of the evaluation date.

## IV. Administrative Review.

- A. Purpose. To provide a system of administrative review prior to any recommendation to the College Board pertaining to salary adjustments or contract renewal.
- B. Process. The Chief Academic Officer's evaluation (FE-1) containing a recommendation on contract renewal and salary adjustment will be reviewed by the President of the College who will make the final recommendation to the College Board on contract renewal and salary for the following school year.

Any faculty member who disagrees with the Chief Academic Officer's evaluation and/or recommendation of salary adjustment may appeal using the grievance procedure found in the Faculty Handbook.

- C. It shall be the responsibility of the President of the College to assure that this evaluation program is administered in a fair and consistent manner. The President may request that the Faculty Council revise any part of this plan which proves to be ineffective or unfair in practice.

## V. Timeline.

- A. Beginning of contract period: Chief Academic Officer meets with the faculty member to agree upon the faculty member's goals/objectives and additional Student Evaluation questions.



- |                                       |  |
|---------------------------------------|--|
| B. Each semester:                     | Chief Academic Officer makes class visitation in at least one section of each course taught by the faculty member. |
| C. 13th - 14th week of each semester: | Student evaluations are conducted by a disinterested faculty member.   |
| D. 3rd - 4th week of spring semester: | Peer Evaluation conducted.   |
| E. 10th week of spring semester:      | Chief Academic Officer evaluation completed.   |
| F. April Board Meeting:               | Board acts on contract recommendation.   |

## VI. Appendixes

- A. Guidelines for faculty member goals and objectives.
- B. Suggested additional questions for student evaluation form.
- C. Forms
  - 1. FE-1 Chief Academic Officer Evaluation Form with sample completed form.
  - 2. FE-2 Peer Evaluation Form
  - 3. FE-3a Student Evaluation Form (Questions)
  - 4. FE-3b Student Evaluation Form (Free Response)
  - 5. FE-4 Self-Evaluation Form
  - 6. FE-5 Classroom Observation Form

**OVACHITA TECHNICAL COLLEGE**

**Faculty Evaluation Program**

**Appendix A**

**Guidelines for Faculty Member Goals and Objectives**