



FACULTY HANDBOOK
2013-2014

Table of Contents

Mission, Vision, and Values	3
Administrative Organization	4
Committees and Councils	6
Personnel Policies	8
Professional Responsibilities	13
Academic Policies	14
Distance Learning Guidelines	19
Other Policies	25
General Information	28

APPENDICES

Faculty/Course Evaluation Form	31
Class Observation Form	33
Peer Evaluation Form	36
Employee Performance Evaluation for Faculty	41
Assessment Summary Form	44
Standardized Syllabus Format	46
Distance Learning Evaluation Form	51

Foreword

The purpose of this faculty handbook is to provide ready access to the general operational policies and procedures at College of the Ouachitas. The items included here are those items about which College of the Ouachitas 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 **COLLEGE OF THE OUACHITAS OPERATING POLICES AND PROCEDURES MANUAL (COPP)** should be consulted. The COPP is available in the College of the Ouachitas library or at http://myotc.coto.edu/College%20Documents/copp_package.pdf. If you have questions not addressed in this manual, please contact the Vice President of Instruction for additional information.

MISSION, VISION, AND VALUES

A. Mission and Purposes

College of the Ouachitas is a public, two-year institution of higher education that continually identifies and addresses the changing learning needs of the communities it serves through:

- Developmental courses and services that promote collegiate-level success;
- Associate-degree programs and courses that prepare learners to transfer and to succeed at universities;
- Associate degree, certificate, and continuing professional education programs and courses that prepare learners to succeed in the workforce;
- Services and resources that meet the needs of students in order to support successful learning;
- Specialized training courses and services that meet the needs of business and individuals;
- Partnerships with K-12 schools, other colleges and universities, businesses, industries, public agencies, and civic groups that support learning and promote the economic development of Arkansas;
- Non-credit, lifelong learning programs and opportunities that meet community needs;
- Continuous improvement through a system of inquiry, evidence, and accountability.

B. Vision

College of the Ouachitas is a community of successful, lifelong learners and is acknowledged as responsive to the economic development needs of the region.

C. Values

As a student-centered institution, College of the Ouachitas is committed to ethical dealings with its constituencies – faculty, staff, administration, businesses, industries, students, and other educational institutions and agencies. We formally adopt the following set of values to guide the direction and operations of the College,

Integrity

We act honestly, courteously, decently, and fairly in all our dealings with our constituencies. Respect must characterize all of our internal and external relationships.

Quality and Accountability

Quality education is the guiding principal in all our actions; consequently, we hold ourselves and each other accountable for our results through a culture of inquiry and evidence.

Leadership

We lead by innovation in meeting the changing needs of our constituencies.

Independence

We recognize that academic freedom, used responsibly, fosters the innovation and initiative which make the College unique.

Environment

We provide an accessible, safe, clean, and attractive collegiate environment for learning and working.

Community

We are an integral contributor to our community and to its economic development.

The Individual

We know that the commitment and contributions of all employees and students will determine our success. Each employee and student has the opportunity to participate fully, to grow professionally, and to develop to his or her highest potential.

Diversity

We value diversity and the learning opportunities that it creates.

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 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 Administration and Operations

The Vice President of Administration and Operations 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. Executive Director to the President

The Executive Director to the President is responsible for researching and involving key partners in developing strategic responses to complex issues related to college administration, planning, and college relations with industries, businesses, labor, and government. This position reports directly to the President.

7. Executive Director of Planning and Assessment

The Executive Director of Planning and Assessment is responsible for institutional accreditations, and college research and reporting. This position reports directly to the President.

8. Executive Director of College Advancement

The Executive Director of College Advancement is responsible for marketing, publications, advertising, public/community relations, and development. This position serves as the Executive Director of the COTO Foundation and as the COTO Legislative Liaison and reports directly to the President.

B. Instructional Divisions

The College has four divisions (4) for the organization of academic instruction:

Allied Health Science
Arts and Sciences
Career and Technical Education
Learning Resource Center

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

C. 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 division 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.

Instructional Affairs/Curriculum Committee

The main purpose of the Instructional Affairs/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 deans the Registrar, and the Vice President of Instruction. When matters concerning distance education come before the committee, a representative of the Information Technology Department 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 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 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 President's Cabinet and consists of one (1) faculty member, one (1) member of the facility staff, one (1) classified staff, one (1) of the security officers, and one (1) administrator.

President's Cabinet

The President's 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, Vice Presidents, and Executive Directors. 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 Committee 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 each may establish ad hoc committees as required. Membership on any committee, elected or appointed, is for one (1) year, except Faculty Council members who have two-year terms, 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.

The Membership Selection Committee shall include a minimum of five (5) persons representing broad areas of the college. The Membership Selection Committee shall meet at the beginning of the academic year and select nominees for standing committees that require a change in membership. The nominations are presented for approval to the Executive Cabinet.

PERSONNEL POLICIES AND PROCEDURES

A. Conditions of Employment

1. Compensation and Classification of Faculty

Full-time Faculty

Full-time faculty at College of the Ouachitas 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). 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 a student evaluation (Appendix A), a classroom observation (Appendix B), a peer evaluation (Appendix C), and an employee performance evaluation (Appendix D). New faculty members will be evaluated each of his/her first two semesters by their division chair and once yearly thereafter.

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 substantial 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, 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 nine-month faculty members, in writing of the non-renewal of the appointment by April 15 and 12-month faculty members 30 days before their contract expiration.

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 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 Dean 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 Dean. Exceptions must be approved by the Dean and the Vice President of Instruction.

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 the COPP.

7. Leave Policy

The following are brief descriptions of the College of the Ouachitas' 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.

- 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 with proof of attendance.
- 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 Family Medical Leave Act (FMLA).
- e. Faculty Personal Days – All full-time faculty members may be granted three (3) days per school year for personal business. Request for such leave should be made in advance to the Dean and 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 that 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.
- j. Employee Emergency Leave Bank – The Employee Emergency Leave Bank (EELB) is established to provide emergency paid leave for employees who

have exhausted all other paid leave. The EELB is a pool of accrued leave donated by covered employees that may be transferred to qualified recipients. Only the hours are transferred – the employee continues to be paid by the College while on emergency leave. See COPP 2.57 for more information or contact Payroll Officer or Human Resources.

8. Outside Employment

While all full-time faculty members 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. 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. All outside employment must take place outside the normal work week (Monday – Friday, 8:00 a.m. – 4:30 p.m.)

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 Melissa Bowers, extension 1126, mbowers@coto.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 Deans and 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
 - 14% State contribution

- b. Arkansas Teachers Retirement System of which you can only have if you are already vested.
6% employee contribution
14% State contribution

For an informational booklet concerning your retirement system, please contact Personnel Officer Rhonda Smith to request your copy. Mrs. Smith's extension is 1121 and her e-mail is rhonda@coto.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 \$410.00 per month and employee payments are made by payroll deduction. Participation is voluntary and enrollment must be requested by the employee. All full time 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 Union: If you are interested in payroll deductions through Diamond Lakes Federal Credit Union, please see the payroll technician.

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 fault of their own. 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.
Other Insurance

Check with payroll technician for a complete list by emailing mbowers@coto.edu.

12. Waiver of Tuition

Full-time employees, their spouses, and their dependents may enroll in College of the Ouachitas 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.

2. Attendance at Graduation

One graduation ceremony is held each year at the end of the spring semester. The graduation ceremony is considered one of the contract days in all full-time faculty contracts. 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

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, revising the catalog and class schedule information, and performing other duties in college-related functions.

7. Professional Development

Each faculty member should work with their Dean 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. Rules of conduct are described in COPP 2.40.

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 members 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 only on the first two days of class. If it becomes necessary for students to drop courses after registration, arrangements must be made through the Office for 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, dropping a course is the only change permissible. Courses officially dropped during the first 13 weeks of a semester, the first 3 weeks of a 5-week summer term, or the first 6 weeks of a 10-week summer term will be recorded as a "W". Unless verified extenuating circumstances exist, courses dropped after these dates will be recorded as an "F".

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 in the course syllabus. A student accumulating an excessive number of absences in a course may be withdrawn from the course by the faculty with a grade of "W".

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

As part of the College's Academic Alert System, faculty are asked to contact the College Student Success Coordinator if a student misses two consecutive class sessions.

Purpose

The College's expectations regarding class attendance are established to provide minimum standards as a basis for policy and procedure implementation.

Policy

Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Faculty are responsible for maintaining attendance records.

Procedures

1. A statement regarding the College's expectations for class attendance will be included in the College Catalog and the Student Handbook.
2. Faculty will supply students with a written statement in the course syllabus at the beginning of the term that identifies attendance expectations and consequences.
3. Faculty will complete an Academic Alert form for each student who has missed two consecutive class sessions and will forward forms to the appropriate personnel for follow-up.
4. Faculty may withdraw students from classes for non-attendance with a grade of "W" within the published withdrawal period in accordance with syllabus guidelines.

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 follow the steps below:

- STEP 1: Faculty Member to the respective Dean
- STEP 2: Dean to Instructional Affairs/Curriculum Committee
- STEP 3: Dean to the Faculty Council
- STEP 4: Dean to College Council
- STEP 5: Vice President of Instruction to the President
- STEP 6: President to the Board of Trustees

The respective Dean 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 other external accrediting agencies according to their requirements.

E. Assessment Plan

College of the Ouachitas 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 College of the Ouachitas' Assessment Plan is critical to the assessment process. Faculty may obtain a copy of this plan from their Dean.

As part of the assessment process, the College of the Ouachitas' Assessment Committee has determined that each semester, each faculty member will complete the Assessment Summary Form (see Appendix E) and submit it to their respective Dean.

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

The College is required by the Arkansas Department of Higher Education to thoroughly review each certificate and degree program at least once every seven years.

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 our own 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 Dean 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 members are required to develop and distribute to their students a syllabus for each course they teach. The College has a template for a standardized syllabus format (See Appendix F) and all faculty are strongly encouraged to use this template as a guide for constructing their syllabi. Current copies of all syllabi are due to the office of the Dean and to be made available to Vice President of Instruction within the first week of the semester.

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 Dean to the Instructional Affairs/Curriculum Committee and Faculty Council.

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 class work.

K. Examinations

Each instructor determines the number and type of examinations to be administered in his 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 enter grades into the current student information system at mid-semester and at the end of each semester according to the dates on the College calendar.

M. Grading System

College grading policies reflect the quality of performance and achievement of competency by students who complete a course. Faculty determines and assigns grades and status based on appraisal and evaluation of student performance. Students may access their grade reports through their Self-Service account at www.coto.edu.

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". Students must meet with the instructor(s) and arrange to complete requirements within a specified period of time not to exceed the end of the following term. If requirements are not completed by that time, the "I" will be changed to an "F." Written requests for extensions (not to exceed one year) due to extenuating circumstances may be submitted to the Vice President of Instruction. Students are not allowed to re-register for the course unless the "I" has been converted to an "F."

O. Selection of Textbooks

Full-time faculty members, with the Dean, should review textbooks yearly for quality instruction. When a textbook goes to a new edition, the full-time faculty member and the Dean may decide to change editions or textbooks. 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.

Distance Learning Guidelines

College of the Ouachitas 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 Dean.

Online Training/Technical Assistance

The College offers training in Blackboard for faculty and they provide assistance to students taking online courses. For more information, contact David See, extension 1152, dsee@coto.edu.

Each new online course must be reviewed by the Dean and by the Vice President of Instruction before implementation. The Quality Matters Rubric should be used as a guide for creating new online courses. A copy of this rubric is included in the Appendix G.

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

The first set of training sessions available is Blackboard Basics. Online faculty will learn the fundamentals of creating and teaching an online class. Additional training may be available throughout each semester. Training will consist of, but will not be limited to, Blackboard Basics, Copyright & Fair Use, Universal Design, Online Instructional Strategies, and other relevant faculty development courses. New online faculty must attend training to obtain a Blackboard account. Special arrangements could be made for faculty and adjuncts living outside the Malvern area. Please contact David See at dsee@coto.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, online 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 the College 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/Instructor/Peer Evaluations

To the extent possible and appropriate, 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 the College. For example, online English composition courses must meet the academic standards of the English department.

Online courses will be evaluated by the appropriate Dean and the Vice President of Instruction. Additionally, all students taking an online course will be asked to complete an evaluation of the course each semester.

The Instructional Affairs/Curriculum Committee will review new 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 the College 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, 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, Intellectual Property and Copyright

For information discussing the College's position on these complex issues, faculty should refer to COPP 4.09.

Faculty Load

Full-time faculty members and Deans 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, he/she will be subject to the disciplinary procedures established in **COPP 5.50**. Faculty should contact their Dean 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 the maximum, unless by agreement of the teaching faculty and Dean.

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 Blackboard's Tracking Students tool. Student "attendance" is defined as a student logging into their course Homepage, which is tracked in Blackboard as a "Hit" in the Tracking Students tool.

Instructors should 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 Blackboard email.

Academic Alert

If a student has not logged into Blackboard for a period of 7 consecutive days, the instructor will contact the Student Success Specialist and report the student's last date of attendance. The instructor will attempt to contact the student through Blackboard email, personal email, or by telephone in order to determine the student's intent and status.

The decision to allow the student to continue in the course after the Academic 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 policy for completing missed work. Permissible make-up work should be done in accordance with the policy and 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 attempt to 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 Blackboard email to avoid FERPA violations. In order to protect the instructor and College, instructors should discourage students

from communicating outside of Blackboard 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 Blackboard email message.

Assignments that are appropriate to groups or an entire class should be delivered as a Blackboard 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 College of the Ouachitas' policy for assigning incomplete grades as contained in the most current edition of the college policy, 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, reasonable alternative arrangements would need to be made by the student and agreed upon by the instructor. 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
- 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
- Photo ID's must be shown before taking the final exam for an online course

To reduce 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

Students admitted to 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 and Procedures Manual.

A. Title VI of the Civil Rights Act of 1964 (COPP 2.30)

It is the policy of College of the Ouachitas 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 (COPP 2.30)

It is the policy of College of the Ouachitas 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 (COPP 2.36A)

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 defines 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 (COPP 2.30)

It is the policy of College of the Ouachitas 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 an 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 (COPP 2.30)

College of the Ouachitas 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 (COPP 4.23)

It is the policy of College of the Ouachitas 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 (COPP 2.47)

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 (COPP 2.41)

In compliance with ACT 734, the Arkansas Clean Air on Campus Act of 2009, effective January 1, 2010, the College shall be entirely tobacco free. Smoking or tobacco use shall not be permitted at any campus, building and/or parking lot or any off-campus sites, including but not limited to the Arkansas Workforce Center. The policy applies to all students, faculty, and staff as well as visitors. College facilities and vehicles, leased or owned, regardless of location, shall also be Tobacco Free. Any person in violation of this policy is subject upon conviction to a \$100 - \$500 fine or dismissal.

I. File Sharing and Copyright Infringement (COPP 6.03)

Federal copyright law applies to all forms of information, including electronic communications. Members of the College community should be aware that copyright infringement includes the unauthorized copying, displaying, and/or distributing of copyrighted material. All such works, including those available electronically, should be considered protected by copyright law unless specifically stated otherwise.

College of the Ouachitas complies with all provisions of the Digital Millennium Copyright Act (DMCA). Any use of the College network, e-mail system, or Web site to transfer copyrighted material that is not owned by the employee, the student, the user, or violates the licensing agreement, including, but not limited to, software, text, images, audio, and video is strictly prohibited. Therefore, the use of popular file sharing programs such as KaZaA, Morpheus, iMesh, etc. is, in most cases, a violation of College policy and federal law.

MONITORING AND ENFORCEMENT

All networks belonging to the College are routinely monitored for peer-to-peer protocols and hosts, particularly those using large amounts of bandwidth. Hosts that are found using suspicious protocols will be investigated and if there is reasonable doubt about the activities, the host in question will be denied internet access until the issue can be resolved.

If it is determined that an individual or machine is participating in illegal file sharing or any other acts that would violate the DMCA, that account will be suspended until the responsible party is notified and counseled regarding this policy. Upon review and acknowledgment of this policy, the account will be restored. Repeat offenders will have their accounts permanently suspended.

Acts of copyright infringement are violations of state and federal laws, and as such, may result in criminal charges.

J. AIDS Education and Prevention (COPP 2.46)

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.

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. As technology changes, the method of alerting faculty and students will change. Faculty members are required to keep current with whichever system the College uses. Regular reminders will be sent.

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 Administration and Operations
Vice President of Instruction

Closing and cancellation procedures are available for dissemination as appropriate. (See COPP 3.33 and the Emergency Procedure Book which is available on our website.)

B. Equipment

The Vice President of Administration and Operations (VPAO) is responsible for developing and maintaining a complete inventory of all nonexpendable equipment owned or controlled by College of the Ouachitas. Purchase, inventory, and disposal of said equipment owned are controlled by State regulations. Each department head is responsible to the VPAO 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 VPAO in securing such contracts. No person is authorized to remove equipment from classrooms, shops or labs without the permission of the VPAO. If equipment is

transferred between departments, the department heads involved are responsible to the VPAO for proper updating of inventories.

C. Field Trips

Instructors planning a field trip off-campus should notify their Dean 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, personnel may contact the Vice President of Administration and Operations. Normally, 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 media room where faculty members may secure them. If other supplies, equipment, or services are needed, personnel should initiate a purchase request with the Dean.

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 Administration and Operations and the Vice President of Instruction 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 Dean and the Vice President of Instruction. Personnel desiring to use state-owned vehicles must check the vehicle out from the Vice President of Administration and Operations. After the travel has been concluded, a State of Arkansas Form TR-1 must be completed to request reimbursement for expenses incurred.

APPENDIX A

COLLEGE OF THE OUACHITAS 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 do 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.

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

Mark Semester Below

☐ Fall
☐ Spring
☐ Summer

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

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

COLLEGE OF THE OUACHITAS
FACULTY EVALUATION PROGRAM

CLASSROOM OBSERVATION FORM

College of the Ouachitas is dedicated to using a systematic, formative process to evaluate teaching for the purpose of improving instruction. This form—just one part of this process—is used to observe “key indicators” of teaching effectiveness in the classroom.

SEMESTER/YEAR: _____

NAME OF FACULTY
MEMBER OBSERVED: _____

NAME OF CLASS
OBSERVED: _____

DATE OF OBSERVATION: _____

CLASSROOM OBSERVATION FORM
PAGE ONE

Gave an overview to the material:

- ☐ Observed
- ☐ Observed: Needs improvement
- ☐ Not observed

Related the class material to previous knowledge:

- ☐ Observed
- ☐ Observed: Needs improvement
- ☐ Not observed

Demonstrated teaching methods that appeal to students with diverse learning styles:

- ☐ Observed
- ☐ Observed: Needs improvement
- ☐ Not observed

Provided students an opportunity to respond and participate in the class:

- ☐ Observed
- ☐ Observed: Needs improvement
- ☐ Not observed

Encouraged students to ask questions, make comments, or express ideas:

- ☐ Observed
- ☐ Observed: Needs improvement
- ☐ Not observed

The instructor is enthusiastic when presenting course material:

- ☐ Observed
- ☐ Observed: Needs improvement
- ☐ Not observed

Encouraged students to engage in critical thinking:

- ☐ Observed
- ☐ Observed: Needs improvement
- ☐ Not observed

CLASSROOM OBSERVATION FORM
PAGE TWO

Summarized important points at the end of
the class:

- ☐ Observed
☐ Observed: Needs improvement
☐ Not observed

Demonstrated competence in the teaching
area:

- ☐ Observed
☐ Observed: Needs improvement
☐ Not observed

Used class time effectively:

- ☐ Observed
☐ Observed: Needs improvement
☐ Not observed

Strengths:

Areas for improvement:

Signature of Division/Department Chair Date

Signature of Faculty Member Date

Comments from faculty member observed:

APPENDIX C

College of the Ouachitas
Peer Review Form

College of the Ouachitas is dedicated to using a systematic, formative process to evaluate teaching for the purpose of improving instruction. This form—just one part of the process—is used to review “key indicators” of teaching effectiveness.

Semester/Year: _____

**Name of Faculty
Member Reviewed** _____

Name of Peer Reviewer _____

Date of Peer Review _____

The role of the evaluator is that of a colleague who shares a commitment to educational excellence by making diagnostic recommendations that may improve the institution's ability to meet educational standards. The evaluator looks for coherence between what the institution asserts and what evidence it provides in support of its assertions.

This peer evaluation instrument is to be used for the purpose of self-improvement. It allows the instructor to collect peer perceptions of teaching effectiveness solely for the purposes of modifying and enhancing teaching strategies.

Areas addressed in a peer review session may include:

- Review of course syllabus for course objectives, teaching, and evaluation methods.
- Discussion of methods of instruction used in relation to the types of learners.
- Discussion of the selection and implementation of student evaluation methods, the ways in which the methods are to be implemented, and how feedback is to be provided to students.
- Discussion of the use of technology used in the classroom for instructional improvement.
- Discussion of professional development participation.
- Discussion of textbooks and instructional material used in the classroom.

**** Please select 3 of the areas on the following pages to address during the peer evaluation process.**

Teaching Effectiveness	Was this indicator apparent?	Comments/Strengths/ Suggested Areas of Improvement for this Indicator
Course Outlines and Syllabi: <ul style="list-style-type: none"> • Items listed above in syllabus section of the faculty handbook are included • Information is clear • Information is complete • Other 	<input type="checkbox"/> reviewed, satisfactory <input type="checkbox"/> reviewed, suggested improvement <input type="checkbox"/> not applicable	
Course materials: (handouts, assignments, lesson plans, lecture materials exams, etc.) <ul style="list-style-type: none"> • Assignments/lesson plans are clear so that students know what is expected of them • Assignments have clear due dates • Assignments/lesson plans are in line with the text and the course outline guides 	<input type="checkbox"/> reviewed, satisfactory <input type="checkbox"/> reviewed, suggested improvement <input type="checkbox"/> not applicable	
Tests/Evaluation process: <ul style="list-style-type: none"> • Students know evaluation process • Students know grading scale • Students know how final grades are assigned • Other 	<input type="checkbox"/> reviewed, satisfactory <input type="checkbox"/> reviewed, suggested improvement <input type="checkbox"/> not applicable	
Sample of graded student work appropriate to discipline:	<input type="checkbox"/> reviewed, satisfactory <input type="checkbox"/> reviewed, suggested improvement <input type="checkbox"/> not applicable	

Class observations or video tapes:	<input type="checkbox"/> reviewed, satisfactory <input type="checkbox"/> reviewed, suggested improvement <input type="checkbox"/> not applicable	
Grade distribution reports:	<input type="checkbox"/> reviewed, satisfactory <input type="checkbox"/> reviewed, suggested improvement <input type="checkbox"/> not applicable	
Professional Development (Conferences attended, presentations, in-services attended, etc.)	<input type="checkbox"/> reviewed, satisfactory <input type="checkbox"/> reviewed, suggested improvement <input type="checkbox"/> not applicable	
Use of Instructional Technology for course delivery:	<input type="checkbox"/> reviewed, satisfactory <input type="checkbox"/> reviewed, suggested improvement <input type="checkbox"/> not applicable	

Textbooks/Instructional materials: <ul style="list-style-type: none"> • Texts required by department are used in the course • Other 	<input type="checkbox"/> reviewed, satisfactory <input type="checkbox"/> reviewed, suggested improvement <input type="checkbox"/> not applicable	
Assessment Summary forms: <ul style="list-style-type: none"> • areas indicating student difficulty are discussed • retention numbers are reviewed and discussed 	<input type="checkbox"/> reviewed, satisfactory <input type="checkbox"/> reviewed, suggested improvement <input type="checkbox"/> not applicable	
Student Evaluation forms: <ul style="list-style-type: none"> • faculty member and evaluator discuss areas for improvement 	<input type="checkbox"/> reviewed, satisfactory <input type="checkbox"/> reviewed, suggested improvement <input type="checkbox"/> not applicable	
Administrative Evaluation form: <ul style="list-style-type: none"> • strengths and weaknesses are discussed and ideas for improvements are formulated 	<input type="checkbox"/> reviewed, satisfactory <input type="checkbox"/> reviewed, suggested improvement <input type="checkbox"/> not applicable	
Other (Outside evaluations, student interviews; please specify):	<input type="checkbox"/> reviewed, satisfactory <input type="checkbox"/> reviewed, suggested improvement <input type="checkbox"/> not applicable	

APPENDIX D



STATE OF ARKANSAS Department of Finance and Administration Office of Personnel Management

Please use the following key to rate each duty area:

Exceeds Standards

Performance consistently exceeds position requirements and management expectations. Resourcefulness and depth of knowledge are of the highest quality. Assignments are accomplished in an exceptional manner with minimal direction and are characterized by outstanding achievements seldom accomplished within the agency /institution.

Satisfactory

Performance meets all or most and may occasionally exceed work objectives and management expectations. Employee demonstrates good knowledge of job duties, and assignments are accomplished effectively with normal supervisory guidance.

Unsatisfactory

Performance does not consistently meet management expectations. Requires more than normal guidance and direction. Improvement and/or development are necessary if the rater elects to continue employment with the incumbent.

EMPLOYEE PERFORMANCE EVALUATION FOR COLLEGE FACULTY		
PART I – RATED EMPLOYEE IDENTIFICATION		
Name (<i>Last, First, MI</i>)	Personnel Number	Agency
Position Title	Class Code	Position Number
PART II – RATER EMPLOYEE IDENTIFICATION		
Name of Rater (<i>Last, First, MI</i>)	Telephone Number	Position Title
PART III – REVIEWING OFFICIAL EMPLOYEE IDENTIFICATION		
Name of Reviewing Official (<i>Last, First, MI</i>)	Telephone Number	Position Title
PART IV – PERFORMANCE STANDARDS		
Duty Area: Systematic Evaluation of Instruction Standard: Includes but is not limited to the following: Participates in Student Reviews as scheduled Participates in Self-Review Participates in Peer Review as scheduled Participates in Chair Review as scheduled Participates in End-of-Term Assessment Summaries		
Results:		

Comments:
<div style="display: flex; justify-content: space-between; font-size: 0.9em;"> Duty Area: Systematic Evaluation of Instruction: Exceeds Standard <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> </div>
Duty Area: Accountability Standard: Includes but is not limited to the following: Is responsive/adaptive to criticism that results from evaluations Comes prepared for and participates in Division/Department meetings Shares in divisional responsibilities Submits 11th day rosters, Early Alerts, midterm, final grades, End-of-Term Assessment Summaries and other reports in a timely manner Stays current in his/her discipline Dresses and acts professionally Posts and meets office hours and is on time for classes Grades and returns student work in a timely manner Uses technology appropriately Interacts with students appropriately outside of class time
Results:
Comments:
<div style="display: flex; justify-content: space-between; font-size: 0.9em;"> Duty Area: Accountability: Exceeds Standard <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> </div>
Duty Area: Service to the College beyond the Classroom Standard: Includes but is not limited to the following: Serves as an advisor to student organizations/publications Participates in recruiting Contributes to campus activities Participates in committees (i.e. HLC, AtD, Curriculum, Retention, PAC, etc.) Participates in community service/activities Leads or contributes to on-campus professional development, such as college roundtable discussions
Results:

Comments:	
Duty Area: Service to the College beyond the Classroom: Exceeds Standard <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Duty Area: Initiative, Innovation, and Interaction Standard: Includes but is not limited to the following: Collaborates and cooperates with other college personnel Mentors new or adjunct faculty Presents at conferences, workshops, community civic organizations Serves on regional or national professional organizations Edits texts for publications Organizes scholarly/creative activities such as art display, new articles Writes grants Receives post-graduate hours, advanced degree, or technical training from accredited institutions Undertakes other work that is beyond the defined scope of his or her job	
Results:	
Comments:	
Duty Area: Initiative, Innovation, and Interaction: Exceeds Standard <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
PART IV – OVERALL RATING	
Overall Rating – It is understood that an <u>Unsatisfactory</u> in any above fields precludes awarding an <u>Exceeds Standard</u> or <u>Above Average</u> rating during this period. The overall rating received is determined at the discretion of the rating official. <div style="text-align: center;"> Exceeds Standard <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> </div>	
Rating Period Beginning Date: _____	Rating Period Ending Date: _____

By signing Below the employee concurs only that the performance evaluation has been conducted. The employee's signature does not indicate that he or she agrees with the evaluation. Comments concerning performance may be submitted on a separate sheet.

Employee's
 Signature: _____ Date: _____

By signing below the supervisor certifies that all subordinate performance evaluations have been completed and forwarded to the reviewing official.

Raters
 Signature: _____ Date: _____

Reviewing Officials
 Signature: _____ Date: _____

APPENDIX E

ASSESSMENT SUMMARY

Please submit to appropriate Dean

Faculty--Enter data and appropriate information in the yellow cells only. The gray cells contain formulas and will be calculated when you enter the your number of A's, B's, C's, etc.

Semester	
Course	
Section No.	
Instructor	

Number of A's:

Students Enrolled (SE)

Number of B's:

Students Completing (SC)

$SC = SE - (Ws + \text{unearned F's})$

Number of C's:

Retention Rate (SC/SE)

Number of D's:

Drop-Out Rate

$(Ws + \text{unearned F's}) / SE$

Number of "earned" F's:
(Students completeing the course who earn an F.)

Success Rate

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

$(\text{Students completeing with a "C" or better} / SE)$

Number of W's:

Retained Student Success Rate
(Students completing with a "C" or better/SC)

Number of I's:

Number of Audits:

Assessment methods utilized to measure student academic achievement (pre/post-test, exams, comprehensive final, portfolio, lab projects, etc):

Review the course outcomes, identified in your Syllabus, and list strategies that you will implement to improve student success in those areas.

General Education Outcomes:

With an "X," mark ALL of the college's general education outcomes listed below that were attained by students in your class AND provide a brief example of how they were demonstrated.

Gen Ed Category	Attained	Activity or Activities Where Demonstrated
1. <u>Communication</u> -- 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. <u>Critical Thinking</u> -- Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.		
3. <u>Teamwork and Leadership</u> --Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing environment.		
4. <u>Organization & Self-direction</u> --Students will use available resources, time, materials, and technology efficiently and effectively.		
5. <u>Lifelong Learning</u> -- Students will develop a commitment to lifelong learning.		

APPENDIX F

College of the Ouachitas Course Syllabus

Semester and Year: Type here—example: Fall 2008
Course Number and Section: Type here—example: DATA1123 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

Include the last day to withdraw with a "W".

Final Test Date/Time: Type final exam information here

Comments/Suggestions: Online faculty should contact the helpdesk at studenthelp@coto.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: Go to the Catalog's Course Descriptions, select the course you are teaching and copy and paste it here.

Course Prerequisites:

Comments/Suggestions: Required by NACEP. See your Division chair or the College catalog at www.coto.edu for course prerequisites.

Course Outcomes:

Comments/Suggestions: Your Dean has these. 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.

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 a link via the College home page, at www.coto.edu. Click on the Self-Service 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:

College of the Ouachitas 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			
8			
9			
10			
11			
12			
13			
14			
15			
16			

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 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
- Campus Alert System

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 G

Ouachita Technical College, Distance Learning Division Online Course Evaluation Form

Instructor:

Course:

Rating Scale:

- 0 = Absent - component is missing
- 1 = Unsatisfactory - needs significant improvement
- 2 = Somewhat satisfactory - needs targeted improvements
- 3 = Satisfactory - discretionary improvement needed
- 4 = Very satisfactory - no improvement needed
- N/A = Not Applicable

Area	Standards	Observations	Rating
Course Syllabus Provides:	Hardware, Web browser, and software requirements.		
	Contact information for the instructor.		
	Policies on copyright, technology, privacy, academic integrity or cheating, plagiarism, and grading.		
Course Organization is:	Appropriate for the subject.		
	Reflects a clear understanding of student needs.		
	Incorporates varied ways to learn.		
	Is easy to navigate.		
Information resources, information literacy, and communication skills are:	Makes maximum use of the capabilities of the online delivery method.		
	Incorporated and taught as an integral part of the curriculum.		
The course content and assignments are:	Sufficient learning resources and materials are available to the students.		
	Accurate, current, and free of bias.		
	Of sufficient rigor, depth, and breadth to teach the standards being addressed.		
The course design provides:	Align with any applicable state or national assessments associated with the course.		
	Opportunities for appropriate instructor-student interaction.		
	Timely and frequent feedback about student progress.		
The course instruction includes	Activities that engage students in active learning		
	Provides students with multiple learning paths to master the content based on student learning styles.		
The course provides:	Opportunities for students to engage in higher-order thinking, critical-reasoning activities, and thinking in increasingly complex ways.		
Student assessment provides:	Adequate and appropriate methods and procedures to assess students' mastery of content.		
	Makes the student continuously aware of his/her progress in the course.		
Instructor's interaction with students includes:	Regular/frequent communications		
	(e-mail, etc.) from instructor to student		
	Quick responses to student e-mails.		
	Required participation in online discussions and/or		
	Quick resolution to problems.		

Total Score 0
Overall Average Score #DIV/0!
Rating #DIV/0!