Faculty Handbook

2005-2006

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APPENDICES

Foreword

The purpose of this **FACULTY HANDBOOK** is to provide ready access to the general operational policies and procedures at Ouachita Technical College. The items included here are those items about which Ouachita Technical College faculty frequently inquire. A manual of this nature cannot address all the situations that might occur during the course of the college year. Institutional policies and procedures not included or inadvertently omitted from this handbook are considered to be binding. For a comprehensive record of applicable policies and procedures, the **OUACHITA TECHNICAL COLLEGE OPERATING POLICES AND PROCEDURES MANUAL (COPP) should be consulted. If you have questions not addressed in this manual, please contact the Vice President of Instruction for additional information.**

ORGANIZATION AND ADMINISTRATION

A.   Administrative Organization

  1.   Board of Trustees

  Appointed by the governor, the Board is composed of seven members who serve staggered terms of one year to seven years. As these original terms expire, they will be filled by the governor for full seven year terms.

  2.   President of College

  The President of the College shall serve at the pleasure of the Board and by delegation of the Board is the Chief Executive Officer. The President is responsible for implementation of policy set forth by the Board.

  3.   Vice President of Instruction

  The Vice President of Instruction is responsible for curriculum matters and delivery of quality instruction. This position reports directly to the President.

  4.   Vice President of Finance and Administration

  The Vice President of Finance and Administration is responsible for budgeting, purchasing, accounting, payroll, bookstore, and physical plant and reports directly to the President.

  5.   Vice President for Student Affairs

  The Vice President for Student Affairs coordinates admissions, financial aid, and counseling services for students and reports directly to the President.

  6.   Vice President of Adult and Workforce Education

  The Vice President of Adult and Workforce Education coordinates evening and extended programs, department of continuing education, off-campus instruction, and vocational continuing education. This position reports directly to the President.

  7.   Vice President of Planning and Assessment

  The Vice President of Planning and Assessment is responsible for institutional accreditations, college research and reporting and Marketing and Public Relations. This position reports directly to the President.

B.   Instructional Divisions

The College has five divisions (5) for the organization of academic instruction:
Applied Science
Arts, Sciences, and Education
Business Technology
Allied Health Sciences
High School Career Center

Each division is assigned a division chair who reports directly to the Vice President of Instruction.

C.   Key Employee List

NAME	TITLE	EXTENSION	EMAIL
Administration			
Dr. Barry Ballard	President	1132	bballard@otcweb.edu
Dr. Susan Karr	V.P. of Instruction	1131	sazbell@otcweb.edu
Linda Johnson	V.P. for Student Affairs & Registrar	1118	lindaj@otcweb.edu
Dr. Roger Coomer	V.P. Finance & Admin	1120	rcoomer@otcweb.edu
June Prince	V.P. Planning & Assessment	1133	jprince@otcweb.edu
Dr. Blake Robertson	V.P. Adult & Workforce Education	1135	brobertson@otcweb.edu
Betty Lawless	Administrative Assistant	1130	betty@otcweb.edu
Division of Allied Health			
Sharon Turley, Chair	Nursing Instructor	1201	sturley@otcweb.edu
Nikki Lackey	Nursing Instructor	1202	nlackey@otcweb.edu
Renee House	Nursing Instructor	1203	rhousel@otcweb.edu
Gerald Songer	Nursing Instructor	1204	gsonger@otcweb.edu
Lisa Carter	Nursing Instructor	1205	lcarter@otcweb.edu
Shelia Jenkins	Secretary	1200	sheila@otcweb.edu
Division of Applied Science Technology			
Jerry Little, Chair	Cisco Instructor	1165	jrlittle@otcweb.edu
Adrian Ashley	Cisco Instructor	1162	aashley@otcweb.edu
Susan Bailey	CIS Instructor	1166	sebailey@otcweb.edu
Gary Bratton	Electronics Instructor	1155	gbratton@otcweb.edu
Milton Purdy	Industrial Maintenance	1149	milton@otcweb.edu
Wendy Sullivan	Cosmetology Instructor	1159	wsullivan@otcweb.edu

Division of Arts, Sciences, and Education

Pat Simms	Division Chair	1145	pats@otcweb.edu
Terri Colananni	Math Instructor	1140	terric@otcweb.edu
Bob Cowling	Science Instructor	1146	bcowling@otcweb.edu
Lynn Epnett	English Instructor	1151	lepnett@otcweb.edu
Phil McLarty	Science Instructor	1181	pmclarty@otcweb.edu
Cheryl Reed	Math Instructor	1175	creed@otcweb.edu
Dr. Marvin Schultz	History Instructor	1147	mschultz@otcweb.edu
Dr. Sharon Seals	English Dept. Chair	1138	sseals@otcweb.edu
Ronnie Thompson	English Instructor	1144	rthompson@otcweb.edu
Patty Weak	Basic Skills Instructor	1142	pweak@otcweb.edu
Lisa Wood	Psychology/Sociology	1139	lisa@otcweb.edu

Division of Business Technology

Jessica Beard	Division Chair	1101	jbeard@otcweb.edu
Cathy Boyett	Business Instructor	1107	cboyett@otcweb.edu
Carla Crutchfield	Business Instructor	1102	ccrutchfield@otcweb.edu
Sherree Hughes	Medical Transcription Instructor	1129	shughes@otcweb.edu
Vickie Walker	Computer Lab Manager	1183	vwalker@otcweb.edu

Selected Staff

Teresa Avery	Financial Aid Director	1119	tavery@otcweb.edu
Vickie Boyett	Payroll Officer	1124	vboyett@otcweb.edu
Marjorie Bradford	Receptionist	1100	mbradford@otcweb.edu
Dana Brownfield	Administrative Assistant Office of Instruction	1128	dbrown@otcweb.edu
Carol Buckner	Trio Director	1112	cbuckner@otcweb.edu
Mark Burris	Online Classes	1103	mburris@otcweb.edu
Tony Hunnicutt	WebCT/Online Classes	1106	thunnicutt@otcweb.edu
Linda Cunningham	Library Assistant	1109	lindac@otcweb.edu
Sandra Davis	Assistant Registrar	1116	sdavis@otcweb.edu
Mary Ann Griggs	Library Director	1108	mgriggs@otcweb.edu
Will Roark	Learning Specialist	1105	wroark@otcweb.edu
Jason Henry	Director of Retention	1115	jhenry@otcweb.edu
Rhonda Smith	Personnel Officer	1121	rhonda@otcweb.edu
Corky Allen	Maintenance Director	1157	callen@otcweb.edu

D.   Committees and Councils

General Organization

The overall responsibility for the operations of the College is assigned to the President and shall be organized to provide adequate development and supervision of its major functional areas. While input is widely solicited, a system of Standing Committees has been formed to help ensure legal compliance and to provide broad participation and representation in the affairs of the College.

Faculty Council

The Faculty Council consists of eight (8) positions. One full-time faculty member from each of the four (4) post-secondary divisions, excluding chairs, are elected on a rotating basis within the department to two-year terms along with one adult education and one high school career center representative. The faculty at-large will vote for two candidates from the remaining faculty excluding chairs. All eight (8) of these members shall have full voting privileges.

The standing committee is chaired by a member elected by Council majority and advises on matters involving institutional academic and faculty welfare. This includes, but is not limited to, professional and instructional matters, curriculum, calendar, standards, awarding of credit, graduation, admission, probation, discipline, academic policy, and attendance policy. Members also recommend individuals to serve on the Screening Committee when faculty members are to be hired. The Chair serves on the Futures Council.

Curriculum Committee

The main purpose of the Curriculum Committee is that of primary responsibility for the development, review, renewal, and recommendation of curriculum to be reviewed by Faculty Council and approved by the Board of Trustees.

Membership includes the post-secondary division chairs, the Library Director, the Vice President of Adult and Workforce Education, the Vice President for Student Affairs, and the Vice President of Instruction. When matters concerning distance education come before the committee, two representatives of the full-time faculty who have online experience will be included.

Student Appeals Committee

This committee convenes as needed to review and make recommendations regarding matters of student misconduct or student grievances.

Membership is by recommendation of the Futures Council and consists of two (2) full-time faculty members, one (1) classified staff member, one (1) administrator, and two (2) students. Appointees unable to attend at a particular time may designate a temporary replacement with approval of the committee chair.

Student Discipline Committee

This committee convenes as needed to review and make recommendations regarding matters of student discipline.

The composition of this committee mirrors the Student Appeals Committee. Appointees may not serve on the student Appeals Committee and the Student Discipline Committee simultaneously. In the event that a quorum is not available for this committee, an ad-hoc committee will be appointed by the Vice President for Student Affairs. If the Vice President for Student Affairs is not available, the Vice President of Instruction will fulfill that role.

Professional Standards Committee

This committee convenes as needed to review and make recommendations regarding matters of professional misconduct or formal grievances of College employees. Membership is by recommendation of the Futures Council for a period of one (1) year and shall consist of two (2) faculty members, two (2) administrative staff members, and two (2) classified staff members. The employee charged with misconduct or filing the grievance may appoint one representative. The EEO/AAO may serve in a non-voting advisory capacity if requested.

Safety Committee

The Safety Committee is charged with review of College compliance with all local, state, and federal safety requirements. A comprehensive review will occur on at least a quarterly basis.

Membership is by recommendation of the Futures Council and consists of one (1) faculty member, one (1) member of the facility staff, one (1) classified staff, and one (1) administrator.

Executive Cabinet

The Executive Cabinet meets on a regular basis to discuss matters relating to general College operations and procedures and Board policy implementation.

Permanent membership includes the President and all Vice Presidents. Other members of the staff or student body of the College may attend at the discretion of the President. Any person wishing to discuss matters with the Cabinet should notify the President for possible inclusion in the agenda. The Executive Secretary shall record minutes.

General Information

Each standing committee is advisory to the President and the Executive Cabinet and each may establish ad hoc committees as required. Membership on any committee, elected or appointed, is for one (1) year with elections and appointments occurring at the beginning of any fall semester for the immediate year's membership.

Each committee is responsible for the maintenance of minutes and records of each meeting and for the wording of a meeting summary-of-action for College records. These should be filed with the Office of the President.

After providing an opportunity to nominate candidates for a seat on any of the standing committees and if no nominations for a particular seat are made, then the chair of that standing committee may appoint (within the representative category) someone to fill that vacancy for the academic year.

PERSONNEL POLICIES AND PROCEDURES

A.   Conditions of Employment

1.   Compensation and Classification of Faculty

Full-time Faculty

Full-time faculty at Ouachita Technical College are classified and compensated according to guidelines established and monitored by the Board of Trustees. These guidelines are based, in part, on suggestions from the Arkansas Department of Higher Education and the Department of Vocational – Technical Education, as directed by the General Assembly. These guidelines are subject to periodic review. Current criteria on classification, placement, and/or advancement on the salary schedule are outlined in their entirety in the COPP (2.21) or are available from the Vice President of Instruction.

Associate Faculty

The criteria utilized in determining the classification level for Associate Faculty are outlined in the COPP (2.21) in the Appendix. Remuneration for Associate Faculty will be determined annually and will normally be paid at a contact hour rate by classification.

2. Evaluation Program

    Evaluations serve as a vehicle for professional development and not as a punitive exercise. The faculty evaluation consists of an administrator evaluation and a student evaluation. New faculty members will be evaluated each of his/her first two semesters by their division chair and once yearly thereafter.

    A copy of the Ouachita Technical College Faculty Evaluation Program is included in the Appendix.

3. Faculty Appointments

    The President, with authority of the Board of Trustees, has final approval of all regular faculty appointments. Faculty members are to perform duties and accept responsibilities as set forth in the COPP and in the Faculty Handbook and also to perform other duties in college-related activities as requested by the President or his designee. The standard faculty appointment is for 170 contract days.

    The President with recommendation of the Vice President of Instruction, makes associate appointments to persons who can give substation contributions of time, expertise, and participation in College programs. Associate faculty appointments are not eligible for staff benefits and are executed on a semester by semester basis, or other periods for special purposes.

4. Non-Renewal of Faculty Appointments

    As outlined in COPP 2.13, displayed in the Appendix, the action of non-renewal for regular faculty appointments may be taken for disciplinary and performance reasons, or for other reasons affecting the need for the position such as: declining enrollments, budgetary constraints, reduction of program offerings, etc. The college shall inform faculty members, in writing of the non-renewal of their appointment by April 15.

    Full-time faculty overloads and associate faculty appointments are at the convenience of the College on an as needed basis. The receipt of an associate appointment or faculty overload shall in no way obligate the College to renew or continue the appointment beyond the appointment date.

5. Faculty Loading

COPP 4.26, displayed in the Appendix, provides a complete description of the faculty loading policy. Normally, full-time faculty will teach no more than two overload classes during the fall and spring semesters. Exceptions must be approved by the division chair and the vice president of instruction. Online classes should normally comprise no more than one-half of the teaching load for a faculty member or division chair. Exceptions must be approved by the division chair and the vice president of instruction. Part-time faculty will generally be limited to three class sections during the fall, spring, and summer semesters.

6. Grievance Procedure

Any College employee shall have the right, at any time within five (5) working days after the incident out of which the grievance arises, to present a grievance. Any such grievance shall be handled in accordance with COPP, which is displayed in the Appendix.

7. Leave Policy

The following are brief descriptions of the Ouachita Technical College leave policies currently in effect. For a more comprehensive view, see COPP 2.52, 2.53, 2.54, 2.55, 2.56, 2.57, 2.60, 2.61, 2.62 (Displayed in the Appendix).

a. Annual Leave – Faculty members will receive all scheduled academic recesses in lieu of annual leave.

b. Bereavement Leave – Full-time faculty members may request up to three (3) days of sick leave for the death of a member of the immediate family as defined in COPP 2.52.

c. Jury Duty – No deduction in salary will be made if a faculty member must appear in court when subpoenaed as a witness or required to serve jury duty.

d. Disability Leave – If a full-time faculty member will be absent from work more than two weeks because of illness, injury, or disability, he/she may apply for a temporary disability leave.

e. Faculty Release Days – All full-time faculty members may be granted three (3) days per school for personal business. Request for such leave should be made in advance to the Vice President of Instruction. These days are non-cumulative.

f. Maternity Leave – The faculty member should submit a request for maternity leave to the President two (2) months in advance of due date and be prepared at this time to discuss leave arrangements.

g. Military Leave – Faculty members who request military leave shall furnish a copy of their orders for their personnel file. Since types of military orders vary, specific terms regarding such requests should be discussed with the President.

h. Personal Leave – Unpaid leave may be requested by faculty members for just cause. (e.g. extenuating personal circumstances, educational pursuit, maternity leave, etc.).

i. Sick Leave – All full-time faculty members shall accumulate sick leave at the rate of one day per month of contract, up to a maximum of 120 days. Sick leave may also be requested for illness and doctor appointments of a member of the immediate family.

8. Outside Employment

While all full-time faculty are expected to devote their time and efforts primarily to the College, it is recognized that a limited amount of outside work can sometimes be desirable. Outside work that will contribute to professional development or update technical skills is encouraged. Such employment must not interfere with the discharge of the faculty member's duties at the College. It is expected that the faculty member will make clear in all instances that outside employment is their individual responsibility and that the College is not being represented. College assets are not to be used without expressed written permission. Faculty who teach for another state institution in Arkansas must complete a Concurrent Employment Form which can be obtained from the Personnel Office.

9. Payroll

Full-time faculty members are paid their academic year salary in twenty-six (26) equal bi-weekly installments. The first check is paid in August. Paychecks will be distributed every other Friday. For information on direct deposit, please contact Rhonda Smith, extension 1121, rhonda@otcweb.edu. The following deductions will be made from each paycheck: FICA, Retirement, Federal Income Tax, and State Income Tax. In addition, hospitalization premiums or other approved College deductions may be made.

10. Resignations

Faculty members who wish to resign should make every effort to do so prior to the issuance of the following year's contract. Resignations must be in writing and submitted to the Vice President of Instruction and the President.

11. Retirement and Insurance Benefits for Full-time Faculty

Retirement System: All staff and faculty must enroll in one of the State's Retirement Systems. These include:

    a.   Alternate Retirement Plan – VALIC or TIAA/CREF
                6% employee contribution
                12% State contribution

    b.   Arkansas Teachers Retirement System
                6% employee contribution
                14% State contribution

If you have not already received an informational booklet concerning your retirement system, please contact Personnel Officer Rhonda Smith to request your copy. Mrs. Smith's extension is 1120 and her e-mail is rhonda@otcweb.edu.

Social Security: All employees are covered under the Social Security System.

Group Insurance: Life Insurance, Hospital and Surgical Insurance are available in a "package plan" to all officers or employees of the State of Arkansas except those who normally work less than 1000 hours a year and those whose employment is considered seasonal or temporary. The State contributes $280.00 per month and employee payments are made by payroll deduction. Participation is voluntary and enrollment must be requested by the employee. All employees have a basic $10,000 life amount and are offered an optional amount according to their salary. For more information, please contact the Insurance Section, Office of Personnel Management. The specific coverage of the Hospitalization and Surgical coverage is contained in the brochure on the group insurance which is available from your personnel officer or supervisor. An employee is eligible for insurance on the first day of the month following one month of service. If you enroll for insurance on or before the thirty-first day following the day you become eligible, you will be insured on the first of the month following the date you enroll and no evidence of insurability is required.

Worker's Compensation: State employees are covered by Worker's Compensation. Coverage is available for job related injuries and illnesses. Financial and medical aid is also available. A claim must be filed as soon as possible after the incident or onset of illness with the Arkansas Worker's Compensation Commission through the proper official in your agency. Check with your supervisor for details on the procedure to follow.

Credit Unions: There are several Credit Unions that are available for your consideration. Please see the Payroll Representative.

Unemployment Insurance: In July of 1973 unemployment insurance was extended to State employees with benefits becoming available in April of 1974. Unemployment insurance is designed to help individuals who are unemployed through no faulty of their won. To determine eligibility or for further information, contact your local Employment Security Office.

Miscellaneous Payroll Deductions Available to Employees: Voluntary Tax Shelter Annuity-List of approved companies on request.
U.S. Savings Bonds
Other Insurance
Check with payroll secretary for a complete list.

12.   Waiver of Tuition

Full-time employees, their spouses, and their dependents may enroll in Ouachita Technical College classes for credit or for audit with no tuition or fees charged. If the class is taken for credit, the employee must meet all class requirements expected of any other student. This waiver excludes any classes taken under the Adult and Workforce Education Division.

B.   Professional Responsibilities

1.   Advising

Full-time faculty, as part of their professional responsibilities, will serve as academic advisors for the student body. The purpose of advising is to provide students with information regarding program and course requirements and career options. Faculty can further support the role of counseling services by making referrals to students who are in need of such services, reporting significant data regarding students to the counselor, and consulting with the counselor in connection with student problems.

2. Attendance at Graduation

One graduation ceremony is held each year at the end of the spring semester. All faculty members are expected to participate.

3. Community Relations

The College encourages faculty participation in community activities and involvement in community leadership positions, so long as such activities do not conflict with the interest of the College of their educational and institutional responsibilities.

4. Credentials File

Each faculty member has a credentials or personnel file. He or she must assume the responsibility for keeping his or her file current, providing all documentation of his or her professional growth. This file is confidential and may be examined only by persons responsible for evaluating teaching faculty and the individual instructor.

5. Membership in Professional Organizations

Although not a requirement of employment, faculty members are encouraged to participate in professional organizations in their respective disciplines of fields at the local, state, and national levels.

6. Performance of Other Duties

From time to time the faculty may be called upon to work on projects and activities other than those directly associated with their primary teaching assignment. Such activities may include recruiting and advising students, serving on committees, preparing brochures, reserving the catalog, and class schedule information, and performing other duties in college-related functions.

7. Professional Development

Advanced study and training as well as attendance at professional meetings and conventions are encouraged by the College. Each faculty member should work with their Division Chair to develop appropriate Professional Development activities.

8. Professionalism

Faculty members are expected at all times to practice appropriate professionalism before the students, with their colleagues, and within the community. The actions of the faculty members must be, and must appear to be, proper. There are rules of conduct more fully explained in COPP 2.40, attached in the Appendix.

9. Sponsorship of Clubs and Organizations

On a volunteer basis, faculty members may act as a sponsor or advisor of a student club/organization. The sponsor is responsible for attending all of the organization's meetings and social affairs. The sponsor is expected to act as an advisor to his/her group rather than as a director or leader.

ACADEMIC POLICIES AND PROCEDURES

A. Academic Freedom

Academic freedom is the right of individual faculty members to interpret their findings and to communicate conclusions without being subjected to any interference or penalty because these conclusions are at variance with those of constituted authorities or organized groups outside the College. Of necessity, faculty members must determine, in keeping with their own good judgment and maturity, the responsibilities of a college faculty member. Academic freedom and academic responsibility are inseparable.

College faculty are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline. However, their special position in the community imposes special obligations. As people of learning and educational officers, they should remember that the public may judge the profession and their institution by their appearances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons unless otherwise instructed to do so.

B. Adding and Dropping Students

Students can add courses to their schedules or change from one class to another up to the late registration deadline. If it becomes necessary for students to drop courses after late registration, arrangements must be made through the Office of Student Affairs.

Courses added and/or dropped must be processed through the Student Affairs Office. Failure to complete the established procedure will nullify either action. Additional fee charges or reductions may result from either action.

The deadline for adding courses or changing courses or sections is given in the official College calendar. Thereafter, changing to audit or dropping a course are the only changes permissible. Courses officially dropped during the first 13 weeks of a semester or the first 6 weeks of the summer term or mini-semester will be recorded as a "W". Unless verified extenuating circumstances exist, courses dropped after these dates will be recorded as an "F".

Drops initiated by the College shall have precedence.

C.   Attendance

Regular class attendance is considered essential if a student is to receive maximum benefit from any course. Control of class attendance is vested with the faculty, who has the responsibility of defining standards and procedures early in each course. As part of OTC's Early Alert System, faculty are asked to contact Retention Specialist Jason Henry at jhenry@otcweb.edu if a student misses two consecutive class sessions. A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the faculty with a grade of "F". A student who is dropped from three courses in a semester for unsatisfactory class attendance may be suspended from the College.

D.   Adding a New Course/Program

If a faculty member wishes to introduce a new course/program to the curricular offerings of the College, he/she must discuss the proposed course/program with the membership of the division and then the following steps will be followed:

STEP 1:   Faculty Member to the respective Chair
STEP 2:   Division Chair to all Division Chairs
STEP 3:   Division Chair to the Faculty Council/Curriculum Committee
STEP 4:   Faculty Council to the Vice President of Instruction
STEP 5:   Vice President of Instruction to the President
STEP 6:   President to the Board of Trustees

* The respective Division Chair will present the following information in the form of a proposal to the Faculty Council:

1.   Course/program title
2.   Credit hours
3.   Course/program description
4.   Course/program content
5.   Course/program objectives
6.   Condensed justification for adding a new course/program of study

7. Materials/equipment needed
8. A summary report of the library holdings which support the proposed course/program, the library collection that will need to be added, and the Librarian's estimate of the date when the requested additions can be made available in the library.
9. Approximate cost of the proposed program or course.

New programs must then be submitted to and approved by the Arkansas Department of Higher Education or the Arkansas State Board of Nursing according to their guidelines.

E.   Assessment Plan

Ouachita Technical College views assessment as a holistic process by which information is gathered and analyzed and then used to evaluate the accomplishment of the mission and to enhance institutional effectiveness. Assessment is the medium that compares achievement to intended results.

The Ouachita Technical College Assessment Plan is the operational plan of the assessment process. Faculty may obtain a copy of this plan from their Division Chair.

As part of the assessment process, the Ouachita Technical College Assessment Committee has determined that each semester, each faculty member will complete the Assessment Summary Form (see appendix) and submit it to their respective Division Chair.

Although faculty evaluations and student achievement are integral parts of assessment, outcomes are not intended for use as the basis for evaluating faculty or for determining the graduation status of students. Furthermore, assessment of student academic achievement must not create barriers to hinder student progress toward educational goals. Data on outcomes are to be utilized in decision-making and in planning for increased institutional effectiveness.

PROGRAM REVIEW

As indicated in COPP 4.05, the Institutional Program and Course Evaluation System (IPES) is designed to assess accountability and to develop a basis for decision-making concerning instructional programs as they relate to the Strategic Plan. The IPES serves the internal needs of the College and also incorporates the requirements of external agencies for program evaluations.

F.   Auditing Courses

Auditing courses requires official admission to the College, approval of the Division Chairperson and the faculty involved, and payment of the regular fees for the course. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they neither take exams nor receive credit for the course. An auditing student who does not wish to complete the course(s) must complete official withdrawal/drop procedures.

G.   Classroom Expression/Policies and Procedures

Student freedom of discussion and expression of views is protected and encouraged. The faculty have the responsibility and the authority to maintain order and an appropriate academic environment, but this authority should not be used to suppress the expression of views contrary to their own.

Classroom policies and procedures are left to the discretion and good judgment of the individual instructor. However, instructors are cautioned against setting policies and procedures that do not retain enough flexibility to allow for unforeseen circumstances and events.

H.   Course Syllabi

All faculty are required to develop and distribute to their students a syllabus for each course they teach. OTC has a template for a standardized syllabus format and all faculty are strongly encouraged to utilize this template as a guide for constructing their syllabi. Copies of all syllabi will be on file in the office of the Division Chairs and the Vice President of Instruction.

For the Ouachita Technical College standardized syllabus format, please see the appendix.

I.   Curriculum Changes

Any modification to the curriculum such as deleting a course, changing a course name or its contents should be presented by the respective Division Chair to the Curriculum Committee and Faculty Council. To add a new course/program see Section C, Adding New Course/Program.

J.   Dishonesty

Dishonesty, such as cheating or plagiarism, will not be tolerated. Each instructor determines the penalty for a student found performing a dishonest act pertaining to his or her classwork.

K.   Examinations

Each instructor determines the number and type of examinations to be administered in is or her classes. The Instructor decides what portion of the student's grade will be based on examinations. Mandatory final examinations are to be given in accordance with the Final Examination Schedule issued by the Vice President of Instruction.

L.   Grade Recording and Distribution

The faculty member is required to maintain a record of grades, either in a class record book or on computer. The instructor will calculate and turn in grades to the Office of Student Affairs at mid-semester and at the end of each semester according to the dates on the College calendar.

M.   Grading System

See Grade Information in the student handbook.

N.   Incomplete Work

A student who fails to complete all requirements of a course by the end of the assigned term may, at the discretion of the instructor, be awarded an Incomplete "I". See the Grade Information section in the student handbook for a complete description of the Incomplete procedure.

O.   Selection of Textbooks

Full-time faculty members, with the Division Chair, should review textbooks yearly in order to improve book selection. Textbooks should be ordered each semester according to the best estimate of the number needed. Textbook changes should be timely and with the exception of computer technology texts, textbooks should normally be kept for at least two years.

P.   Special Exams and Make-Up Exams

Whether students will be permitted to take special or make-up examinations is left to the discretion of the individual instructor. Instructors are cautioned against setting policies or procedures that destroy flexibility in meeting a unique situation.

Q.   Student Absences

Due to recent legislation governing financial aid and attendance, faculty should keep attendance in all classes. Faculty members are responsible for maintaining attendance records.

Online

Ouachita Technical College offers a number of online courses. While most of these courses are delivered entirely online, some courses utilize a combination of classroom and online delivery. Faculty who are interested in teaching online courses should contact their division chair.

Online Training/Technical Assistance

The Office of Distance Learning offers training in WebCT for faculty and they provide assistance to students taking online courses. For more information, contact Mark Burris, Online Coordinator, extension 1103, mburris@otcweb.edu or Tony Hunnicutt, extension 1106, thunnicutt@otcweb.edu.

All online courses should follow *WebCT's Standards of Best Practices* and each new online course must be reviewed by the Division Chair and by the Vice President of Instruction before implementation.

All new online faculty are required to complete an on-campus training course or an online training course before they teach their class(es). Existing online faculty are encouraged to attend the sessions to refresh their skills as a designer.

The first set of training sessions available is WebCT Basics. Online faculty will learn the fundamentals of creating and teaching an online class. Additional training will be available throughout each semester. Training will consist of, but will not be limited to, WebCT Basics, Copyright & Fair Use, Universal Design, Online Instructional Strategies, and other relevant faculty development courses.

New faculty must attend training to obtain a WebCT account. Special arrangements can be made for faculty and adjuncts living outside the Malvern area. Please contact Mark Burris at mburris@otcweb.edu for more details.

Textbooks and Resources
All online faculty are encouraged, where possible, to adopt textbooks that are designed as "CMS-ready" (designed for adoption within a specific Course Management System), or, at the least, have a companion website available to supplement a traditional textbook.

Resources in CMS-ready or companion website formats are copyright protected. Therefore, any changes or additions to these materials are subject to restrictions imposed by the publisher and/or federal regulations regarding copyright and fair use.

Once adopted, faculty will adhere to the current edition of the COPP regarding length of adoption and procedures for changing texts.

Accessibility
All online faculty will comply with the Americans with Disabilities Act (ADA) as administered by OTC in accordance with the COPP 4.25.

All online courses will be designed for universal access in accordance with Section 508 of the Rehabilitation Act created by the Federal Access Board.

Course and Instructor Evaluation

Online courses will be evaluated by the same general procedures that are in place for traditional classes. It is the responsibility of the faculty member to update the course as needed to maintain appropriate and correct information.

All online courses must comply with academic standards required by divisions or departments within OTC. For example, online English composition courses must meet the academic standards of the English department.

Online courses will be evaluated by the appropriate Division Chair and the Vice President of Instruction in accordance with WebCT's six-level Exemplary Course rubric. Additionally, all students taking an online course will complete an evaluation of the course each semester.

The curriculum committee will evaluate courses before they are offered and will continue to review courses for satisfactory progress. Courses that do not meet standards established by this committee will not be offered until those standards are met.

Course evaluation includes:
- Technical design
- Curriculum alignment
- Rigor, depth, and breadth
- Student performance
- Student participation and interaction

Instructor evaluation is based on:
- Course content
- Course design
- Course presentation
- Student performance
- Teacher interaction with students
- Results of student course evaluations

Copyright and Fair Use

The federal copyright statute governs the reproduction of works including traditional works of authorship such as books, photographs, music, drama, video and sculpture, and digital works such as software, multimedia, and databases. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. As a result of changes in copyright law, works published since March 1, 1989, need not bear a copyright notice to be protected under the statute. Faculty should assume that whatever material they wish to copy is protected under copyright law.

Fair use is a legal principle that provides certain limitations on the exclusive rights of copyright holders. Section 107 of the Copyright Act sets forth the four fair use factors which should be considered in each instance, based on the particular facts of a given case, to determine whether a use is a fair use: (1) the purpose and character of the use, including whether use is of a commercial nature or is for nonprofit educational purposes, (2) the nature of the copyrighted work, (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and (4) the effect of the use upon the potential market for or value of the copyrighted work.

In general, educators and students in an accredited non-profit educational institution are permitted to use and/or copy, without permission, portions of copyrighted materials for the purpose of education in an instructional setting for the period of a single semester. It is the responsibility of the instructor to acquire this permission, although OTC may provide reasonable assistance in that process.

Faculty and students will often want to incorporate some or all of the copyrighted work of others into course materials that are to be digitized and transmitted for distance education. In the past, this could sometimes be lawfully accomplished via the fair use provisions (17 U.S.C. 107) and/or the performance/display exemptions (917 U.S.C. 110(2)) of the copyright act. In November 2002, the performance and display exemptions of the copyright act were revised and updated to address the digital environment. The revised provisions facilitate digital educational use of materials without requiring copyright permission, subject to several conditions.

This recent distance education update of copyright law is called the Technology, Education, and Copyright Harmonization Act (TEACH Act). The TEACH Act exemption is one of several options faculty and students have when using copyrighted works in their course materials.

Faculty and course developers will comply with the provisions of the TEACH Act, including, but not limited to, the 22 prerequisites (provided in the Online Faculty Handbook under development) of displaying and performing copyrighted materials in a distance education medium. Paramount among these prerequisites is the display within each course of a statement regarding student responsibilities regarding copyright, as indicated below.

The TEACH Act Copyright Notice

The materials on this course Web site are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.

Faculty and course developers will consult with the Online Coordinator for guidelines and updates to copyright law before incorporating materials into their online courses.

Course Ownership

The scope of developing a online course is to produce or utilize content specific curriculum that can be delivered online in OTC's Course Management System (CMS). The scope of instructional delivery for an online course is to engage students with content specific curriculum so produced,

including, but not limited to, resource development or textual commentary, electronic communication with students, and student assessment products (exams, research projects, etc.). Courses developed and delivered in OTC's CMS are required to meet or exceed educational standards established by the college for traditional courses.

Since all courses developed and delivered in OTC's CMS are "a work prepared by an employee within the scope of his or her employment" (17 U.S.C. Section 101), they constitute a "work for hire"; and since works made for hire are the property of the employer (17 U.S.C. Section 201(b), all online courses are the property of OTC unless otherwise stated in a written agreement. The primary purpose of this ownership is to protect OTC's right to offer developed courses to its students in the event that the developer of the course or the instructor is unable or unwilling to deliver the course in OTC's CMS.

Intellectual Property and Copyright
According to the World Intellectual Property Organization (WIPO), "Intellectual property refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce." The WIPO further states, "Copyright protection [of intellectual property] extends only to expressions, and not to ideas, procedures, methods of operation or mathematical concepts as such."

According to 17 U.S.C Section 102 "Copyright protection subsists, in accordance with this title, in original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device... In no case does copyright protection for an original work of authorship extend to any idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in such work."

Original works of authorship published in an OTC online course are intellectual property expressed in a tangible form and as such constitutes a copyrightable work. Such authorship is outside the scope of employment and is not required as an integral component of OTC's work for hire contract with an online course developer or faculty member. In the event that an original work of authorship is voluntarily produced by a developer or faculty member during their work for hire contract period, that work shall be subject to the policies and procedures expressed below.

Intellectual property unrelated to the individual's employment responsibility that is developed on an individual's own time and without OTC support or use of OTC facilities is the exclusive property of the creator and the College has no interest in any such property and no claim to any profits resulting therefrom. Copyright protection of such material is the sole responsibility of the creator.
Intellectual property either related to the individual's employment responsibility (work produced as a result of a work for hire contract), or resulting from activities performed on OTC time, or with support by State funds, or from using OTC facilities is subject to ownership by OTC. Copyright protection of such material is the sole responsibility of OTC.

Before intellectual property subject to ownership by OTC is disclosed to any party outside the college, to the public generally, or for commercial purposes, and before publishing same, the creator shall submit a reasonably complete and detailed disclosure of such intellectual property to OTC's President for determination of OTC's interest.

The President will notify the creator within one hundred eighty (180) days of the date of a complete submission, asserting the extent, if any, of OTC's interest. Should an interest be asserted, OTC will enter into a joint ownership agreement with the creator and will, after recovering expenses related to pursuing copyright protection and other relevant expenses, share royalties with the creator in a 50% by 50% division, unless otherwise stated in a written agreement.

Intellectual property resulting from research supported by a grant or contract with the Federal Government, or an agency thereof, with a nonprofit or for profit nongovernmental entity, or by a private gift or grant to the College shall be subject to ownership by OTC.

Faculty Load
Full-time faculty members and division chairs are limited to teaching no more than 50% of their course load online each semester.

Faculty Office Hours
Full-time faculty members who teach online courses will still be expected to meet their office hour requirements each week and will be expected to be on campus for other duties as assigned.

Faculty Responsibilities
Regarding faculty responsibilities, online faculty will follow all COPP policies, particularly those expressed in **COPP 4.10-11, 4.20-27 and 4.30-33.**

Academic Integrity of Online Courses
Faculty shall make every effort to ensure academic integrity in all online courses. In order to achieve this goal, faculty will include requirements stated in the course syllabus such as a grading system, examination procedures, research project guidelines (where appropriate), course/faculty evaluation procedures, attendance policies, and clock hour tallies (if required).

Should a student violate these efforts to ensure academic integrity, they will be subject to the disciplinary procedures established in **COPP 5.50**. Faculty should contact their Division Chair with details regarding any incident that is considered to be a potential violation.

Class Size
Online courses will have the same enrollment maximums as on-campus courses and as stipulated by a specific division. Online courses should not exceed 25 students per teaching contract, unless by agreement of the teaching faculty and Division Chair.

Online Attendance

In order to comply with certain financial aid requirements and in order to promote high standards of communication, instructors will monitor students' attendance on a weekly basis through WebCT's Tracking Students tool. Student "attendance" is defined as a student logging into their course Homepage, which is tracked in WebCT as a "Hit" in the Tracking Students tool.

Instructors will design their course(s) in such a way that students will be required to log-on at least once each week to complete an assignment, a discussion posting, or use WebCT email.

Initial Attendance Alert. If a student has not logged into WebCT for a period of 7 consecutive days, the instructor will Retention Specialist Jason Henry jhenry@otcweb.edu and report the student's last date of attendance. The instructor will also seek to contact the student through WebCT email, personal email, or by telephone in order to determine the student's intent and status.

Attendance Alert. If neither the student nor the Retention Specialist is able to contact the instructor with a message regarding the intent of the student to remain in the course within 7 days following the Initial Attendance Alert, the instructor may, in accordance with their syllabus, deny course access to the student until the student's status has been determined. The student should be contacted by letter through the Retention Specialist, who will urge the student to contact the instructor in order to regain access to the course.

The decision to allow the student to continue in the course after the Attendance Alert process has been initiated will be made by the instructor in accordance with his or her syllabus and as circumstances warrant. Should the student be allowed to re-access the course, make-up work should be done in accordance with the procedures described in the instructor's syllabus.

Make-up Work

Instructors will describe in their course syllabus a procedure for completing missed work. Make-up work should be done in accordance with the procedures described in the instructor's syllabus unless extraordinary circumstances warrant otherwise.

Student contact

Instructors will uphold high standards of communication with their students. Ideally, instructors will respond to student email within 24 hours, even if it is an email pledging a more comprehensive response within a reasonable period of time. When that ideal cannot be met, the instructor will make every effort to contact the student within 72 hours with a comprehensive response to their request.

Communication with students will at all times be professional and ethical. Instructors will make every effort to stimulate and encourage students to achieve at the highest academic levels.

Private online communication with students should be conducted through WebCT email to avoid FERPA violations. In order to protect the instructor and College, instructors should discourage students from communicating outside of WebCT email after their initial contact during the first

week of the semester. Student email delivered to the instructor by private email should be copied by the student and pasted into a WebCT email message.

Assignments that are appropriate to groups or an entire class should be delivered as a WebCT email or as a Discussion posting. Communication to groups of students must reflect an awareness of FERPA restrictions and reflect the highest standards of professionalism.

Incomplete Grades

Faculty members who assign incomplete grades to students in an online course must follow the Ouachita Technical OTC policy for assigning incomplete grades as contained in the most current edition of the COPP [#], including:

- A grade of "I" (incomplete) will not be used when a definite grade can be assigned for the course.
- The assignment of an "I" indicates that some part of the work, for good reason, has not been completed, while the rest of the work has been satisfactorily completed.
- In the opinion of the instructor, there is expectation that the work will be completed.

In addition to these requirements, instructors and students should note that if incomplete work is not completed within 2 weeks, alternative arrangements would need to be made. All courses will be archived one month after the scheduled end of class.

Online Testing

Instructors have the responsibility to ensure test integrity. To this end, instructors may follow these guidelines in delivering objective tests online:

- Draw individual test questions from a larger test databank
- Randomize the order of test questions
- Randomize the answer options for each test question
- Deliver test questions one at a time
- Make the test available online between 1 and 3 days
- Require students to submit a password for proctored exams
- Enter an IP mask address for exams taken at a specific physical location
- Display test answers only after all students have taken the exam (select options "a, b, and i" in the Results section of the Edit Quiz Settings button)

In reducing online test cheating, consideration should be given to assessment approaches that do not include objective tests, such as collaborative or written projects that include higher learning evaluation skills. When developing non-objective assessments, keep in mind that traditional research projects are easily plagiarized or purchased from web resources.

Online tests given during the semester must not exceed 75 minutes, the length of time for an on-campus test that meets twice a week. The final exam should not exceed 2 hours, whether delivered online or in paper-pencil format.

Student Admission

Online courses are subject to the same admission qualifications and procedures as stated in the College catalog. See the College catalog for details.

OTHER POLICIES

The following policies can be found in their entirety in the College Operating Policies an Procedures Manual.

A.   Title VI of the Civil Rights Act of 1964

It is the policy of Ouachita Technical College that no person shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the College on the grounds of race, color, or national origin.

B.   Title VII of the Civil Rights Act of 1964

It is the policy of Ouachita Technical College that it shall not discriminate against any person with respect to employment, discharge, compensation, terms, conditions, or privileges of employment, because of such person's race, color, religion, sex, or national origin.

C.   Sexual Harassment Policy

Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended. This policy defies sexual harassment and establishes a procedure whereby alleged sexual harassed faculty, staff, and students may lodge a complaint immediately and confidentially.

D.   Title XI, Education Amendments of 1972

It is the policy of Ouachita Technical College that no person shall, on the basis of gender, be denied admission, or be subjected to discrimination in admission. In determining whether a person satisfies any policy or criteria for admission, the College shall not give preference over another on the basis of gender.

The College shall not apply any rule concerning the parental, family, or marital status of a student which treats persons differently on the basis of gender, shall not discriminate against or exclude any person on the basis of pregnancy, childbirth, termination of pregnancy, or recovery therefrom, or establish or follow any rule or practice which so discriminates or excludes; shall treat disabilities related to pregnancy, childbirth, termination of pregnancy, or recovery therefrom in the same manner and under the same policies as any other temporary disability or physical condition; and shall not make pre-admission inquiry as to the marital status of an applicant for admission, including whether such applicant is "Miss" or "Mrs."

The College shall not exclude any person, on the basis of gender, from participation in any academic, extracurricular, research, occupational training, or other educational program or activity.

E.   Rehabilitation Act of 1973

Ouachita Technical College does not discriminate in admission to, or access to, or treatment of, or employment in, its programs and activities on the basis of handicapped status.   This commitment is made by the College and is in accordance with Section 504 of the Rehabilitation Act of 1973.

F.   Family Educational Rights and Privacy Act

It is the policy of Ouachita Technical College to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and to inform students of their rights under FERPA.

G.   Drug and Alcohol Free Workplace Policy

Pursuant to Public Law 101-226, entitled Drug Free School and Communities Act Amendment of 1989, the College is committed to maintaining a drug and alcohol free workplace for employees and students. This is an essential part of ensuring the safety of employees and students while at work and school, and eliminating poor job performance, inefficient operations, College rule violations, or any unethical behavior.

The use of alcohol, certain drugs and controlled substances is known to be detrimental to physical and psychological well-being. Their use is associated with a wide variety of health risks. It is employee's and student's responsibility to know which drugs are illegal. It is not the responsibility of the College to prepare a list of illegal drugs.

Compliance with this policy is a condition of employment for all paid College staff and faculty.

H.   Tobacco/Smoking Policy

It is the policy of Ouachita Technical College that the use of tobacco in any form is prohibited in all buildings. All individuals using tobacco will be expected to do so outside of the buildings. Tables and ash receptacles have been provided under cover for the convenience of employees, guests, and students.

I.   Copyright Infringement

It is the intention of the College to observe the copyright law and establish procedures for managing copyright compliance. Every board member and administrator knows that lawsuits do occur. When they do, the institution, individual board members, and key administrators will probably be named in the suit. This policy places the burden where it belongs – on the individual(s) responsible for the illegal actions. The Library Director shall serve as the Copyright Officer for Ouachita Technical College. (See COPP 2.42)

J.   AIDS Education and Prevention

The Occupational Safety and Health Administration (OSHA) requires the College to provide employees with education about AIDS. As required, this education includes:
1.   Definition, cause, transmission, and incidence of AIDS.
2.   Behaviors that put individuals at risk of exposure to AIDS and precautions that reduce risk.
3.   Universal Precautions and location of barrier precautions for safely dealing with accidental blood and body fluids in the workplace.
4.   College AIDS policy and local AIDS resources.
5.   Acceptance of co-workers and students with AIDS.

The law requires all employees (full and part-time) to participate in this general educational program and also requires documentation of their participation. (See COPP 2.30, 2.41, 2.42, 2.46, 2.47, 2.54)

GENERAL INFORMATION

A.   Emergency Closing of College Facilities

When emergency conditions exist because of inclement weather or other reasons, all or part of the College facilities may be closed under the authority of the President by taking either of the following actions, depending on the severity of the emergency:

1.   Cancellation of Classes – Under this determination, the staff and faculty, unless individually advised, are expected to report for and remain on duty.

2.   Closing of Facility – Under this determination, the facility will be closed. This determination includes, but is not limited to, the cancellation of classes. Staff and faculty are not expected to report for work or remain on duty unless individually advised to do so.

The decision to close or cancel classes will be made only after all available sources of information are researched. After a decision has been made it is important that all concerned students, staff, and faculty be notified as expediently as possible.

In absence or unavailability of the President, the decision to close or cancel classes will be made in consultation with and in order of authority with the following:

> Vice President of Finance and Administration
> Vice President of Instruction

Closing and cancellation procedures are available for dissemination as appropriate.

B.   Equipment

The Vice President of Finance and Administration (VPFA) is responsible for developing and maintaining a complete inventory of all nonexpendable equipment owned or controlled by Ouachita Technical College. Purchase, inventory and disposal of said equipment owned or controlled by State regulations. Each department head is responsible to the VPFA for the purchase request, inventory, maintenance and proper disposal of equipment in their department. For equipment requiring major maintenance or contract maintenance agreements, the responsible department head will work with the VPFA in securing such contracts. No person is authorized to remove equipment from classrooms, shops or labs without the permission of the VPFA. If equipment is transferred between departments, the department heads involved are responsible to the VPFA for proper updating of inventories.

C.   Field Trips

Instructors planning a field trip off-campus should notify their Division Chair and the Vice President of Instruction in writing and provide complete details of the proposed trip one week in advance.

D.   Keys

Faculty members will be provided keys for the buildings to which they need access. If additional keys are needed, you may contact the Vice President of Finance and Administration. Normally, it is anticipated that the buildings will be opened by the custodial or maintenance staff of the College. Faculty members must return all keys to College property upon resignation or termination of employment.

E.   Mail

Instructors have mailboxes in the administration building. The mailbox should be checked daily for mail, memos, announcements, etc. College staff should not use the College mail service or postage for personal business.

F.   Purchasing

An inventory of the common office supplies needed is maintained in the administrative office where faculty members may secure them. If other supplies, equipment, or services are needed, it is necessary to initiate a purchase request with the Division Chair.

G.   Repair of Privately Owned Equipment

Recognizing that the mission of the College is to educate individuals with skills and knowledge in vocational and technical skills as needed by the community, it is appropriate to allow a limited amount of outside repairs to be introduced as part of the training experience in the laboratory period. Outside repair is defined to include any work on a piece of equipment in a College lab that belongs to a party other than the College. Programs that use outside repair as a teaching aid will need to complete a Waiver Form as found in the COPP 4.66.

H.   Safety

Safety procedures and enforcement of regulations within classrooms and shop/lab areas are the responsibility of the instructor. Each instructor will establish a safety program in areas where students handle dangerous equipment and/or materials. This program will be included in the instruction program and enforced by the responsibility of the instructor. In case of accident or injury, there is no substitute for good judgment. Accidents of a serious nature should be reported to the Vice President of Finance and Administration immediately.

I.   Travel

The institution is restricted by the State of Arkansas regarding reimbursement of expenses incurred during travel on college business. All travel, for which reimbursement by the College is expected, must be approved prior to the proposed travel by the Division Chair and the Vice President of Instruction. Personnel desiring to use state-owned vehicles must check the vehicle out form the Vice President of Finance and Administration. After the travel has been concluded, a State of Arkansas Form TR-1 must be completed to request reimbursement for expenses incurred.

APPENDIX A

OUACHITA TECHNICAL COLLEGE
STUDENT ASSESSMENT OF FACULTY/COURSE

COURSE PREFIX _____ _____ SECTION _____ INSTRUCTOR'S LAST NAME _____

DIRECTIONS: This questionnaire enables you to rate anonymously both the instructor and the course. Please respond as accurately and honestly as you can. Leave blank any items that does not apply. A free response section is provided on the reverse side. Use a soft lead pencil to respond to each item according to the key printed below.

Mark Semester Below
▢ Fall
▢ Spring
▢ Summer

SA - If you strongly agree with the statement   **D** - If you disagree with the statement
A - If you agree with the statement   **SD** - If you strongly disagree with the statement
N - If you neither agree nor disagree

	SA	A	N	D	SD
1. The instructor's syllabus is clear.	▢	▢	▢	▢	▢
2. The instructor appears to relate the course concepts in a clear manner.	▢	▢	▢	▢	▢
3. The instructor uses class time well.	▢	▢	▢	▢	▢
4. The instructor is enthusiastic when presenting course material.	▢	▢	▢	▢	▢
5. The instructor's use of examples or personal experiences helps to get points across in class.	▢	▢	▢	▢	▢
6. The instructor is concerned with whether the students learn the material.	▢	▢	▢	▢	▢
7. The instructor provides useful feedback on student progress (identifying strengths and weaknesses).	▢	▢	▢	▢	▢
8. The instructor covers the material at about the right pace.	▢	▢	▢	▢	▢
9. Out-of-class assignments are appropriate and contribute to my understanding of the material.	▢	▢	▢	▢	▢
10. The instructor encourages students to think for themselves.	▢	▢	▢	▢	▢
11. The instructor is well prepared.	▢	▢	▢	▢	▢
12. The instructor raises challenging questions or problems for discussion.	▢	▢	▢	▢	▢
13. I am free to ask questions or express my opinion.	▢	▢	▢	▢	▢
14. My interest in the subject area is stimulated by this course.	▢	▢	▢	▢	▢
15. Examinations reflect the objectives of the course.	▢	▢	▢	▢	▢
16. The instructor's grading system is fair.	▢	▢	▢	▢	▢
17. The textbook for this course adequately supports the instructor's class presentation.	▢	▢	▢	▢	▢
18. The class size is conducive to learning.	▢	▢	▢	▢	▢
19. The instructor has effective communication skills.	▢	▢	▢	▢	▢
20. In general, the instructor is an effective teacher.	▢	▢	▢	▢	▢

OPTIONAL ITEMS:Online students, please respond to questions 21 through 26.

	SA	A	N	D	SD
21. The instructor communicates effectively via one or more of the following: Discussion Board Assignments, e-mail, class calendar, phone, or regular mail.	☐	☐	☐	☐	☐
22. The frequency of interaction between student and instructor is adequate.	☐	☐	☐	☐	☐
23. The college provided adequate technical support for this course.	☐	☐	☐	☐	☐
24. Prior to taking this course, I was proficient in the technological skills required to complete it.	☐	☐	☐	☐	☐
25. This online course was as rigorous or more rigorous as classes I have taken on campus.	☐	☐	☐	☐	☐

	Flexibility of the course	Convenience	On campus classes were filled, cancelled or were not offered
26. Why did you take this course?	☐	☐	☐

STUDENT RATING OF FACULTY
Free Response Section

a. The things I like most about the course presentation are:
_____
_____
_____
_____
_____

b. How might the instructor improve the course presentation:
_____
_____
_____
_____
_____

c. Additional comments and suggestions
_____
_____
_____
_____
_____
_____
_____
_____

APPENDIX B

ASSESSMENT SUMMARY
Please Submit to Appropriate Division Chair—Jessica Beard, Jerry Little, Pat Simms, Sharon Turley

COURSE _____

SECTION NO._____

INSTRUCTOR_____

Students Enrolled (SE):_____

Students Completing (SC):_____
   SC=SE-(Ws+unearned Fs)

Retention Rate (SC ÷ SE):_____

Drop-out Rate:_____
   (Ws+unearned Fs) ÷ SE

Success Rate:_____
(Students completing with a "C" or better ÷ SE)

Retained Student Success Rate:_____
(Students completing with a "C" or better ÷ SC)

Number of A's   _____

Number of B's   _____

Number of C's   _____

Number of D's   _____

Number of "earned" F's   _____
(Students completing the course who make an F.)

Number of "unearned" F's   _____
(Students receiving an F due to non-attendance.)

Number of W's   _____

Number of I's   _____

Number of Audits   _____

ASSESSMENT METHODS UTILIZED TO MEASURE STUDENT ACADEMIC ACHIEVEMENT:

CONTENT AREAS CAUSING DIFFICULTIES FOR STUDENTS:

CHANGES NEEDED/ANTICIPATED (curriculum and/or instructional methods) **and** USE OF RESULTS:

Use the back for additional comments.

APPENDIX C

Ouachita Technical College
Course Syllabus

Semester and Year: Type here—*example: Fall 2004*

Course Number and Section: Type here—*example: DATA1113 Section 3*

Course Name: Type here—*example: Introduction to Computers*

Instructor Name: Type your name here

Contact Information: Type contact information here

      Comments/Suggestions: Provide information for students to contact you outside of class time, i.e. e-mail, phone number, and other ways to contact you

Office Hours/Location: Type here

Course Dates/Meeting Times: Type the beginning and ending dates, meeting day(s) and times here

Final Test Date/Time: Type final exam information here

      Comments/Suggestions: Online faculty should contact Mark Burris at mburris@otcweb.edu for instructions and details regarding scheduling of online course final exams.

Textbook, Materials, Resources: Type information here

Comments/Suggestions: List any required textbook, materials, Web sites, or other class resources that are required or recommended.

Course Description: Type information here

Prerequisite Competencies: This section is optional. If you wish, list competencies students should already have prior to the start of this course.

Course Competencies: Note: Development of standardized competencies for all courses will be phased in. If your course's competencies have not yet been standardized, list the knowledge/skills students should be expected to have at the end of the course. Please contact your Division Chair regarding the standardization of competencies for your teaching area.

Example—After completion of this course with a "C" or better, you will be able to:

- Type competency here
- Type competency here

Assessment Methods:

List the multiple methods of assessment that you plan on using to document that students have acquired the course competencies. Methods listed should include more than exams. Examples include pretest/posttest, portfolios, observation checklist or rubric, oral presentation, comprehensive final exam, etc.

Assignments and Grading Policy:

Type your assignments and grading policy here

Comments/Suggestions: You must be clear here. Briefly list assignments and the points or percentage of final grade associated with each assignment. Include a table similar to the example below. If you are calculating your grades based on points or some other method, you can substitute the point ranges that equate to an A, B, C, D, or F in place of the percentage ranges. The key is that you have clearly stated to the student what they must do to earn a given grade in your class.

A	100-90%
B	89-80%
C	79-70%
D	69-60%
F	Below 60%

Comments/Suggestions: If mid-semester grades are calculated differently from final grades, also include that grading method here.

Comment: The statement below should be included in this section:

Mid-semester and final grades can be accessed through CampusConnect, at www.otcweb.edu. Click on the CampusConnect link and follow the posted instructions.

Academic Integrity:

As outlined in College Operation Policy No. 5.50, "Any student who engages in classroom disruption, cheating, plagiarism, or test tampering will be subject to disciplinary action . . . "

Comment: The above sentence should be included, as is, in this section. If you wish to include instructor/course/program specifics, do so here. An optional statement is provided below.

According to College policy, violation may result in lowered assignment scores, a failing grade in the class, administrative withdrawal from the College, or a combination of the above sanctions.

ADA Statement:

Ouachita Technical College complies fully with the Americans with Disabilities Act (ADA). If any member of the class has a documented disability on file with the ADA Counselor, reasonable accommodations will be made as specified. Please advise the instructor of such disability at the end of the first class meeting. Arrangements for accommodations should be made the first week of class.

Comment: The above paragraph should be included, as is, in this section.

Instructor Policies: Type your specific policies here, i.e. attendance, tardy, make-up work, classroom etiquette, etc.

Some programs have information that they would like to see consistently represented on every syllabus. That information or any other program specific information can be included here.

Class Calendar:

Week No.	Class Date	Topic(s) Covered	Assignment Due Dates/ Test Dates
1			
2			
3			
4			
5			
6			
7			
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Comments/Suggestions: As mentioned with the assignments area above, the more detailed and pre-planned you can be the better. Students appreciate and deserve clarity.

Please understand these are only suggestions. As the instructor of your course, you need to have the flexibility to make adjustments to your course (schedule, assignments, etc.) so that you are able to meet the needs of your students. The key thing to remember is to work with your students when you find it necessary to make a change or adjust the class schedule—students should not have to be guessing as to what is happening next in your class.

Inclement Weather Closing:

If inclement weather makes it necessary to cancel OTC classes, the announcement will be made to the following media:

- Television—KARK Channel 4; KATV Channel 7; KTHV Channel 11
- Radio—KCDI 93.3 FM, KISI 101.5 FM, KBOK 1310 AM, KLAZ105.9 FM
- OTC—Call 501-337-5000 ext. 1010 for bulletin board announcement

NOTE: Online students will continue to have access to their course(s) unless area Internet service is disrupted; therefore, online classes may not be affected by campus closings.

Comments/Suggestions: The above paragraphs should be included as they are. Additionally, online faculty should state their policy regarding assignment and exam deadlines during inclement weather closings that do not disrupt area Internet service. If service is disrupted, assignments and exam deadlines should be rescheduled.

APPENDIX D

To access Ouachita Technical College's Operating Policies and Procedures Manual (COPP), please visit http://intranet.otcweb.edu/.