

Faculty Council

2012-13



Faculty Council Meeting

August 15, 2012

Ballard Conference Room A502

Members present:

Karen Swaim – Allied Health

Terri Colananni – At large #1/Chair

Tony Hunnicutt – Business Technology

Daniel Moix – Applied Sciences

Lisa Wood – At large #2

Donna Anderson – HS Career Center

January Schultz – Arts & Sciences

Brenda D. Keisler – Adult Ed

Guests: Dr. Stephen Schoonmaker and Brenda Scott

Chair Terri Colananni called the meeting to order at 9 a.m. Minutes from the May 1, 2012, meeting were reviewed and approved.

Under new business, Terri had each member to give an introduction of name and department. She explained to the new members that there is one representative from each department plus two at-large voted positions. She then explained the duties of the vice-chair and asked if anyone would like to volunteer for that position; Karen Swaim volunteered. Dr. Schoonmaker stated that it had been discussed that both the chair and vice-chair act as marshals at the graduation so the vice-chair can gain the experience for the following year. Terri added that Brenda Keisler had volunteered to be secretary.

Dr. Schoonmaker presented both the old copy of COPP 1.30 and the proposed COPP 1.30 / COPP1.30P – a division of the policy into a policy and a procedure (P). He explained that policies stay the same 90% of the time; it is the procedures that often change. The Board wants the President and Faculty Council to deal with the procedures more so than the policies. COPP 1.30 refers to College Organization - Standing Committees. He stated that these committees often need changes in names and/or purposes. Some committees are no longer necessary while others, such as a Staff Council, need to be formed. COPP 1.30P could make this possible without being bogged down from FC to Executive Committee to a proposed College Committee to the Board. Terri expressed concern that these changes could stretch out as “tentacles” because they could affect many other COPP policies. Dr. Schoonmaker replied that he understood that problem and referred to it more as a web of problems; however, he stated that this would not be a hurried process. It could possibly take years to complete, but the final product would be much more effective. The main goal would not be to rewrite policies and procedures, but to separate them. The proposed College Council would end up doing most of the work. Various members commented that they could see the efficiency of this idea.

Dates for the Fall 2012 FC meetings were set:

September 7th

September 28th

October 19th

November 9th


All meetings are on Fridays at 1 p.m. in the Ballard conference room A502.

In other matters, Brenda Scott presented the proposed schedule changes for RNs concerning the admissions in January 2013 and May 2013. These changes would lower the student/teacher ratio. It would lower attendance from 60 to 40 students at first, but would end up increasing the enrollment from 60 to 80 in the long run. Dr. Schoonmaker added that this proposal has not yet been seen by the Executive Committee.

With no further discussion, the meeting was adjourned at 10:20 a.m.



Terri Colananni, FC Chair



Brenda D. Keisler, Secretary

Faculty Council Minutes

September 28, 2012

Present:

Terri Colananni, Chair
Donna Anderson
Tony Hunnicutt
Lisa Bergeron Wood
Daniel Moix

Absent:

Karen Swain, Vice-Chair
Brenda Keisler, Secretary
January Schultz

The September 7 minutes were read, reviewed, and a motion was made and seconded to approve the minutes as written.

Old Business:

Terri Colananni asked the Faculty Council to review Page 3 of Faculty Council Constitution which essentially states the manner in which representatives are to be named or elected to the Faculty Council. On page 4, there was a suggestion of wording to allow for a change in representation if the chosen or elected representative could not fulfill the term.

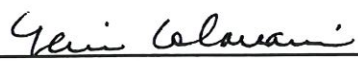
Wording was suggested in Section 2 allowing the Faculty Council to replace an officer if it becomes necessary to do so. In addition, the Vice-Chair will assist as Marshal at the graduation ceremony. A motion was made and seconded to accept these changes to the wording of the Faculty Council Constitution. There was no discussion and the vote was unanimous.

Terri Colananni reminded the Council that January Schultz is looking for substantive input for the revised Faculty Handbook. All Council members agreed to continue to review and revise along with their divisional counterparts. That was tabled until the next meeting.

COPP 1.30 was discussed by the Council and will propose that the purpose and membership for the Council be presented as in COPP 1.30 in the revised Faculty Constitution. This issue was tabled for future discussion.

There was no new business to come before the Council.

The next meeting will be on Thursday, October 18 in I 102 during the activity period from 12:20 until 12:50. There was a motion made and seconded to adjourn the meeting at 1:35.



Terri Colananni, Chair



Lisa Wood, acting Secretary

Faculty Council Meeting

October 18, 2012

Members present:

Karen Swaim – Allied Health

Terri Colananni – At large #1/Chair

Tony Hunnicutt – Business Technology

Daniel Moix – Applied Sciences

Lisa Wood – At large #2

Brenda D. Keisler – Adult Ed

January Schultz – Arts & Sciences

Member absent: Donna Anderson – High School Career Center

Guest: Linda Johnson

Chair Terri Colananni called the meeting to order at 12:20 p.m. in room I-102 in the Arts and Science Building. Minutes from the September 28, 2012, meeting were reviewed and approved.

Under old business, Terri stated that Jill Houlihan and Dr. Schoonmaker are working to incorporate the organization of the Faculty Council into COPP 1.30.

Under new business, Linda Johnson submitted the proposed 2013-2014 Academic Calendar. Linda said that she has already been working with cosmetology and nursing departments concerning deadline dates. New to this calendar are the 8-week sections; these apply only to Applied Sciences. Possibly adding a parenthesis stating “(applies to selected programs)” could keep this from being confusing to the other students.

A discussion followed concerning having a possible “Fall Break” instead of being off the whole week of Thanksgiving. Linda stated that it could be added after Veterans’ Day but not before. She also stated that Faculty Council is not the first to suggest this. Terri asked that everyone take the calendar back to his/her respective departments to review and to get opinions on the Fall Break.

The FC will meet again November 9th. The COTO Board meets next on December 4th.

With no other business, the meeting was adjourned at 1 p.m.

Terri Colananni, FC Chair

Brenda D. Keisler, Secretary

Faculty Council Meeting

November 9, 2012

Members present:

Karen Swaim – Allied Health

Terri Colananni – At large #1/Chair

Daniel Moix – Applied Sciences

Brenda D. Keisler – Adult Ed

Lisa Wood – At large #2

January Schultz – Arts & Sciences

Member absent: Donna Anderson – High School Career Center and Tony Hunnicutt – Business Technology

Chair Terri Colananni called the meeting to order at 1:10 p.m. in the Barry Ballard Board Room. Minutes from the October 18, 2012, meeting were reviewed and approved.

January reported that technical changes in the Faculty Handbook would be presented to Dana Brownfield to amend. In the spring semester, FC might look at the handbook to see how we could implement it; in other words, present to the faculty its purpose. It was also stated that the new Honors College would service all 5 areas. Honors College may need to be a 6th area. Questions/concerns were made about the review of the evaluation, the syllabus example, and should these even be in the handbook. Some areas (such as the reference to School Cast) should be generalized because they are susceptible to frequent changes. Minor revisions were made to align with the COPP. January stated that she will check with Dr. Schoonmaker to see what else needs to be done with the Faculty Handbook.

The 2013-2014 Academic Calendar had only a couple of minor changes/corrections. Concerning the 8 Week sessions, "Only applies to selected courses" should be added in parenthesis. The Summer I 2014 section should have the Adult Education Graduation date changed to June 26. Lisa Wood motioned for the calendar to be approved with those changes; Brenda Keisler seconded; motion passed.

The FC will meet again Tuesday, January 8th, at 2 p.m. in the Joe Keith Room in the Arts and Science Building. The COTO Board meets next on December 4th.

With no other business, the meeting was adjourned at 2:15 p.m.

Terri Colananni, FC Chair

Brenda D. Keisler, Secretary

Faculty Council Meeting

January 8, 2013

Members present:

Karen Swaim – Allied Health/Vice-Chair

Terri Colananni – At large #1/Chair

Daniel Moix – Applied Sciences

Brenda D. Keisler – Adult Ed

Lisa Wood – At large #2

Tony Hunnicutt – Business Technology

Member absent: Donna Anderson – High School Career Center and January Schultz – Arts & Sciences

Guests: Pat Simms and Donna Hill

Chair Terri Colananni called the meeting to order at 2 p.m. in the Keith Conference Room in the Arts and Science Building. Minutes from the November 9, 2012, meeting were reviewed and approved.

Under old business, Terri asked that the results of the selection for College Council be included in the minutes. Option A was for the two at-large members to serve, while Option B was for the Chair and Vice-Chair to serve. There were 7 votes: 2 – Option A, 5 – Option B.

Under new business, Pat Simms presented COPP 2.14 (Employee Evaluation) revisions. He and Donna Hill explained that the members of the Instructional Affairs Committee have been given the task to review, revise, and separate out the procedures from the policies. Pat explained that COPP 2.14 had basically no changes – only the separation into 2.14 (policy) and 2.14p (procedure). Treating all COPPs in this manner would “streamline” the process in the future; whereas, policies would still be addressed by the COTO Board, but procedures would be dealt with as needed. Procedures in COPP 2.14 were discussed, such as possibly having evaluations only in the Fall Semester and letting the student evaluation packets be reviewed as each department deems appropriate. Also discussed was the recommendation of moving evaluations to paperless. Karen moved to accept COPP 2.14/2.14p as presented; Tony seconded; motion passed.

Donna Hill presented COPPs 5.20/5.20p, 5.21/5.21p, 5.22/5.22p, 5.23/5.23p, 5.24/5.24p, and 5.25/5.25p. She asked that FC members take them back to their respective departments and possibly vote on them at the next meeting. She also presented the Academic Calendar and asked for members to review/accept it through the Summer 2015 terms. With one correction (school closed Friday, July 3, 2015, to observe Independence Day), Tony moved to accept the Academic Calendar as presented; Lisa Wood seconded; motion passed.

Discussion followed about possible ways to better present COPP changes and other paperwork to both the FC and to the faculty in general. We will discuss these options with David See.

Terri reported on the last COTO Board meeting and the newly formed College Council meeting. She stated that the CC will also become a budget review committee making the budget more transparent to the College community.

The COTO Board meetings for the Spring will be January 29th, March 26th, and May 28th.

The next two FC meetings held at 1 p.m., Fridays January 25th and February 22nd in the Keith Conference Room in the Arts and Science Building.

With no other business, the meeting was adjourned at 3:10 p.m.

Terri Colananni, FC Chair

Brenda D. Keisler, Secretary

Faculty Council Meeting

January 25, 2013

Members present:

Karen Swaim – Allied Health/Vice-Chair

Terri Colananni – At large #1/Chair

Daniel Moix – Applied Sciences

Brenda D. Keisler – Adult Ed

Lisa Wood – At large #2

Donna Anderson – High School Career Center

January Schultz – Arts & Sciences

Member absent: Tony Hunnicutt – Business Technology

Guest: Dr. Stephen Schoonmaker

Chair Terri Colananni called the meeting to order at 1 p.m. in the Keith Conference Room in the Arts and Science Building. Minutes from the January 8, 2013, meeting were reviewed and approved.

Under old business, January reported that the Faculty Handbook currently just needs a few technical changes; Dana Brownfield will probably be able to take care of those.

In reference to COPPs 5.20 through 5.25 revisions that were presented at the last meeting, Lisa Wood moved to accept all as presented; Daniel Moix seconded; the motion passed.

January presented details concerning the proposed COTO Honors College, including the current ACT score range of numbers from both high school (51) and college (47) students. These numbers represent students whose composite scores were 23 or above (23 is the current President's Scholarship cut-off). Also presented were the time line and the course curriculum. January will be the director of the Honors College. In her presentation, she addressed recruitment goals for both present and future students. Honors College will not only concentrate on academics, but will also focus on critical thinking skills, teamwork, verbal skills, independent thinking, etc. Several ideas for the program are in a Best Practices Handbook that January obtained in her meeting in Boston. Agreements may be made with SAU and later HSU, UALR, UCA, and other 4 year colleges to have a "2+2" articulation. Dr. Schoonmaker stated that fees will be assessed; the amount will be determined later. He also stated that he and Dr. Eggenberger have been visiting with many of the area high schools in recruiting efforts. Some students may qualify for scholarships at the 4-year colleges, but may opt for COTO if they see the advantages of technical abilities offered. The Honors College will possibly have an iPad Project along with other technical efforts. January stated that Mitzi Overturf has suggested giving prospective students a jump-drive with all registration information readily accessed on it. The Honors College students will have to apply specifically for the program and will be asked to be interviewed and possibly write an impromptu essay on the computer. January added that the instructors will also be asked to apply to teach in the Honors College.

January reviewed the HC Curriculum page and answered questions about how it may be altered for students who already come into the program with credits or ones who want to expand from the Arts & Science into other fields, such as IT, business or nursing. Dr. Schoonmaker added that students not in Honors College may later be allowed to take some honors classes.

Lisa asked about the grading system – would it be a letter grade or credit/no credit? January answered that it would be a letter grade as any other class. She added that it would not be an “extra work” class, as many public school gifted classes have become. She also explained that she would like to see these students become ambassadors for COTO. Once established, the second-year students would be leaders and mentors for the first-year students (followers).

With no other questions or discussions, Karen moved to accept the Honors College program; Donna seconded; the motion passed.

In another note, January asked if the Honors College should have representation on Faculty Council since it will become a separate entity. Terri stated that the FC Constitution would need to be changed and that an ex officio representative may be added.

Terri reported on the College Council meeting that took place this morning. She stated that even though FC had not had a chance to review the proposal to extend the Activity Period from two days to four days, she acted on behalf of the FC for time’s sake and voted in favor of it. She explained that she will check for other proposals ahead of time, if possible, to see if they are faculty related and to see if they should be review by FC first. She also stated that the College Council along with the Executive Council will be reviewing/approving budgets from now on.

The COTO Board meetings for the spring will be January 29th, March 26th, and May 28th.

The next FC meeting held at 1 p.m., February 22nd in the Keith Conference Room in the Arts and Science Building.

With no other business, the meeting was adjourned at 2:30 p.m.

Terri Colananni, FC Chair

Brenda D. Keisler, Secretary

Faculty Council Meeting

February 22, 2013

Members present:

Terri Colananni – At large #1/Chair

Karen Swaim – Allied Health/Vice-Chair

Tony Hunnicutt – Business Technology

Lisa Wood – At large #2

Donna Anderson – High School Career Center

Brenda D. Keisler – Adult Ed

January Schultz – Arts & Sciences

Member absent: Daniel Miox – Applied Science

Guest: Adrian Ashley

Chair Terri Colananni called the meeting to order at 1 p.m. in the Keith Conference Room in the Arts and Science Building. Minutes from the January 25, 2013, meeting were reviewed and approved.

Adrian Ashley presented the plans for the new Associate of Applied Science Mechatronics program. He explained that industries need workers trained in many different areas – not just electronics. The Ouachita Area Career Center (high school) students would be able to take the Pre-Engineering courses and receive concurrent enrollment. They could possibly receive from 5 to 8 credit hours per course. He also explained that businesses use different software programs; these different programs would be covered. Green technology will be imbedded throughout the programs. This is part of the “Project – Lead the Way” initiative. When asked where these classes would be located, he stated that the area formerly used by electronics is being renovated for the high school program and the former small engines area would be renovated for the post-secondary program. He hopes to set up an agreement with UALR to coordinate an engineering track. Motion was made to approve these programs as presented; the motion was seconded and approved.

Under old business, January presented the course descriptions for the Honors Seminar I and II classes. These are similar to the current SOS classes but geared to the Honors Program. She added that in Seminar III and IV, students will do the actual work towards their capstone project. Donna Hill and Pat Simms have helped in setting up these descriptions, and Sandra Davis has assigned course codes. Motion was made to approve these descriptions; motion was seconded and approved.

Terri presented the terms of the Roster Verification. This is to help accurately comply with both state and federal reports, especially making sure the 11th day count does not include students who have dropped or have not attended or participated in class. Ideas were discussed on better ways to make sure that students participate in on-line classes. Motion was made to approve these terms; motion was seconded and approved.

Terri presented the updated General Education philosophy and outcomes statement. This was last approved in October of 2009. There have been no changes but needed review from the Faculty Council. It was agreed that there was no need for changes and was approved as presented.

For informational purposes, Terri presented Arkansas HB 1243 concerning trained college faculty or staff to be allowed to carry a concealed handgun on campus. Colleges will, if passed, be allowed to opt-out if preferred to do so.

Discussion also arose concerning the current pay-freeze and hiring practices. An analysis of the COPP concerning may need to be reviewed.

The COTO Board meetings for the spring will be March 26th and May 28th.

The next FC meeting held at 1 p.m., March 29th in the Keith Conference Room in the Arts and Science Building.

With no other business, the meeting was adjourned at 2:15 p.m.

Terri Colananni, FC Chair

Brenda D. Keisler, Secretary

Faculty Council Meeting

March 29, 2013

Members present:

Terri Colananni – At large #1/Chair

Daniel Moix – Applied Science

Tony Hunnicutt – Business Technology

Lisa Wood – At large #2

Donna Anderson – High School Career Center

Brenda D. Keisler – Adult Ed

January Schultz – Arts & Sciences

Member absent: Karen Swaim – Allied Health/Vice-Chair

Guest: Kathy Lazenby

Chair Terri Colananni called the meeting to order at 1 p.m. in the Keith Conference Room in the Arts and Science Building. Minutes from the February 22, 2013, meeting were reviewed and approved.

Kathy Lazenby reported that there were 85 students placed on academic probation at the end of the Fall 2012 term; of those, 21 returned in January, but two dropped after discovering that they no longer had financial aid. Students are allowed to appeal if their financial aid is dropped. Kathy then presented a new Academic Success Plan that included a student agreement and self-assessment. This agreement would make them “work” for their financial aid. She also presented the one-day Orientation Agenda for Thursday, August 15th, that includes a welcome by Dr. Schoonmaker at 1 p.m., general information at 1:15, tours at 1:30, advisors’ meeting at 2:30, and a mix and mingle at 3 p.m. Another mini-orientation will be provided for students who have obligations preventing them from attending on the 15th. When asked about on-line students, she stated that they should also attend this one-day orientation. Terri and Kathy discussed a stronger coordination between Student Affairs and the advisors. Kathy agreed that this effort should help catch at-risk students earlier.

January reported that she and others met with Malvern administration and with Malvern and Bismarck students to discuss the new Honors College. Efforts will be made in the next week to meet with Glen Rose, Poyen, and Magnet Cove students and administrators.

In Terri’s report of the College Council, she stated that HB1243 (now Act 226) had been reviewed and that the College has chosen to opt out. Act 226 allows campuses to have trained individuals carry concealed handguns. She also stated that David See gave the details of the upcoming emergency drill that will take place on campus April 19th. Some of the area high schools have stated that they may not send their students to COTO that day.

In addition, Terri reported that she and Karen Swaim met with Drs. Schoonmaker and Eggersperger to discuss concerns of COPP 2.21 and the faculty pay/hiring scale. Some information on these two documents does not appear to match. Another concern is that there has not been a pay raise in over three years. She stated that Mark Roberts said at the March COTO Board meeting that he appreciated

that we have worked with no raises. Tony moved that a resolution of Faculty Council's concerns be developed by Terri and Brenda before the budget retreat next Friday. Lisa seconded; motion passed.

Terri continued to report on other issues brought before the College Council including rules for the basketball court, financial aid scholarships, and mini-grants. The budget retreat, which includes the CC, is scheduled for Friday, April 5. The next CC meeting is 4/26/13.

The COTO Board will meet again May 28th.

The next FC meeting held at 10 a.m., May 3rd in the Keith Conference Room in the Arts and Science Building.

With no other business, the meeting was adjourned at 2:50 p.m.

Terri Colananni, FC Chair

Brenda D. Keisler, Secretary

Faculty Council Meeting

May 3, 2013

Members present:

Terri Colananni – At large #1/Chair

Karen Swaim – Allied Health/Vice-Chair

Tony Hunnicutt – Business Technology

Lisa Wood – At large #2

January Schultz – Arts & Sciences

Brenda D. Keisler – Adult Ed

Members absent: Daniel Miox – Applied Science and Donna Anderson – High School Career Center

Guest: Dr. Martin Eggensperger, Adrian Ashley, Carla Crutchfield, Dr. Marvin Schultz, and Donna Hill.

Chair Terri Colananni called the meeting to order at 10 a.m. in the Keith Conference Room in the Arts and Science Building. Minutes from March 29, 2013, were reviewed and approved.

Adrian Ashley presented the plans for the Plumbing Apprenticeship Curriculum. This curriculum is set up by NCCER (National Center for Construction Education and Research) and HLC (Higher Learning Commission) and is similarly to the Electrical Apprenticeship Curriculum. It meets the guidelines set up by NATF (National Apprenticeship Training Foundation). 15 hours of the curriculum will be in General Education classes. Karen moved to accept the curriculum as presented; Tony seconded; motion passed.

Donna Hill presented COPPs 5.40, 5.63, and 5.64 as they have been divided into policies and procedures (p). She pointed out minor changes in each including the addition of SGA's approval for all student activities. Brenda pointed out a number correction that was needed on each by the authentication (signature) line. With that correction, Lisa moved to accept; Tony seconded; motion passed.

Drs. Martin Eggensperger and Marvin Schultz presented the Faculty Rank Plan. Marvin explained that two-year colleges are restricted by law from giving tenure; however, there is still a need in many cases, such as referral letters, where titles other than teacher/instructor could give more weight. The rankings are based solely on academic levels and full-time service to COTO. Terri stated that COPP 2.12 would need to have a statement concerning this ranking added. She asked that the chart use "0" instead of the word "entry", include the name College of the Ouachitas and the date, and the following statements: 1. Faculty Rank is based upon full-time experience at the College and current degree; 2. Each new rank will be awarded at the beginning of the appropriate academic year. With these stipulations, Tony moved to approve; Karen seconded; motion passed. Dr. Eggensperger stated that he will do his best to expedite this through the College Council and Executive Council in time for the Board meeting.

Dr. Eggensperger also presented COPP 4.06 for consideration, stating that a name is needed for the "School of _____" – (departments: Arts & Sciences, Business Technology, and Adult Education). January asked if there would be a coordinator of the Arts & Sciences since Pat Simms had been named

Dean. Dr. E stated that would be considered. It was agreed to table COPP 4.06 until the first meeting in the 2013-14 academic year, giving more time for the members of each department to submit possible names.

Carla Crutchfield presented the Strategic Action Plan as devised during the Spring Gathering in January. She explained that the plan would be an on-going process to be re-evaluated in a year. She also stated that Janet Hunt and Terrell Harper would be assisting with recruiting efforts. Lisa moved to accept the plan as presented; Tony seconded; the motion passed.

The COTO Board will meeting again May 28th.

The next FC meeting held after the summer break – time and place TBA.

With no other business, the meeting was adjourned at 11:50 a.m.

Terri Colananni, FC Chair

Brenda D. Keisler, Secretary

Faculty Council Meeting

February 22, 2013

Members present:

Terri Colananni – At large #1/Chair

Daniel Miox – Applied Science

Tony Hunnicutt – Business Technology

Lisa Wood – At large #2

Donna Anderson – High School Career Center

Brenda D. Keisler – Adult Ed

January Schultz – Arts & Sciences

Member absent: Karen Swaim – Allied Health/Vice-Chair

Guest: Kathy Lazenby

Chair Terri Colananni called the meeting to order at 1 p.m. in the Keith Conference Room in the Arts and Science Building. Minutes from the February 22, 2013, meeting were reviewed and approved.

Kathy Lazenby reported that there were 85 students placed on academic probation at the end of the Fall 2012 term; of those, 21 returned in January, but two dropped after discovering that they no longer had financial aid. Students are allowed to appeal if their financial aid is dropped. Kathy then presented a new Academic Success Plan that included a student agreement and self-assessment. This agreement would make them “work” for their financial aid. She also presented the one-day Orientation Agenda for Thursday, August 15th, that includes a welcome by Dr. Schoonmaker at 1 p.m., general information at 1:15, tours at 1:30, advisors’ meeting at 2:30, and a mix and mingle at 3 p.m. Another mini-orientation will be provided for students who have obligations preventing them from attending on the 15th. When asked about on-line students, she stated that they should also attend this one-day orientation. Terri and Kathy discussed a stronger coordination between Student Affairs and the advisors. Kathy agreed that this effort should help catch at-risk students earlier.

January reported that she and others met with Malvern administration and with Malvern and Bismarck students to discuss the new Honors College. Efforts will be made in the next week to meet with Glen Rose, Poyen, and Magnet Cove students and administrators.

In Terri’s report of the College Council, she stated that HB1243 (now Act 226) had been reviewed and that the College has chosen to opt out. Act 226 allows campuses to have trained individuals carry concealed handguns. She also stated that David See gave the details of the upcoming emergency drill that will take place on campus April 19th. Some of the area high schools have stated that they may not send their students to COTO that day.

In addition, Terri reported that she and Karen Swaim met with Drs. Schoonmaker and Eggensperger to discuss concerns of COPP 2.21 and the faculty pay/hiring scale. Some information on these two documents does not appear to match. Another concern is that there has not been a pay raise in over three years. She stated that Mark Roberts said at the March COTO Board meeting that he appreciated

that we have worked with no raises. Tony moved that a resolution of Faculty Council's concerns be developed by Terri and Brenda before the budget retreat next Friday. Lisa seconded; motion passed.

Terri continued to report on other issues brought before the College Council including rules for the basketball court, financial aid scholarships, and mini-grants.

The COTO Board will meeting again May 28th.

The next FC meeting held at 10 p.m., May 3rd in the Keith Conference Room in the Arts and Science Building.

With no other business, the meeting was adjourned at 2:50 p.m.

Terri Colananni, FC Chair

Brenda D. Keisler, Secretary

Faculty Council Meeting

March 29, 2013

Members present:

Terri Colananni – At large #1/Chair

Daniel Moix – Applied Science

Tony Hunnicutt – Business Technology

Lisa Wood – At large #2

Donna Anderson – High School Career Center

Brenda D. Keisler – Adult Ed

January Schultz – Arts & Sciences

Member absent: Karen Swaim – Allied Health/Vice-Chair

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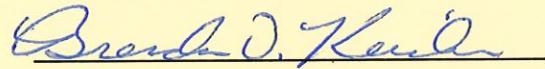
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The COTO Board will meet again May 28th.

The next FC meeting held at 10 a.m., May 3rd in the Keith Conference Room in the Arts and Science Building.

With no other business, the meeting was adjourned at 2:50 p.m.

Terri Colananni, FC Chair


Brenda D. Keisler, Secretary

ASSOCIATE OF APPLIED SCIENCE - MECHATRONICS

Mechatronics is a new and rapidly growing field that integrates electronics, mechanics, pneumatics, hydraulics, and information technology and computer control systems into a single discipline that crosses most of the traditional boundaries of a skilled technician. Mechatronics technicians need a broad understanding of how mechanical and electrical energy is produced, controlled and utilized. The Mechatronics program is designed to teach a core set of technical skills that are applicable in a wide variety of settings.

CURRICULUM – MECHATRONICS (AAS)

1st Semester

	Credit Hours
IEMT 1213 Mechanical Devices and Systems	3
IEMT 1104 Fundamentals of Electricity	4
DATA 1113 Fundamentals of Information Technology	3
MECH 1103 Principles of Mechatronics	3
IEMT 2412 Industrial Safety	2

Total 15 Hours

2nd Semester

IEMT 1103 Wiring Methods	3
IEMT 1203 Fluid Power (Hydraulics and Pneumatics)	3
CISS 1103 Network Essentials	3
ELCT 1204 Motors and Motor Controls	4
MACH 1102 Basic Blueprint Reading	2
MATH 1133 Technical Math OR	3
MATH 1143 College Algebra	

Total 18 Hours

3rd Semester

ELCT 1224 Digital and Electronic Circuits	4
ELCT 2325 PLC and PLC Applications	5
MACH 2103 Introduction to CAD	3
ENGL 1113 Composition I	3

Total 15 Hours

4th Semester

PSYC 1113 General Psychology	3
ENGL 1213 Composition II	3

Choose one of the following

BIOL 2123 Environmental Science	3 or 4
PHYC 1114 Earth Science	
BIOL 2123 Introduction to Biology	
PHYC 1124 Introduction to Physics	

Choose one of the following

IEMT 2503 Industrial Internship	3
ELCT 2113 Intro to Data Voice, and Video Cabling	
MACH 1113 Introduction to Machining Technology	
IEMT 2203 Industrial Power Transmission	

Special Topics in Mechatronics: Robotics, CNC

Total 12 or 13

COMPLETION AWARD: Associate of Applied Science 60 or 61 hours

Existing Certificates

CERTIFICATE OF PROFICIENCY: INDUSTRIAL ELECTRONICS TECHNOLOGY

<i>IEMT 1104 Fundamentals of Electricity</i>	4
ELCT 1204 Motors and Motor Controls	4
<i>ELCT 2325 PLC and PLC Applications</i>	5
Completion Award: Certificate of Proficiency	13 Credit Hours

CERTIFICATE OF PROFICIENCY: INDUSTRIAL EQUIPMENT MAINTENANCE TECHNOLOGY

<i>IEMT 1104 Fundamentals of Electricity</i>	4
IEMT 1103 Wiring Methods	3
<i>IEMT 1203 Fluid Power (Hydraulics and Pneumatics)</i>	3
Completion Award: Certificate of Proficiency	10 Credit Hours

Newly Added Certificates

CERTIFICATE OF PROFICIENCY: CUSTOMIZED INDUSTRIAL TECHNOLOGY

Choose any 9 hours the Mechatronics Curriculum

CERTIFICATE OF PROFICIENCY: MECHATRONICS OPERATIONS

<i>IEMT 1104 Fundamentals of Electricity</i>	4
IEMT 1213 Mechanical Devices and Systems	3
<i>DATA 1113 Fundamentals of Information Technology</i>	3
<i>MECH 1103 Principles of Mechatronics</i>	3
IEMT 2412 Industrial Safety	2
Completion Award: Certificate of Proficiency	15 Credit Hours

CERTIFICATE OF PROFICIENCY: MECHATRONICS PRACTICE

ELCT 1204 Motors and Motor Controls	4
IEMT 1103 Wiring Methods	3
<i>IEMT 1203 Fluid Power (Hydraulics and Pneumatics)</i>	3
CISS 1103 Network Essentials	3
MACH 1102 Basic Blueprint Reading	2
Completion Award: Certificate of Proficiency	15 Credit Hours

Note: There is no overlap in courses between the CP in Mechatronics Operations and the CP in Mechatronics Practice

TECHNICAL CERTIFICATE: MECHATRONICS TECHNOLOGY

<i>IEMT 1104 Fundamentals of Electricity</i>	4
ELCT 1204 Motors and Motor Controls	4
IEMT 1213 Mechanical Devices and Systems	3
IEMT 1103 Wiring Methods	3
<i>IEMT 1203 Fluid Power (Hydraulics and Pneumatics)</i>	3
<i>DATA 1113 Fundamentals of Information Technology</i>	3
<i>MECH 1103 Principles of Mechatronics</i>	3
IEMT 2412 Industrial Safety	2
CISS 1103 Network Essentials	3
MACH 1102 Basic Blueprint Reading	2
MATH 1133 Technical Math OR	3
MATH 1143 College Algebra	
ENGL 1113 Composition I	3
<i>ELCT 2325 PLC and PLC Applications</i>	5
Completion Award: Certificate of Proficiency	41 Credit Hours

Note: The Technical Certificate Combines the two Mechatronics CPs with additional courses

Proposed Program Outcomes

1. Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instructions.
2. Students will solve problems using basic principles of mathematics.
3. Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
4. Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing workplace environment.
5. Students will use available resources, time, materials, and equipment efficiently and effectively.
6. Students will develop a commitment to continued learning to remain employable in the job market.
7. Students will learn the basic principles of DC and AC electricity, including Ohm's Law, series and parallel circuits, network theorems, magnetism, RC, LC, RLC, and transformer circuits. Students will also prove competency through laboratory experiments.
8. Students will apply computer technology to complete tasks effectively and efficiently. Through learning current software applications (work processing, spreadsheets, and database), students will apply technological concepts that are of lasting value rather than mastery of specific hardware/software skills and knowledge.
9. Students will learn the technical mathematics skills required to be proficient in the calculations that are a part of technical skills today.
10. Students will develop competency in semiconductor technology, including mastery of basic semiconductor devices, various integrated circuits, power supplies, signal amplifiers, oscillators, radio transmitters and receivers.
11. Students will develop competency in digital technology. They will be required to master Boolean algebra; the basic gates, the use of Karnaugh maps; R-S, D, and J-K flip flops, synchronous and asynchronous counters; shift registers, various memory IC's D/A and A/D converters.
12. Students will develop competency in motors and motor controls. They will be required to master the various types of motors (AC and DC) and their control circuits, along with the multiple devices used in motor controls (switches, magnetic starters, transformers).
13. Students will develop competency in Programmable Logic Controllers. They will be required to master various brands of PLC's, their programming software, the most commonly used instructions, the wiring of systems, and the development of their ladder programs.
14. Students will develop competency in industrial instrumentation. They will master the various types of sensors for pressure, temperature, flow, level, and humidity along with their applications.

[illegible]

Mechatronics

Mechatronics (*mekə'trɒn ɪks*) – **noun**: the combination of mechanical engineering, computing, and electronics, as used in the design and development of new manufacturing techniques.

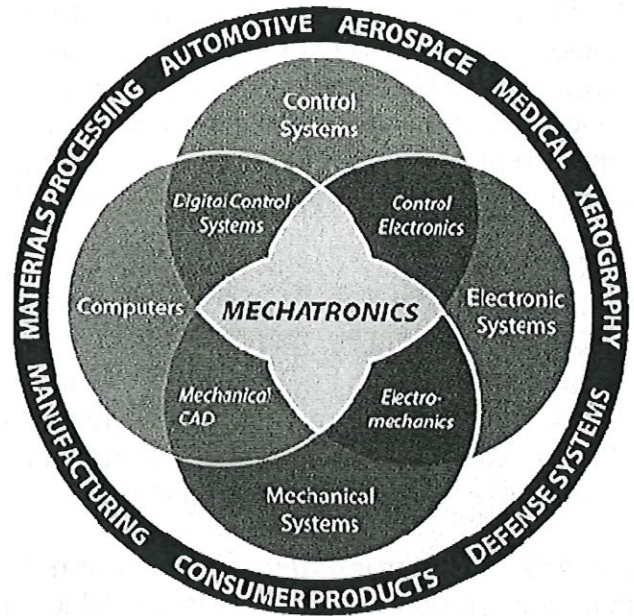
Mechatronics is the next generation of industrial maintenance, millwright, plant operations and technician training preparation for the future of our local industries' workforce. Mechatronics is a blend of mechanics, precision engineering, process control, electronics, hydraulics, pneumonics, computers, sensor and actuator technology, and even robotics; in essence anything that helps industry work smarter – not harder – to inexpensively get the most done in as little time as possible.

A mechatronics technician unites the principles of mechanics, electronics, computing, and control systems to provide a unified framework for service and production of future-orientated machines and products. Skilled mechatronics technicians provide the foundation to generate simpler, economical, reliable and versatile systems required in the leaner companies of today.

Though the word was first coined in 1969 by Japanese engineer Tetsura Mori to describe basic electromechanical systems or control and automation engineering, it wasn't until the mid-1980s when the concept really began to evolve. Today, mechatronics is a common industry term used worldwide. While mechatronics still involves the merging of mechanics and electronics, it also now includes software and information technology. Mechatronics melds new technologies to existing technologies and combines them to solve problems, creates products or even develops new ways of doing things. Mechatronics integrates different technologies to solve problems as efficiently as possible.

The past five years has seen a rapid increase in mechatronics programs at two-year colleges in the United States and many other programs worldwide; conservatively, it is estimated at least 30 countries have mechatronics education programs. Two things that have contributed to the growth of mechatronics are the shrinking global market and the need for reliable and cost-effective products. To be competitive, companies must develop new technologies to design and manufacture their products. Mechatronics assists in the rapid reaction to change, competitive product properties and shortened product cycles – absolute necessities for any company. Mechatronic technicians are the backbone workforce required to stay competitive.

With the ever-changing needs and wants of a complex and sophisticated world, innovations and technologies will have to improve and develop with the rapidly changing times. In the future, mechatronics will increasingly focus on safety, reliability and affordability. College of the Ouachitas will be there providing a trained workforce relevant to the evolving needs of local industry.



The above is a diagram from Rensselaer Polytechnic Institute Web site, which describes the various fields that make up Mechatronics

IEMT 1213 Mechanical Devices and Systems: This class is an overview of the principles, concepts, and applications of mechanisms found in an industrial plant. Topics covered include belt drive systems, chains, chain drives, conveyor belts, conveyor systems, bearings, sheaves, lubrication, sprockets, and mechanical fasteners. Lab will be used to emphasize practical maintenance, installation, and procedures for repair and replacement. Bearing vibration and thermal imaging diagnostics is also covered.

IEMT 1104 Fundamentals of Electricity: This course introduces the student to the basic concepts of D.C. and A.C. electricity. All topics of D.C. circuits are covered, including current flow, voltage, power and resistance, Ohm's Law, complex circuits and magnetism. In A.C., coils, capacitors, transformers, and their associated formulae are introduced. Three-phase voltage is also discussed. This course will enable the student to gain an understanding of the essentials of electricity and electrical power. Prerequisite: MATH 1013 Basic Algebra

DATA 1123 Fundamentals of Information Technology

This course introduces students to available technology resources and to computer concepts, hardware, software, file management, networks, e-mail, and the Internet. It also provides hands-on application in word processing, presentation, spreadsheet, and database management software. Prerequisite: Score proficient on the College's required Keyboarding Entrance Exam.

MECH 1103 Principles of Mechatronics

Mechatronics integrates electronics, mechanics, pneumatics, hydraulics, information technology and computer control systems into a single discipline that crosses most of the traditional boundaries of a skilled technician. Mechatronics technicians need a broad understanding of how mechanical and electrical energy is produced, controlled and utilized. The Mechatronics program is designed to teach a core set of technical skills that are applicable in a wide variety of settings. This class is an overview of how these disciplines are combined to create modern, production lines that are efficient, productive and reliable. (3,3,0)

IEMT 2412 Industrial Safety: Industrial Safety is a course designed to provide all students with the basic safety knowledge required in today's industrial workplace. It is also designed to give the supervisor, or future supervisor, the necessary tools to manage a safe work environment. With a knowledge of industrial hazards, and the skills required to correct them, the worker or supervisor will be better equipped to deal with today's modern industrial environment. Topics covered include: Accident reduction, safety training, safety involvement, safety inspections, accident investigations, industrial hygiene, ergonomics, machine safeguarding, tool safety, materials handling safety, electrical and fire safety, hazard communication, and an introduction to hazardous chemical safety. (2,2,0)

IEMT 1203 Fluid Power (Hydraulics and Pneumatics): This course covers the principles of hydraulic and pneumatic equipment and their uses and application in industry. Some of the topics covered in this class include: hydraulic pumps, control valves, cylinders, seals, air compressors, filters, pressure regulators, pressure control valves, and flow controls. (3,2,3)

CISS 1103 Network Essentials: This course gives students a fundamental overview of industry networking including Ethernet, protocols, TCP/IP, topology, security, SCDA systems, network installation, testing and trouble shooting. Ethernet and TCP/IP data transmission is emphasized. The network cabling plant, network devices, interfaces, bandwidths, compatibility issues with PLCs are also covered. (3,2,3)

ELCT 1204 Motors and Motor Controls:

This class is a study of the principles of operation of D.C. motors, single-phase A.C. motors and 3-phase A.C. motors. Also covered are control devices such as motor starters, contractors, relays, solenoids, and switches. Wiring techniques and troubleshooting are incorporated into a supportive lab. Prerequisite: IEMT 1104 Fundamentals of Electricity or instructor permission. (4,3,3)

MACH 1102 Basic Blueprint Reading:

This is a basic course designed for the person pursuing a career in any of the manufacturing and industrial fields. It is a study to help the student develop the basic skills required for visualizing and interpreting mechanical drawings and blueprints. Persons seeking careers in engineering, architectural, mechanical, electrical, and electronics fields will benefit from visualizing shapes, line usage, dimensioning and tolerancing, notes and symbols. Prerequisites: MATH 1003 Basic Math with a grade of "C" or above or ASSET or ACT score of 14 or above in Math. (3,3,0)

ELCT 1224 Digital and Electronic Circuits

This class is an introduction into the design of semiconductor materials and the basic components that are made from them. The fundamentals and theory of digital logic circuits are also covered. Topics of study include diodes, transistors, power supplies, voltage regulators, field effect transistors, transistor operation, transistor configurations, load line analysis, and small signal amplifiers. Devices such as Oscillators, SCRs, Triacs, Diacs, UJTs, power amplifiers and operational amplifiers are covered in the classroom and practical circuits are built in lab. Operation and design of digital logic gates, use of Boolean Algebra, Flip-flops, Counters, Shift Registers, Semiconductor Memories, Analog to Digital converters and Digital to Analog converters are also covered. Experimental circuits are constructed in an associated lab. (4,3,3)
Prerequisite: IEMT 1104 Fundamentals of Electricity

ELCT 2325 PLC and PLC Applications This class is designed to provide the student with instruction about the internal structure, principles of operation, programming techniques, and maintenance and operation of PLCs for industrial applications. Troubleshooting and programming experiments are performed in lab. The student will write PLC programs that cause real-world equipment to function according to industry standards. The student will wire control devices, such as limit switches, solenoid valves, timers, photo-sensors, three-phase motors, and capacitive sensors and write PLC programs to make them function on actual equipment. (5, 4,3)
Prerequisite: IEMT 1104 Fundamentals of Electricity and ELCT 1204 Motor and Motor Controls.

MACH 2103 Introduction to CAD: Computer Aided Drafting is an introductory course for the technician or the person seeking to draft for a living. Engineers, architects, mechanical, electrical, and electronics persons all need the ability to complete finished drawings of parts and structures. Manufacturers rely on computer drawings of parts and other manufactured goods. This course expands on MACH 1103 Basic Blueprint Reading. It will explore the use of CAD graphics software through the use of microcomputers, plotters and printers. Included will be operations through logging-on and off, geometric entity creations, zooming, dimensioning, moving, plotting, layering, mirroring, saving, and recalling drawings. Upon completion of this course the student should be able to produce a useful mechanical drawing using the microcomputer and plotter or printer. (3,2,3)
. Prerequisite: MACH 1102 Basic Blueprint Reading

MECH 2103 Computer Integrated Manufacturing Concepts: This course is designed to teach the student the student the basic electrical and programming skills needed to operate high-tech robotic and optical equipment. Students will learn basic robotics, bar-coding, conveyor systems, pneumatic controls, optical scanning, and some PLC use for CIM systems. Prerequisite: ELCT 2314 PLC's or instructor permission. (3,2,3)

ELCT 2403 Industrial Instrumentation: This course utilizes many of the concepts of electronics previously covered in the program. It also introduces the student to the basic principles and applications of instrumentation and control devices used in industry. Topics include: temperature control, gas and humidity sensors, pressure and strain measurements, flow control and measurement, and chart recorders. Prerequisite: ELCT 1204 Motors and Motor Control or instructor permission. (3,2,3) Offering is based on student interest.

ELCT 2404 Robotics and CIM Applications: Students will learn industrial robotic techniques and applications of logistic and transport systems. Heavy emphasis on conveyor systems, work cell design and installations, CNC machining centers, using the vertical CNC milling machine, robotics applications in industry, light systems, and data acquisition systems. Practical hands-on laboratory exercises, research, design, and applications of machines will be part of the student's learning process. Prerequisites: Completion of all first semester courses, Concurrent enrollment in ELCT 2102, Computer Integrated Manufacturing Concepts, or instructor permission. (4,2,4) Offered every other Spring OR based on student interest.

IEMT 2433 CIM Processes: In this laboratory and research course, students will learn to set up an entire manufacturing process. Motion, optic, CNC machining, inventory control, and quality will all be researched, designed and tested in the laboratory, and installed in a real world environment. Outside research in will be required . Actual process control using state of the art CIM equipment and other control mechanisms will be employed. Prerequisites: Completion of all basic electrical classes and Intro to CIM, concurrent enrollment in ELCT 2404 of instructor permission. (3,0,6). Offering is based on student interest.

IEMT 1102 Wiring Methods: Wiring methods is a course designed to give the student practical hands-on experience in electrical wiring techniques. Students will learn all conduit and wire terminology, wire and conduit sizes and their proper use, how to properly bend and install electrical conduit and pull wire, how to properly install breaker boxes and power panels, and how to solder and de-solder. (2,1,3) F, S

IEMT 2202 Industrial Power Transmission Equipment: In this course the student will be introduced to heavy duty power transmission equipment such as clutches, transmissions, gear boxes, gear drives, torque converters, couplings and drive lines. Instruction covers theory of operation and industrial applications for these devices. Lab will focus on maintenance and installation of this type of equipment. (2,1,3)

MACH 2404 CNC Programming and Operation: This course is intended for the person

desiring to work in the manufacturing trades requiring an in-depth knowledge of programming, setting up and operating a CNC turning center. The course builds on MACH 2113 Introduction to CNC. It deals primarily with the controls, tooling and setup on a CNC turning center with a FANUC controller and makes extensive use of a video training course, produced by CNC Concepts, which presents the total programming capabilities of the FANUC turning center controls. The student plans the machining process from blueprint through finished part describing the part on paper using the standard G code format and works with CAD/CAM to write a program and download it to the machine. The student learns to work with techniques such as canned cycles, multiple repetitive cycles, automatic tool radius compensation, geometry offsets, wear offsets and assigning program zero, selecting and setting up the various tools, making the settings and adjustments necessary. He learns to operate the controls of the machine, coordinate the program from computer to the machine, test and edit the program, and produce a finished part. The machine used for training is a Mori-Seiki AL 20 with a FANUC OT Mate controller. Prerequisite: MACH 2113 Introduction to CNC or two years of machine shop experience plus six months operating a CNC machine or equivalent experience. (4,2,6)

MACH 2233 Intermediate CAD: Intermediate Computer Aided Drafting is a continuation of Introduction to CAD. In this course, the student will draw advanced three view machine drawings, isometric drawings, advanced floor plans, advanced electrical, plumbing, and other plans as assigned by the instructor. Students will use AUTOCAD Light to complete drawings to industry standards. Students will be expected to complete a considerable amount of work outside of the normal weekly class period. Prerequisite: MACH 2103 Introduction to CAD. (3,3,0)

MECHATRONICS

ASSOCIATE OF APPLIED SCIENCE

Mechatronics is a new and rapidly growing field that integrates electronics, mechanics, pneumatics, hydraulics, and information technology and computer control systems into a single discipline that crosses most of the traditional boundaries of a skilled technician. Mechatronics technicians need a broad understanding of how mechanical and electrical energy is produced, controlled and utilized. The Mechatronics program is designed to teach a core set of technical skills that are applicable in a wide variety of settings.

CURRICULUM – MECHATRONICS (AAS)

1 st Semester	Credit Hours
IEMT 1213 Mechanical Devices and Systems	3
IEMT 1104 Fundamentals of Electricity	4
DATA 1113 Fundamentals of Information Technology	3
MECH 1103 Principles of Mechatronics	3
IEMT 2412 Industrial Safety	2
Total	15 Hours

2 nd Semester	
IEMT 1103 Wiring Methods	3
IEMT 1203 Fluid Power (Hydraulics and Pneumatics)	3
CISS 1103 Network Essentials	3
ELCT 1204 Motors and Motor Controls	4
MACH 1102 Basic Blueprint Reading	2
MATH 1133 Math for the Workplace OR	3
MATH 1143 College Algebra	
Total	18 Hours

3 rd Semester	
ELCT 1224 Digital and Electronic Circuits	4
ELCT 2325 PLC and PLC Applications	5
MACH 2103 Introduction to CAD	3
ENGL 1113 Composition I	3
Total	15 Hours

4 th Semester	
PSYC 1113 General Psychology	3
ENGL 1213 Composition II	3
Choose one of the following	
BIOL 2123 Environmental Science	3 or 4
PHYC 1114 Earth Science	
BIOL 2123 Introduction to Biology	
PHYC 1124 Introduction to Physics	
Choose one of the following	
IEMT 2503 Industrial Internship	3
ELCT 2114 Intro to Data Voice, and Video Cabling	4
MACH 1113 Introduction to Machining Technology	3
IEMT 2203 Industrial Power Transmission	3
Special Topics in Mechatronics: Robotics, CNC	Total
	12 or 13

COMPLETION AWARD: Associate of Applied Science 60 or 61 hours

TECHNICAL CERTIFICATE: MECHATRONICS TECHNOLOGY

<i>IEMT 1104 Fundamentals of Electricity</i>	4
ELCT 1204 Motors and Motor Controls	4
IEMT 1213 Mechanical Devices and Systems	3
IEMT 1103 Wiring Methods	3
<i>IEMT 1203 Fluid Power (Hydraulics and Pneumatics)</i>	3
<i>DATA 1113 Fundamentals of Information Technology</i>	3
<i>MECH 1103 Principles of Mechatronics</i>	3
IEMT 2412 Industrial Safety	2
CISS 1103 Network Essentials	3
MACH 1102 Basic Blueprint Reading	2
MATH 1133 Math for the Workplace OR	3
MATH 1143 College Algebra	
ENGL 1113 Composition I	3
<i>ELCT 2325 PLC and PLC Applications</i>	5

Completion Award: Technical Certificate **41 Credit Hours**

CERTIFICATE OF PROFICIENCY: CUSTOMIZED INDUSTRIAL TECHNOLOGY

Choose any 9 hours the Mechatronics Curriculum

CERTIFICATE OF PROFICIENCY: MECHATRONICS OPERATIONS

<i>IEMT 1104 Fundamentals of Electricity</i>	4
IEMT 1213 Mechanical Devices and Systems	3
<i>DATA 1113 Fundamentals of Information Technology</i>	3
<i>MECH 1103 Principles of Mechatronics</i>	3
IEMT 2412 Industrial Safety	2

Completion Award: Certificate of Proficiency **15 Credit Hours**

CERTIFICATE OF PROFICIENCY: MECHATRONICS PRACTICE

ELCT 1204 Motors and Motor Controls	4
IEMT 1103 Wiring Methods	3
<i>IEMT 1203 Fluid Power (Hydraulics and Pneumatics)</i>	3
CISS 1103 Network Essentials	3
MACH 1102 Basic Blueprint Reading	2

Completion Award: Certificate of Proficiency **15 Credit Hours**

Note: There is no overlap in courses between the CP in Mechatronics Operations and the CP in Mechatronics Practice

MCSE 2104 Microsoft Infrastructure & Active Directory

This course teaches students through video lectures, hands-on labs, and simulation software, the skills and knowledge necessary to configure, manage and troubleshoot a Windows Server 2008 network infrastructure. Students are able to install and authorize a Dynamic Host Configuration Protocol (DHCP) server service, install DNS, create primary/secondary zones, locate DNS records, enable remote management and open firewall ports to allow remote use of MMC snap-ins, configure IPv6 addresses and create and activate an IPv6 scope and configure a file Server. In the second half of this course, Microsoft's Active Directory, students use Server Manager to add and manage roles and features, use Group Policy to simplify network administration, create Organizational Units, install Windows Server Backup, create a backup schedule and monitor Active Directory using Server Manager, Event Viewer and Performance Monitor. These courses help prepare students to take the Microsoft Certified Technology Specialist Exam. (4,3,2) *Prerequisites: MCSE 1104 Microsoft Client Operating System and MCSE 1204 Microsoft Server*

MECH 1103 Principles of Mechatronics

Mechatronics integrates electronics, mechanics, pneumatics, hydraulics, information technology and computer control systems into a single discipline that crosses most of the traditional boundaries of a skilled technician. Mechatronics technicians need a broad understanding of how mechanical and electrical energy is produced, controlled and utilized. The Mechatronics program is designed to teach a core set of technical skills that are applicable in a wide variety of settings. This class is an overview of how these disciplines are combined to create modern, production lines that are efficient, productive and reliable. (3,3,0)

MECH 2103 Computer Integrated Manufacturing Concepts

This course is designed to teach the student the student the basic electrical and programming skills needed to operate high-tech robotic and optical equipment. Students will learn basic robotics, bar-coding, conveyor systems, pneumatic controls, optical scanning, and some PLC use for CIM systems. Prerequisite: ELCT 2314 PLC's or instructor permission. (3,2,3)

MECH 2263, 2264, 2265, 2266 Special Topics in Mechatronics:

These courses are designed to fit special needs in manufacturing processes that are unique to the changing needs of industry and are of faculty and student interest. The courses cover topics in the field of Mechatronics that are not covered by other courses. Pre engineering classes developed by PLTW (Project Lead the Way) may be eligible for concurrent enrolment as special topics classes. Up to 9 hours of Special Topics may be used as electives in the Mechatronics degree. *Prerequisite: Special Consent.*

ELCT 2403 Industrial Instrumentation

This course utilizes many of the concepts of electronics previously covered in the program. It also introduces the student to the basic principles and applications of instrumentation and control devices used in industry. Topics include: temperature control, gas and humidity sensors, pressure and strain measurements, flow control and measurement, and chart recorders. Prerequisite: ELCT 1204 Motors and Motor Control or instructor permission. (3,2,3) Offering is based on student interest.

ELCT 2404 Robotics and CIM Applications

Students will learn industrial robotic techniques and applications of logistic and transport systems. Heavy emphasis on conveyor systems, work cell design and installations, CNC machining centers, using the vertical CNC milling machine, robotics applications in industry, light systems, and data acquisition systems. Practical hands-on laboratory exercises, research, design, and applications of machines will be part of the student's learning process. *Prerequisites:* Completion of all first semester courses, Concurrent enrollment in ELCT 2102, Computer Integrated Manufacturing Concepts, or instructor permission. (4,2,4) Offered every other Spring OR based on student interest.

IEMT 2433 CIM Processes

In this laboratory and research course, students will learn to set up an entire manufacturing process. Motion, optic, CNC machining, inventory control, and quality will all be researched, designed and tested in the

CLUSTER: SCIENCE, TECHNOLOGY, ENGINEERING, & MATHEMATICS
Pre-Engineering:

Required Core Courses

495480 Introduction to Engineering Design – CORE COURSE

Credit: 1 Grade Levels: 10-12

Introduction to Engineering Design is an introduction course that develops students' problem-solving skills, with emphasis placed on the concept of developing a 3-D model or solid rendering of an object. Students focus on the application of visualization processes and tools provided by modern, state-of-the-art computer hardware and software. The course will emphasize the design development process of a product and how a model of that product is produced, analyzed, and evaluated, using a computer-aided design system. Various design applications will be explored with discussion of possible career opportunities.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 606 Engineering Professions

495490 Principles of Engineering – CORE COURSE

Credit: 1 Grade Levels: 10-12

Principles of Engineering is a broad-based survey course designed to help students understand the field of engineering and engineering technology and its career possibilities. Students will develop engineering problem-solving skills that are involved in postsecondary education programs and engineering careers. They will explore various engineering systems and manufacturing processes. They will also learn how engineers address concerns about the social and political consequences of technological change. The main purpose of this course is to experience through theory and hands-on, problem-solving activities what engineering is all about and to answer the question, "Is a career in engineering or engineering technology for me?"

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 606 Engineering Professions

Elective Courses

495450 Computer-Integrated Manufacturing – SPECIALIZATION COURSE

Credit: 1 Grade Levels: 10-12

This course builds upon the computer solid modeling design skills developed in Introduction to Engineering Design. Students will be presented with design problems that require the use of Inventor to develop solutions to the problems. They will evaluate the solutions using mass property analysis (study of the relationship among the design, function, and materials used), make appropriate modifications, and use prototyping equipment to produce three-dimensional models of the solutions. Students will be expected to communicate the process and results of their work through oral and written reports.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 606 Engineering Professions

495460 Digital Electronics – SPECIALIZATION COURSE

Credit: 1 Grade Levels: 10-12

Digital Electronics is a course of study in applied digital logic. The course is patterned after the first-semester course in digital electronics taught in two- and four-year colleges. Students will study the application of electronic logic circuits and devices and apply Boolean logic to the solution of problems. Students will design circuits using Circuit Maker, export their designs to a printed circuit auto-routing program that generates printed circuit boards, and construct the design using chips and other components.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 606 Engineering Professions 152

* Computer integrated modeling

3-D model Intro to

4

2 hrs
Modeling

3 hours

W/H

* Intro to CAD

Digital Elect.

Faculty Council Meeting

January 8, 2013

Members present:

Karen Swaim – Allied Health/Vice-Chair

Terri Colananni – At large #1/Chair

Daniel Moix – Applied Sciences

Brenda D. Keisler – Adult Ed

Lisa Wood – At large #2

Tony Hunnicutt – Business Technology

Member absent: Donna Anderson – High School Career Center and January Schultz – Arts & Sciences

Guests: Pat Simms and Donna Hill

Chair Terri Colananni called the meeting to order at 2 p.m. in the Keith Conference Room in the Arts and Science Building. Minutes from the November 9, 2012, meeting were reviewed and approved.

Under old business, Terri asked that the results of the selection for College Council be included in the minutes. Option A was for the two at-large members to serve, while Option B was for the Chair and Vice-Chair to serve. There were 7 votes: 2 – Option A, 5 – Option B.

Under new business, Pat Simms presented COPP 2.14 (Employee Evaluation) revisions. He and Donna Hill explained that the members of the Instructional Affairs Committee have been given the task to review, revise, and separate out the procedures from the policies. Pat explained that COPP 2.14 had basically no changes – only the separation into 2.14 (policy) and 2.14p (procedure). Treating all COPPs in this manner would “streamline” the process in the future; whereas, policies would still be addressed by the COTO Board, but procedures would be dealt with as needed. Procedures in COPP 2.14 were discussed, such as possibly having evaluations only in the Fall Semester and letting the student evaluation packets be reviewed as each department deems appropriate. Also discussed was the recommendation of moving evaluations to paperless. Karen moved to accept COPP 2.14/2.14p as presented; Tony seconded; motion passed.

Donna Hill presented COPPs 5.20/5.20p, 5.21/5.21p, 5.22/5.22p, 5.23/5.23p, 5.24/5.24p, and 5.25/5.25p. She asked that FC members take them back to their respective departments and possibly vote on them at the next meeting. She also presented the Academic Calendar and asked for members to review/accept it through the Summer 2015 terms. With one correction (school closed Friday, July 3, 2015, to observe Independence Day), Tony moved to accept the Academic Calendar as presented; Lisa Wood seconded; motion passed.

Discussion followed about possible ways to better present COPP changes and other paperwork to both the FC and to the faculty in general. We will discuss these options with David See.

Terri reported on the last COTO Board meeting and the newly formed College Council meeting. She stated that the CC will also become a budget review committee making the budget more transparent to the College community.

The COTO Board meetings for the Spring will be January 29th, March 26th, and May 28th.

The next two FC meetings held at 1 p.m., Fridays January 25th and February 22nd in the Keith Conference Room in the Arts and Science Building.

With no other business, the meeting was adjourned at 3:10 p.m.

Terri Colananni, FC Chair

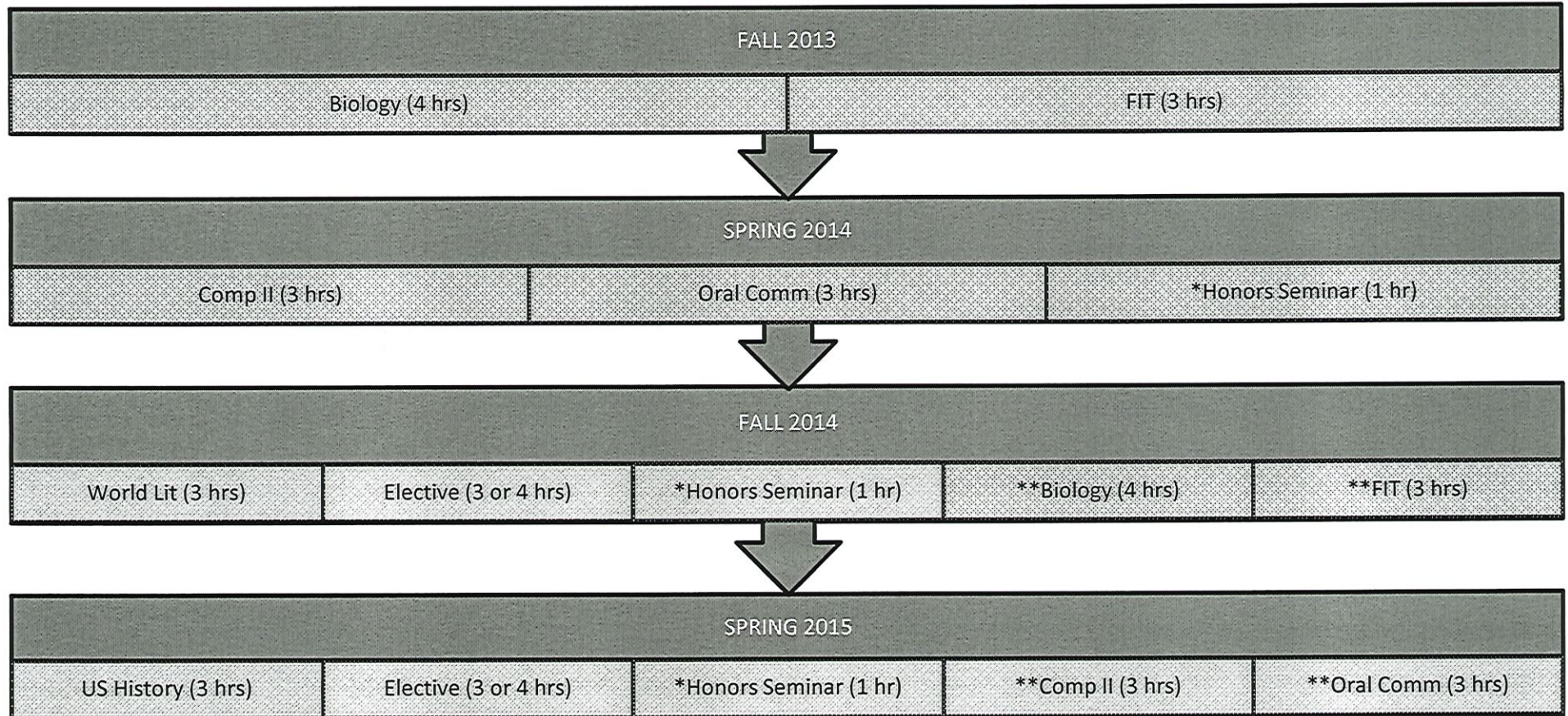
Brenda D. Keisler, Secretary

HONORS COURSE CURRICULUM

To take Honors Courses: 1) ACT score + essay/interview as incoming Freshman OR 2) 1 letter of recommendation, not currently taking Dev. Edu. Courses, and ≥ 3.5 GPA + essay/interview as current COTO student

Once accepted to Honors Program, to graduate students must complete 15 credit hours of Honors courses including 2 semesters of

*Honors Seminar and maintain a ≥ 3.5 GPA



Electives (offered on a rotating basis):

- Pre-Calculus
- Environmental Science
- Philosophy
- Religion

- Statistics
- Humanities
- Film
- Social Science
- Special Topics in Honors

* 1 hour class that replaces SOS/PCS for incoming Honors Freshmen, incorporates Honors Capstone Project and service learning, mixed class of 1st year and 2nd year Honors students

**2nd Group of entering students

Members:

TC, KS, DA, LW, DM, BK, JS

Absent: Tony H.

I. 1 p.m. - TC Chair

II. Minutes KS LW

III. Old Business

(a) F. Handbook JS - just technical changes
Dana taking care of that

(b) COPP 5.20 - 5.25 revisions (Donna H. last meeting)

5.20 -
5.21 -
5.22 -
5.23 -
5.24 -
5.25 -

LW all
DM

(c) Honors College - Schultz

Skit -

Recruitment goals - future attainment

JS - Director

Charts / ACT

Critical thinking, verbal, team ind,

Questions

Pres. scholarship cut off (23)

Non-duplicated

SAU - rounded → maybe transfer to SAU

Maybe → HS & UCA WLR - ext

articulations later

Fees ?? etc. SS - How much - not if.

3

Charge outsiders from groups

Ac Calendar

Scheduled down

JS - HC FC rep?

TC Ex officio on FC FC Contri

CC w/ EXC will decide budget.

Needs to take

vote before Feb. 22

KS motion DA Sec. ✓

SS - ME Recruiting efforts

~~Techno Center~~ HC Classroom

Best Practices Handbook

Techno - possibly iPod Project

Take adv. of technical abilities

Mitzi - jump drive (adv.)

Will meet Monday morning

Late Council H.C.

Faculty will apply also!

interview - improv essay! on computer

Autobi ^{1.27}

Honors Center - Space

~~HS~~ Curriculum page

24 hrs.

FIT - iPod portfolios etc.

Leaders - Followers - Mentors

St. Ambassadors

Honors Seminar -

For AA For transfer maybe Co-enroll

SS -

Not HC - but can take HC courses

no interview

Field trips (UALR co-admit?)

LW? - ABCDF ✓

IV. New business

②

TC { C. Council - Activities Period?

No channel

SS → TC → CC

+ From 2 days/wk activities

Pass attendance =

→ TC voted KS substituted aware

(4 days)
cabinet

Fee for

HONORS COLLEGE TIME LINE

Establish Honors
College
January/February
2013

Recruiting
Curriculum/Faculty
Development
March - May 2013

Summer 2013

First Honors
Courses Offered
Continued College
Expansion
Fall 2013

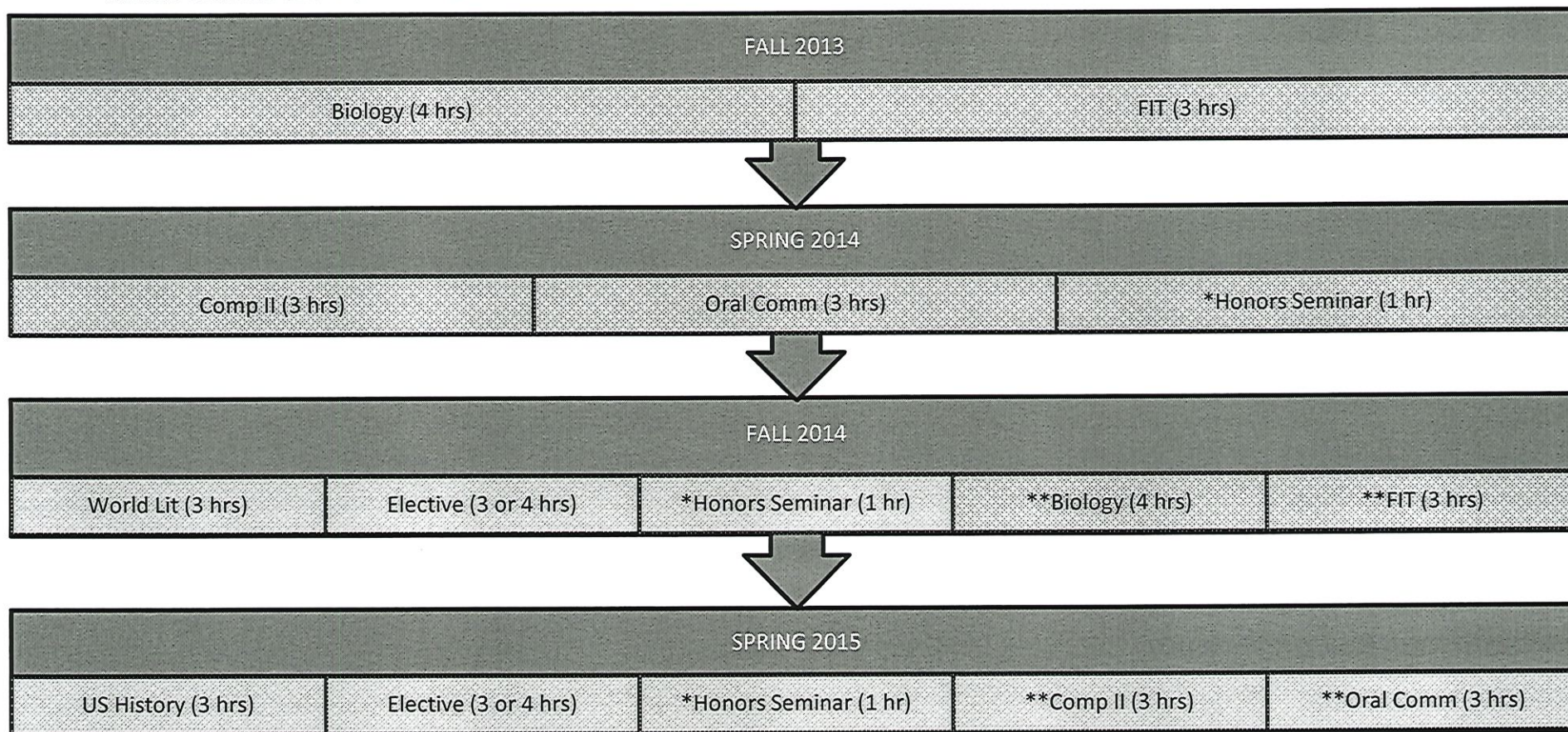
- proposal submission
- Launch Team
 - January (Director)
 - Martin (CAO)
 - Pat (Curriculum)
 - Donna (SA)
 - David (Facilities/Technology)
 - Mitzi (Advertising/PR)
- high school seniors
- transfer students
- currently enrolled
- faculty recruitment
- faculty development
- curriculum development
- additional recruiting at orientation(s)
- interview process for applicants
- have our own orientation?
- establish Honors Center

HONORS COURSE CURRICULUM

To take Honors Courses: 1) ACT score + essay/interview as incoming Freshman OR 2) 1 letter of recommendation, not currently taking Dev. Edu. Courses, and ≥ 3.5 GPA + essay/interview as current COTO student

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Electives (offered on a rotating basis):

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- Philosophy
- Religion

- Statistics
- Humanities
- Film
- Social Science
- Special Topics in Honors

* 1 hour class that replaces SOS/PCS for incoming Honors Freshmen, incorporates Honors Capstone Project and service learning, mixed class of 1st year and 2nd year Honors students

**2nd Group of entering students

FALL
2012

TEST_ID	COLLEGE_ATTEND	RAW_SCORE	Total
ACT	HIGH SCHOOL	23	9
		24	9
		25	13
		26	4
		27	7
		28	4
		29	2
		30	2
		32	1
	HIGH SCHOOL Total		51
	COLLEGE	23	15
		24	8
		25	5
		26	5
		27	3
		28	6
		29	2
		30	1
		31	1
		32	1
	COLLEGE Total		47
ACT Total			98
Grand Total			98

~24% (409 students submitted ACT scores)

HONORS COLLEGE TIME LINE

Establish Honors
College
January/February
2013

Recruiting
Curriculum/Faculty
Development
March - May 2013

Summer 2013

First Honors
Courses Offered
Continued College
Expansion
Fall 2013

- proposal submission
- Launch Team
 - January (Director)
 - Martin (CAO)
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		32	1
	COLLEGE Total		47
ACT Total			98
Grand Total			98

~24% (409 students submitted ACT scores)

BEGINNING IN HONORS

Some Questions and Issues

I. CURRICULUM

- What characterizes an "Honors course"? Level of difficulty, team teaching, interdisciplinary, class size, type of students, discussion format?
- Should Honors courses be a source of curricular experimentation, or should they aim to preserve traditional parts of the curriculum? Should there be an Honors "core"?
- How do Honors courses correlate with the college/university core requirements?
- Should Honors courses count towards a major?
- What is the role of Independent Study in Honors?
- How should Honors courses be designated in schedule of classes and on transcripts?
- What are some appropriate rewards for completion of Honors work?
- What are some of the most rewarding "extracurricular" sorts of Honors experiences? Social? Cultural? Travel (Honors meetings)?
- What are the NCHC Honors semesters, and what do they offer students?

II. STUDENTS AND FACULTY

- What are the criteria by which Honors faculty should be selected?
- Once identified, how can the faculty be attracted to teach honors?
- What kinds of negotiations can be expected with academic departments, deans, etc.?
- How should Honors teachers be involved in course development, general Honors program organizations, etc.?
- How should Honors teaching be evaluated?
- What are the problems of retaining excellent Honors teachers within the program, and, conversely, how can disappointing instructors be separated diplomatically?
- How are new faculty at the institution told about the Honors program?
- From what pool are Honors students chosen (all accepted students, those meeting certain pre-established criteria, recommendations, etc.)?
- What is the relationship between the Admissions Office and the Honors Program in recruiting and selecting students?
- How are Honors students to be oriented to the program?

- What are the problems in retaining Honors students?
- How can Honors students participate in the planning, evaluating, and changing of the program?
- What is the role of the Honors student organization?

III. ADMINISTRATION

- What are the advantages and disadvantages of various models of organization: the Honors Director, Chair of Faculty Honors Committee, assistant and associate Honors directors, Honors councils, etc?
- Relationships with faculty, department chairpersons, deans (provosts, vice presidents).
- Should there be an Honors center—separate building or office suite?
- What are the advantages and disadvantages of Honors residences?
- How to devise realistic Honors budgets: faculty compensation, student scholarships, basics and niceties, travel.
- How long should an Honors director serve?
- How is an Honors director evaluated?
- How much does it cost to run an Honors program?
- Justifying an Honors program to the administration, faculty, and student body.
- What are the possibilities of relationships with other Honors programs? State, regional and national Honors groups?
- What are the possibilities of relationships with other campus organizations and departments?

B. The duties of the Vice Chair shall be:

1. To act as Chair when Chair is not present at meetings or other required duties as described above;
2. To observe and learn duties of Chair;
3. To take on assigned duties appointed by the Chair;
4. To officially take the Chair position in the event the Chair steps down;
5. To exercise full voting privileges;
6. To accompany the Chair in submitting official resolutions and decisions of the Faculty Council to the President and Board of Trustees; and
7. To assume the Chair position during the second year of service on the council.

C. The duties of the Secretary shall be:

1. To record, report, and distribute minutes of all Faculty Council meetings;
2. To assume responsibility for official correspondence of the Faculty Council as directed by Chair; and
3. To prepare, as directed by the Chair, and distribute the agenda one week prior to regular meetings and three days prior to special meetings.

Post to Internet

ARTICLE V

MEETINGS

Section I: Regular Meetings

There shall be a minimum of two (2) 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 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. Upon unanimous consent of all Faculty Council members, an issue may be discussed and voted on by email and this vote will be binding. The same rules of order of voting will apply for the electronic voting method. Also, it is recommended that any proposed policy changes will have a first reading and be presented in writing, and be taken back to the divisions for discussion and recommendations before a vote shall be made from Faculty Council.

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.



Faculty Council Constitution



College of the Ouachitas is an Affirmative Action, Equal Employment Institution.

Revised September 2011

College of the Quachitas

Faculty Council Constitution

Table of Contents

Article I – Name

Article II – Purpose

Article III – Membership

Article IV – Officers, Duties, Election

- Section I. Officers of the Faculty Council**
- Section II. Manner of Election of Officers**
- Section III. Duties of the Officers**

Article V – Meetings

- Section I. Regular Meetings**
- Section II. Special Meetings**

Article VI – Conduct of Meetings

- Section I. Parliamentary Authority**
- Section II. Quorum**
- Section III. Method of Voting**

Article VII – Amendments

College of the Ouachitas

Constitution Of The

Faculty Council

As Amended, September 2011

ARTICLE I: NAME

The name of the organization shall be the **Faculty Council of College of the Ouachitas**.

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

The **Faculty Council** shall consist of eight (8) positions. One faculty member from each of the four (4) college divisions (excluding Division Chairs) (AST, BT, A&S, AH), one member from the Ouachita Career Center (OAHSCC), one member from Adult Education (AE), and two at-large positions. All eight of these members shall have full voting privileges.

All members will serve two (2) year terms with elections being held at the end of the fall semester. The Faculty Council Chair will be responsible for conducting the elections as follows:

Even years: AST, BT, AH, At-large position 1

Odd years: AE, A&S, OAHSCC, At-large position 2

Associate faculty are not eligible except in a division where there is only one faculty member. If the one faculty member becomes ill or incapacitated for an extended period, that Division Chair could appoint an associate faculty member to represent the division.

If new divisions are added, those divisions will automatically receive an appointment to the Council.

If one of the Faculty Council members becomes ill or incapacitated for an extended period, the Faculty Council Chair will, upon notification of such situation, hold an election for the replacement of the vacated position from the pool of qualified replacement individuals, to serve the remainder of that member's term.

ARTICLE IV

OFFICERS – THEIR DUTIES AND MANNER OF ELECTION

Section I: Officers of the Faculty Council

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

Section 2: Manner of Election of Officers

The Vice Chair and the Secretary shall be elected by vote of Council members at the first meeting following the election of Council members each Fall. The new Vice Chair needs to have a two-year term available with the first year to be used as training and the second year to serve as Chair.

Section 3: Duties of the Officers

A. The duties of the Chair shall be:

1. To preside over all meetings of the Faculty Council;
2. To set an agenda for each regularly scheduled meeting;
3. To schedule all regular and special meetings and inform all concerned;
4. To vote;
5. To attend Board meetings;
6. To submit official resolutions and decisions of the Faculty Council to the College President and the Board of Trustees;
7. To act as marshal at graduation; and
8. **To serve on the Committee Selection Committee (refer to COPP 1.30)**

Faculty Council Agenda
Friday, September 7, 2012
1:00 p.m.
Ballard Conference Room

- I. Call to order
- II. Minutes of 8/15/12 meeting
- III. Old Business
 - a. COPP 1.30
- IV. New Business
 - a. Revision of Faculty Handbook – Dr. E
 - b. Revise FC Constitution – Colananni
- V. Announcements
 - a. Fall meetings – 9/7, 9/28, 10/19, 11/9
 - Board meetings – 9/25, 12/4
- VI. Adjourn

Faculty Council Agenda
Thursday, October 18, 2012
12:20 p.m.
Arts & Sciences Building - I102

- I. Call to order
- II. Minutes of 9/28/12 meeting
- III. Old Business
 - a. Revision of Faculty Handbook – Schultz
(will combine w/associate faculty handbook)
 - b. Status of COPP 1.30
- IV. New Business
 - a. 2013-2014 academic calendar
- V. Informational items/Announcements
 - a. Fall FC meetings – 11/9
2012 Board meetings – 12/4
- VI. Adjourn

2013 - 2014 Academic Calendar

FALL 2013

* Fall 2013 Registration.....	May 15 – August 16*
Faculty Return to Campus	August 12
Classes Begin	August 19
Last Day to Adjust Schedule by 6:00 p.m.	August 20
Labor Day Holiday (Campus Closed).....	September 2
Fall 2013 Mid-Term Cosmetology Application Deadline	September 6
Spring 2014 RN Application Deadline	October 4
Mid Semester	October 11
Mid Semester Grades due by 11:59 p.m.....	October 16
Last Day to Withdraw with a "W"	November 1
Spring 2014 Practical Nursing Application Deadline	November 1
Spring Priority Registration (Current Students Only)	November 11 – November 15
Spring 2014 Cosmetology Application Deadline	November 14
Faculty Workday (No Classes)	November 25
Thanksgiving Holiday (No Classes)	November 26 - 29
(Campus Closed).....	November 27 – 29
* Spring 2014 Registration	December 2 – December 6*
Final Exams.....	December 12
Grades Due by 11:59 p.m.	December 15
Christmas Holidays Begin for Students and Faculty.....	December 16
Campus Closed	December 23 - January 1**

Fall II 2013 8 Week

Registration Fall.....	May 15 – August 16
Registration Fall III (8 week)	May 15 – October 11
Faculty Return to Campus	August 12
Classes Begin	August 19
Last Day to Adjust Schedule by 6:00 p.m.	August 19
Labor Day Holiday (Campus Closed)	September 2
Fall 2013 Mid-Term Cosmetology Application Deadline	September 6
Last Day to Withdraw with a "W" Fall II.....	September 20
Spring 2014 RN Application Deadline	October 4
Final Exam	October 10
Grades due by 11:59 p.m.	October 13

Fall III 2013 8 Week

Registration Fall III (8 week)	May 15 – October 11
Classes Begin	October 14
Spring 2014 Practical Nursing Application Deadline	November 1
Spring 2014 Cosmetology Application Deadline	November 14
Last Day to Withdraw with a "W"	November 15
Spring Priority Registration (Current Students Only)	November 11 –15
Faculty Workday (No Classes)	November 25
Thanksgiving Holiday (No Classes)	November 26 - 29
(Campus Closed)	November 27 – 29
Spring 2014 Registration	December 2 – 6
Final Exams	December 12
Grades Due by 11:59 p.m.	December 15
Christmas Holidays Begin for Students and Faculty	December 16
Campus Closed	December 23 –January 1**

SPRING 2014

Campus Re-opens.....	January 2
* Spring 2014 Registration	January 2 - 10
Faculty Return to Campus	January 6
Classes Begin	January 13
Last Day to Adjust Schedule by 6:00 p.m.	January 14
Martin Luther King Jr. Holiday (No Classes)	January 20
Spring 2014 Mid-Semester Cosmetology Application Deadline	January 29
Summer 2014 RN Application Deadline	March 7
Mid Semester	March 7
Mid Semester grades due by 11:59 p.m.	March 12
***Spring Break (No Classes)	March 17 - 21
(Campus Closed)	March 20 -21
Last Day to Withdraw with a "W"	April 4
Summer 2014 Cosmetology Application Deadline.....	April 11
Summer I, II, III & Fall 2014 Priority Registration (Current Students Only).....	April 14 – April 25
Awards Ceremony	May 2
Final Exams	May 5 - 8
Graduation	May 10
Grades Due by 11:59 p.m.	May 11
Summer I and Summer II 2014 Registration	May 14 - 23
Summer III 2014 Registration.....	May 14 – June 27
* Registration Fall 2014.....	May 14 – August 15*

*New students may register anytime during the registration period after attending an orientation session.

Spring II 2014 8 Week

Campus Re-opens.....	January 2
Registration Spring II (8 week)	January 2 – 7
Spring III 2014 Registration (8 week)	January 2 – March 14
Faculty Return to Campus	January 6
Classes Begin	January 13
Last Day to Adjust Schedule by 6:00 p.m.	January 13
Martin Luther King Jr. Holiday (No Classes)	January 20
Spring 2014 Mid-Semester Cosmetology Application Deadline	January 29
Last Day to Withdraw with a "W"	February 14
Final Exams.....	March 6
Grades due by 11:59 p.m.	March 9

Spring III 2014 8 Week

Spring III 2014 Registration	January 2 – March 7
Classes Begin	March 10
Last Day to Adjust Schedule by 6:00 p.m.	March 10
***Spring Break (No Classes)	March 17 - 21
(Campus Closed).....	March 20 -21
Summer 2014 Cosmetology Application Deadline.....	April 11
Last Day to Withdraw with a "W" Spring III (8 week)	April 18
Summer I, II, III & Fall 2014 Priority Registration (Current Students Only).....	April 21– May 2
Awards Ceremony	May 2
Final Exams.....	May 8
Graduation	May 10
Grades Due by 11:59 p.m.	May 11

SUMMER I 2014 (5 Week)

Summer I 2014 Registration.....	May 14 - May 23
Summer II 2014 Registration.....	May 14 - May 23
Summer III 2014 Registration	May 14 – June 27
* Fall 2014 Registration.....	May 14 – August 15*
Memorial Day Holiday (Campus Closed).....	May 26
Classes Begin	May 27
Last Day to Adjust Schedules by 6:00 p.m.	May 27
Last Day to Withdraw with a "W" Summer I (5 – Week) Classes.....	June 13
Adult Education Graduation.....	June 19 26
Final Exams	June 26
Grades Due by 11:59 p.m.	June 29

*New students may register anytime during the registration period after attending an orientation session.

SUMMER II 2014 (10 Week)

Summer II 2014 Registration.....	May 14 - May 23
* Fall 2014 Registration.....	May 14 – August 15
Memorial Day Holiday (Campus Closed)	May 26
Classes Begin	May 27
Last Day to Adjust Schedules by 6:00 p.m.	May 27
Independence Day Holiday (Campus Closed)	July 4
Fall 2014 Practical Nursing Application Deadline.....	July 7
Fall 2014 Cosmetology Application Deadline.....	July 7
Last Day to Withdraw with a "W" Summer II 10-Week Classes.....	July 18
Final Exams.....	July 30 & July 31
Grades Due by 11:59 p.m.....	August 3

SUMMER III 2014 (5 Week)

Summer III 2014 Registration	May 14 – June 27
* Fall 2014 Registration.....	May 14 – August 15*
Classes Begin.....	June 30
Last Day to Adjust Schedules by 6:00 p.m.	June 30
Independence Day Holiday Observance (Campus Closed)	July 4
Fall 2014 Practical Nursing Application Deadline.....	July 7
Last Day to Withdraw with a "W" Summer III Classes (5 week)	July 18
Final Exams.....	July 31
Grades Due by 11:59 p.m.....	August 3

FALL 2014

Tentative

Registration Fall.....	May 14 – August 15
Faculty Return to Campus	August 11
Classes Begin	August 18
Last Day to Adjust Schedule by 6:00 p.m.	August 19
Labor Day Holiday (Campus Closed).....	September 1
Fall 2014 Mid-Term Cosmetology Application Deadline.....	September 5
Spring 2015 RN Application Deadline	October 3
Mid Semester	October 10
Mid Semester Grades due by 11:59 p.m.....	October 15
Spring Cosmetology Application Deadline	October 31
Last Day to Withdraw with a "W"	October 31

Spring 2015 Cosmetology Application Deadline	November 3
Spring 2015 Practical Nursing Application Deadline	November 7
Spring Priority Registration (Current Students Only)	November 10 – November 14
Faculty Workday (No Classes)	November 24
Thanksgiving Holiday (No Classes)	November 25 - 28
(Campus Closed).....	November 26 – 28
* Spring 2015 Registration	December 1– December 5*
Final Exams.....	December 8 – 11
Grades Due by 11:59 p.m.	December 14
Christmas Holidays Begin for Students and Faculty.....	December 15
Campus Closed	December 22 - January 2**

Fall II 2014 8 Week

Tentative

Registration Fall.....	May 14 – August 15
Registration Fall III (8 week).....	May 14 – October 10
Faculty Return to Campus	August 11
Classes Begin	August 18
Last Day to Adjust Schedule by 6:00 p.m.	August 18
Labor Day Holiday (Campus Closed)	September 1
Last Day to Withdraw with a "W" Fall II.....	September 19
Final Exam	October 9
Grades due by 11:59 p.m.	October 12

Fall III 2014 8 Week

Tentative

Registration Fall III (8 week)	May 14 – October 10
Classes Begin	October 13
Spring 2015 Cosmetology Application Deadline	November 3
Spring 2015 Practical Nursing Application Deadline	November 7
Last Day to Withdraw with a "W" Fall III (8 week)	November 14
Spring Priority Registration (Current Students Only)	November 10 –14
Faculty Workday (No Classes)	November 24
Thanksgiving Holiday (No Classes)	November 25 - 28
(Campus Closed)	November 26 – 28
Spring 2015 Registration	December 1 - 5
Final Exams.....	December 11
Grades Due by 11:59 p.m.....	December 14
Christmas Holidays Begin for Students and Faculty.....	December 15
Campus Closed	December 22 –January 2**

Draft received from Linda Johnson as of 10/11/12

*New students may register anytime during the registration period after attending an orientation session.

**TBA by the Board of Trustees

***COTO reserves the right to adjust spring break week up until the beginning of the fall semester.

Faculty Council Agenda
Friday, November 9, 2012
1:00 p.m.
Ballard Conference Room – A502

- I. Call to order
- II. Minutes of 10/18/12 meeting
- III. Old Business
 - a. Revision of Faculty Handbook – Schultz
 - b. 2013-2014 academic calendar
- IV. New Business
- V. Informational items/Announcements
 - a. Fall FC meetings – none scheduled
 - 2012 Board meetings – Tuesday,
December 4
- VI. Adjourn

2013 - 2014 Academic Calendar

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Faculty Workday (No Classes)	November 25
Thanksgiving Holiday (No Classes)	November 26 - 29
(Campus Closed)	November 27 – 29
* Spring 2014 Registration	December 2 – December 6*
Final Exams	December 9-12
Grades Due by 11:59 p.m.	December 15
Christmas Holidays Begin for Students and Faculty	December 16
Campus Closed	December 23 - January 1**

Fall II 2013 8 Week

Registration Fall	May 15 – August 16
Registration Fall III (8 week)	May 15 – October 11
Faculty Return to Campus	August 12
Classes Begin	August 19
Last Day to Adjust Schedule by 6:00 p.m.	August 19
Labor Day Holiday (Campus Closed)	September 2
Fall 2013 Mid-Term Cosmetology Application Deadline	September 6
Last Day to Withdraw with a "W" Fall II	September 20
Spring 2014 RN Application Deadline	October 4
Final Exam	October 10
Grades due by 11:59 p.m.	October 13

Fall III 2013 8 Week

Registration Fall III (8 week)	May 15 – October 11
Classes Begin	October 14
Spring 2014 Practical Nursing Application Deadline	November 1
Spring 2014 Cosmetology Application Deadline	November 14
Last Day to Withdraw with a "W"	November 15
Spring Priority Registration (Current Students Only)	November 11 –15
Faculty Workday (No Classes)	November 25
Thanksgiving Holiday (No Classes)	November 26 - 29
(Campus Closed)	November 27 – 29
Spring 2014 Registration	December 2 – 6
Final Exams	December 12
Grades Due by 11:59 p.m.	December 15
Christmas Holidays Begin for Students and Faculty	December 16
Campus Closed	December 23 –January 1**

SPRING 2014

Campus Re-opens.....	January 2
* Spring 2014 Registration	January 2 - 10
Faculty Return to Campus	January 6
Classes Begin	January 13
Last Day to Adjust Schedule by 6:00 p.m.	January 14
Martin Luther King Jr. Holiday (No Classes)	January 20
Spring 2014 Mid-Semester Cosmetology Application Deadline	January 29
Summer 2014 RN Application Deadline	March 7
Mid Semester	March 7
Mid Semester grades due by 11:59 p.m.	March 12
***Spring Break (No Classes)	March 17 - 21
(Campus Closed)	March 20 -21
Last Day to Withdraw with a "W"	April 4
Summer 2014 Cosmetology Application Deadline.....	April 11
Summer I, II, III & Fall 2014 Priority Registration (Current Students Only)	April 14 – April 25
Awards Ceremony	May 2
Final Exams	May 5 - 8
Graduation	May 10
Grades Due by 11:59 p.m.	May 11
Summer I and Summer II 2014 Registration	May 14 - 23
Summer III 2014 Registration.....	May 14 – June 27
* Registration Fall 2014.....	May 14 – August 15*

*New students may register anytime during the registration period after attending an orientation session.

Spring II 2014 8 Week

Campus Re-opens.....	January 2
Registration Spring II (8 week)	January 2 – 7
Spring III 2014 Registration (8 week)	January 2 – March 14
Faculty Return to Campus	January 6
Classes Begin	January 13
Last Day to Adjust Schedule by 6:00 p.m.	January 13
Martin Luther King Jr. Holiday (No Classes)	January 20
Spring 2014 Mid-Semester Cosmetology Application Deadline	January 29
Last Day to Withdraw with a "W"	February 14
Final Exams	March 6
Grades due by 11:59 p.m.	March 9

Spring III 2014 8 Week

Spring III 2014 Registration	January 2 – March 7
Classes Begin	March 10
Last Day to Adjust Schedule by 6:00 p.m.	March 10
***Spring Break (No Classes)	March 17 - 21
(Campus Closed).....	March 20 -21
Summer 2014 Cosmetology Application Deadline.....	April 11
Last Day to Withdraw with a "W" Spring III (8 week)	April 18
Summer I, II, III & Fall 2014 Priority Registration (Current Students Only).....	April 21– May 2
Awards Ceremony	May 2
Final Exams	May 8
Graduation	May 10
Grades Due by 11:59 p.m.	May 11

SUMMER I 2014 (5 Week)

Summer I 2014 Registration.....	May 14 - May 23
Summer II 2014 Registration.....	May 14 - May 23
Summer III 2014 Registration	May 14 – June 27
* Fall 2014 Registration	May 14 – August 15*
Memorial Day Holiday (Campus Closed).....	May 26
Classes Begin	May 27
Last Day to Adjust Schedules by 6:00 p.m.	May 27
Last Day to Withdraw with a "W" Summer I (5 – Week) Classes	June 13
Adult Education Graduation.....	June 26
Final Exams	June 26
Grades Due by 11:59 p.m.	June 29

Draft received from Linda Johnson as of 10/11/12

*New students may register anytime during the registration period after attending an orientation session.

SUMMER II 2014 (10 Week)

Summer II 2014 Registration.....May 14 - May 23
* Fall 2014 Registration.....May 14 – August 15
Memorial Day Holiday (Campus Closed)..... May 26
Classes BeginMay 27
Last Day to Adjust Schedules by 6:00 p.m.May 27
Independence Day Holiday (Campus Closed) July 4
Fall 2014 Practical Nursing Application Deadline.....July 7
Fall 2014 Cosmetology Application Deadline.....July 7
Last Day to Withdraw with a "W" Summer II 10-Week Classes.....July 18
Final Exams..... July 30 & July 31
Grades Due by 11:59 p.m.....August 3

SUMMER III 2014 (5 Week)

Summer III 2014 RegistrationMay 14 – June 27
* Fall 2014 Registration.....May 14 – August 15*
Classes Begin..... June 30
Last Day to Adjust Schedules by 6:00 p.m.June 30
Independence Day Holiday Observance (Campus Closed) July 4
Fall 2014 Practical Nursing Application Deadline.....July 7
Last Day to Withdraw with a "W" Summer III Classes (5 week)July 18
Final Exams.....July 31
Grades Due by 11:59 p.m.....August 3

FALL 2014

Tentative

Registration Fall.....May 14 – August 15
Faculty Return to Campus.....August 11
Classes BeginAugust 18
Last Day to Adjust Schedule by 6:00 p.m.August 19
Labor Day Holiday (Campus Closed).....September 1
Fall 2014 Mid-Term Cosmetology Application Deadline.....September 5
Spring 2015 RN Application DeadlineOctober 3
Mid SemesterOctober 10
Mid Semester Grades due by 11:59 p.m.....October 15
Spring Cosmetology Application DeadlineOctober 31
Last Day to Withdraw with a "W"October 31

Spring 2015 Cosmetology Application Deadline	November 3
Spring 2015 Practical Nursing Application Deadline	November 7
Spring Priority Registration (Current Students Only)	November 10 – November 14
Faculty Workday (No Classes)	November 24
Thanksgiving Holiday (No Classes)	November 25 - 28
(Campus Closed).....	November 26 – 28
* Spring 2015 Registration	December 1– December 5*
Final Exams	December 8 – 11
Grades Due by 11:59 p.m.	December 14
Christmas Holidays Begin for Students and Faculty.....	December 15
Campus Closed	December 22 - January 2**

Fall II 2014 8 Week

Tentative

Registration Fall.....	May 14 – August 15
Registration Fall III (8 week)	May 14 – October 10
Faculty Return to Campus	August 11
Classes Begin	August 18
Last Day to Adjust Schedule by 6:00 p.m.	August 18
Labor Day Holiday (Campus Closed)	September 1
Last Day to Withdraw with a "W" Fall II.....	September 19
Final Exam	October 9
Grades due by 11:59 p.m.	October 12

Fall III 2014 8 Week

Tentative

Registration Fall III (8 week)	May 14 – October 10
Classes Begin	October 13
Spring 2015 Cosmetology Application Deadline	November 3
Spring 2015 Practical Nursing Application Deadline	November 7
Last Day to Withdraw with a "W" Fall III (8 week)	November 14
Spring Priority Registration (Current Students Only)	November 10 –14
Faculty Workday (No Classes)	November 24
Thanksgiving Holiday (No Classes)	November 25 - 28
(Campus Closed)	November 26 – 28
Spring 2015 Registration	December 1 - 5
Final Exams.....	December 11
Grades Due by 11:59 p.m.	December 14
Christmas Holidays Begin for Students and Faculty.....	December 15
Campus Closed	December 22 –January 2**

Draft received from Linda Johnson as of 10/11/12

*New students may register anytime during the registration period after attending an orientation session.

**TBA by the Board of Trustees

***COTO reserves the right to adjust spring break week up until the beginning of the fall semester.

Faculty Council Agenda
Tuesday, January 8, 2013
2:00 p.m.

Keith Conference Room – Arts & Sciences building

- I. Call to order
- II. Minutes of 11/9/12 meeting
- III. Old Business
 - ✓ a. Revision of Faculty Handbook – Schultz
 - ✓ b. College Council reps from FC
- IV. New Business
 - ✗ a. Revision of Faculty Evaluation Plan – Simms
 - ✓ b. COPP revisions – Hill
 - ✓ c. 2014-2015 academic calendar – Johnson
 - d. Honors College - Schultz — *Table*
- V. Informational items/Announcements
 - a. Report from 12/4 board meeting
 - b. 2013 Board meetings – 1/29, 3/26, 5/28
 - c. Report from 12/13 College Council meeting
 - d. Schedule spring FC meetings
- VI. Adjourn

COTO College Council

Meeting Minutes

December 13, 2012

Present: Terri Colananni, Angie Coman, Carla Crutchfield, Mitzi Overturf, William Ross, Vergina Smith, Karen Swaim, Dr. Stephen Schoonmaker, Jill Houlihan

Next meeting: January 25, 2013 @ 10:00 a.m.

The meeting began at 2:40 p.m. Dr. S welcomed everyone to the first meeting of the College Council. The College Council will serve as a primary shared governance entity on campus and will be the core advisory group to the College President.

The first act of business will be to develop a charge to explain our mission, goals, and expectations. Draft preparation will begin January 2013. The membership is comprised of two members from Faculty Council, two members from Staff Council, one member from the Executive Committee, one member from Administration, and one Student Representative. Meetings will be held monthly.

All policies, procedures, and ideas will be presented to the College Council. Topics will be reviewed by the Staff Council and/or Faculty Council, then submitted to the College Council, then the Executive Committee, and finally the Board of Trustees, if their approval is required. Occasionally the Executive Committee or College Council will begin the process. All members were encouraged to bring ideas to the meetings.

An upcoming agenda item will be the campus budget for next year. The College Committee will review the initial budget. Members will meet with the Executive Committee to discuss changes and/or revisions to the budget.

The College Council will consider setting up a website, blog, or Wikis to disperse information campus-wide. There will be more discussion in the future. This will enable everyone to share ideas and concerns as well as providing a way for transparency and open communication.

Dr. S distributed AACC brochures to all present. The College is a member of this national organization which acts as an advocate for two-year colleges. He also shared stories of COTO's increased awareness in the community and surrounding towns. We will have a larger presence in Arkadelphia in the future and have recently signed a Memo of Understanding with Henderson State University.

The next College Council meeting will be Friday, January 25, 2013 at 10:00 a.m. in the President's Conference Room. A draft meeting schedule will be distributed to all members.

The meeting was adjourned at 3:15 p.m.

DRAFT

Academic Calendar 2014 – 2015

FALL 2014

Tentative

Registration Fall	May 14 – August 15
Faculty Return to Campus.....	August 11
Classes Begin	August 18
Last Day to Adjust Schedule by 6:00 p.m.	August 19
Labor Day Holiday (Campus Closed).....	September 1
Fall III Cosmetology Application Deadline	September 5
Spring 2015 RN Application Deadline	October 3
Mid Semester	October 10
Mid Semester Grades due by 11:59 p.m.	October 15
Spring Cosmetology Application Deadline.....	October 31
Last Day to Withdraw with a "W"	October 31
Spring 2015 Cosmetology Application Deadline.....	November 3
Spring 2015 Practical Nursing Application Deadline	November 7
Spring Priority Registration (Current Students Only)	November 10 – November 14
Faculty Workday (No Classes).....	November 24
Thanksgiving Holiday (No Classes).....	November 25 - 28
(Campus Closed).....	November 26 – 28
* Spring 2015 Registration.....	December 1– December 5*
Final Exams.....	December 8 – 11
Grades Due by 11:59 p.m.	December 14
Christmas Holidays Begin for Students and Faculty	December 15
Campus Closed.....	December 22 - January 2**

Fall II 2014 8 Week (applies only to select programs)

Tentative

Registration Fall	May 14 – August 15
Registration Fall III (8 week).....	May 14 – October 10
Faculty Return to Campus.....	August 11
Classes Begin	August 18
Last Day to Adjust Schedule by 6:00 p.m.	August 18
Labor Day Holiday (Campus Closed).....	September 1
Last Day to Withdraw with a "W" Fall II	September 19
Final Exam	October 9
Grades due by 11:59 p.m.	October 12

DRAFT

Academic Calendar 2014 – 2015

Fall III 2014 8 Week (applies only to select programs)

Tentative

Registration Fall III (8 week).....	May 14 – October 10
Classes Begin	October 13
Spring 2015 Cosmetology Application Deadline.....	November 3
Spring 2015 Practical Nursing Application Deadline	November 7
Last Day to Withdraw with a "W" Fall III (8 week).....	November 14
Spring Priority Registration (Current Students Only)	November 10 –14
Faculty Workday (No Classes).....	November 24
Thanksgiving Holiday (No Classes)	November 25 - 28
(Campus Closed).....	November 26 – 28
Spring 2015 Registration.....	December 1 - 5
Final Exams.....	December 11
Grades Due by 11:59 p.m.	December 14
Christmas Holidays Begin for Students and Faculty	December 15
Campus Closed.....	December 22 –January 2**

SPRING 2015

Tentative

Campus Re-opens	January 5
* Spring 2015 Registration.....	January 5 - 9
Faculty Return to Campus.....	January 5
Classes Begin	January 12
Last Day to Adjust Schedule by 6:00 p.m.	January 13
Martin Luther King Jr. Holiday (No Classes).....	January 19
Spring III Cosmetology Application Deadline.....	January 28
Summer 2015 RN Application Deadline.....	March 6
Mid Semester.....	March 6
Mid Semester grades due by 11:59 p.m.....	March 11
***Spring Break (No Classes).....	March 16 - 20
(Campus Closed)	March 19 - 20
Last Day to Withdraw with a "W"	April 3
Summer 2015 Cosmetology Application Deadline	April 10
Summer I, II, III & Fall 2015 Priority Registration (Current Students Only)	April 13 – April 24
Awards Ceremony.....	May 1
Final Exams.....	May 4 - 7
Graduation	May 9
Grades Due by 11:59 p.m.	May 10
Summer I and Summer II 2015 Registration.....	May 13 - 22
Summer III 2015 Registration	May 13 – June 26
* Registration Fall 2015	May 13 – August 14*

DRAFT

Academic Calendar 2014 – 2015

Spring II 2015 8 Week (applies only to select programs)

Tentative

Campus Re-opens	January 5
* Spring 2015 Registration	January 5 - 9
Faculty Return to Campus	January 5
Classes Begin	January 12
Last Day to Adjust Schedule by 6:00 p.m.	January 13
Martin Luther King Jr. Holiday (No Classes)	January 19
Spring III Cosmetology Application Deadline	January 28
Summer 2015 RN Application Deadline	March 6
Last Day to Withdraw with a "W"	February 13
Final Exams	March 5
Grades due by 11:59 p.m.	March 8

Spring III 2015 8 Week (applies only to select programs)

Tentative

Spring III 2015 Registration	January 5 – March 6
Classes Begin	March 9
Last Day to Adjust Schedule by 6:00 p.m.	March 9
***Spring Break (No Classes)	March 16 - 20
(Campus Closed)	March 19 - 20
Summer 2015 Cosmetology Application Deadline	April 10
Last Day to Withdraw with a "W" Spring III (8 week)	April 17
Summer I, II, III & Fall 2015 Priority Registration (Current Students Only)	April 13 - 24
Awards Ceremony	May 21
Final Exams	May 7
Graduation	May 9
Grades Due by 11:59 p.m.	May 10

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Academic Calendar 2014 – 2015

SUMMER I 2015 (5 Week)

Tentative

Summer I 2015 Registration	May 13 - May 22
Summer II 2015 Registration	May 13 - May 22
Summer III 2015 Registration	May 13 – June 26
* Fall 2015 Registration	May 13 – August 14*
Memorial Day Holiday (Campus Closed)	May 25
Classes Begin	May 26
Last Day to Adjust Schedules by 6:00 p.m.	May 26
Last Day to Withdraw with a "W" Summer I (5 – Week) Classes	June 12
Adult Education Graduation	June 25
Final Exams	June 25
Grades Due by 11:59 p.m.	June 28

SUMMER II 2015 (10 Week)

Tentative

Summer II 2015 Registration	May 13 - May 22
* Fall 2015 Registration	May 13 – August 14
Memorial Day Holiday (Campus Closed)	May 25
Classes Begin	May 26
Last Day to Adjust Schedules by 6:00 p.m.	May 26
Independence Day Holiday (Campus Closed)	July 4 <i>5/24</i>
Fall 2015 Practical Nursing Application Deadline	July 6
Fall 2015 Cosmetology Application Deadline	July 6
Last Day to Withdraw with a "W" Summer II 10-Week Classes	July 17
Final Exams	July 29 & July 30
Grades Due by 11:59 p.m.	August 2

SUMMER III 2015 (5 Week)

Tentative

Summer III 2015 Registration	May 13 – June 26
* Fall 2015 Registration	May 13 – August 14*
Classes Begin	June 29
Last Day to Adjust Schedules by 6:00 p.m.	June 29
Independence Day Holiday Observance (Campus Closed)	July 4 <i>3/24</i>
Fall 2015 Practical Nursing Application Deadline	July 6
Last Day to Withdraw with a "W" Summer III Classes (5 week)	July 17
Final Exams	July 30
Grades Due by 11:59 p.m.	August 2

Problems
10

DRAFT
Academic Calendar 2014 – 2015

FALL 2015

Tentative

Registration Fall	May 14 – August 15
Faculty Return to Campus.....	August 11
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Last Day to Adjust Schedule by 6:00 p.m.	August 19
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Thanksgiving Holiday (No Classes).....	November 25 - 28
(Campus Closed).....	November 26 – 28
* Spring 2015 Registration	December 1– December 5*
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Campus Closed	December 22 - January 2**

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DRAFT

Academic Calendar 2014 – 2015

Fall III 2014 8 Week (applies only to select programs)

Tentative

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Spring 2015 Cosmetology Application Deadline	November 3
Spring 2015 Practical Nursing Application Deadline	November 7
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Spring Priority Registration (Current Students Only)	November 10 –14
Faculty Workday (No Classes)	November 24
Thanksgiving Holiday (No Classes)	November 25 - 28
(Campus Closed)	November 26 – 28
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Final Exams	December 11
Grades Due by 11:59 p.m.	December 14
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Campus Closed	December 22 –January 2**

*New students may register anytime during the registration period after attending an orientation session.

**TBA by the Board of Trustees

***COTO reserves the right to adjust spring break week up until the beginning of the fall semester.

POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE
COLLEGE OF THE OUACHITAS

SUBJECT AREA: Student Affairs

POLICY/PROCEDURE: Admissions & Limitation of Enrollment

DATE: March 1, 1993

NUMBER: 5.20

REVISION(s): 12/19/94, 07/29/03, 07/25/06, 1/25/11, DATE

Policy

It is the policy of the College to provide admissions to the residents of the State of Arkansas based upon the applicant's applicants' capacity to succeed and gain from instruction. Applicants will be admitted regardless of race, color, creed or religion, national origin, sex, age, or physical or mental disability, if otherwise qualified. Persons born after January 1, 1957, must furnish proof of immunity against measles, mumps, and rubella.

General enrollment and enrollment in certain programs and/or courses may be dependent on the person seeking enrollment satisfying prescribed prerequisites. Prerequisites established for programs and courses are based upon occupational standards, requirements of licensing, or minimum capabilities a student must have to be successful in the program or course.

Residents of other states and international students may be admitted under the same policy providing they pay tuition in addition to the general fees charged Arkansas residents and do not displace an Arkansas citizen. International students must, in addition, comply with special state and federal requirements and follow the admission requirements set forth in **COPP 5.25**.

Act 1290 of 1997 (A.C.A. 6-60-208), as amended by Act 520 of 1999 requires students graduating from high school after May 1, 2002 to have completed the college preparatory or technology preparatory core curriculum for unconditional admissions to public colleges and universities.

The Division of Student Affairs, in its role as the admissions office at the College, will be responsible for the implementation of the conditional/unconditional admission policy of the College. Incoming students will be informed of their admission status through a letter from the Division of Student Affairs.

AUTHENTICATION (Signature):

COPP

President

1/25/11
(Date)

5.20

POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE
COLLEGE OF THE OUACHITAS

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Admissions & Limitation of Enrollment**

DATE: **March 1, 1993**

NUMBER: **5.20p**

REVISION(s): **12/19/94, 07/29/03, 07/25/06, 1/25/11, DATE**

Procedure

In accordance with state law, ~~Ouachita Technical College~~ **College of the Ouachitas** will not require college core evaluation of students who have earned a GED, are home schooled, or graduate from private or unaccredited high schools. However, students who score less than a composite ACT score of 19 must complete one course from each of the core areas (See Table in **COPP 5.21**) with a GPA of 2.00 within the first 30 degree hours of enrollment at ~~OTC~~ **COTO**. Additionally, students must also complete any developmental education course(s) required by placement test scores **within the first 30 hours of enrollment**.

Standards for Conditional Admissions

1. A student seeking an Associate of Arts (AA) degree or an "undeclared" student taking strictly general education courses and who failed to successfully complete the college preparatory core curriculum or the technology preparatory core curriculum, as prescribed by the State of Arkansas, must complete twelve (12) semester credit hours (SCH) of core academic courses and any necessary developmental education courses with a cumulative grade point average (GPA) of 2.00. Core academic courses are those that fulfill the requirements of the AA as listed in the official College catalog.
2. A student seeking a Technical Certificate (TC) or an Associate of Applied Science Degree (AAS) or an "undeclared" student taking primarily technical coursework and who failed to successfully complete the college preparatory core curriculum or the technology preparatory core curriculum, as prescribed by the State of Arkansas, must complete six (6) SCH of the technical courses required for a TC or AAS and any necessary developmental education courses with a cumulative GPA of 2.00. Core academic courses are those non-developmental education courses required by the student's certificate or degree plan. Technical courses are those required by the student's certificate or degree plan. Each is described in the official College catalog.

Students must successfully complete the required SCH of core academic and technical courses (as described in 1 and 2 above) with a cumulative GPA of 2.00 or above, and any developmental education courses by the initial classification of sophomore standing (30 SCH). Conditionally admitted students must maintain Standards of Progress as prescribed in COPP 4.32.

Students who have not successfully completed the required SCH of core academic and/or technical courses and any developmental education courses by the classification as a sophomore will be allowed to register only with the approval of the Registrar.

Transcripts of out-of-state and private in-state high school graduates will be evaluated for meeting the college or technical preparatory core curricula. Students not meeting the requirements of either core will be admitted conditionally.

Transitional Admission

Any student who is first-time, full-time, award seeking and who tests into two or more developmental education classes will be transitionally admitted. During the first semester of enrollment, the transitional student ~~must enroll in Principles of Collegiate Success.~~ must sign and successfully complete the requirements of the Transitional Student Success Contract.

College and Career Access Program (CCAP) [ADHE's Conditional-Prep Status]

First time associate degree seeking students who have a composite ACT score of 14 or below will be reassessed using the COMPASS placement examination. Students who score below a 62 on the COMPASS Reading Skills Test will be placed in the College and Career Access Program (CCAP) in order to gain the skills necessary for collegiate-level success. Students will not be admitted as regular degree seeking students and will not be eligible for federal financial aid until completion of the CCAP. Upon successful completion of CCAP, students will be admitted to the College as regular degree-seeking students.

Provisional Enrollment

Students who fail to successfully complete the required developmental, technical, and/or academic core courses within the first 30 semester hours with a cumulative GPA of 2.0 or higher will be placed on Provisional Enrollment and must sign and successfully complete the requirements of the Provisional Student Success Contract in order to be reinstated unconditionally.

AUTHENTICATION (Signature):		COPP
_____	1/25/11	
President	(Date)	5.20

POLICIES AND PROCEDURES
~~OUACHITA TECHNICAL COLLEGE~~ COLLEGE OF THE OUACHITAS

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Requirements for Admission**

DATE: **March 1, 1993**

NUMBER: **5.21**

REVISION(s): **12/19/94, 07/29/04, 12/02/08, 01/25/11, 03/29/11, DATE**

General
Policy

The College recognizes the need for an admission policy based upon a student's capacity to gain from instruction and succeed. This requires the high school diploma, GED, or demonstrated equivalency with requisite placement scores for program enrollment as a regular student leading to the Certificate of Proficiency, Technical Certificate, Advanced Certificate, Associate of Applied Science Degree, Associate of Science Degree or Associate of Arts Degree.

AUTHENTICATION (Signature):

COPP

President

03/29/11
(Date)

5.21

POLICIES AND PROCEDURES

OUACHITA TECHNICAL COLLEGE COLLEGE OF THE OUACHITAS

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Requirements for Admission**

DATE: **March 1, 1993**

NUMBER: **5.21p**

REVISION(s): **12/19/94, 07/29/04, 12/02/08, 01/25/11, 03/29/11, DATE**

Procedure

All students interested in pursuing a degree or certificate at the College must participate in the testing program as a means of determining academic placement (~~See COPP 4.10~~). Testing may be waived if the applicant submits:

1. An official transcript from an accredited post-secondary institution and it is acceptable to College admissions standards, or
2. Acceptable standardized test scores ~~are presented~~ (i.e. SAT, ACT, COMPASS, or ASSET).

Acceptable Standardized Test Scores

While the College does not require an admission test, all first-time entering students must demonstrate proficiency in English, reading, and mathematics in accordance with Arkansas state law and Arkansas Higher Education Coordinating Board Policy.

The Arkansas Department of Higher Education established cut-off scores for placing students in college-level courses. The following placement standards must be met prior to enrollment:

ENGLISH: Students scoring 19 or above on the English section of the Enhanced ACT, or 470 on verbal recentered SAT or 45 or above on the ASSET writing portion, or 75 or above on the COMPASS writing portion may enroll in college-level English courses. Students not meeting these standards must successfully complete a developmental English course before enrollment in Composition I.

READING: Students scoring 19 or above on the reading section of the Enhanced ACT, 470 or above on the ~~verbal~~ **critical reading** section of the recentered SAT, ~~or~~ 43 or above on the ASSET reading portion, or 82 or above on the COMPASS reading portion will be considered to have met a minimum reading skill requirement for general education courses. Students scoring **between 15 and 18 inclusively on the reading section of the Enhanced ACT or between 380 and 460 inclusively on the critical reading section of the SAT** ~~not meeting these standards~~ must successfully complete a developmental reading program before enrollment in college level courses. **Students scoring 14 or below on the reading section of the Enhanced ACT or 450 or below on the critical reading section of the ACT must take the COMPASS placement test in order to determine the student's ability to benefit; those scoring below 62 on the COMPASS will be placed in the College and Career Access Program (CCAP).**

MATHEMATICS: Students scoring 21 or above on the mathematics section of the Enhanced ACT, 990 or above on the combined reading and quantitative recentered portion of the SAT, or 48 or above on the ASSET Intermediate Algebra, or 50 or above on the algebra test of the COMPASS test may enroll in college-level mathematics courses. Students not meeting these standards must successfully complete a developmental education mathematics course and demonstrate achievement at least as sophisticated as intermediate algebra in order to be placed in a college-level mathematics course.

These requirements for admission may be modified, in terms of minimum scores, for students entering certificate programs and may be waived for non-degree seeking students. Nevertheless, appropriate tests for placement must be completed by non-degree seeking students prior to entering a degree program or enrolling in mathematics or English composition.

Required Test Score Information

English Course Placement: (Must have English & reading scores to enroll in Composition I)	ASSET	COMPASS	ACT* (Subject Scores)	SAT* (Subject Scores)
College Level English Composition I	≥ 45	≥ 75	≥ 19	≥ 470
Basic Writing	≤ 44	≤ 74	≤ 18	≤ 460
Reading Course Placement	ASSET	COMPASS	ACT	SAT
No Reading Requirement	≥ 43	≥ 82	≥ 19	≥ 470
Academic Reading	36 – 42	61 – 81	14 – 18	380-460
Math Course Placement	ASSET	COMPASS	ACT	SAT
College Level Mathematics	≥ 48 Intermediate Algebra	≥ 50 Algebra	≥ 21	≥ 990 CR + M Reading + Math
Intermediate Algebra	≥ 48 Elementary Algebra	33 – 49 Algebra	18 - 20	860-970
Basic Algebra	≤ 47 Elementary Algebra	≤ 32 Algebra	14 - 17	670-850
Basic Math	≤ 38 Numerical Skills	≤ 46 Pre-Algebra	≤ 13	≤ 660

*Students who score below college level on the ACT or SAT must take the COMPASS test for placement.

College and Career Access Program (CCAP)

College of the Ouachitas is committed to developmental courses and services that promote collegiate-level success. To this end, students requiring extensive developmental education will

be enrolled in the College and Career Access Program (CCAP). The admission requirements will be criterion-based, reviewed regularly, and located on the College's website. The College reserves the right to adjust admission requirements as needed when supported by evidence of ability to successfully complete an academic program.

AUTHENTICATION (Signature):

COPP

President

03/29/11
(Date)

5.21

POLICIES AND PROCEDURES
~~OUACHITA TECHNICAL COLLEGE~~ COLLEGE OF THE OUACHITAS

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Residency Requirements**

DATE: **March 1, 1993**

NUMBER: **5.22**

REVISION(s): **12/19/94, 01/26/10**

Policy

The College must classify students as residing within or without the state **or internationally** for the purpose of assessing fees. Residency is the presence established in the state for a purpose independent of attendance at the College, which may include permanent employment when payment of fees is part of that employment relationship.

AUTHENTICATION (Signature):

COPP

President

01/26/10
(Date)

5.22

POLICIES AND PROCEDURES
~~OUACHITA TECHNICAL COLLEGE~~ COLLEGE OF THE OUACHITAS

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Residency Requirements**

DATE: **March 1, 1993**

NUMBER: 5.22p

REVISION(s): **12/19/94, 01/26/10**

Procedure

Residency Concept – General

The term residence as it relates to fee payment by students is generally used at the College as synonymous with domicile. Domicile is the place in which a person has settled for legal purposes. It is the place where a person is generally understood to reside with the intention of remaining indefinitely or of returning when absent.

Determination of Residency

Residency for enrollment purposes should be determined by the following criteria:

1. If the student indicates that he/she is a resident of Arkansas and lists an Arkansas address on the admission and registration forms, that student will be presumed to be an Arkansas resident.
2. If an employing organization is paying, either directly or indirectly, fees for student/employees, for example, under contract, and that organization where the employee/student is employed is located within Arkansas, the students so registered will be considered to be residents of Arkansas for the purpose of fee assessment.

Problems with the applicability of the above rules and the detail considerations that follow due to an unusual fact or circumstance may be referred in writing to the Vice President of Student Affairs.

Detail of Domicile Considerations

In practice, a student's classification as an in-state or out-of-state student at the time of admission is based on what the records show to be his/her fixed permanent residence. In general: (1) The domicile of a student of eighteen (18) years of age or over is in the state where he/she has been domiciled for six (6) consecutive months immediately preceding the date of original or subsequent registration. (2) A student whose official records show his/her own or his/her parents' domicile to be outside the state is prima facie a nonresident of the state, and the burden is upon the student to prove the contrary. (3) A nonresident of the state at the time of enrollment is held to that classification throughout attendance as a student, except where proof that his/her parents' previous domicile has

been abandoned and a new one established in the state independently of his/her attendance at the College. (4) Recognition is given to the guardianship of the person of a minor only if the guardian was appointed in the state in which the child was then domiciled. (5) In general, children of parents who are in military service or in the service of the Federal government and who are stationed in the state and children of parents who are employed by the state are classified as residents of the state for the purpose of assessing fees during the time that their parents are stationed or are living in the state, without regard for the usual residence requirements of six months. Likewise, children of parents in military or government service who are stationed elsewhere but who are understood to be primarily residents or citizens of the state are classified as residents. In requesting change of residence classification, the burden of proof is upon the student. Proved actual residence and intention to remain must exist simultaneously in accordance with the principles of domicile.

AUTHENTICATION (Signature):

COPP

President

01/26/10
(Date)

5.22p

POLICIES AND PROCEDURES
~~OUACHITA TECHNICAL COLLEGE~~ College of the Ouachitas

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Transfer Students**

DATE: **March 1, 1993**

NUMBER: **5.23**

REVISION(s): **12/19/94, 03/30/10**

Policy

Transfer students seeking admission to the College must meet the general admissions requirements of the College as outlined in COPP 5.24.

AUTHENTICATION (Signature):

COPP

President

3/30/10
(Date)

5.23

POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE College of the Ouachitas

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Transfer Students**

DATE: **March 1, 1993**

NUMBER: 5.23p

REVISION(s): **12/19/94, 03/30/10, DATE**

Procedures

To qualify for the following degrees and/or certificates, transfer students must meet these requirements:

1. **Associate of Arts, Associate of Arts in Teaching, Associate of Science and Associate of Applied Science Degree** - a student must complete 15 semester credit hours of the degree at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.
2. **Advanced and Technical Certificates and Certificates of General Studies** - a student must complete 15 semester credit hours of the certificate at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.
3. **Certificate of Proficiency** - a student must complete all semester credit hours of the certificate as a regular student of the College (no provision for transfer of credits from other institutions).

Transfer of credits may be accepted from official transcripts from institutions fully accredited by one of the approved accrediting agencies insofar as these credits fit the program of studies selected at Ouachita Technical College the College and the student received a "C" or higher grade. Final approval of transfer credits rests with the Registrar.

Definition of terminology used in transcript evaluations for transfer of credits from another institution:

1. An hour is generally defined as a 50-minute period.
2. A semester is generally 15 weeks of instruction excluding final examinations.
3. A trimester is generally 15 weeks of instruction including final examinations.
4. A quarter is generally 11 weeks of instruction including final examinations.
5. A semester hour or trimester hours multiplied by 1.5 equal quarter hours.

AUTHENTICATION (Signature):

COPP

President

3/30/10
(Date)

5.23p

POLICIES AND PROCEDURES
~~OUACHITA TECHNICAL COLLEGE~~ COLLEGE OF THE OUACHITAS

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Admissions Policy**

DATE: **August 24, 1996**

NUMBER: **5.24**

REVISION(s): **7/25/00; 7/29/2003; 01/26/10, 1/25/11**

Policy

It is the policy of the College to provide admission to the residents of the State of Arkansas regardless of race, color, creed or religion, national origin, sex, age, or physical or mental disability, if otherwise qualified. ~~Based upon the applicant's capacity to succeed and gain from instruction, the College provides access to all persons above the usual high school age and to those who have withdrawn from or otherwise are no longer in high school. Applicants will be admitted regardless of race, color, creed or religion, national origin, sex, age, or physical or mental disability, if otherwise qualified.~~

AUTHENTICATION (Signature):

COPP

President

01/25/11
(Date)

5.24

POLICIES AND PROCEDURES
~~OUACHITA TECHNICAL COLLEGE~~ COLLEGE OF THE OUACHITAS

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Admissions Policy**

DATE: **August 24, 1996**

NUMBER: **5.24p**

REVISION(s): **7/25/00; 7/29/2003; 01/26/10, 1/25/11**

Procedure

Credit-seeking students planning to attend the College must submit:

1. An application for admission (available from the Division of Student Affairs).
2. An official copy of immunization records. Act 141 of 1987 requires that full-time students born on or after January 1, 1957, MUST provide the College with (a) immunization records dated after the first birthday and after 1/1/68 against both measles, mumps, and rubella, or (b) an authorized waiver "philosophical or medical reasons only" signed by the appropriate Arkansas Department of Health official.
3. An official transcript of previous work.
 - a. Those who have no previous college study must submit an official high school transcript indicating the date of graduation OR a GED certificate.
 - b. Those who have attended another college must submit a complete college transcript showing the date of high school graduation. Should the date of high school graduation not be indicated, a high school transcript may also be required.
4. Test Scores:

Degree- and Certificate-seeking students must submit ACT, SAT, ASSET, or COMPASS scores of no more than five years old or transcripts showing college-level placement in mathematics and composition. Those without scores may take the ASSET or COMPASS exam given at the College for a small fee. ~~Contact the Division of Student Affairs for further information.~~ (Students who are not seeking an award may be exempt from testing for up to 12 credit hours. At the 13th hour the student must submit scores. Placement scores are required before enrolling in mathematics, English, or reading courses except at the lowest level of remediation.)

5. Credit for work completed will be granted only to students who have completed entrance requirements.

Students seeking admission to the practical and registered nursing programs must meet additional admission requirements. Enrollment in certain programs and/or courses may be dependent on the person seeking enrollment satisfying prescribed prerequisites. Prerequisites established for programs and courses are based upon occupational standards, requirements of licensing, or minimum capabilities a student must have to be successful in the program or course. Examples of this are the cosmetology program and the practical and registered nursing programs.

Students who do not submit appropriate documents by the tenth day following the published first date of class of the fall and spring semester or the fifth day of the summer semester will be placed on hold. This means the student will not receive a transcript nor may register for subsequent semester and/or will be administratively withdrawn from the College.

Note: Students who are not eligible to return to their previous institution will not be considered for admission to the College until they have been out of school for at least one regular term (fall or spring), or are eligible to return to the previous institution. Non-attendance for the summer term will not fulfill this requirement.

Standards of Progress

The College's Standards of Progress provide details regarding minimum standards, intervention strategies/action to be taken when minimum standards are not met, dismissal action to be taken when satisfactory progress is not restored, and details regarding President's and Dean's List eligibility. Refer to **COPP 4.32** for more details regarding the Standards of Progress.

AUTHENTICATION (Signature):

COPP 5.24p

President

01/25/11
(Date)

POLICIES AND PROCEDURES
COLLEGE OF THE OUACHITAS

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Admission of International and Exchange Students**

DATE: **July 25, 2000**

NUMBER: 5.25

REVISION(s): **3/27/2007. 12/02/08. 12/06/11**

Policy

International students seeking admission to the College must follow the regular admission procedure as outlined in COPP 5.24. In addition, International students must provide evidence of financial responsibility and English language proficiency.

AUTHENTICATION (Signature):

COPP

President 12/06/11

3/30/10
(Date)

5.25

POLICIES AND PROCEDURES COLLEGE OF THE OUACHITAS

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Admission of International and Exchange Students**

DATE: **July 25, 2000**

NUMBER: 5.25p

REVISION(s): **3/27/2007, 12/02/08, 12/06/11**

Procedure

Applicants must submit the following:

1. ~~An~~ A completed application for admission at least six (6) months prior to the beginning of the semester with completed documentation on file in the Office of Student Affairs.
2. Proof of two immunizations against measles at least twenty-eight days apart and proof of one immunization against rubella and one immunization against mumps, as required by state law.
3. Proof of tuberculosis screening as required by state law.
4. Placement score: ACT, SAT, ASSET, or COMPASS
5. Authenticated copies of academic records, translated into English. These records should describe the course of instruction, the number of years spent in school, and the subject matter covered with the grades earned in each subject.
6. All International students should be proficient in the English language prior to enrollment. Students should submit official documentation of having completed the Test of English as a Foreign Language (TOEFL) with a score of 500 (paper based), or 173 (computer based) or better with the admissions application.

Arrangements to take the TOEFL test may be made by writing:

TOEFL Program Director

CN 6151

Princeton, New Jersey 08541-6151

U.S.A.

7. Official documented evidence of financial support for academic and living expenses must be provided to the College. Upon acceptance, the College will furnish the student an I-20 Form that must be processed through the United States Immigration Service and Customs
8. Enforcement, U.S. Department of Homeland Security and returned to the College prior to the day of registration. This process takes several months to complete.
9. International students are required to be enrolled in at least 12 hours each semester.

10. Provide proof of health insurance coverage in the United States.
11. Tuition will be assessed at the International Student tuition rate.
12. A one-time \$100 processing fee will be charged.
- ~~13. Students must apply for admission at least six (6) months prior to the beginning of the semester with completed documentation on file in the Office of Student Affairs.~~
14. Students transferring from another college or university in the United States must submit, in addition to an official transcript, a Transfer Notification Form completed by the student's advisor at the educational institution from which he/she is transferring. Copies of the student's current I-20, passport, and I-94 card must also be submitted.

The International Student should be aware that the College has **no residential housing**.

Admission of Exchange Students

International high school students participating in the foreign exchange program may apply for admission as do resident high school students. Required documentation includes a letter from the local high school indicating the student is in good standing and giving permission for concurrent enrollment. The exchange student must also request the local high school to send copies of all International documents, immunization, and TOEFL scores.

AUTHENTICATION (Signature):

COPP

President 12/06/11

3/30/10
(Date)

5.25b

Faculty Council Agenda
Friday, January 25, 2013
1:00 p.m.

Keith Conference Room – Arts & Sciences building

- I. Call to order
- II. Minutes of 1/8/13 meeting
- III. Old Business
 - a. Revision of Faculty Handbook – Schultz
 - b. Revision of COPPs 5.20-5.25
 - c. Honors College - Schultz
- IV. New Business
 - a. Combine PCS/SOS classes - Hill
 - b.
- V. Informational items/Announcements
 - a. 2013 Board meetings – 1/29, 3/26, 5/28
 - b. Report from 1/25 College Council meeting
 - c. Spring FC meetings – 2/22
- VI. Adjourn

Faculty Council Agenda
Friday, February 22, 2013
1:00 p.m.

Keith Conference Room – Arts & Sciences building

- I. Call to order
- II. Minutes of 1/25/13 meeting
- III. Old Business
 - ✓ a. Honors College – Schultz
- IV. New Business
 - ✓ a. Special Topics class/Mechatronics - Ashley
 - ✓ b. Roster verification procedure - Hill
 - ✓ c. General Education philosophy and outcomes - Colananni
 - ✓ d. HB1243 – An act to allow staff/faculty to carry concealed handgun on college campuses
 - e
- V. Informational items/Announcements
 - a. Spring 2013 Board meetings – 3/26, 5/28
 - b. Spring 2013 College Council meetings – 3/15, 4/5 (budget retreat), 4/26, 5/24
 - c. Report from 2/22 CC meeting
 - d. Spring 2013 FC meetings – TBA
- VI. Adjourn

The General Education Philosophy was originally developed by the Faculty Council in Fall 1992 and the philosophy was amended to include goals in Spring 1993. In subsequent years, the goals evolved into the General Education Outcomes with the Faculty Council reviewing, revising, and approving the philosophy and outcomes to its current form. The philosophy and outcomes were last approved by the Council in October 2009.

The College has established its general education program and courses in conjunction with the following philosophy that was adopted by the College faculty.

The College prepares students with the general and technical education necessary for successful careers or for further higher education. General education is recognized as the area that is common to all fields of study and imparts the knowledge, concepts, and understanding that every educated person should have. Since general education is a driving force of this institution, the College is dedicated to emphasizing general education skills across the curriculum.

General Education Outcomes

- Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instruction.
- Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
- Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing environment.
- Students will use available resources, time, materials, and technology efficiently and effectively.
- Students will develop a commitment to lifelong learning.

Faculty Council Agenda

Friday, March 29, 2013

1:00 p.m.

Keith Conference Room – Arts & Sciences building

- I. Call to order
- II. Minutes of 2/22/13 meeting
- III. Old Business
 - ✓ a. Update on Honors College – Schultz
 - ✓ b. Update on HB1243 (Act to allow staff/faculty to carry concealed handgun on college campuses) - Colananni
 - c. Update on meeting w/ Drs. S & E regarding salary schedule - Colananni
- IV. New Business
 - ① a. Info about Orientation and Academic Probation contract – Lazenby
 - b. Update on 2013-2014 Budget - Colananni
- V. Informational items/Announcements
 - a. Spring 2013 College Council meetings – update on 3/15, 4/5 (budget retreat), 4/26, 5/24
 - b. Spring 2013 Board meetings – update on 3/26 meeting, 5/28
 - c. Spring 2013 FC meetings – TBA
- VI. Adjourn

Faculty Council Agenda

Friday, May 3, 2013

10:00 a.m.

Keith Conference Room – Arts & Sciences building

I. Call to order

II. Minutes of 3/29/13 meeting

III. Old Business

a. Update on Honors College – Schultz

S.S. will do b. Update on 2013-2014 Budget - Colananni
Justifications for adjustments *CC has been a positive experience.* *\$170,000 for upper mg.*

IV. New Business

a. Plumbing Apprenticeship – Ashley

b. COPP 5.40, 5.63, 5.64 – Hill

c. Faculty rank, COPP 4.06 – Dr. E

d. Strategic Action Plan - Crutchfield

V. Informational items/Announcements

a. Spring 2013 College Council meetings –
5/17 (update of 4/26 meeting)

b. Spring 2013 Board meetings – 5/28

c. Elections for 2013-2014 (need new Council
seated by week of August 19)

d. Fall 2013 FC meetings – TBA

VI. Adjourn

POLICIES AND PROCEDURES
~~OUACHITA TECHNICAL COLLEGE~~ College of the Ouachitas

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Student Organizations**

DATE: **March 1, 1993**

NUMBER: **5.64**

REVISION(s): **12/07/2010, 1/25/11, DATE**

Policy

To establish a system of participation in the student government and to increase the spirit and reputation of the College, a Student Government Association (SGA) is authorized. SGA's are vested with authority to legislate on subjects concerning student affairs, unless regulation has been otherwise delegated, and subject to the approval of the appropriate administrative office.

AUTHENTICATION (Signature):

COPP

President

3/30/10
(Date)

5.23

POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE College of the Ouachitas

SUBJECT AREA: Student Affairs

POLICY/PROCEDURE: Student Organizations

DATE: March 1, 1993

NUMBER: 5.64p

REVISION(s): 12/07/2010, 1/25/11, DATE

Procedures

Membership in the SGA Student Government Association (SGA) is normally comprised of one representative from each class or program and the president of each recognized school club and organization. The SGA shall have a faculty or staff advisors, elected or appointed following the guidelines set forth in the SGA Constitution.

Constitutions of all student organizations must be approved by a simple majority or a quorum. A quorum in this section shall be defined as a simple majority of the total membership and one faculty advisor.

A representative must be a member of the class, program, or organization from which he/she is chosen. Representatives normally serve for one academic year.

The ranking officer of each organization represented on the SGA shall submit proof that each representative of the organization has been elected by a majority vote in an election in which at least half the members cast a ballot. A secret ballot is required for all contested elections.

The SGA may expel any representative for malperformance of duties.

The SGA shall elect from its membership, ~~in a joint meeting of incumbent representatives and representatives-elect~~, a president, a vice president, a treasurer, and a recording secretary. These officers shall assume office immediately upon election and shall serve until the next election.

Class Organizations

Each class, first year and second year, may organize by the election of class president, vice president, and secretary-treasurer. Class organizations shall be under the sponsorship of the SGA and their primary purpose is for class-wide social activities. The election of class officers will occur during the first three weeks of the fall term. Each class will have a faculty advisor.

Clubs

Hobby, social, or interest clubs may be organized and must be chartered by the SGA. Clubs must have an elected president and vice president. All clubs will have a faculty or staff advisor. The

SGA will determine if sufficient interest exists to form or to continue a club.

Trade and Professional Societies

Student chapters of the various societies will be formed on the same basis and under the same requirements as other student organizations.

Social Activities

All student group activities of the College must be approved and sponsored by the SGA and the administration. Classes, clubs, and other groups are encouraged to plan and conduct social activities for their members. The SGA will organize and conduct school-wide social activities and gatherings. All students are encouraged to participate in these activities and many will be open to guests.

AUTHENTICATION (Signature):

COPP

President

3/30/10
(Date)

5.23

POLICIES AND PROCEDURES
~~OUACHITA TECHNICAL COLLEGE~~ College of the Ouachitas

SUBJECT AREA: **Student Affairs**
POLICY/PROCEDURE: **Student Orientation**
DATE: **March 1, 1993**
REVISION(s): **12/07/2010, 1/25/11, DATE**

NUMBER: **5.40**

Policy:

All new students who have never attended college must participate in an orientation program prior to or during the first week of classes.

AUTHENTICATION (Signature):

COPP

President

3/30/10
(Date)

5.23

POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE College of the Ouachitas

SUBJECT AREA: **Student Affairs**
POLICY/PROCEDURE: **Student Orientation**
DATE: **March 1, 1993**
REVISION(s): **12/07/2010, 1/25/11, DATE**

NUMBER: **5.40p**

Procedures

Topics are discussed to orient the new student in relating to services for students, the business office, instructional departments, and College policies and procedures. It also allows for scheduling of testing, interviews, or evaluations that may be necessary. Advisors will use the orientation period to determine program entry level and schedule classes for new students if this has not been previously accomplished.

The Division of Student Affairs is responsible for organizing the orientation program for new students in conjunction with other administrative units of the College.

AUTHENTICATION (Signature):

COPP

President

3/30/10
(Date)

5.23

POLICIES AND PROCEDURES
~~OUACHITA TECHNICAL COLLEGE~~ College of the Ouachitas

SUBJECT AREA: Student Affairs
POLICY/PROCEDURE: Student Activities
DATE: March 1, 1993
REVISION(s): 12/07/2010, 1/25/11, DATE

NUMBER: 5.63

Policy

It is the philosophy of the College that co-curricular activities complement the academic program of the institution. Students are encouraged to participate in student activities when such participation is consistent with sound educational practices.

AUTHENTICATION (Signature):

COPP

President

3/30/10
(Date)

5.23

POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE College of the Ouachitas

SUBJECT AREA: **Student Affairs**
POLICY/PROCEDURE: **Student Activities**
DATE: **March 1, 1993**
REVISION(s): **12/07/2010, 1/25/11, DATE**

NUMBER: **5.63p**

Procedures

All organizations must operate under the policies and procedures as set forth for the College by the Board of Trustees. No organizations will be permitted to function in College facilities or be sanctioned by the College without the approval of the administration and the Student Government Association. All approved organizations must be open to all eligible candidates for membership. Each organization must make available to the Student Senate all records of officers, membership, and financial transactions of the group.

When any student organization wishes to provide a program on a sustained basis and use College facilities or be sanctioned by the College, registration of the group is required. Information on registration procedures may be obtained through the ~~Office of Student Services~~ Division of Student Affairs.

~~Procedure~~ The following must be submitted to the Division of Student Affairs:

1. Name of organization.
2. Statement of goals, purposes and activities of the organization.
3. List of official representatives of the organization.
4. A statement that the organization agrees with the College mission statement and affirmative action policy.

In order to keep the organization current, it must renew its registration no later than October 1 of the current school year. Should renewal not occur, all privileges extended to the organization by the College shall be withdrawn.

AUTHENTICATION (Signature):

COPP

President

3/30/10
(Date)

5.23

College of the Ouachitas

Plumbing Apprenticeship Curriculum

College of the Ouachitas Plumbing Apprenticeship Program is an 8600 hour program that consists of 600 classroom lecture hours and 8000 on the job training hours that uses the [National Center for Construction Education and Research \(NCCER\)](#) Plumbing Program as its core curriculum. Students qualifying for the Plumbing Apprentice Program must be working for a Master Plumber and enrolled in an approved Plumbing Apprentice Program. Students are required to complete 150 hours of classroom instruction and 2000 hours as an apprentice, each year, for four years.

Plumbing Level I (PLMB 1109)

- Core Curriculum Introductory Craft Skills (27.5 hours)
- Introduction to the Plumbing Profession (5 hours)
- Plumbing Safety (20 hours)
- Introduction to Plumbing Math (7.5 hours)
- Plumbing Tools (7.5 hours)
- Blueprints and Plumbing Drawings (12.5 hours)
- Various Pipes and Fittings (45 hours)
- Fixtures and Faucets (5 hours)
- Intro Drain, Waste, & Vent (DWV) Systems (10 hours)
- Intro Water Distribution Systems (10 hours)
- ***150 Classroom Hours for 9 Credit Hours***

Plumbing Level II (PLMB 1209)

- Intermediate Math (10 hours)
- Reading Commercial Drawings (20 hours)
- Installing and Testing DWV Piping (20 hours)
- Installing Roof, Floor & Area Drains (5 hours)
- Types of Valves (5 hours)
- Installing and Testing Water Supply Piping (20 hours)
- Installing Fixtures, Valves, and Faucets (15 hours)
- Introduction to Electricity (15 hours)
- Installing Water Heaters (5 hours)
- Fuel & Gas Piping/ Fuel Gas Systems (30 hours)
- Servicing Fixtures, Valves and Faucets (5 hours)
- ***150 Classroom Hours for 9 Credit Hours***

Plumbing Level III (PLMB 2109)

- Applied Math (10 hours)
- Water Pipe Sizing (17.5 hours)
- Potable Water Treatment (15 hours)
- Back flow Preventers (12.5 hours)
- Types of Venting (10 hours)
- Sewage and Sump Pumps (17.5)
- NFPA 54 (20 hours)
- Sizing DWV and Storm Systems (10 hours)
- Corrosive-Resistant Waste Piping (7.5)
- International Plumbing Code 2009 (30 hours)
- ***150 Classroom Hours for 9 Credit Hours***

Plumbing Level IV (PLMB 2209)

- Water Pressure Booster & Recirculation Systems (17.5 hours)
- Indirect and Special Waste (12.5 hours)
- Servicing Piping Systems, Fixtures & Appliances (20 hours)
- Private Water Supply Systems (10 hours)
- Private Waste Disposal Systems (10 hours)
- Hydronic and Solar Heating Systems (15 hours)
- Water Supply Treatment (15 hours)
- Swimming Pools and Hot Tubs (10 hours)
- Plumbing for Mobile Home Parks (10 hours)
- International Plumbing Code 2009 Review (30 hours)
- ***150 Classroom Hours for 9 Credit Hours***

Course Descriptions:

PLMB 1109 Plumbing Apprenticeship Level I

The first course in the Plumbing Apprentice includes the Core Curriculum (Introductory Craft Skills) that all Apprentices should know including Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Construction Drawings, Basic Communication Skills, Basic Employability Skills, and Introduction to Materials Handling. This course also includes Level I Plumbing Training including Introduction to the Plumbing Profession, Plumbing Safety, Introduction to Plumbing Math, Plumbing Tools, Blueprints and Plumbing Drawings, Various Pipes and Fittings, Fixtures and Faucets, Intro Drain, Waste, & Vent (DWV) Systems, and Intro Water Distribution Systems. *(9 credit hours, 150 lecture hours)*

PLMB 1209 Plumbing Apprenticeship Level II

This is the second course in the Plumbing Apprenticeship program. This course covers Intermediate Math for Construction, Reading Commercial Drawings, Installing and Testing DWV Piping, Installing Roof, Floor & Area Drains, Types of Valves, Installing and Testing Water Supply Piping, Installing Fixtures, Valves, and Faucets, Introduction to Electricity, Installing Water Heaters, Fuel & Gas Piping/ Fuel Gas Systems, and Servicing Fixtures, Valves and Faucets. *(9 Credit Hours, 150 lecture hours) Prerequisite: PLMB 1109 Plumbing Apprenticeship Level I*

PLMB 2109 Plumbing Apprentice Level III

This is the third course in the Plumbing Apprenticeship Program. This course covers Applied Math in Construction, Water Pipe Sizing, Potable Water Treatment, Back flow Preventers, Types of Venting, Sewage and Sump Pumps, NFPA 54, Sizing DWV (Drain, Waste, & Vent) Storm Systems, Corrosive-Resistant Waste Piping, and International Plumbing Code 2009. *(9 Credit Hours, 150 lecture hours) Prerequisite: PLMB 1209 Plumbing Apprenticeship Level II*

PLMB 2209 Plumbing Apprenticeship Level IV

This is the fourth course in the Plumbing Apprenticeship Program. This course covers Water Pressure Booster & Recirculation Systems, Indirect and Special Waste, Servicing Piping Systems, Fixtures & Appliances Private Water Supply Systems, Private Waste Disposal Systems, Hydronic and Solar Heating Systems, Water Supply Treatment, Swimming Pools and Hot Tubs, Plumbing for Mobile Home Parks, and International Plumbing Code 2009 Review. *(9 Credit Hours, 150 lecture hours) Prerequisite: PLMB 2109 Plumbing Apprenticeship Level III.*

APPR 1104, 1204, 2104, 2204 Apprentice Work Experience

Apprentices are required to complete on-the-job training each year. College of the Ouachitas will award up to four credit hours to apprentices who have met all of the requirement for each level of an Apprenticeship Programs for a maximum of sixteen credit hours.

Plumbing Apprenticeship; Associate of Applied Science; A.A.S.

Year One

PLMB 1109 Plumbing Apprenticeship Level I	9 Credit Hours
APPR 1104 Apprenticeship Work Experience Level I	4 Credit Hours
DATA 1113 Fundamentals of Information Technology	3 Credit Hours
MATH 1113 Math for the Workplace	3 Credit Hours

Total ***19 Credit Hours***

Year Two

PLMB 1209 Plumbing Apprenticeship Level II	9 Credit Hours
APPR 1204 Apprenticeship Work Experience Level II	4 Credit Hours
ENGL 1113 Composition I	3 Credit Hours

Total ***16 Credit Hours***

Year Three

PLMB 2109 Plumbing Apprenticeship Level III	9 Credit Hours
APPR 2104 Apprenticeship Work Experience Level III	4 Credit Hours
ENGL 1123 Composition II	3 Credit Hours

Total ***16 Credit Hours***

Year Four

PLMB 2209 Plumbing Apprenticeship Level III	9 Credit Hours
APPR 2204 Apprenticeship Work Experience Level IV	4 Credit Hours
PSYC 1113 General Psychology	3 Credit Hours

Total ***16 Credit Hours***

A.A.S. Total ***67 Credit Hours***

Plumbing Apprenticeship; Technical Certificate:

PLMB 1109 Plumbing Apprenticeship Level I	9 Credit Hours
APPR 1104 Apprenticeship Work Experience Level I	4 Credit Hours
DATA 1113 Fundamentals of Information Technology	3 Credit Hours
MATH 1113 Math for the Workplace	3 Credit Hours
PLMB 1209 Plumbing Apprenticeship Level II	9 Credit Hours
APPR 1204 Apprenticeship Work Experience Level II	4 Credit Hours
ENGL 1113 Composition I	3 Credit Hours

Total ***35 Credit Hours***

Certificates of Proficiency:

Level I Plumbing

PLMB 1109 Plumbing Apprenticeship Level I	9 Credit Hours
APPR 1104 Apprenticeship Work Experience I	4 Credit Hours
<i>Total</i>	<i>13 Credit Hours</i>

Level II Plumbing

PLMB 1209 Plumbing Apprenticeship Level II	9 Credit Hours
APPR 1204 Apprenticeship Work Experience II	4 Credit Hours
<i>Total</i>	<i>13 Credit Hours</i>

Level III Plumbing

PLMB 2109 Plumbing Apprenticeship Level III	9 Credit Hours
APPR 2104 Apprenticeship Work Experience III	4 Credit Hours
<i>Total</i>	<i>13 Credit Hours</i>

Level IV Plumbing

PLMB 2209 Plumbing Apprenticeship Level III	9 Credit Hours
APPR 2204 Apprenticeship Work Experience IV	4 Credit Hours
<i>Total</i>	<i>13 Credit Hours</i>

Plumbing Apprenticeship Outcomes

- Install interior and exterior underground sanitary, storm sewer and water and private sewage systems.
- Prepare, install, test, maintain and remove vertical and horizontal waste systems, stacks and branches, including soil, waste vent, and conductors.
- Install water supply systems, including underground and above-ground domestic potable hot and cold water systems, cross-connection control, and water treatment, multi-purpose pipes, and backflow prevention.
- Set and connect all types of plumbing and gas fixtures and appliances, including those connected with both the water supply, gas, and waste water and water treatment systems.
- Plumbing layout.

- Core drilling, stock work and truck driving.
- Review blueprints and building codes and specifications to determine work details, layout, and procedures.
- Study building plans and inspect structures to assess material and equipment needs, to establish the sequence of pipe installations, and to plan installation around obstructions such as electrical wiring.
- Keep records of assignments and produce detailed work reports.
- Locate and mark the position of pipe installations, connections, passage holes, and fixtures in structures, using measuring instruments such as rulers and levels.
- Measure, cut, thread, weld, braze, solder, and bend pipe to required angle, using hand and power tools or machines; such as: pipe cutters, pipe-threading machines, and pipe-bending machines.
- Install pipe assemblies, fittings, valves, appliances such as dishwashers, water heaters, and fixtures; such as sinks and toilets, using hand and power tools and water treatment equipment.

College of the Ouachitas
Institutional Effectiveness & Strategic Planning for AY 2013-2014
Based on Data Collected at College Spring Gathering – January 18, 2013

Strategic Action Area I: Enrollment

Operational Definition: Effective management of the College's enrollment requires a steadily progressive increase in the number of new students annually enrolled coupled and balanced with an increased percentage of students retained to completion until the College attains and sustains an average headcount of 2,500 students, producing an average annualized FTE of 1,850.

Goal 1.1: Increase College of the Ouachita's enrollment from 1322 to 1622 students and 800 FTE to 1050 FTE. (Increase of 300 students and 250 FTE from Spring 2013 to Fall 2013)

Objective 1.1.1: Prepare and expand targeted services and program offerings in:

- 2nd RN Cohort in May, 2013
- Associate of Applied Science – Mechatronics in Fall 2013
- Pre-Engineering Career Center program in Fall 2013
- Electrical Apprenticeship NATF students in Fall 2013
- Honors College 1st entering class in Fall 2013

Objective 1.1.2: Develop and implement a comprehensive marketing/recruitment plan.

Goal 1.2: Increase college credit course student retention from 87% to 90% by increasing campus engagement.

Objective 1.2.1: Increase campus engagement of first-year students through College Learning in Community (CLICs) groups by:

- Promoting CLICs during Welcome Week
- Having five (5) active CLICs by the end of Fall 2013

Objective 1.2.2: Increase academic engagement through student usage of tutoring center by:

- Publicizing tutoring center to both students and faculty through multi-media options
- Hiring highly qualified tutors (Honors College students) starting Fall 2013
- Measuring usage and satisfaction through exit surveys twice each semester

Objective 1.2.3: Increase the number of students engaged in student organizations.

Goal 1.3: Develop and implement a three-phased academic advising model focused on 1) student educational plans, 2) intrusive advising, 3) and tracking student progress in order to increase student engagement and ownership in learning goals and retention to achievement.

Objective 1.3.1: Select and train faculty and counselors to implement and utilize all three phases of the advising model.

Goal 1.4: Build and implement a robust enrollment management plan for 2014-2015.

Objective 1.4.1: Determine all gaps in the recruitment*, enrollment, retention, and completion pathway for students where the College loses enrollment, establish baseline data measures and set improvement goals.

*Recruitment gaps will include deprivation analysis (e.g., failed marketing and lost opportunities) of poor penetration rates.

Objective 1.4.2: Develop strategic and comprehensive interventions that engage broad-based faculty and staff buy-in and involvement to close enrollment-loss gaps.

Strategic Action Area II: Student Success

Operational Definition: Positive impacts and effective increases in student achievement result when the College develops and implements intentional College strategies, assessments, quality improvements, instructional design and delivery techniques, and services.

Goal 2.1: Increase the College's student credential award number by 10% from 644 to 708 (source: ADHE AY credential awards).

Objective 2.1.1: Develop measurable action plans to improve completion rates based on:

- End-of-course assessment summaries
- Comprehensive surveying of students

Objective 2.1.2: Develop Institutional Student Learning Outcomes with:

- Appropriate assessment measures
- Consideration of capstone program assessments (e.g. e-Portfolio)

Goal 2.2: Increase the College's student progression rate by 1% from 65.3% to 66.3% (source: ADHE 3-year progression measures)

Objective 2.2.1: Develop measurable action plans to improve progression rates based on:

- End-of-course assessment summaries
- Completion data
- Comprehensive surveying of students

Objective 2.2.2: Develop faculty and staff e-Portfolios that effectively assess employee impact on student learning for successful progression and achievement of all students' educational plans.

Strategic Action Area III: Community Support

Operational Definition: Constructive enhancements to the College's reputation in the community necessitate a coordinated and encompassing ongoing effort by College faculty, staff, and students to actively support community efforts that improve the quality of life for residents in the College's service area and provide an effective catalyst for economic development in the region.

Goal 3.1: College of the Ouachitas will increase College visibility in our five-county service area through a comprehensive and integrated marketing plan including activities such as:

- Host at least one tailgate party at an area high school, surveying attendees to determine knowledge of the College and interests, inquiries, suggestions
- Participate in and strategically sponsor festivals and community events to advertise and promote the college to specific target markets. (e.g., Brickfest, Timberfest, Two Rivers, Bismarck Bash, etc.)

Objective 3.1.1: Create a comprehensive advertising plan that incorporates print and digital media to target specific community audiences, prospective students, and regional stakeholders, including:

- Place College advertisements in high school sports calendars and/or programs
- Submit regular news stories by employees and students in all regional news media

Goal 3.2: College of the Ouachitas will develop meaningful collaborations with the community to become the learning, cultural enrichment, and gathering hub of the community by:

- Building new, and strengthen existing, community partnerships with emphasis on local businesses, schools, and community organizations
- Implementing a summer Kids' College in Summer 2014 based on the results of a feasibility study

Objective 3.2.1: Establish a culture of active and pervasive communication to ensure that all employees, students, and the community are informed of campus events, news, changes, and offerings in a timely manner.

Objective 3.2.2: Formalize the College's efforts in community engagement to assess our impact in the community.

Goal 3.3: Recognize and celebrate, publicly and/or privately, the College's successes at regular, appropriate intervals.

Objective 3.3.1: Recognize students' and employees' success, publishing when appropriate.

Objective 3.3.2: Increase awareness of progression and completion rates campus-wide by integrating the Institutional Effectiveness Progress Report in our continuous quality improvement process.

Strategic Action Area IV: Facilities

Operational Definition: Exceptional facilities are the result of responsive improvements to aging, maintenance-deferred campus facilities and new facility construction, which raise all stakeholders' perceptions and expectations regarding the College's quality of education and mission fulfillment.

Goal 4.1: Improved Parking

Operational Definition: Adequate parking provides access to campus services.

Objective 4.1.1: Establish accepted parking ratio(s).

Objective 4.1.2: Identify locations(s) for additional parking that meets the established ratio and accommodates peak load parking.

Objective 4.1.3: Provide signage that directs drivers to designated parking areas and locations for additional (overflow) parking.

Goal 4.2 – Adopt Facilities Master Plan

Operational Definition - A master facilities plan provides a 25 year vision to promote the College's sustainability and ensure our capacity to meet long term space and operational needs.

Objective 4.2.1: Develop a plan for quality facilities to accommodate the projected growth and demand for increased programs and services.

Objective 4.2.2: Create a visually appealing campus environment that promotes a strong connection to the community and welcomes visitors.

Objective 4.2.3: Create a campus layout that provides efficient use of resources for administrative support, student support services, maintenance and operations.

Strategic Action Area V: Foundation/Alumni

Operational Definition: Ushering in a new era of fundraising requires active and intentional growth of the Foundation's corpus, persistent recruitment and engagement of the College's alumni, and a broadening of the net for public and private solicitation of funding to support ongoing implementation of the College's mission.

Goal 5.1: Raise \$72,000 in Foundation revenue during 2013 calendar year.

Objective 5.1.1: Solicit local banks/large corporations for pledge or outright gifts in Malvern and surrounding counties.

Objective 5.1.2: Increase Foundation giving by COTO employees and boards.

Goal 5.2: Develop an Alumni Association

Objective 5.2.1: Coordinate an Employee Alumni task force.

Objective 5.2.2: Grow the number of alumni in the association to 100 in the next year.

College of the Ouachitas

Enrollment Projection Report

AY 2013-2014

Program Area/Initiative	Current Enrollment	Projected Enrollment	Change	Target Change
Nursing/Allied Health	213	250	37	37
Mechatronics	11	26	15	15
Engineering	0	31	31	31
*Career Center	292	285	-7	-16
Electrical Apprenticeship	29	129	100	100
Honors College	0	20	20	20
*CIS/Medical Office	88	88	0	0
Business/Entrepreneuership	61	73	12	12
Cosmetology	19	31	12	12
Arts & Sciences	303	328	25	25
Arkadelphia PLTW	0	33	33	33
Sheridan	0	25	25	25
Plumbing Apprenticeship	0	50	50	50
Prison/CJ	24	94	70	70
Sykes	0	35	35	35
Magnet Cove DEAL	0	20	20	
Malvern DEAL	17	25	8	
Bismarck DEAL	37	30	-7	
TOTAL	1094	1543	479	449
<i>*CIS=29; Medical Office=59</i>				

ADHE: Credentials Awarded

All Credentials, All Credentials								2-Year Colleges	
#	Inst Type	Institution	AY2007	AY2008	AY2009	AY2010	AY2011	3-Yr. Avg.	Percent Change
1	1	ASUJ	2,145	2,084	2,174	2,673	3,554	2,800.3	10.9%
2	1	ATU	1,394	1,357	1,597	1,667	1,990	1,751.3	9.4%
3	1	HSU	627	635	635	852	699	728.7	5.7%
4	1	SAUM	481	601	528	605	581	571.3	2.2%
5	1	UAF	3,579	3,586	3,739	3,940	4,361	4,013.3	4.5%
6	1	UAFS	1,092	995	1,191	1,104	1,305	1,200.0	5.5%
7	1	UALR	1,877	1,923	2,084	2,132	2,266	2,160.7	5.1%
8	1	UAM	711	808	824	987	934	915.0	7.3%
9	1	UAMS	735	833	806	833	907	848.7	3.1%
10	1	UAPB	407	386	425	409	403	412.3	1.6%
11	1	UCA	1,860	1,980	2,189	2,250	3,992	2,810.3	14.5%
12	2	ANC	291	403	428	432	493	451.0	10.2%
13	2	ASUB	750	1,007	1,203	1,165	1,140	1,169.3	11.0%
14	2	ASUMH	374	429	445	467	579	497.0	8.3%
15	2	ASUN	970	979	840	539	571	650.0	-16.6%
16	2	BRTC	419	389	529	423	428	460.0	5.1%
17	2	CCCUA	150	189	200	254	271	241.7	13.6%
18	2	CotO	315	386	505	659	644	602.7	20.1%
19	2	EACC	197	249	321	358	209	296.0	10.9%
20	2	MSCC	121	99	127	188	194	169.7	16.4%
21	2	NAC	382	386	353	471	490	438.0	5.2%
22	2	NPCC	448	501	570	476	630	558.7	6.4%
23	2	NWACC	403	610	646	779	924	783.0	16.4%
24	2	OZC	228	206	233	316	375	308.0	13.4%
25	2	PCCUA	312	306	398	517	481	465.3	15.5%
26	2	PTC	1,087	1,262	1,437	3,033	3,725	2,731.7	29.5%
27	2	RMCC	89	91	149	168	197	171.3	23.4%
28	2	SACC	311	312	327	437	444	402.7	10.0%
29	2	SAUT	543	657	783	869	752	801.3	11.2%
30	2	SEAC	425	426	759	654	595	669.3	17.1%
31	2	UACCB	254	397	422	480	571	491.0	15.6%
32	2	UACCH	226	225	482	505	534	507.0	28.5%
33	2	UACCM	340	356	500	618	787	635.0	22.1%
4-Year Universities			14,908	15,188	16,192	17,452	20,992	18,212.0	7.5%
2-Year Colleges			8,635	9,865	11,657	13,808	15,034	13,499.7	14.4%
Total			23,543	25,053	27,849	31,260	36,026	31,711.7	10.3%

ADHE: Progression Rates

Progression for 2-Year Colleges (Fall/Spring)

NOTE: The cohort consists of students from the fall and spring

#	Inst. Type	Institution	AY2011			AY2012			5-Year Avg.			3-Year Avg.			Percent Change
			Cohort	Progress	Percent	Cohort	Progress	Percent	Cohort	Progress	Percent	Cohort	Progress	Percent	
1	2	ANC	2,023	1,146	56.6%	1,811	914	50.5%	1,840	1,073	58.3%	1,960	1,100	56.1%	-2.2%
2	2	ASUB	4,221	2,651	62.8%	4,241	2,058	48.5%	3,541	2,154	60.8%	4,239	2,491	58.8%	-2.1%
3	2	ASUMH	1,409	961	68.2%	1,346	701	52.1%	1,192	762	64.0%	1,413	897	63.5%	-0.5%
4	2	ASUN	1,876	980	52.2%	1,748	899	51.4%	1,426	789	55.3%	1,784	957	53.6%	-1.7%
5	2	BRTC	2,570	1,571	61.1%	2,563	1,439	56.1%	1,983	1,252	63.1%	2,482	1,520	61.2%	-1.9%
6	2	CCCUA	1,298	758	58.4%	1,193	536	44.9%	1,006	574	57.0%	1,244	690	55.5%	-1.5%
7	2	CoIO	1,096	730	66.6%	1,005	580	57.7%	873	578	66.2%	1,047	684	65.3%	-0.9%
8	2	EACC	1,295	699	54.0%	1,171	484	41.3%	1,080	568	52.6%	1,290	646	50.1%	-2.5%
9	2	MSCC	2,042	656	32.1%	1,822	589	32.3%	1,527	606	39.7%	1,927	720	37.3%	-2.3%
10	2	NAC	2,442	1,502	61.5%	2,355	1,205	51.2%	1,973	1,193	60.4%	2,409	1,415	58.7%	-1.7%
11	2	NPCC	3,579	2,143	59.9%	3,571	1,981	55.5%	2,741	1,648	60.1%	3,453	2,034	58.9%	-1.2%
12	2	NWACC	8,224	4,410	53.6%	8,418	2,898	34.4%	6,421	3,275	51.0%	8,012	3,920	48.9%	-2.1%
13	2	OZC	1,637	983	60.0%	1,645	771	46.9%	1,229	719	58.5%	1,541	876	56.9%	-1.7%
14	2	PCCUA	1,387	907	65.4%	1,254	700	55.8%	1,188	762	64.1%	1,374	864	62.9%	-1.2%
15	2	PTC	12,247	7,302	59.6%	12,870	6,210	48.3%	9,669	5,584	57.8%	12,221	6,942	56.8%	-0.9%
16	2	RMCC	795	476	59.9%	758	438	57.8%	635	367	57.8%	771	455	58.9%	1.2%
17	2	SACC	1,657	1,045	63.1%	1,750	894	51.1%	1,350	813	60.3%	1,699	1,000	58.9%	-1.4%
18	2	SAUT	1,154	671	58.1%	1,129	570	50.5%	958	576	60.2%	1,152	668	57.9%	-2.2%
19	2	SEAC	2,141	1,291	60.3%	2,075	1,208	58.2%	1,944	1,192	61.3%	2,385	1,457	61.1%	-0.2%
20	2	UACCB	1,759	1,143	65.0%	1,596	884	55.4%	1,647	1,077	65.4%	1,728	1,082	62.6%	-2.8%
21	2	UACCH	1,496	833	55.7%	1,307	550	42.1%	1,154	633	54.9%	1,403	741	52.9%	-2.0%
22	2	UACCM	2,726	1,649	60.5%	2,551	1,288	50.5%	2,191	1,272	58.0%	2,681	1,530	57.1%	-1.0%
			59,074	34,507	58.4%	58,179	27,797	47.8%	47,569	27,467	57.7%	58,218	32,687	56.1%	-1.6%

NOTE: The cohort consists of students from the fall and spring