



## Arkansas Department of Higher Education

114 East Capitol • Little Rock, Arkansas • 72201-3818 • (501) 324-9300 • Fax (501) 324-9308

DATE: November 25, 1991  
TO: Directors of  
Technical Colleges  
FROM: John McKay *J. McKay*  
SUBJECT: Millage Seminar

Joel Stubblefield, President of Westark Community College, will present "Conducting A Successful Millage Campaign" on December 3rd from 10:00 a.m. until noon. We will meet in the 3rd floor conference room of the Arkansas Department of Higher Education building.

Encourage your Board of Trustees to attend with you or your designee. Please advise the attendees of the \$1.25 parking fee on the lot at Scott and Capitol streets.

I look forward to seeing you.



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Diane Suitt Gilleland  
Director

November 22, 1991

### MEMORANDUM

TO: Technical College Directors  
FROM: Diane Suitt Gilleland *Diane*  
SUBJECT: Admission Policy

At the State Board of Higher Education meeting on October 4, 1991, the Board adopted the following resolution:

RESOLVED, That the State Board of Higher Education directs each technical college to establish minimum admission requirements for all programs, to establish an appropriate assessment program, to provide an appropriate remedial or development studies program, and to establish articulation guidelines between the developmental studies program and each curriculum program.

FURTHER RESOLVED, That the State Board of Higher Education adopts all regulations contained in the College and Program Admissions and Student Ability to Benefit Policy.

A copy of the policy is enclosed. If you have questions, please call John McKay.

DSG:ksc

Enclosure

cc: John McKay

H.D. Luck, Chair  
Arkadelphia

Robert Cabe, Vice Chair  
Little Rock

Pat Gray, Secretary  
Little Rock

Clifton G. Roaf  
Pine Bluff

Perrin Jones  
Searcy

Woody Freeman  
Jonesboro

Dan Pierce  
Jonesboro

Kemal Kutait  
Fort Smith

David Dubbell  
Fayetteville

Roy Ledbetter  
East Camden

Georgia Elrod  
Siloam Springs

Curt Bradbury  
Little Rock

Jerry Maulden  
Little Rock

COLLEGE AND PROGRAM ADMISSIONS AND  
STUDENT ABILITY TO BENEFIT POLICY

The technical college system accepts the responsibility to produce technicians who are competent to meet the assessed needs of business and industry and at the same time to assist individuals in achieving educational and occupational objectives consistent with their potential.

In order to fulfill this educational mission and to promote the achievement of individuals with varied potential, open admissions is defined as a practice which (1) admits to the college all citizens who can benefit from available learning opportunities, and (2) places into specific programs of study those students whose potential for success is commensurate with expected standards of performance.

The definition of open admissions requires a commitment to use a program to assess student potential and to provide appropriate developmental and remedial programs of study to meet those needs. It is recognized that funding developmental and remedial programs to support this definition of open admissions should be commensurate with the commitment made to this educational activity.

In support of this definition, each technical college shall develop the following procedures:

1. Develop appropriate assessment procedures for college and program admission guidelines and the assessment of competency in basic skills. Section 23 of Act 1101 of 1991 must be followed in assessment and admission of students in associate degree programs.
2. Identify the specific entry level skills required for admission into each program.
3. Determine and establish a minimum feasible performance level for admission into development studies. The level should reflect an analysis of the entry level requirements for each curriculum and an analysis of the capabilities and limitations of the developmental studies program.

Those students not eligible for entry into developmental studies shall be admitted into the college adult education program or referred to the local school district adult basic educational program.





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Diane Suitt Gilleland  
Director

November 22, 1991

### MEMORANDUM

TO: Technical College Directors

FROM: Diane Suitt Gilleland *Diane*

SUBJECT: Degrees and Awards

At the State Board of Higher Education meeting on October 4, 1991, the Board adopted the following resolution concerning degrees and other awards at technical colleges:

RESOLVED, That the State Board of Higher Education adopts the definitions of postsecondary certificates and associate degrees for use by the technical college under its authority;

FURTHER RESOLVED, That the technical colleges shall make postsecondary awards in programs which meet the definitions outlined in "Standards for Associate of Applied Science Degree, Advanced Certificate, Technical Certificate, and Certificate of Proficiency" and only to students who successfully fulfill all program requirements;

FURTHER RESOLVED, That reports made by the technical colleges or published by the Arkansas Department of Higher Education shall count as postsecondary completions only those students who successfully meet all program requirements, within the definitions set out in this agenda item.

H.D. Luck, Chair  
Arkadelphia

Robert Cabe, Vice Chair  
Little Rock

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A copy of the definitions and standards is enclosed. Please call John McKay if you have questions.

DSG:ksc

Enclosure

cc: John McKay

STANDARDS FOR ASSOCIATE OF APPLIED SCIENCE DEGREE,  
ADVANCED CERTIFICATE,  
TECHNICAL CERTIFICATE AND CERTIFICATE OF PROFICIENCY

Associate of Applied Science

Associate degree technical education is a planned, integrated sequence of classroom and laboratory experiences at the postsecondary collegiate level, two years in length, designed to prepare men and women for a wide range of job opportunities in well-identified fields of technology. The program of instruction normally includes studies in mathematics, the sciences inherent in a technology, selected skills, materials, processes and systems commonly used in the technology. Technical education programs provide intensive training in a field of specialization, and include communication skills, computer literacy, as well as general education studies. Instruction in technical programs emphasizes principles involved in analyzing and solving problems and design within the technology rather than specific techniques or skills.

The Associate of Applied Science degree is the only degree which will be approved for technical program. For an AAS degree with designation (i.e., AAS in Electronics), the degree program must include a minimum of 50 percent of courses in a technical specialty area.

All courses must be at the college level. No developmental courses may be counted for degree credit.

A minimum of fifteen (15) hours of a degree program must be general education: Math (3 hours); Social Science (3 hours); Computer Fundamentals/Applications (3 hours); and English or Writing (6 hours.) It is recommended that 25 percent of all hours required be in general education or related support courses.

The normal range of credit hours for an associate degree is 60-72 semester hours. Programs outside this range must have special justification.

Advanced Certificate

The advanced technical certificate is a planned program of advanced technical courses in a technical specialty. It is a minimum of 24 hours in length. The maximum length is 36 semester credit hours.

Admission to advanced technical certificate requires an associate degree or postsecondary education and appropriate related work experience.