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Quachita Technical College

Faculty Handbook

1998-1999

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Quachita
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Foreword

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

OUACHITA TECHNICAL COLLEGE OVERVIEW

A. History

Ouachita Technical College, formerly Ouachita Vo-Tech School (1971-1991) has served Hot Spring County and surrounding areas for 20 years. On July 1, 1991, the school officially became one of 14 newly created technical colleges by the 1991 Arkansas General Assembly. As a technical college under the direction of the Arkansas Department of Higher Education, Ouachita Technical College now has the opportunity to offer two-year AA and AAS degrees.

B. Ouachita Technical College Mission Statement

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

College Goals 1998-2000

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

C. Accreditation

1. Ouachita Technical College was granted institutional accreditation by the Arkansas Department of Education, Vocational and Technical Division on July 1, 1998.

2. Ouachita Technical College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2605, (800) 621-7440.
3. Ouachita Technical College also has institutional accreditation through Arkansas State Approving Agency for Veterans.
4. Program accreditations include:

Arkansas State Board of Nursing approves the Practical Nursing Program

National Automotive Technician Education Foundation accredits the Automotive Service Programs (ASE)

ORGANIZATION AND ADMINISTRATION

A. Administrative Organization

1. Board of Trustees

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

2. President of College

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

3. Vice President and Dean of Instructional and Student Affairs

The VP/DISA is responsible for curriculum matters and delivery of quality instruction as well as supervising the overall operation of student services. This position reports directly to the President.

4. Dean of Finance and Administration

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

5. Director of Enrollment Management

The Director of Enrollment Management coordinates admissions, financial aid, and counseling services for students and reports directly to the VP/DISA.

6. Director Extended Studies

The Director Extended Studies coordinates Center for Workforce Excellence, evening and extended programs, department of continuing education, off-campus instruction, avocational continuing education, Ouachita Technical College Benton Center. This position reports directly to the President.

7. Director of Planned Giving and Institutional Advancement

The Director of Planned Giving and Institutional Advancement reports directly to the President of the College, performs duties related to the development efforts of the College and serves as Executive Director of the College Foundation. The Director assists in preparation and submission of grant proposals, works with benefactors regarding "planned giving" alternatives as a means to compliment their estate planning and advance philanthropic gifts for the College, and manages special projects assigned by the President.

8. Director of Institutional Planning and Advancement

The Director of Institutional Planning and Advancement is responsible for institutional accreditations, college research and reporting and Coordinator of Publicity and Student Recruiting. This position reports directly to the President.

B. Departmental Organization

The College has five (5) departments for the organization of academic instruction:

Business, Office, Information Systems Technologies, (BOIST)
Health and Human Services Technologies (HHST)
Applied Science and Technologies (AST)
General Education and Support Services (GESS) – includes Basic Shells
Advancement Program
Secondary Vocational Programs (SVOP)

Each department is assigned a department chair who reports directly to the VP/DISA. The departmental organization structure is intended to augment decision making related to curriculum and its delivery.

C. Organizational Chart

The College Organizational Chart is displayed in Appendix A.

D. Committees and Councils

General Organization

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

Faculty Council/Curriculum Committee

The Faculty Council/Curriculum Committee shall consist of seven (7) members. One faculty member from each of the four (4) post-secondary departments, excluding chairs, will be elected on a rotating basis within the department. The faculty at large will vote for two ex-officio candidates from the remaining faculty, excluding chairs. All six (6) of these members shall have full voting privileges. The remaining position will be a department chair who will serve ex-officio.

The standing committee shall be chaired by a member elected by committee majority and is advisory on matters involving institutional academic and student affairs and faculty welfare. This includes, but is not limited to, professional and instructional matters, curriculum, calendar, standards, awarding of credit, graduation, admission, probation,

discipline, academic policy, and attendance policy. Members will also recommend an individual to serve on the Screening Committee when faculty members are to be hired. The Chair will serve on the President's Cabinet.

Student Appeals Committee

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

Membership is by appointment of the President for a period of one (1) year and shall consist 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.

Professional Standards Committee

This committee shall convene as needed to review and make recommendations regarding matters of professional misconduct or formal grievances of College employees. Membership is by appointment of the President 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. Appointees unable to attend at a particular time may designate a temporary replacement with approval of the committee chair.

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 appointment of the President for a period of one (1) year and shall consist of one (1) faculty member, one (1) member of the facility staff, one (1) classified staff, and one (1) administrator.

President's Cabinet

The President's Cabinet shall meet on a regular basis to discuss matters relating to general College operations and procedures and Board policy implementation.

Permanent membership shall include the Chair of the Faculty Council, the Vice President and Dean for Instructional and Student Affairs, the Dean of Community Services and Continuing Education, the Director of Enrollment Management, the Director of the Center for Workforce Excellence, the Director of the Library/Learning Resources Center, and the Dean of Finance and Administration. Other members of the staff or student body of the College may attend at the discretion of the President. Any person wishing to discuss matters with the Cabinet should notify the President for possible inclusion in the agenda. The Executive Secretary shall record minutes.

General Information

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

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

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

PERSONNEL POLICIES AND PROCEDURES

A. Conditions of Employment

1. Compensation and Classification of Faculty

Full-time Faculty

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

Associate Faculty

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

2. Evaluation Program

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

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

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, with the exception of Nursing, which is 11 months.

The President, with recommendation of the VP/DISA, 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 period 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 VP/DISA shall inform faculty members, in writing, of the non-renewal of their appointment by April 15.

Associate faculty appointments are at the convenience of the College on a need basis. The receipt of an associate appointment shall in no way obligate the College to renew or continue the appointment beyond the appointment date.

5. Faculty Loading

COPP 4.26, displayed in Appendix C, provides a complete description of the faculty loading policy.

6. Grievance Procedure

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

7. Leave Policy

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

- a. Annual Leave – Faculty members will receive all scheduled academic recesses in lieu of annual leave.
- b. Bereavement Leave – Full-time faculty members may request up to three (3) days of sick leave for the death of a member of the immediate family as defined in COPP 2.52.
- c. Jury Duty – No deduction in salary will be made if a faculty member must appear in court when subpoenaed as a witness or required to serve jury duty.
- d. Disability Leave – If a full-time faculty member will be absent from work more than two weeks because of illness, injury, or disability, he/she may apply for a temporary disability leave.
- e. Faculty Release Days – All full-time faculty members may be granted three (3) days per school for personal business. Request for such leave should be made in advance to the VP/DISA. These days are non-cumulative.

- f. Maternity Leave – The faculty member should submit a request for maternity leave to the President two (2) months in advance of due date and be prepared at this time to discuss leave arrangements.
- g. Military Leave – Faculty members who request military leave shall furnish a copy of their orders for their personnel file. Since types of military orders vary, specific terms regarding such requests should be discussed with the President.
- h. Personal Leave – Unpaid leave may be requested by faculty members for just cause (e.g. extenuating personal circumstances, educational pursuit, maternity leave, etc.).
- i. Sick Leave – all full-time faculty members shall accumulate sick leave at the rate of one day per month of contract, up to a maximum of 120 days. Sick leave may also be requested for illness and doctor appointments of a member of the immediate family.

8. Outside Employment

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

9. Payroll

Faculty members are paid their academic year salary in twenty-three (23) equal bi-weekly installments. The first check is paid in August. Paychecks will be distributed every other Thursday. 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 VP/DISA and the President.

11. Retirement and Insurance Benefits

Retirement System: The faculty member enrolls in one of the State's Retirement Systems. These include:

- a. Alternate Retirement Plan
Employed before 7-1-91

6% employee contribution
12% State contribution

Employed after 7-1-91
6% employee contribution
10% State contribution

- b. Teachers Retirement System
6% employee contribution (optional)
12% State contribution

If you have not already received an informational booklet concerning your retirement system, one is available from the payroll clerk.

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 who employment is considered seasonal or temporary. The State contributes \$261.00 per month and employee payments are made by payroll deduction. Participation is voluntary and enrollment must be requested by the employee. All employees have a basic \$5,000 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. The Insurance Section may be reached at 371-1479.

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 accident or onset of illness with the Arkansas Worker's Compensation Commission through the proper official in your agency. Check with your supervisor for details on the procedure to follow.

Credit Unions: The Arkansas Federal Credit Union is 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.

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.
U.S. Savings Bonds
Other Insurance
Check with the payroll secretary for a complete list.

12. Waiver of Tuition

A faculty member may enroll in Ouachita Technical College classes for credit or for audit with no tuition charge. Hourly fees are to be paid by the faculty member. If the class is taken for credit, the faculty member must meet all class requirements expected of any other student.

B. Professional Responsibilities

1. Advising

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

2. Attendance at Graduation

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

3. Community Relations

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

4. Credentials file

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

5. Membership in Professional Organizations

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

6. Performance of Other Duties

From time to time the faculty may be called upon to work on projects and activities other than those directly associated with their primary teaching assignment. Such activities may include recruiting and advising students, serving

on committees, preparing brochures, reserving the catalog, and class schedule information, and performing other duties in college-related functions.

7. Professional Development

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

8. Professionalism

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

9. Sponsorship of Clubs and Organizations

Some faculty members' duties include the sponsorship 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 judgement and maturity, the responsibilities of a college faculty member. Academic freedom and academic responsibility are inseparable.

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

B. Adding and Dropping Students

POLICIES AND PROCEDURES OUACHITA TECHNICAL COLLEGE

SUBJECT AREA: Student Services
POLICY/PROCEDURE: Adding/Dropping Classes
DATE: March 1, 1993
REVISION(s): 12/19/94, 3/31/98

NUMBER: 5.70

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

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

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

Drops initiated by the College shall have precedence.

See **COPP 4.31, 5.72**

POLICIES AND PROCEDURES OUACHITA TECHNICAL COLLEGE

SUBJECT AREA: Student Services
POLICY/PROCEDURE: Class Absences
DATE: March 1, 1993
REVISION(S):

NUMBER: 5.72

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. A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the faculty with a grade of "F". A student who is dropped from three courses in a semester for unsatisfactory class attendance may be suspended from the College.

C. Adding 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 department and then the following steps will be followed:

- STEP 1:** Faculty Member to the respective Chair
- STEP 2:** Department Chair to all Department Chairs
- STEP 3:** Department Chair to the Faculty Council
- STEP 4:** Faculty Council to the Vice President
- STEP 5:** Vice President to the President
- STEP 6:** President to the Board of Trustees

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

- 1. Course/program title
- 2. Credit hours
- 3. Course/program description
- 4. Course/program content

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

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

D. Assessment Plan

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

The Ouachita Technical College Assessment Plan is the operational plan of the assessment process. Faculty who do not have a copy of this plan should see their respective department chair.

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

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

PROGRAM REVIEW

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

E. Auditing Courses

Auditing courses requires official admission to the College, approval of the Department Chairperson and the faculty involved, and payment of the regular fee 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.

F. 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.

G. Course Syllabi

All faculty are required to develop and distribute to their students a syllabus for each course they teach. Copies of all syllabi will be on file in the office of the department chairs and the VP/DISA.

OUACHITA TECHNICAL COLLEGE STANDARDIZED SYLLABUS FORMAT
PART I: (The first part is for general course information only and may be given to any faculty member who may teach the course.)

TITLE OF COURSE/COURSE NUMBER

COURSE DESCRIPTION (Why should a student take this course?)

PREREQUISITES/COREQUISITES (See Ouachita Technical College Catalog)

REQUIRED TEXT/MATERIALS

COURSE OBJECTIVES (Upon completion of this course the student should be able to)

PART II: (The second part of the syllabus is for individual instructor information and policies and can be creative in format but must include the information listed below.)

TITLE OF COURSE/COURSE NUMBER

NAME OF INSTRUCTOR

OFFICE HOURS/LOCATION

OUACHITA TECHNICAL COLLEGE PHONE NUMBER

EVALUATION PROCESS AND GRADING SCALE

(COURSE OUTLINES/SCHEDULE-OPTIONAL)

OTHER POLICIES (attendance, make-up tests, supplementary materials, classroom guidelines—any information the instructor feels the student should have in writing regarding this course)

H. Curriculum Changes

Any modification to the curriculum such as deleting a course, changing a course name or its content should be presented by the respective Department Chair to

the Faculty Council. To add a new course/program see Section C, Adding New Course/Program.

I. Dishonesty

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

J. 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 VP/DISA.

K. Grade Recording and Distribution

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

L. Grading System

See Grade Information in the student handbook.

M. Incomplete Work

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

N. Selection of Textbooks

Faculty members should review textbooks yearly in order to improve book selection. Textbooks should be ordered each semester according to the best estimate of the number needed. Textbook changes should be timely and planned so as not to leave a large number of unused books in the bookstore.

O. 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.

P. Student Absences

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

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

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

B. Title VII of the Civil Rights Act of 1964

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

C. Sexual Harassment Policy

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

D. Title XI, Education Amendments of 1972

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

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

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

E. Rehabilitation Act of 1973

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

F. Family Educational Rights and Privacy Act

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

G. Drug and Alcohol Free Workplace Policy

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

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

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

H. Tobacco/Smoking Policy

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

I. Copyright Infringement

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

J. AIDS Education and Prevention

The Occupational Safety and Health Administration (OSHA) requires the College to provide employees with education about AIDS. As required, this education includes:

1. Definition, cause, transmission, and incidence of AIDS.
2. Behaviors that put individuals at risk of exposure to AIDS and precautions that reduce risk.
3. Universal Precautions and location of barrier precautions for safely dealing with accidental blood and body fluids in the workplace.
4. College AIDS policy and local AIDS resources.
5. Acceptance of co-workers and students with AIDS.

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

GENERAL INFORMATION

A. Emergency Closing of College Facilities

POLICIES AND PROCEDURES OUACHITA TECHNICAL COLLEGE

SUBJECT AREA: Finance and Administration
POLICY/PROCEDURE: Emergency Closing of College Facilities
DATE: March 1, 1993
REVISION(S): 12/19/94, 8/24/96

NUMBER: 3.33

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

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

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

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

Dean of Finance and Administration
Vice President and Dean for Instructional and Student Affairs

Closing and cancellation procedures are available for dissemination as appropriate.

B. Equipment

The Dean of Finance and Administration (DFA) is responsible for developing and maintaining a complete inventory of all nonexpendable equipment owned or controlled by Ouachita Technical College. Purchase, inventory and disposal of said equipment owned or controlled by State regulations. Each department head is responsible to the DFA 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 DFA in securing such contracts. No person is authorized to remove equipment from classrooms, shops or labs without the permission of the DFA. If equipment is transferred between departments, the department heads involved are responsible to the DFA for proper updating of inventories.

C. Field Trips

Instructors planning a field trip off-campus should notify their department chair and the VP/DISA in writing and provide complete details of the proposed trip one week in advance.

D. Keys

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

E. Mail

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

F. Purchasing

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

G. Repair of Privately Owned Equipment

Recognizing that the mission of the College is to educate individuals with skills and knowledge in vocational and technical skills as needed by the community, it is appropriate to allow a limited amount of outside repairs to be introduced as a 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 instructional program and enforced by the responsible instructor. In case of accident or injury, there is no substitute for good judgment. Accidents of a serious nature should be reported to the Safety Officer (DFA) 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 at least one (1) working day prior to the proposed travel by the DFA or the President. Personnel desiring to use state-owned vehicles must check the vehicle out from the DFA. After the travel has been concluded, a State of Arkansas Form TR-1 must be completed to request reimbursement for expenses incurred.

