

ABOUT THE COLLEGE

In the early 1970s, Arkansas had only a few vocational-technical schools scattered across the state. After several communities lobbied for additional schools to provide more access for citizens, in 1973 the Arkansas Department of Education selected ten communities as sites for new schools, and the Legislature appropriated funds to build and equip these institutions.

Melbourne, the county seat of Izard County, was one of those selected. Located on the eastern edge of the Ozarks, Melbourne still has a population of fewer than 2000. The school's service area, Izard, Fulton, Stone, and Sharp counties, covers 2370 square miles and has a population of fewer than 50,000. Until recently, only about a third of the area's high school graduates have gone on to institutions of higher education.

Opening in the fall of 1975, Ozarka Vocational Technical School employed fourteen people, seven of them instructors, and offered Automotive Service Technology, Food Service, Major Appliance Service, Business Education, Building Trades, Industrial Equipment Technology, and Licensed Practical Nursing. Classes leading to the GED were also offered. The first class of forty-three students graduated in July 1976.

Under the leadership of Dr. Walter B. Hall, the first Director, Ozarka grew. In 1978 the LPN program moved into a freestanding building on campus. In 1986 a modern brick Business Education building containing classrooms and a science lab was constructed. After completion of an addition in the summer of 1993, the building was renamed in honor of Dr. Hall. A major new building, the John E. Miller Education Complex was constructed in 1996, containing a large auditorium, lecture hall, industry training room, classrooms, board room, and faculty offices. An addition was completed in 1999.

In July 1991, the Arkansas Legislature passed Act 1244, transforming a number of vocational technical schools, including Ozarka, into technical colleges. In addition to the courses traditionally offered, these new colleges also offered courses for college credit under contracts with other state institutions of higher education. Ozarka Technical College formed a relationship with Arkansas State University at Jonesboro, which provided a full-time administrator on the Ozarka campus, along with a number of adjunct and full-time instructors. In August 1993 Ozarka became a candidate for accreditation, offering transfer classes in its own right. In 1996, the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools determined that the College fulfilled all requirements for accreditation.

While most instruction takes place on the College's Melbourne campus, other options increase access to higher education. Ozarka offers courses for college credit at several high schools throughout its service area. In 1997 Ozarka opened an off-campus educational center in Mountain View (Stone County) to serve its constituents south of the White River, providing general education and business technology courses. Each semester the College also offers telecourses in cooperation with the Arkansas Educational Television Network and Internet-supported courses, affording its students greater flexibility in scheduling.

Students at Ozarka can take one or more courses and then transfer to a four-year college or university to complete a baccalaureate degree, or they can complete the Associate of Arts degree here before continuing their education.

Students can earn the Associate of Applied Science degree in Automotive Service Technology, Business Technology (with options in Business Administration, Banking and Finance, or Information Management), Criminal Justice Leadership, General Technology, Health Information Management (with transcription and coding options), and Physical Therapist Assistant.

Ozarka also offers Technical Certificates in Automotive Service Technology, Business Technology, Culinary Arts, and Licensed Practical Nursing, along with Certificates of Proficiency in Certified Nursing Assistant, EMT-Basic, Early Childhood Development, and Business Support Services. To emphasize the comprehensive scope of programs available, 1999 saw a name change to Ozarka College.

Ozarka hosts an ASU program leading to the Associate in Science in Nursing. In this program, area LPNs take additional nursing courses as well as general education courses at the College to become registered nurses. Other ASU courses, such as BSN requirements and graduate-level education and agriculture are also available over compressed video.

Ozarka College is poised for growth as it becomes more and more capable of meeting the educational needs of a wide variety of students in north central Arkansas. With over 800 students enrolled both on- and off-campus last year, Ozarka is an excellent choice for the student looking for an affordable education in either technical or academic areas. At Ozarka, truly “Tomorrow’s Success Begins Today.”

Ozarka College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, the Arkansas Department of Higher Education, and the State Board of Vocational Education. Ozarka is approved by the Veterans Administration for individuals eligible for educational benefits under the GI Bill. The Basic EMT program is approved by the Arkansas Department of Health, Division of Emergency Medical Services. Ozarka Kid’s Academy is licensed by the Arkansas Department of Human Services, Division of Child Care and Early Childhood Education. The Licensed Practical Nursing program is approved by the Arkansas State Board of Nursing. The Automotive Service Technology program is accredited by the National Automotive Technicians Education Foundation. The Banking and Finance Option of the Business Technology degree is approved by the American Institute of Banking. The Culinary Arts program is approved by the Arkansas Hospitality Association. The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education/APTA.

MISSION STATEMENT

The mission of Ozarka College, a public two-year institution located in north central Arkansas, is to provide students and other citizens with quality comprehensive higher education,

technical education, adult education, workplace education, and cultural opportunities. Ozarka's primary objective is to encourage development of academic, technical, economic, social, cultural, and global awareness skills that lead to a positive, productive, and fulfilling life in an ever-changing world.

The college is committed to the following general program objectives:

1. Through the Associate of Arts program, Ozarka students will gain the general education information, skills, and attitudes which support successful transfer to a four-year college or university.
2. Through the Associate of Applied Science programs, Ozarka students will gain the broad range of knowledge, skills, and attitudes necessary for successful entry into the workforce.
3. Through the Technical Certificate and Certificate or Proficiency programs, Ozarka students will gain the specialized knowledge, skills, and attitudes required for entry level positions in their fields.
4. Through the Adult Education program, adult learners throughout the service area will be able to improve their academic and practical skills and complete a GED.
5. Through the Continuing Education program, citizens of Ozarka's service area will gain the knowledge and skills they desire for personal improvement or community service.
6. Through the Business and Industry Outreach program, adult learners at local businesses and industries will be able to upgrade job skills by accessing customized training activities which promote workforce readiness and on-the-job success.
7. A low student-to-teacher ratio will promote comprehensive learning and understanding.
8. Learners will benefit from ease of access to educational facilities by provision of off-campus sites.
9. Learners will benefit from being able to choose from a variety of technology-supported, distance-education learning opportunities: web-based and telecourse instruction in academic areas, compressed two-way video delivery, and expanded technological access to library and research materials.
10. Expanded financial and scholarship assistance, as well as academic, vocational and personal guidance and counseling, will help students meet their educational goals.
11. The College will assist educational, civic, social, and cultural endeavors in the service area by offering its facilities and professional staff in support.
12. The College is committed to assessment and evaluation to ensure that programs and services grow and change with the needs of the service area.

PLANNING AND ASSESSMENT

The Planning Process

Planning is not something done at limited, designated times by a few administrators. It does not take place solely at the annual Board retreat. Instead, it is ongoing and involves everyone at the College. Planning shapes the budget and grows out of the needs of the classrooms, the labs, the library, the offices. At certain times of the year, planning may become more visible when planning documents are distributed, but trying to look ahead and anticipate the problems and opportunities facing each individual at this college is everybody's continual responsibility.

Faculty, staff, administration, and Board have developed and confirmed several institutional goals: Headcount enrollment of 1,000 and FTE enrollment of 550, a student/faculty ratio of no more than 25:1, an on-campus full-time/part-time faculty ratio of 1:1, and at least 10,000 volumes in the library. Keeping these goals in mind while also looking at the mission statement and institutional objectives, the College establishes annual focal points and goal statements which will serve to move Ozarka forward.

To be sure that planning is formally addressed on a regular basis, an annual planning process is carried out by the Vice President for Planning and Assessment, working with the Board of Trustees, the other officers, faculty members, and staff members.

Information is gathered from multiple sources throughout the year: environmental scanning, student and employee surveys, assessment results, financial documents, etc. At the annual planning retreat each May, the administration and Board review pertinent information and develop focal points and goals for the upcoming year. Administrators assume responsibility for carrying out the tasks necessary to achieve the goals, involving personnel from throughout the College, as appropriate. The Vice President for Academic Affairs monitors achievement of goals according to the established time line. Specific planning information is available each year in the Planning Yearbook.

Institutional Assessment

The assessment program at Ozarka College has three goals: improving what we do, enhancing credibility with constituents, and satisfying accreditation and other requirements. The first of these, of course, is the top priority, and assessment activities measure the College's effectiveness in student learning, student services, and institutional operations.

The assessment program uses multiple measures to get at key issues. Standardized tests measure students' ability at the beginning of their enrollment (ASSET or ACT) and near the end (CAAP, LPN Assessment, and end of program testing, etc.). A variety of surveys look at attitudes and opinions of various groups and at reasons for enrolling, not enrolling, or dropping out. Formal evaluations measure student satisfaction with classes, employee performance, and program

productivity. Other items are tracked to provide longitudinal data on graduation rates and transfer rates.

Each instructional and area develops desired outcomes, linked to the College mission statement and objectives, and select appropriate assessment measures. This cooperatively-developed program is described in the Institutional Assessment Plan, which is administered by the Vice President for Planning and Assessment. It is regularly updated to help each person at Ozarka--whether student, teacher, administrator, or support staff--perform more effectively.

COMMITTEES AND COUNCILS

Administrative Council

The Administrative Council is composed of the President, Vice President for Academic Affairs, Vice President for Finance, Vice President for Planning and Assessment, Registrar/Director of Student Services, Director of Computer Services, Coordinator of Continuing Education and Business Outreach, and Personnel Officer.

The Council is responsible for informing and updating the Faculty Council on activities in each administrative area, considering recommendations made to administrators by other committees, and making administrative decisions concerning the daily operation of the college.

Faculty Council

The Faculty Council functions to: (1) promote communications among departments and staff; (2) organize and disseminate information to and from the Administrative Council and committees; (3) assist in the identification of priorities; (4) name chairpersons from its membership for the standing committees in order to maintain communication; (5) review and evaluate work of standing committees, offer recommendations, and vote on items as needed; (6) make recommendations to the Administrative Council; (7) maintain a structure with a chairperson, vice chairperson, and secretary; (8) assist the committees and departments of Ozarka College in meeting and maintaining accreditation standards; (9) take a leadership role in the continuing process of and maintaining accreditation through the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education.

Curriculum Committee

The Curriculum Committee of Ozarka College will be responsible for (1) reviewing and recommending to the Faculty Council program, degree, and graduation requirements; (2) recommending to the Faculty Council new courses and programs to be offered at Ozarka College; (3) reviewing syllabi and selected course material as a part of the faculty evaluation process; (4) reviewing or initiating recommendations for courses or programs being considered for possible deletion or significant change; and (5) investigating curriculum concerns and curriculum assessment.

Institutional Improvement Committee

The Institutional Improvement Committee of Ozarka College will be responsible for (1) recommending guidelines for acquisition of equipment; (2) recommending uses and hours of Library/LRC and other available facilities; and (3) recommending improvements for current and future campus facilities and grounds.

Student Affairs Committee

The Student Affairs Committee of Ozarka College will be responsible for promoting student life issues such as counseling, advising, parking, student organizations, recreation, transportation, cultural opportunities, placement, etc.

Faculty Professional Development Committee

The Faculty Professional Development Committee of Ozarka College will be responsible for planning the distribution of personnel development funds for faculty (attendance at professional meetings, working toward certification and degrees). The committee will also develop and maintain the Employee Handbook.

Advisory Committees

Departmental Advisory Committees serve as extensions of the administration and faculty by providing information and advice about course offerings required to satisfy the demands of business and industry and by supporting the College in the important areas of legislation and appropriations. Members are lay persons chosen for their experience, enthusiasm, reputation within the community, and availability of time.

Instructors are expected to work closely with advisory committees in determining the training needs of their departments. A minimum of two (2) meetings will be held yearly.

Catastrophic Leave Bank Committee

The committee structure also includes a Staff Catastrophic Leave Bank Committee comprised of at least five (5) members representing a cross section of the College and appointed by the President of the College. Its purpose is to review all catastrophic leave requests, ensure that all eligibility requirements are met, and make recommendations to the President of the College. The committee shall make determinations of continuing eligibility. These committees meet on an as needed basis only.

Technology-Enhanced Education Committee

The Technology-Enhanced Education Committee will be responsible for the following: (1) identifying opportunities to reach students via technology-enhanced delivery and media-assisted teaching; (2) identifying courses and situations that may lend themselves to technology-enhanced and mediated-delivery and those that may not; (3) developing practices that will ensure quality in the content, student support, instructor support, and evaluation of technology-enhanced and mediated courses; and (4) reviewing all web pages hosted by Ozarka's server to ensure consistency and professionalism. Ozarka offers technology-enhanced courses to meet the following needs: (1) to expand course offerings; (2) to provide varied methodologies; (3) to accommodate different learning styles; and (4) to create flexible student schedules.

Safety Committee

The College Safety Committee is comprised of at least one (1) faculty member, one (1) maintenance staff member, one (1) classified staff member, and one (1) administrator. The committee conducts an annual inspection of all College facilities and reports its findings to the President. The report identifies any unsafe conditions and the steps recommended or taken to eliminate those conditions. The committee is also responsible for certain postings, OSHA reports, and information distribution. The Committee also investigates any incidents in which students or employees have been put at risk because of unsafe conditions on campus.

PROFESSIONALISM

Academic Freedom

Faculty are extended the widest possible opportunity to explore and reflect upon the reaches of human experience and understanding. Of necessity faculty members must determine, in keeping with their own good judgment and maturity, the responsibilities of a college teacher.

College teachers are citizens, members of a learned profession, and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As a people of learning and education, they should remember that the public may judge professionals and their institution by their appearances and public performance. Hence, they should

at all time be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not institutional spokesmen.

Responsibilities of Instructors

1. Before the semester begins, have on file an official application for employment, a transcript sent directly from your college(s), a current federal and state withholding certificate and names of state agencies at which you have been employed. For adjuncts, immediately after the enrollment requirements for your class have been met, a signed contract (including retirement) must also be on file.
2. Provide a copy of your course syllabus for each student in your course(s) during the first week of the semester.
3. Meet each class for the full scheduled time.
4. Keep accurate, up-to-date records of students' attendance and grades.
5. Follow student procedures and policies for all aspects of class management.
6. Provide the Vice President for Academic Affairs a copy of your syllabus, a sample test, and a sample handout, within two weeks of the start of the semester.

Professional Development

Faculty and professional staff at Ozarka College are expected to complete degrees appropriate to their teaching fields or areas of responsibility. Regardless of level of responsibility or teaching field, all faculty and professional staff are encouraged to complete master's degrees in an appropriate field.

- a. Faculty teaching in vocational programs should complete at least the associate degree in their teaching fields at an accredited institution.
- b. Faculty teaching in technical programs should complete at least a bachelor's degree in their teaching fields at an accredited institution.
- c. Faculty teaching general education courses or programs must complete a master's degree (with a minimum of 18 graduate hours in their teaching field) at an accredited institution.
- d. Faculty teaching adult education courses or programs should hold at least a bachelor's degree plus 15 credit hours in their teaching field from an accredited institution. Adjunct faculty teaching adult education must hold a valid Arkansas Teacher's Certificate.

- e. Professional staff should complete a master's degree in their area of responsibility. For librarians, a master's in library science and media services is expected. For counselors, an MEd. in counseling or a master's in counseling and psychology is acceptable. For other professional staff, a master's in an appropriate area or discipline is acceptable.

Employee Tuition/Seminar Reimbursement Policy

Continuing professional development is an essential part of staying current in a field as well as strengthening existing knowledge and skills. Further education, regular association with peers, and participation in seminars are all part of this development. The goal of professional development is to improve employee job performance thereby creating a more productive workplace.

If an employee wishes to enroll in a course or attend a seminar designed to enhance or develop skills directly related to or required by the position currently held, that individual should petition his or her immediate supervisor who will make a recommendation, then bring the request to the attention of the President and the Administrative Council. If approval is granted, the College will reimburse the employee for required tuition\fees upon satisfactory completion of the course or seminar. The employee must provide to the Personnel Officer documentation of tuition and fees paid, attendance, completion and course work grade in order to receive the reimbursement.

All reimbursement for course work will be made at the end of the semester of successful completion of a “C” or better for undergraduate courses or a “B” or better for graduate courses. Reimbursement for seminars (*and related expenses*) will be made at the end of the seminar.

Any employee receiving tuition/seminar (*and related expenses*) reimbursement through this program is required to remain employed at Ozarka College at least one academic year for each year of reimbursement received or to return to Ozarka College the full amount of reimbursement received unless the employee is terminated for cause or reduction in force.

Procedures

Each faculty/professional staff member who plans to pursue a degree or additional study appropriate to his or her teaching field or area of responsibility must submit a written plan to the Vice President for Academic Affairs who will forward the plan to the President of the College for approval. To assure reimbursement, preapproval of course work by the President is required. Final grades and receipt for tuition must be submitted to the President prior to reimbursement.

Professional Memberships

All faculty members and professional staff are expected to be individual members in good standing of at least one professional organization at the state or national level.

Classified Employee Development

Ozarka College employees are encouraged to continue their educational development by taking college course work.

The following guidelines apply to all classified employees:

1. No more than six credit hours may be taken per semester.
2. Pre-approval of course work by the President is required.
3. Only course work from a regionally accredited institution will be recognized.
4. One course may be taken during working hours, if required for improved performance on the present job and offered on the Ozarka campus.
5. Full or partial tuition reimbursement will be based upon course grades ("C" or above for undergraduate; "B" or above for graduate level) and available funds. This program requires approval from the President on an individual basis. Ozarka tuition is normally waived for employees.

Note: Exceptions to the guidelines above may be approved by the President.

Faculty Professional Development

Continuing faculty professional development is an essential part of staying current in a field as well as strengthening existing knowledge and skills. Further education, regular association with peers, and participation in professional associations are all parts of this development. The goal of professional development is to improve the teaching and learning environment and to provide for student success.

Suggestions to stay current: Belong to at least one professional organization. Attend at least one professional meeting per year.

The Faculty Professional Development Committee and the Administration feel it is important for Ozarka to support the Arkansas Association of Two-Year Colleges. This organization has great potential to grow and become a tremendous asset to college personnel. Since this organization links all two-year colleges across the state, it provides the opportunity for instructors to meet and discuss instructional management as well as changes in many different fields.

The Faculty Professional Development Committee recommends that at least 25% of Ozarka's faculty attend the Association of Two-Year Colleges' annual conference.

By September 15th of each year, faculty should submit for approval a list identifying certain meetings, courses, conferences, and workshops that they might attend during the year to the Vice President for Academic Affairs. It should be understood that this list may not be inclusive due to late notification of some meetings, conferences, etc. Before attending a professional activity, a

Faculty Professional Development Request Form **must** be submitted to the Vice President for Academic Affairs.

Reimbursement Policy

The Faculty Professional Development Committee will follow travel regulations established by the State of Arkansas and approved for use by Ozarka College. These regulations are published in this Handbook. To receive reimbursement for Committee approved activities, submit the following documentation to the Committee Chairperson:

Tuition Reimbursement

1. Transcript showing a grade of C or better for undergraduate courses and B or better for graduate courses.
2. Receipt for tuition payment.

Conferences, Workshops, Etc.

1. Receipt for lodging
2. Receipt for registration fee
3. Mileage and meals

Procedure for Faculty Professional Development Requests

1. Complete the Faculty Professional Development Request Form.
2. Attach a copy of the agenda if available.
3. Submit form to the Vice President for Academic Affairs.
4. Requests will be reviewed by the Vice President for Academic Affairs for approval.
5. If funds are to be provided through the Faculty Professional Development budget, the Professional Development Committee will also review the request for approval.
6. If the Faculty Professional Development Committee reviews the request, the form should be submitted before the 10th of the month.
7. Requests will be acted upon and returned within two weeks of submittal.

8. An evaluation form should be completed after the professional activity to provide other employees information about the professional conference/workshop/meeting attended.
9. Appropriate documentation must be submitted in order to receive reimbursement for completed Faculty Professional Development.
10. Requests to the Faculty Professional Development Committee will be subject to available funding.

INSTRUCTIONAL INFORMATION

Teaching Loads

The normal teaching load is an average of 15 credit hours per semester or 30 credit hours over two semesters. Generally, classes must have a minimum of ten students to be considered in the teaching load.

Teaching Assignment Changes

As curriculum is revised, faculty may be reassigned to other courses/activities with professional development aid provided by the college as funds are available.

Advisement and Registration Procedures

The Registrar and Counselor will assign students to advisors. Associate of Arts students will be assigned to the full time general education instructors, Librarian, Counselor, Registrar/Director of Student Services and Vice President for Planning and Assessment. Technical students will be assigned to their emphasis area instructor. Returning students will usually retain their previously assigned advisor. A revised student advisor list will be posted on the bulletin board during each semester.

Financial Aid:

Students who need financial aid information should consult the Financial Aid Officer prior to completing the admissions application and being assigned an advisor.

Advisement Procedures:

Academic advisors may assist current students with their schedule of classes prior to the official registration period. However, this will not be processed by the Counselor, Registrar, and Vice President for finance until the official registration process begins.

1. The student will meet with the assigned advisor and complete a schedule of classes. Returning students may register online after securing permission from their advisor to register.
2. The student will take all documents to the Counselor and Registrar.
 - a. If a conflict exists, the student will return to his/her advisor to modify the schedule.
 - b. The student will then return to the Counselor and Registrar.
3. The student will pay tuition and fees.
4. The student's name will be placed on the class list only after tuition and fees have been paid or with Pell Grant or other approval from the Vice President for Finance.

Program Check Lists:

1. Each advisor will be responsible for a program check list on each assigned student. This check list will be based on the completion of course work at Ozarka College plus acceptable transfer credit.

The advisor must update the student's program check list at the conclusion of each semester and provide a copy to the student.

2. **Important: ANY STUDENT WHO PLANS TO APPLY TRANSFER CREDIT TO THE COMPLETION OF HIS/HER CERTIFICATE OR DEGREE MUST COMPLETE A TRANSFER CREDIT EVALUATION FORM AND SUBMIT IT TO THE OFFICE OF THE REGISTRAR.**
3. The Registrar will evaluate the transcript(s) and list the courses that are acceptable in transfer to Ozarka College. This information will be provided to the student and to the academic advisor. The advisor will use this information to update the program check list.
4. It is the responsibility of the academic advisor to provide a completed program check list to the Registrar, indicating that the student has met all requirements for graduation. This should be done as soon as possible at the end of the final semester at Ozarka.
5. An annual registration orientation meeting will be provided for all academic advisors. A packet of materials containing transfer agreements, college catalogs and other necessary information will be provided to all advisors.

Placement in English, Math, and Reading will be determined by examination (ACT/ASSET).

Class Lists An official class list will be provided to all instructors prior to the beginning of each semester.

Course Syllabi

A syllabus is a design for teaching. Sound and thorough preplanning promotes confidence. One of the greatest obstacles to effective teaching is a lack of clarity of purpose for any course. The function of syllabus preparation is to aid faculty in crystallizing plans for what to teach and how to teach it. Properly constructed, a syllabus is a guide which aids the student in achieving selected learning objectives.

The major divisions of a syllabus will include the following:

- " Identifying material: course title, course number, location, semester, instructor, college phone number, and college fax number.
- " Office hours, office location, email address (can be obtained from Director of Computer Services), and Ozarka's web page address or the course web page address.
- " Course description: the description found in Ozarka's Catalog.
- " Rationale: why the class is being offered, why such classes exist.
- " Prerequisites: what courses must be taken or skills mastered to succeed in this class. If there are no prerequisites, this should be stated.
- " Textbooks and other required materials.
- " Student outcomes: the concepts, skills, knowledge, etc., students should have after successful completion of this course.
- " Methods of instruction: how information will be presented, e.g., lecture, discussion, hands-on activities, etc.
- " Evaluation: how the grade is determined.
- " Grading scale. College grading should reflect the quality of performance and achievement of competency by students who complete one or more courses. Although Ozarka College does not require fixed grade percentages in individual classes, equitable grading requires certain rough proportions which should, in normal cases, approximate the normal grade curves.
- " Academic dishonesty policy.
- " Make-up policy.
- " Attendance policy.

" Disability clause.

" Special needs.

" Important dates: test dates, assignment due dates, drop dates, withdraw dates, college breaks, etc. should be listed.

Providing a schedule of daily assignments, material to be covered, tests, deadlines for reports, papers, projects, etc., as an addendum, would be helpful if the course lends itself to such a schedule. An example of course syllabi is located in the appendix.

Grades

Grades are reported to the Office of the Registrar twice during the term -- at midterm for counseling purposes and the final grade at the end of the term. Midterm and final grade reports are posted on the Ozarka website at www.ozarka.edu. Upon request, a copy of the final grade report will be mailed to the student.

According to **BPPM 4.20**, faculty are responsible for determining and assigning both grades and status based on objective appraisal and evaluation of student performance. Grading standards and methodologies must be provided to students in writing at the beginning of the course.

The College uses a four-point (4.00) grading scale. Grade points are awarded on the following basis: A - 4 points, B - 3 points, C - 2 points, D - 1 point, and F -0 points. No other grade designations carry quality points.

According to **BPPM 4.31**, the purpose of the College's grading policies and procedures is to differentiate between grades and status, to provide guidelines regarding their interpretation, and to identify actions and procedures which influence grades or status designation.

1. The College grading system will consist of letter grades A-F and status conditions (described below) which are determined and assigned by faculty based upon appraisal and evaluation of student performance.
2. Reports reflecting grades and status conditions are issued by the College to students for the Fall Semester, the Spring Semester, and the Summer Term(s).
3. Developmental Education courses are assigned grade designations, but no quality points or quality hours are generated unless the course fulfills requirements for a technical certificate or an Associate of Applied Science degree.
4. No grade other than "I" may be changed after it is recorded unless a faculty member finds that a grade has been erroneously recorded. The faculty may correct the grade by submitting a written request and explanation of the error to the Vice President for Academic Affairs.

5. The Registrar determines whether credit may be transferred from another institution of higher education. The Registrar may consult, if necessary, with appropriate faculty members. Credits to be considered for transfer must have been earned at a post-secondary institution accredited by a regional accrediting board, and the student must have earned a grade of "C" or better in the course(s) involved. Transferred credit is included in earned hours, but does not affect the grade point average (students who transfer credits to Ozarka must, therefore, still earn a 2.00 cumulative GPA on all hours taken at Ozarka to be eligible for graduation). Final authority for transfer credits rests with the Vice President for Academic Affairs.
6. Test-out credits are not included in credit computations for financial aid programs. Credit awarded is included in earned hours but does not affect the grade point average.
7. Credits taken more than five (5) years prior are subject to review by the Vice President for Academic Affairs, in consultation with the Registrar, if applied to a degree or certificate objective. This policy applies to credits accepted in transfer from another institution and to credits taken at Ozarka College prior to declaring a new degree or certificate objective to which the credits apply.

8. **Grade Designations:**

<u>Grade</u>	<u>Description</u>	<u>Quality Points</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor/Below Average	1
F	Failing	0

9. **Status Designations:**

<u>Status Code</u>	<u>Description</u>	<u>Quality Points</u>
I	Incomplete	0
W	Withdrawal	0
AU * #	Audit	0
P ** #	Pass	0

* Must be declared no later than the end of the first eleven days of classes during the spring or fall semesters or the end of the third day of classes during a summer term

** Available only for credit by examination

May not qualify for financial aid eligibility

Procedures for Assigning Status Designations

1. **I - Incomplete** (A designation received by a student who has actively pursued a course, is doing passing work at the end of the course, but has not completed the final examination and/or other specific course assignments.)
 - a. The student must meet with the instructor and make arrangements to complete the course requirements within a specified time period not to exceed the end of the following spring or fall semester.
 - b. The faculty member must submit the grade by the end of the semester following the one in which the "I" designation was received.
 - c. The College must change the "I" designation to a grade of "F" if a grade is not assigned within the specified time period.
 - d. Petitions for extension (not to exceed one year) may be granted due to extenuating circumstances if a written request is submitted to and approved by the Vice President for Academic Affairs.

- e. Students may not re-register to take a course for which an "I" designation has been received unless the designation has been converted to an "F".
2. **W - Withdrawal** (A status assigned for drops or withdrawals during the permitted time periods as listed in the College catalog.)

a. The student must provide formal notification of intent to drop or withdraw to the Office of the Registrar by completing a Petition to Change Current Registration or a Withdrawal Form.

Students may drop one or more classes between the eleventh class day and the end of the eleventh week of the semester (or the first seventeen days of a summer term). The Petition to Change Current Registration must be signed by the student's advisor, the Counselor, any involved faculty, and the Registrar.

Withdrawal removes the student from all classes and must be completed between the eleventh class day and the end of the fifteenth week of the semester (or before the day preceding the final examination during a summer term). The Withdrawal Form must be signed by the student's advisor, the Counselor, Librarian, Financial Aid Officer, Vice President for Finance, and Registrar.

b. A grade of "F" will be assigned to a student who discontinues attendance without officially dropping or withdrawing. If a student discontinues attendance during the final two weeks of a semester or the final week of a summer term, the Vice President for Academic Affairs may waive the requirement that grades of "F" be recorded if the circumstances justify special consideration.

c. Withdrawals with a "W" may not be submitted after the fifteenth week of a course has been completed except under extenuating circumstances, which must be documented by the student in writing and approved by the Vice President for Academic Affairs.

3. **AU - Audit** (Enrollment in a course for no grade or credit.)

a. The student must declare the audit during registration. Auditing a course requires approval of the Vice President for Academic Affairs and the instructor involved.

b. The student will pay the same fees as assessed for a class taken for credit.

c. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they neither take examinations nor receive credit for the course.

d. A student may change from taking a course for credit to audit or audit to credit during the normal registration period with the approval of the instructor and the Vice

President for Academic Affairs. Additional fee charges may result from making a change in registration.

- e. An auditing student who does not wish to complete the course(s) must complete official withdrawal/drop procedures.
4. **P - Pass** (A status assigned to designate successfully gaining credit for a course by approved methods other than normal attendance in a scheduled course.) Although no grade is assigned, credit is earned.) Designation of "P" will count toward degree and certificate graduation requirements.
- a. The student must initiate the request for credit by informing the Registrar of his or her desire to exercise this option. The Registrar will then schedule a meeting including the student, Counselor, and the appropriate faculty member to determine if the student is eligible. If it is determined that the student is eligible, the Registrar will authorize the appropriate faculty member to carry out the appropriate assessment.
 - b. If the student is successful, the faculty member will notify the Office of the Registrar that the student should be assigned credit for the course. The faculty member will also notify the student, his or her advisor, and the Counselor.
 - c. The student must pay the grade recording fee at the Finance Office before the course credit will be recorded on his or her transcript.
5. **T - Transfer Credit** (Credit for courses taken at another regionally accredited post-secondary institution for which the student has earned a grade of "C" or better.)
- a. Any student who wishes to submit a transcript for consideration of previously earned credits must have the other institution send an official transcript to the Office of the Registrar.
 - b. The Registrar may forward information to the appropriate department for review (in which case, the department will make recommendations regarding credit transfer), and the Registrar will record transferred credit as earned hours on the student's official permanent record by no later than the end of the term during which the courses are submitted for evaluation. Only those courses indicating an earned grade of "C" or better will be considered for transfer credit.
 - c. The student may be asked to supply pertinent course descriptions or copies of college catalog(s) if further documentation is needed to facilitate credit review.
 - d. The transfer student will be considered to be making satisfactory progress at the time of transfer to the College.

Grade/Status Code Designation Table

All courses assigned grades and status codes are reflected on the term report. These course credit hours will generate earned, attempted and/or quality hours and quality points, depending on the grade or status condition assigned.

<u>Grade/Status</u>	<u>Earned Credits</u>	<u>Attempted Credits</u>	<u>Quality Hours</u>	<u>Quality Points</u>
A	X	X	X	X
B	X	X	X	X
C	X	X	X	X
D	X	X	X	X
F		X		
I		X		
W		X		
AU		X		
P	X	X		

Academic Honesty Policy (BPPM 4.37)

Faculty are responsible for establishing policies on cheating and informing their students. Faculty will clarify and interpret for the students matters of academic dishonesty, such as plagiarism.

Procedures

1. A statement regarding the College's expectations for academic honesty will be included in the Catalog.
2. The instructor's policy on cheating will be stated on each class syllabus.
3. If an occurrence of cheating is detected, the instructor may adjust the grade as appropriate, ranging from a grade penalty on the test or assignment involved to an "F" in the course.
4. Immediately following any occurrence, the instructor will submit to the Vice President for Academic Affairs a written statement of circumstances, the name of the student(s) involved, and the penalty imposed.
5. A student involved has the right to appeal the action through the Academic Grievance Procedure.

Make-up Policy (BPPM 4.38)

Students are expected to complete all assigned work. Faculty are responsible for developing procedures for making up work missed during excused absences and informing students in all of their classes.

Procedures

1. Faculty will supply students with a written statement describing the conditions under which work may be made up and the procedures for doing so in the course syllabus.
2. Students should arrange to complete work in advance if absences are anticipated. If the absence is unexpected, students are responsible for consulting with faculty immediately upon their return to school.
3. Students who believe they have not been treated fairly have the right to appeal under the Academic Grievance Procedure.

Attendance Policy (BPPM 4.36)

Regular attendance is essential if a student is to receive maximum benefit from any course. Students are therefore expected to attend class meetings and other activities assigned as a part of a course of instruction on a regular basis. Faculty are responsible for establishing attendance standards and procedures for their classes and for maintaining attendance records. Faculty have the option of giving a final grade of "F" to any student with excessive absences.

Procedures

1. A statement regarding the College's expectations for class attendance is included in the Catalog.
2. Faculty will supply students with a written statement at the beginning of the term which identifies attendance expectations.
3. Students should confer with faculty in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with faculty immediately upon return in order to make necessary arrangements.
4. Faculty will notify the Counselor whenever a student misses classes/activities a sufficient number of times to jeopardize successful course completion.

Directed Study

As a small institution, Ozarka College must necessarily limit the number and times of course offerings. When a student who is working on a diploma, certificate, or associate degree is unable, because of scheduling conflicts, to enroll in a required course within the normal time required to complete the program, the Vice President for Academic affairs, course instructor, and student's advisor may work out a plan to provide a directed study or substitute course. **Directed studies should be used only if the student will not otherwise be able to graduate on time.**

Copyright Policy (BPPM 2.43)

It is the intent of Ozarka College to comply with the U.S. Copyright Law. This policy represents a sincere effort to observe this law.

Employees are prohibited from copying copyrighted work unless the action is authorized by (a) specific exemptions in the copyright law, (b) the principle of fair use, (c) the fair-use guidelines, or (d) licenses or written permission from the copyright owner.

Employees are prohibited from "performing" copyrighted works unless the performance is authorized by (a) Title 17, U.S. Code, Sect. 110(1),(4), or (8), (b) performance licenses, (c) purchase order authorization, or (d) written permission from the copyright owner's agent.

Employees who willfully disregard this policy do so at their own risk and assume all liability, including the possibility of dismissal for persistent copyright infringements.

Testing

Testing is important to aid students in knowing where they stand in a class. Evaluation should occur periodically as a quiz, a problem to solve, a brief summary, or lab assignment. Its purposes are (1) to let students know how they are progressing and (2) to help the instructor find out if lectures or instruction need a change in emphasis or if students need extra help.

Examinations to be administered in the classroom are determined by instructors. The portion of the student's grade based on testing is decided in advance and must be included in the syllabus.

Permission for special and make-up exams is determined by the instructor, who is cautioned against setting policies that destroy flexibility in meeting unique situations.

Final examinations are to be given in all classes and at published times. Students with three or more exams in one day may request a change in time for one of the three by contacting the Vice President for Academic Affairs.

Textbooks

It is the responsibility of the faculty teaching a course to choose the textbook(s) to be used, with approval of the Vice President of Academic Affairs. Normally this selection is made by the full-time faculty, who are encouraged to get input from adjuncts who regularly teach the course.

If a textbook is classified as required by a department, it is required for all course sections of that class taught by the college. If a textbook is classified as optional, it is optional for all course sections of that class taught by the college.

If adjunct faculty is teaching an established campus course, the same textbook and syllabus should be used. Deviations from this policy are to be discussed with the Vice President for Academic Affairs before changes are made. Textbooks and other instructional materials used by instructors should be returned to the college at the end of the employment period.

The bookstore should be notified as soon as it is known that a given textbook is being deleted. When a textbook is deleted, any required supplemental material that should also be deleted should be clearly indicated.

Textbook orders for subsequent semesters must be made in a timely manner. The textbook order form must be completed (including any additional instructional material) and submitted to the bookstore on or before the deadline for the coming semester.

Recordkeeping

The grade book, print or electronic version, is the key to record keeping. It should contain student names, attendance, and grades; be clear and well-organized; and be accessible to other faculty members in the department. Record books should be kept up-to-date at all times.

Class Cancellation

College classes should rarely be canceled. However, if you cancel class for any reason other than an official weather-related school closing, you must notify the Vice President for Academic Affairs in writing at your earliest opportunity. In the event of illness or emergency, telephoning the Vice President for Academic Affairs at the earliest opportunity is sufficient. If such an event occurs after the administrative offices are closed at 4:30 p.m., faculty should also notify the night watchman.

Class Rosters

1. Class rosters are prepared by the Institutional Research Officer. Students not listed on the official roster must be informed immediately, reviewed by instructor, discrepancies noted, and roster returned to Institutional Research Officer.
2. Students will not be added to classes after the eleventh day of the semester (third day of summer term).
3. The mid-term roster is used to record all grades. Rosters are to be promptly returned to the Institutional Research Officer so that grades may be mailed.
4. Final grades are to be recorded in the grade book and on the class roster. Rosters should be returned to the Institutional Research Officer within 24 hours after completion of the final examination period.

Student Attendance

Students are expected to attend all scheduled meetings of a class or laboratory. They must confer with individual instructors about absences due to illness, emergency, or College business. It is the responsibility of faculty members to notify their classes, in the syllabi, of their attendance policies. After a student has missed the equivalent of two weeks of class or laboratory sessions, the instructor has the prerogative of assigning a grade of "F" for the course. Instructors may consider extenuating circumstances.

Special note for VETERANS -- The Institutional Research Officer will provide a list of students receiving VA benefits to instructors at the beginning of each semester. If a veteran misses an excessive number of classes, the instructor must notify the Institutional Research Officer, who will then notify the veteran of the potential loss of benefits upon missing 42 hours of instruction in a semester (21 hours in a summer term), regardless of progress. Upon missing 60 hours (28 in a summer term), veteran's benefits will be terminated.

Veterans who request an emergency leave of absence will have their benefits terminated as of the last day of attendance.

Classroom Safety

Safety procedures and enforcement of regulations 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 Administrative Office immediately. An accident form is to be filed with the Personnel Officer within two (2) school days.

Room Assignment/Maintenance

If assigned classrooms are inadequate to accommodate the students enrolled, the instructor should notify the Vice President for Academic Affairs immediately.

Complaints or requests concerning classroom/office maintenance should be made directly to the Vice President for Finance.

Please remember that all instructors share college facilities. Please keep classrooms and work areas in good condition. Writing boards should be erased, lights turned off, and doors closed when a room is not in use. Smoking, eating, and drinking are not allowed in the classroom.

Special Events

College-sponsored activities must be cleared through the Vice President for Academic Affairs and placed on the master calendar in the Personnel office.

All proposed workshops, outside groups, sponsored trips, and guest lecturers must be reported to the Vice President for Academic Affairs at least one week in advance. Funding requests should also be made as early as possible.

Special events which cause absence from classes should be reported to instructors prior to the event.

Polls, Questionnaires, Interviews

Any polls, questionnaires, interviews, etc., developed by faculty or students using the name of Ozarka College in any part must have prior approval of the Vice President for Academic Affairs.

FACULTY

Faculty Attendance

Faculty are expected to attend all classes at the scheduled times. The Vice President for Academic Affairs should be informed in advance of time/location changes or faculty absence. Classes are not to be canceled without permission of the Vice President for Academic Affairs. All faculty should have a one-class contingency plan for each course taught for use in case of absence.

Faculty are expected to attend the general faculty and Advisory Committee meetings and other special College functions

Contracts for Instructors

Final teaching contracts for adjunct instructors are issued each semester only after a sufficient number of students has enrolled in the course. Courses that do not have adequate enrollment may be canceled by the President or Vice President for Academic Affairs.

Employment contracts will be made available to faculty by the Personnel Officer. Please be prompt in signing and returning the contract so that payroll checks can be processed on time.

Adjunct instructors will receive payroll checks four (4) times during the fall and spring semesters and once for summer semester.

Employment Practices

Based on instructional needs, the employment practices of the College relative to adjunct faculty include a search through an existing pool of applicants, verification of applicants' credentials, interviews with qualified applicants, and selection of the best qualified applicants. Adjunct faculty must meet the same qualifications and criteria of full-time faculty. Full-time faculty positions are advertised nationally.

Graduation

All full-time faculty are required to participate in Graduation. Exceptions may be granted by the Vice President for Academic Affairs and/or the President. Adjunct faculty are invited and encouraged to attend.

Transcripts

Faculty must have copies of all official college transcripts on file in the Personnel office.

Name/Address Change

Faculty members who change name and/or address should notify the Personnel Officer as soon as possible. All faculty should leave summer addresses and phone numbers with the Vice President for Academic Affairs.

Student Organizations

Some programs have active student organizations: Vocational Industrial Clubs of America (VICA), Phi Beta Lambda (PBL), Health Occupations Students of America (HOSA). Also, Student

Council, National Student Nurses Association, the American Association for Medical Transcription (AAMT), the PTA (Physical Therapist Assistant) Club, and the Drama Club are available to certain students. The instructor serves as the advisor for his/her department's student organization.

Phi Theta Kappa

Students in an Associate degree program who achieve an overall 3.50 grade point average on 12 or more credit hours of work are eligible for induction into Phi Theta Kappa, a national academic honors society for students in two-year colleges. Both full-time and part-time students qualify. Members are recognized at graduation and have a special seal placed on their diplomas.

LIBRARY/LEARNING RESOURCE CENTER

The Ozarka College Library/LRC is located in the Administration Building and functions as a study and research center for the college, supporting the curriculum and providing a variety of services. Material for research includes books, periodicals (print and CD-ROM), newspapers, videos, online database indexes, Internet, and interlibrary loan. Equipment includes audiovisual equipment, computers, and a copy machine. The center functions as a quiet, well-lighted area which students and faculty may use for study or for recreational reading. Besides the main lower level, the library features a balcony-level study area.

The book collection is catalogued by the Library of Congress classification system and is fully automated. Access to the catalog is available over the Internet. The growing collection presently consists of over 9000 volumes. A database of some 1600 abstracted and indexed periodical titles is available on CD-ROM, with over 600 of those being full text titles. Connection to the Internet allows access to some 3000 periodical titles, with over 2100 of those full text/full image titles. More than 100 periodical titles are available in print. The library receives 14 newspaper titles representing local, state, and national papers and has access through the Internet to many more. All materials are easily accessible to students and faculty.

The Ozarka College Library/LCR is open to all students and staff. Full-time college employees and students may withdraw circulating books for two weeks, subject to one (1) renewal. Library cards will be issued to patrons upon application.

The two-week limit does not apply to faculty members. Books withdrawn for instructional purposes or for research may be kept for the current semester or until the end of the school year. However, all materials must be returned at the end of the academic year.

Library hours are as follows:

Monday through Thursday	8:00 a.m. to 7:30 p.m.
Friday	8:00 a.m. to 3:30 p.m.

Note: Any departure from these hours will be posted in the library.

BUSINESS AFFAIRS

The Planning Process

The planning process at Ozarka College consists of the development of an annual work plan involving the various administrative areas of the College. Action plans include specific goals for the area, techniques to be used, and a schedule of activities designed to reach the goals.

New action plans are developed each spring for the coming academic year, based on analysis of the College's current strengths, internal challenges, opportunities, and external threats. Data sources include results from institutional assessment, state and federal reports, and targeted planning efforts related to legislative budget development, biennial state technology plans, grant requests, etc.

The Budget Process

The purpose of an institutional budget is to present the financial plan for a fiscal year. The budget attempts to project income and expenditures, and it separates items in object expense income classifications. Student fees and state general revenues make up approximately 95% of Ozarka College's income budget. In the expenditure budget, approximately 75% of the institutional budget is fixed after salary contracts are issued.

After the institutional operating budget has been approved by the Board of Trustees, the administration is responsible for developing a budget for each academic and support unit on the campus. The Vice President for Finance serves as Fiscal Agent and is responsible for maintaining overall institutional operations within projected income and expenditure levels. The Ozarka College budget system should accomplish the following objectives as a minimum:

- A. Provide administration and fiscal agents with an effective means to develop both long-term and short-term measurable objectives.
- B. Distribute available resources to provide for achievement of measurable objectives.
- C. Provide means for evaluating the institution's progress toward achieving the measurable objectives.

Purchasing

All purchases will be made through the Finance Office on requisition forms provided for that purpose. Purchase requisitions must contain complete information, including the following, in order to be processed: (1) Department charged; (2) Quantity, description, price; (3) Specifications; (4) Purpose for requisition; (5) Name and address of recommended firm; (6) Signature of person making

request, and (7) approval of supervisor. Faculty requests must be approved by the Vice President for Academic Affairs. Incomplete requisition forms will be returned to the originating area.

Confirming requisitions submitted after purchase will be accepted only in emergency situations. In the event of an emergency, the Purchasing Section will be notified immediately. Obligating funds of the institution without proper authority may result in personal liability for the department.

Act 600 of 1981 established the State Purchasing Law of Arkansas, and Ozarka College follows the procedures outlined in the law. Requests for purchase which exceed \$1,000 but are less than \$10,000.00 require "Quotation" bids prior to purchase. Requests exceeding \$10,000.00 require "Formal" bids. Sufficient lead time must be allowed on all requests for purchase to permit the Purchasing Section to comply with these requirements.

Inventory

Each Instructor is responsible for all equipment items on his/her inventory and is responsible for conducting a physical inventory of all equipment items annually. Instructors will receive a print-out of equipment from the Finance Office each year and are encouraged to make periodic inventories of equipment items during the school year.

Equipment items are generally considered to be those items costing \$500 or more and having a useful life of three years or more. The Finance Office will attempt to identify all equipment received on campus and place property tags on the items.

Requests for loan of equipment between campus departments or divisions are the responsibility of the Finance Office, who will develop procedures for the division. Instructors are encouraged to maintain adequate records of equipment loans in order to track equipment.

Requests for loan of equipment to off-campus organizations will be directed to the Vice President for Finance who will make the necessary arrangements for equipment to be picked up and returned.

Travel

Ozarka College follows travel regulations established by the State of Arkansas. These regulations provide, in part, for reimbursement of travel expenses while on official college business. All travel, including that within the borders of Arkansas, will adhere to the reimbursement rates listed in the Federal Travel Directory. Arkansas travel maximums are currently \$61.00 for lodging and \$34.00 for meals for Little Rock/Pulaski County; \$60.00 for lodging and \$30.00 for meals for Hot Springs/Garland County; and \$55.00 for lodging and \$30.00 for meals in all other cities. Travel reimbursements are not per diem. Reimbursement may be claimed for ACTUAL EXPENSES ONLY within the Federal Directory maximums. In-State meals will not be reimbursed without overnight lodging. There are no exceptions to the maximum meal rates. Exceptions to lodging maximums may be allowed only with good justification.

Private care mileage is currently reimbursable at twenty-nine (29.0) cents per mile.

CHARGE-BACK ITEMS

College Vehicles

To request a vehicle, fill out a "Request for Vehicle" form and submit it to the Vice President for Finance. The forms are located in the Finance Office. A copy of the form is located in the appendix.

If gas must be purchased on an approved trip, the driver may request a college credit card. Mileage must be recorded on the credit card slip at the time of purchase.

Telephone Service

The College operates a telephone system which provides direct inward dialing from most telephones.

The telephone system records all out-going calls by date, time, number called and duration of the call. This information is then used to prepare monthly telephone bills which are recorded to the user's operating budget.

Mail Service

Postage is charged to the operating budget of the sending department by personal initials. The initials should appear in the upper left corner of all out-going mail in order to avoid delays in processing.

Faculty Mailboxes

A mailbox located in the copy room of the administrative office will be assigned to you. This box is an important means of communication and should be checked upon each visit to the campus.

Copy Services

Copiers are available in all buildings. Persons making copies must record the number of copies being made. Totals are read monthly and total copies are charged against the operating budget of the using unit. Copy charges are based on total cost of providing the service, which includes copier maintenance, supplies, and paper. Copy charges may change as cost of service changes.

A copier is available in the Library/Library Resource Center for student and personal use for a small fee.

Media Services

Overhead projectors and screens, slide projectors, tape players, VCRs, and record players are available through the media center.

College Bookstore

The bookstore typically operates Monday through Friday. Hours of operation are subject to change as demands for service change during the school year. Hours of operation will be posted at the bookstore.

The bookstore sells textbooks and supplies required for all courses offered at the College. While the bookstore is operated primarily for the convenience of the students, its services are available to faculty and staff as well as persons outside the college community.

Bookstore staff will work with faculty members to insure that all necessary textbooks and supplies are available through the bookstore. Faculty members are not permitted to sell material directly to students.

Instructor desk copies of textbooks may be requisitioned on a regular purchase request form and charged to the department operating budget.

Counseling Services

A professional counselor is available to all enrolled and prospective students to help them

achieve their college and career goals. The counselor generally is the student's first contact in the college and helps the student get started on an academic or career path. The counselor follows the student's progress and is available to help meet the student's needs.

Student Support Services is also available to help low-income, first-generation, and handicapped students achieve their academic potential throughout their enrollment at Ozarka and beyond. The SSS office is open from 8:00 a.m. to 4:30 p.m. Monday through Friday.

EMPLOYMENT

Employment Classifications

The Appropriation Act for the institution sets forth all position titles which will be available for use during the biennial period. Positions are identified as being either "Classified" or "Non-Classified."

Non-Classified

These positions are typically those of administrative, faculty, and managerial/professional. Non-classified employment categories for Ozarka College include the following:

Administrative - persons who are engaged in the general administration of the institution and under the direction of the President.

Faculty - persons employed under written work agreement outlining specific terms of employment approved by the Ozarka College Board of Trustees and who are directly engaged in teaching.

Managerial/Professional - persons who have a specific area of responsibility or who supervise a particular area.

Classified

These positions are typically those other than faculty, administrative, or managerial/professional, such as secretarial, clerical, plant maintenance, etc.

Effective April 15, 1985, Ozarka College complies with the provisions of the Fair Labor Standards Act (FLSA) of 1983. The law is intended to insure fair compensation for labor. To achieve this, the law establishes the minimum wage, defines overtime, and sets requirements for compensation for all hours an employee is required or permitted to work.

Classified positions are broken down into exempt and non-exempt:

Exempt Employees - Those employees who, by the nature of their job description, are not covered by the Fair Labor Standards Act and are not eligible for overtime. (Example: counselors)

Non-Exempt Employees - Those employees who, by the nature of their job description, are covered by the Fair Labor Standards Act and are eligible for overtime. (Examples: Accounting Supervisor, Payroll Officer, Accounting Technicians, Maintenance Supervisor, Maintenance workers, Watchman, Food Service personal, Clerk/typist, Library Technicians, Secretaries, Financial Aid Officer, Administrative Assistant, etc.)

Change of Position

In some instances, an employee's duties may change substantially over time from the duties for which he or she was originally hired. When this occurs, the immediate supervisor may request that a Job Audit be conducted. The request will be made to the Personnel Officer and subject to approval by the President. If the Job Audit indicates a substantial change from the original duties, that employee may be moved to a position which more accurately reflects the duties actually being performed.

Filling Vacant Positions

All positions which are vacant and funded are filled following the procedures outlined below. Promotion from within is accomplished through current employees applying for position vacancies as they are announced.

Administrative, Faculty, Managerial/Professional, Exempt and Non-Exempt Classified Positions (FLSA) (BPPM 2.10)

The employment process begins when an academic or support area needs to fill a vacant position. Requests to fill a position will be made to the President, who will act on each request, either approving or disapproving.

When authorization to fill a faculty, administrative, or academic staff vacancy is granted, for either a new or vacant position, the requesting supervisor shall, in consultation with the Personnel Officer, prepare the job description which will contain, as a minimum, the following information:

- a. Title of position
- b. Position assignment
- c. Description of position duties
- d. Date position duties will commence
- e. Required qualifications
- f. A list of any person(s), by name and date solicited, to whom notice and applications are to be submitted separate from advertisements.
- g. Closing date

The job description will be sent to the President for final approval. The personnel officer will then

- a. Prepare a position file
- b. Advertise the position
- c. Receive and file in the position file all inquiries, letters, applications, and other material relating to the position
- d. Request from each applicant the necessary Affirmative Action information.

All faculty and administrative staff appointments are required to be advertised and are expected to reach qualified candidates of all race, gender, religion, ethnic origin, age, marital status, or mental or physical disability. All advertisements will carry, in a distinct type, the phrase "Ozarka College is an Equal Opportunity/Affirmative Action Employer."

The Personnel Officer, in the capacity of Affirmative Action Officer, shall review the applications, the candidates recommended for interviews, and all procedures used in the hiring process. The Affirmative Action Officer may direct readvertising, additional personal contacts and referrals, or a complete repeat of the process if it is determined that affirmative action guidelines were not followed.

The President will appoint an interview committee who will review all materials received, determine those candidates who meet stated minimum requirements of the position, and identify applicants to be invited for an interview. The Personnel Officer will schedule interviews. Upon completion of the interviews, the committee will recommend to the President one or more candidates for final consideration. The President will authorize an offer of employment to be made to the most qualified applicant. Upon final approval, the applicant will be employed.

All costs for interviewing out-of-state candidates are to be paid from money budgeted for this purpose. All out-of-state candidates brought to campus for interview will be reimbursed for actual expenses according to College travel regulations and restrictions. If an out-of state candidate is offered employment and rejects the offer, the College will not reimburse for any interview expenses. It is the responsibility of the committees to notify out-of-state candidates of this policy prior to the invitation to interview.

The screening process must take steps to ensure that no overt or subtle discrimination on the basis of gender, race, religion, ethnic origin, age, marital status, or mental or physical disability, or veteran's status is applied.

The procedure for announcing classified positions varies from that of academic staff, faculty, and administration. Applicants for clerical, custodial, and secretarial positions may be solicited locally. However, all other requirements set forth in this policy apply.

For each position recruited, the College must maintain records of all inquiries in accordance with the requirements described herein.

Emergency Provision

When vacancies occur which may cause major disruptions in the college operation, an emergency may be declared by the President. The President will then move as expeditiously as possible to fill the position. Every effort will be made to provide for the consideration of equal opportunity and affirmative action while filling the vacancy(s).

Employment Categories

Ozarka College uses different employment categories to define employment status within the College. These classifications include:

Full-Time Regular: Faculty member employed under a full-time work agreement for the academic year, or an administrative or staff person employed at least 40 hours per week for a calendar year. Positions of this type must be filled following procedures described in this section or through declared emergency.

Part-Time: Positions of this type are typically not filled following search procedures, and there is no guarantee of continued employment beyond the current work assignment. These positions include:

Part-time Academic: Those employed for a specific teaching assignment with a specified beginning and ending date. These employees are not eligible for staff benefits. Salary is based on a credit hour load or an established hourly rate schedule.

Part-time Non-Academic: Those employed for a specific staff assignment with a specified beginning and ending date or a specified number of hours to be worked each week. Employees of this type are not eligible for staff benefits. Salary is based on the established classified hourly rate schedule. Persons employed in these positions will be expected to report hours worked on a college time sheet.

Periods and Appointments

Administrative

Administrative appointments serve at the pleasure of the President and typically are for a 12-month period, July 1 to June 30 inclusive.

Administrative salaries are recommended by the President to the Board of Trustees for action. Upon approval by the Board, the President will issue work agreements. Normally, the process will be completed during April or May.

Faculty

Full-Time Faculty - Faculty salaries and terms of employment will be recommended by the President to the Board of Trustees for action. Upon approval by the Board, the President will issue work agreements. Normally, this process will be completed during April or May. Salary compensation is based on the current salary matrix. Faculty contracts are for a specified period of time, i.e., full-time faculty (9 months) may be employed for 180 days, from ? to ?. Tenure is neither implied nor observed.

Summer Employment - Summer terms are typically scheduled for two (2) sessions of five (5) weeks each. Work agreements are issued for each session. Salary compensation is based on adjunct faculty rates.

Ten-Month Appointments - These appointments include those persons in selected assignments which are not defined as the typical academic year.

Twelve-Month Appointments - These appointments include those faculty members assigned to non-teaching duties which require year-round responsibilities. Persons on twelve month appointments are authorized annual leave.

Managerial/Professional

Managerial/Professional employees are usually employed for a 12-month period, although some employees may be employed for a 9-month period, depending on the needs of the institution. The 12-month employment period is on the basis of a fiscal year, July 1 to June 30 inclusive.

Classified Staff

Staff members normally are employed for a 12-month period, although some staff members may be employed for a 9-month period, depending upon the needs of the institution. The 12-month employment period is on the basis of a fiscal year, July 1 to June 30 inclusive.

Act 410 of 1977 prescribes a uniform compensation plan for all classified employees. This institution follows the classification plan in determining starting salary, eligibility dates for salary increases, and amounts of those salary increases. Salaries are paid in bi-weekly increments.

Annual Faculty Evaluation Plan

Purpose

The primary responsibility of the faculty is to provide high-quality instruction so that their students can acquire information and develop skills necessary to succeed in their chosen fields. Whether the instruction is developmental, vocational, technical, or academic and whether it is lecture, seminar, or laboratory, the faculty is charged with delivering the information and assisting each student in developing the skills needed for mastery of the subject.

Continuing professional development is an essential part of staying current in a field as well as strengthening existing knowledge and skills. Further education, regular association with peers, and participation in professional associations are all parts of this development.

Additional ways in which the faculty advance the mission of the College include contact with students outside class, participation in the governance and development of the College, and service to the community which supports the College.

The annual faculty evaluation process provides a way of assessing the effectiveness of instruction and other areas of faculty performance at Ozarka College. The information gathered will help each instructor identify areas of strength as well as areas which need improvement.

Full-Time Faculty Responsibilities and Criteria

I. Preparation for Teaching.

Curriculum and course development, preparation of an effective and up-to-date class syllabus and other materials such as handouts, bibliographies, etc. Focuses on activities which should be completed before classes begin.

II. Performance in Teaching.

Presentation of information in class or laboratory. Includes level of instruction, teaching methods, use of appropriate aids, etc.

III. Evaluation of Student Performance.

Grading students' work and performance fairly and effectively.

IV. Records and Management.

Keeping accurate and up-to-date records. Submitting reports in a timely fashion. Managing facilities. Meeting other administrative requirements related to records.

V. Student Contact.

In-class and out-of-class activities which promote student growth, motivation, and involvement. Includes counseling, advising, sponsoring student organizations, attending student-related events, etc.

VI. College Service.

Participation in college governance, service on committees, performance of other non-teaching tasks such as grant-writing, student and faculty recruitment, etc.

VI. Community Service.

Visible activity in the community in support of educational, civic, and cultural endeavors.

VII. Professional Development.

Growth in one's discipline through increased knowledge leading to improved teaching. Includes pursuing appropriate degrees, taking courses to update or enhance knowledge in the teaching area, attending professional meetings, etc.

Student Evaluation

Student evaluation of instruction shall be conducted for each faculty member both full-time and adjunct, each semester of the academic year, using a standard evaluation form. For faculty who are in their first year of full-time teaching or are on probation, every section will be evaluated. For all others, at least two sections per semester will be evaluated. All sections taught by adjunct instructors are evaluated each semester.

Evaluations will be conducted by the Vice President for Planning and Assessment during the last one-third of the semester but not during exam week. In no case will the instructor be in the room while the students are completing the evaluation form. The Vice President for Planning and Assessment will be responsible for preparing evaluation packets for each class. The packet will contain a counted set of evaluation forms, an instruction sheet to be read to the class, and a sealable envelope for returning the completed forms.

The Vice President for Planning and Assessment or designee will conduct the evaluation at a time agreed to by the instructor. The evaluation forms will be passed out to the students, the instructions read, and the completed forms collected in the sealable envelope. The sealed envelope containing the completed forms will be returned to the office of the Vice President for Planning and Assessment. The instructor will not see the forms. Completed results will be shared with instructors the Vice President for Academic Affairs after student grades have been turned in. Students will be afforded absolute anonymity in the process.

Peer Evaluation

Full-time Faculty

Peer evaluations will be conducted once an academic year, to be completed by the end of the first semester. Additional evaluations will be available upon request.

Procedure:

- a. On a rotation basis instructors will select a faculty member to visit their classroom.
- b. No instructor will be responsible for more than two classroom visits a year.
- c. Instructors involved will meet, set the date for the classroom visit, and discuss any information that would help facilitate a thorough and fair evaluation.
- d. The visiting instructor will begin the observation at the beginning of the class period and remain in the classroom for at least thirty minutes.
- e. Within a week of the classroom visit, the instructors will meet to discuss the evaluation and review and sign the Peer Evaluation of Classroom Instruction form (PECI).
- f. Any additional comments should be noted in the appropriate section of the Peci form.
- g. Copies of the Peci will be distributed to the instructors involved and the Vice President for Academic Affairs.

The Vice President for Academic Affairs will use the submitted material in preparing the overall performance evaluation for each faculty member.

Self-Evaluation

Each instructor will complete a self-evaluation of his or her performance annually and submit it to the Vice President for Academic Affairs by February 15. This evaluation provides each instructor an opportunity to assess his or her performance, to list accomplishments, and to define areas where he or she wishes to improve. The instructor will provide information in three areas:

1. Instructional Responsibilities. A concise summary of the number of credit hours, preparations, and students taught, as well as other responsibilities related to instruction.
2. Evaluation Criteria. Self-rating of performance on each of the seven criteria, with comments about activities and accomplishments.
3. Overall Self-assessment. Optional additional information about overall performance.

Professional Growth Plan

Each full-time faculty member will submit an annual Professional Growth Plan, outlining the objectives he or she expects to complete during the year to further his or her education or improve his or her performance. This plan will be developed in consultation with, and approved by, the Vice President for Academic Affairs. Results of the plan will be included in the overall performance evaluation. The initial plan will be submitted to the Vice President for Academic Affairs for approval by September 15 of each academic year. A progress report will be submitted with the self-evaluation by February 15, and the plan will be discussed during the annual evaluation conference with the Vice President for Academic Affairs.

Classroom Observation

Each faculty member will be observed in the classroom by the Vice President for Academic Affairs at least once annually. If only one classroom observation is conducted, it must be an unannounced visit. Classroom observations will be made between the third and fourteenth weeks of the semester (during the second or third week of a summer term). Additional visits (announced or unannounced) may be made at the request of the Vice President for Academic Affairs or the faculty member. At least the first 30 minutes of the class will be observed.

Performance Evaluation Report and Conference

The Vice President for Academic Affairs will prepare a performance evaluation report and hold a conference with each full-time faculty member between February 15 and March 15. This report will be based on the information collected through student evaluation, peer evaluation, self-evaluation, Professional Growth Plan accomplishments, classroom observation, and personal contact. The report will include a rating for each of the seven criteria, comments, and a performance evaluation summary. Areas of strength and achievements will be noted as well as areas in which the faculty member needs to improve.

Each faculty member will receive an overall performance evaluation by the Vice President for Academic Affairs . Rating categories include:

1. **Exceeds Expected Performance.** Superior level of performance which exceeds accepted standards. This level is defined by an evaluation score of at least 450 out of 500 possible (90%).
2. **Meets Expected Performance.** Adequate level of performance which meets all reasonable and accepted standards. This level is defined by an evaluation score of at least 300 but not more than 449 (60% - 89.8%).
3. **Below Expected Performance.** Deficient level of performance which does not meet reasonable and accepted standards in one or more areas. This level is defined by an evaluation score below 300 (less than 60%).

Faculty members who receive a Below Expected Performance rating on their overall evaluation will be placed on probation and will not be eligible for a salary increase.

Administrative Review and Action

The Vice President for Academic Affairs will submit the Performance Evaluation Report and any supporting documentation to the President of the College by March 31. The President shall review the reports and submit a list of full-time faculty who meet expected performance and are eligible for salary increase to the Board of Trustees at the next board meeting. After review and approval by the Board, the President will prepare contracts for the next academic year. Any full-time faculty whose performance falls below the expected level will be brought to the attention of the Board of Trustees by the March board meeting.

Appeal

If a full-time faculty member believes that a final evaluation is unfair, every effort should be made to resolve the disagreement with the Vice President for Academic Affairs. If a resolution cannot be reached, any other appeal must be made through the college grievance process.

Probation

A full-time faculty member who receives an overall Below Expected Performance evaluation will be placed on probation. The Vice President for Academic Affairs will prepare a Performance Improvement Plan for any probationary faculty by April 15, including specific objectives for improving performance in the relevant areas.

Between April 15 and March 1 of the following year, the Vice President for Academic Affairs will hold regular conferences with the probationary faculty member. By March 15, the Vice President for Academic Affairs will recommend one of three possible actions:

1. **Removal of probationary status.** If the probationary faculty member has met or exceeded the requirements of the Performance Improvement Plan, the probationary status may be removed upon approval by the Vice President for Academic Affairs and the President. A formal letter from the Vice President for Academic Affairs or the President to the employee removing probationary status will be provided. At this time the normal evaluation process will be reinstated. This action is preferred.

2. **Continued probation.** If the faculty member has made progress on meeting the requirements of the Performance Improvement Plan, the Vice President for Academic Affairs may recommend continued probation. This status will be in effect until March 1 of the following year, and the regular conferences between the Vice President for Academic Affairs and the probationary faculty member will continue.

3. **Recommendation for dismissal.** If, by March 15, the probationary faculty member has shown no progress toward meeting the requirements of the Performance Improvement Plan and if the faculty member's performance is still below expectations, the Vice President for Academic Affairs will recommend to the President of the College that the faculty member be notified of dismissal for cause. If the President agrees, he or she will notify the faculty member that a contract will not be issued for the following year and that dismissal for cause proceedings will be initiated.

Time line

Week 2 of Semester	Course materials submitted to Vice President for Academic Affairs
September 15	Growth Plan submitted to Vice President for Academic Affairs.
Week 3-14 of Semester	Classroom observations conducted by Vice President for Academic Affairs
Last 1/3 of Semester (not exam week)	Student evaluations conducted
February 15	Self-Evaluation Report submitted to Vice President for Academic Affairs
February 15 to March 15	Performance Evaluation Report completed and conference between Vice President for Academic Affairs and faculty
March 31	Performance Evaluation Reports submitted to President by Vice President for Academic Affairs
April 15	Completed Professional Growth Plan submitted to Vice President for Academic Affairs
May Board of	

Trustees Meeting Board acts on faculty contracts

Grades

Grades are reported to the Office of the Registrar twice during the term--at midterm for counseling purposes and the final grade at the end of the term. Midterm and final grade reports are sent to the student, counselor, advisor, financial aid officer, and Vice President for Academic Affairs.

According to **BPPM 4.20**, faculty are responsible for determining and assigning both grades and status based on objective appraisal and evaluation of students performance. Grading standards and methodologies must be provided to students in writing at the beginning of the course.

Employee Evaluation Procedures

Administration

All administrative staff members are evaluated annually by the President.

The process requires using a standardized evaluation form, to rate employees on their accomplishments, job knowledge, quality, productivity, organization, etc. During the interview with the employee, the President discusses each rating, the reason for the rating, and ways in which the employee can improve. As a part of the evaluation interview, the employee and the President discuss (1) possible self-development activities, (2) areas which the supervisor and the employee could work on together and (3) those development needs which can be met by specific training programs. These items are added to the evaluation form at that time.

At the conclusion of the interview, the employee is given a copy of his job description, which might change somewhat from year to year. The employee is asked to write any comments on the evaluation form and sign the form and the job description.

Managerial/Professional

These employees are evaluated annually by their supervisors, using the same procedures as those used to evaluate the administrative staff. The process is identical and all documents are handled in the same manner as for the administrative staff. Personnel in this classification include those persons who have a specific area of responsibility.

Classified Employees

Act 1061 of 1999 established the Career Ladder Incentive Program for classified employees covered by the Uniform Classification and Compensation Act. A career ladder incentive program means a competency based pay system which incorporates pay and performance standards and establishes criteria for competency based promotions and salary adjustments for employees who exhibit effective performance and support the College's goals and objectives.

Resignations

Classified employees who resign their employment with Ozarka College are expected to give notice of their resignation at least 10 working days prior to leaving the campus. Failure to give notice may result in a forfeiture of accrued annual leave.

Faculty and administrative staff employed under the provision of a written work agreement are expected to coincide with expiration of the work agreement, with notice being given when new work agreements are issued, normally in April or May of each year.

Dismissals

Ozarka College will make every effort to avoid unwarranted dismissals; however, in order to maintain high quality programs and enforce standards of performance in a fair and consistent manner, or due to necessary budget reductions, personnel changes or reductions may be necessary. The following is an outline of actions and conditions which might lead to dismissal:

Termination of Ozarka College Personnel for Cause (Administrative, Faculty, Managerial/Professional and Classified)

Personnel may be terminated for cause when it is determined that the employee's job performance or behavior is below acceptable and customary standards of performance, including, but not limited to, the following reasons:

- Excessive tardiness
- Excessive absence
- Inadequate job performance
- Unwillingness to respond to supervision (insubordination)
- Dishonesty, theft, fraud, etc.
- Reporting for work under the influence of drugs or alcohol
- Moral turpitude

Termination of Employment as a Result of Performance Based Evaluations

Administrative, Managerial and Professional Staff - When the annual performance evaluation of an administrative or managerial/professional staff member indicates unsatisfactory performance, the results will be fully communicated to the employee. Communication is attested to by signatures of both the employee and the supervisor.

As a result of the unsatisfactory evaluation, the employee may be terminated at the end of the current work agreement or may receive a probationary work agreement for the following school year with future renewal based upon the results of three (3) periodic evaluations to be conducted during the year. Should the three (3) evaluations indicate a lack of substantial improvement, the employee will be terminated at the end of the work agreement period.

Faculty - When the annual performance evaluation of a faculty member indicates unsatisfactory performance, the results will be fully communicated to the employee. Communication is attested to by signatures of both the employee and the supervisor.

As a result of the unsatisfactory evaluation, the faculty member may be terminated or may receive a probationary work agreement for the following semester or academic year. Should the evaluation indicate a lack of substantial improvement, the faculty member will be terminated at the end of the work agreement period.

Classified Employees - If during the evaluation period the supervisor determines that the employee's overall performance has fallen below the mid-level standards, probationary procedures will be invoked. The supervisor must document the below-acceptable performance, and the employee must be informed of the probationary status. Probationary status for this institution is established at 30 days. During the probationary period, the supervisor will counsel the employee on progress or lack of progress.

At the end of the probationary period the supervisor will conduct a formal evaluation of the employee. If mid-level standards have not been met, a decision based on the evaluation by the supervisor and his immediate supervisor will be made to recommend an extension of the probation or termination of the employee. If the decision is made to recommend an extension of the probation period for 30 days, additional counseling will be provided by the supervisor and documented.

At the end of the second probationary period the supervisor will conduct another formal evaluation of the employee. If mid-level standards of performance have not been met, the employee will be recommended for termination.

Other Involuntary Terminations

The College receives an appropriation of State funds in Allotments "A," "B," and "C." In the event the distribution of State funds falls below 100% of Allotment "A," the College reserves the right to lay off or terminate employees in order to absorb shortfalls in revenues.

In order that an efficient operation be maintained, the College reserves the right to terminate employment in areas which are over-staffed based on budgeted student enrollment.

Should the decision be made to phase out a program area, activity, or service provided by the College, the institution reserves the right to terminate employees affected by the phase out.

Procedures for Dismissals

Termination of Administrative Personnel

When it becomes necessary to terminate the employment of Administrative Personnel (Chief Officers or President), the individual will be given written notification stating the date on which that person will be relieved of administrative responsibility, the effective date for termination, and the reason(s) for the action. Such notification will advise the individual of the right to appeal. If the right to appeal is exercised, such appeal will be made within 5 working days and in writing to the Board of Trustees, which will review the action and make a recommendation.

Termination of Administrative Personnel Through Reassignment

A request for reassignment may be made and upon mutual agreement between the individual and the President and/or Board of Trustees the individual may be assigned to an available position authorized by the legislative act. This action is not subject to the procedure followed in the normal employment process.

Termination of Faculty by Non-Renewal of Contract

In the event a faculty member's work agreement is not being renewed and conditions of renewal are not stated in the work agreement, the member will be notified in writing.

Such notification will indicate the reason for non-renewal of the work agreement and will advise the faculty member of the right to appeal. If the member exercises the right to appeal, a written request for appeal must be filed with the Personnel Officer no later than five (5) working days after receipt of notification of contract non-renewal. Failure to file within the prescribed time will result in a forfeiture of the right to appeal.

Within 24 hours following receipt of the written request for appeal, the President will schedule a meeting with the faculty member. The meeting will be scheduled within a maximum of five (5) working days.

If an agreement cannot be reached, the written request for appeal will be taken to the Board at the next regularly scheduled meeting. The Board will review the appeal and make a final decision.

Termination of Employment for Classified and Managerial/Professional Employees

When it becomes necessary to terminate the employment of a classified employee, the employee will be notified in writing, stating the effective date of termination and reasons for the actions. The written notice will also advise the employee of the right to appeal the decision to terminate.

Should the employee wish to exercise the right to appeal, a written request must be filed with the President within five (5) working days from receipt of the notice of termination. Failure to file within the prescribed time will result in a forfeiture of the right to appeal.

Within 24-hours following receipt of the written request for appeal, the President will schedule a meeting with the employee. The meeting will be scheduled within a maximum of five (5) working days.

If an agreement cannot be reached, the appeal will be taken to the Board at the next regularly scheduled meeting. The Board will review the appeal and make a final decision.

COMPENSATION AND BENEFITS

Social Security

All employees are covered under the Social Security System as of July 1, 1952. Taxes are deducted from salaries at the rate of 7.65% on a specific annual Maximum Wage Base. The Maximum Wage Base is set by law each year. Employees will be notified of any future changes.

Insurance (BPPM 2.61)

Ozarka College makes group insurance available to all employees and their dependents. The institution pays a portion of the premiums. Coverage may vary from time to time, depending on the carrier coverage which typically includes the following:

- Health Insurance
- Long Term Disability
- Life Insurance

Public Law 99-272, known as COBRA, mandates that the College health insurance plan be offered to individuals who are currently enrolled in the program when one of the following qualifying events occurs:

- A. Termination of insured employee.
- B. Death of insured employee.
- C. Divorce from insured employee.
- D. Children of insured employee who no longer meet coverage eligibility requirements.
Information concerning employee rights under COBRA is available from the Personnel Office.

Retirement (BPPM 2.60)

Participation in a retirement system is required of all employees of Ozarka College. Three retirement programs are available. Membership requirements differ slightly for each:

Arkansas Teacher Retirement

This retirement system is available to faculty and certain "covered" staff positions. Member contributions and institutional matching are based on a percentage of gross salary, and the percent is established by the Legislature. Contributions will be tax deferred. ATRS is a defined benefit plan under 401(k) of the IRS Code.

All new members who enter after July 1, 1999, and who had no previous membership in the system will automatically be enrolled as contributory members.

All new faculty members who are under contract for 180 days or less will be enrolled as non-contributory members. To make contributions, these members should submit a contributory election form along with the Membership Data Form.

Former members who enter the system after June 30, 1999, will be enrolled in their previous status (contributory or non-contributory plan) within one (1) year of their reentry into the system.

Higher Education Alternate Retirement Plan

The Alternate Retirement Plan is a 403 (b) program as defined by the IRS Code of 1954 as amended which essentially means that the plan is one based on "defined contributions" which are tax sheltered. The basic purpose of this program is to offer a separate system or fund to provide retirement benefits for the employees.

The Alternate Retirement Plan offers eligible employees an opportunity to select a retirement plan to meet individual needs. It also combines the benefits of tax-deferral and the advantages of a lifetime income. It is a personal retirement annuity plan purchased by the participant to which the employer contributes its share.

Member contributions and institutional matching are based on a percentage of gross salary, and the percent is established by the Legislature.

Public Employee Retirement

This system is mandatory for all staff members who are ineligible for either Arkansas Teacher Retirement or ARP. Members employed prior to January 1978 make contributions which the institution matches, based on gross salary. Members employed after January 1978 must participate in a non-contributory plan.

Beginning November 20, 1997, those individuals first employed by the College in pay grade 17 and below shall become members of APERS. All members of APERS who are promoted to a position grade 18 and above will automatically become members of ATRS or the College Alternate Plan unless they choose to remain in APERS. Institutional matching remains as for the original plan.

Waiver of Tuition Privileges as an Employee Benefit

Full-time appointed employees, trustees, and former trustees, their spouses, and their children are eligible for a waiver of tuition. Tuition waivers apply only to credit classes. Normal tuition must be paid for non-credit classes. A tuition waiver will be treated as a College-funded academic scholarship when determining the student's eligibility for other scholarships and/or other student financial aid.

Workers Compensation

Workers' Compensation is a benefit provided to injured workers, or their dependents in the event of the worker's death. It provides compensation when employees are unable to work because of job related disability, no matter who was a fault.

All employees are covered by the Workers' Compensation System. The cost of this protection is completely paid by the employer. No contributions are made by the employees. Benefits are tax free and not subject to Social Security deductions.

Any employee who is injured during working hours, while performing job duties, must report injury accidents to the Personnel Office immediately. Failure to report an accident could result in loss of workers compensation consideration.

LEAVE

Annual Leave/Vacation (BPPM 2.51)

All classified and administrative staff are eligible for annual leave with full pay. Annual leave shall accrue each month in accordance with the following schedule:

<u>Employment Monthly</u>	<u>Annually</u>
0 - 3 years 1 day	12 days

4 - 5 years	1 day, 2 hours	15 days
6 - 12 years	1 day, 4 hours	18 days
13 - 20 years	1 day, 6 hours	21 days
Over 20 years	1 day, 7 hours	22.5 days

Faculty members will receive all scheduled academic recesses in lieu of annual leave.

Any annual leave in excess of thirty (30) days must be used by December 31 or it will be forfeited by the employee. Employees who are on leave of absence without pay do not accrue annual leave. Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the State, the employee or his/her estate will be paid a lump sum for all unused annual leave up to a maximum of thirty (30) days. Employees transferring between state agencies without a break in service retain all accumulated leave.

Sick Leave (BPPM 2.52)

The College provides protection for those days an employee is unable to work because of health concerns. Sick leave allows for paid time off to care for personal health and the health of an immediate family member. In addition, faculty may convert one day per semester and one-half day per summer term (maximum of 3 days per year) to "personal leave" to conduct personal business and other activities as may be required. Hours not used for personal leave during any semester do not carry forward as personal leave but do accumulate as unused sick leave.

All classified full-time employees earn sick leave at the rate of eight (8) hours per month, with a maximum accrual of 960 hours. All faculty earn sick leave at the rate of six (6) hours per month based on 9-month, 10-month, or 12-month assignments, with a maximum accrual of 720 hours. All other non-classified personnel who are employed for forty (40) hours per week earn sick leave at the rate of eight (8) hours per month based on the length of the contract in months, with a maximum accrual of 960 hours.

Sick Leave may be used by employees because of illness or injury or for medical, dental, or optical treatment. Sick leave may be granted to employees due to the death or serious illness of a member of the immediate family. Immediate family means father, mother, sister, brother, husband, wife, child, grandparents, in-laws, or any individual acting as parent or guardian of an employee.

An employee may be asked to provide medical proof of illness or injury. The minimum sick leave amount an employee can use is fifteen (15) minutes. No smaller amount shall be authorized or used. Notification of absence due to illness shall be given as soon as possible on the first day of absence to the employee's supervisor. Failure to observe this requirement may result in loss of sick pay. Application for sick leave is to be filed within two (2) days after the employee's return to work.

Absence due to illness, except in the case of maternity leave, shall be charged in the following order: (1) earned sick leave, (2) earned annual leave, and (3) leave without pay.

Employees are not paid for unused sick leave when they leave the College.

Catastrophic Leave Bank (BPPM 2.53 & 2.54)

Catastrophic Leave means paid leave which is transferred to a leave recipient from the College's Catastrophic Leave Bank. While an employee is on Catastrophic Leave, he or she will receive normal college benefits such as college contributions to insurance and retirement programs. Please refer to the policy for information on eligibility and terms of the Catastrophic Leave Bank.

Faculty Catastrophic Leave Bank (BPPM 2.58)

Faculty Catastrophic Leave means paid leave which is transferred to a leave recipient from the College's Catastrophic Leave Bank. While a faculty member is on Catastrophic Leave, he or she will receive normal college benefits such as college contributions to insurance and retirement programs. Please refer to the policy for information on eligibility and terms of the Faculty Catastrophic Leave Bank.

Other Types of Leave

Maternity Leave, Bereavement Leave, Leave Without Pay, and Disciplinary Leave Without Pay policies are found in **BPPM 2.55 & 2.56**.

Legally Required Absences

Voting, Jury or Witness Service, and Military Service Policies can be found in **BPPM 2.57**.

Holidays (BPPM 2.50)

All state employees are granted eleven (11) paid holidays each year. Act 976 of 1975 established the official state holidays. Since Ozarka College follows the official school calendar, only some of the holidays can be observed on that day. All other official holidays are taken during those times when the institution is closed, such as Christmas holidays or spring break, as designated by the official school calendar.

Employees shall be granted time off to observe the following regularly scheduled legal holidays:

<i>Holiday</i>	<i>Observed on</i>
New Year's Day	January 1
Dr. Martin Luther King Jr.'s & Robert E. Lee's Birthday	3 rd Monday in January
George Washington's Birthday	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
Employee's Birthday	Employee is given one day to celebrate his/her birthday.

Transfer of Leave Between a State Agency or Another Institution of Higher Education

Classified Employees - When a classified employee transfers from a state agency or another institution of higher education which is covered by the provisions of the Uniform Classification and Compensation Policy (Act 199 of 1969, as amended, and Act 410 of 1977, as amended) the unused portion of his/her annual leave and sick leave will also be transferred. Further, the amount of leave to be transferred cannot exceed the accrual limits established by Ozarka College, 120 days sick leave and 30 days annual leave. The employee's leave accrual rate will not change.

It will be the responsibility of the Ozarka College Personnel Office to verify the employee's accrued leave with the previous institution/agency prior to establishing the leave records at the College.

Faculty, Non-Classified Professional, and Administrative - Employees transferring from other State agencies/institutions who are not covered under provision of Uniform Compensation and Classification Policy will not be permitted to transfer either accrued sick leave or accrued annual leave.

Transfers from Academic Year Appointments to 12-Month Appointments - Employees who are employed on 12-month appointments after having been employed and having served under an academic year appointment will begin to accrue both annual and sick leave based on the 12-month appointment. Years of service in academic year appointment will be considered in determining accrual rate for both sick and annual leave.

Transfer from 12-Month Appointment to Academic Year Appointment - Employees who transfer from 12-month work assignments to an academic year appointment will no longer accrue annual leave; however, all leave accrued at the time of the transfer will be retained by the employee. Use of accrued annual leave will be subject to approval of the President.

Career Service Recognition Payments

Classified employees and non-faculty employees of an institution of higher education shall become eligible for annual career service recognition payments upon completion of ten (10) or more years of service in either classified or nonclassified regular full-time positions.

Years of Service Annual Payment

10 through 14 years of state service	\$300
15 through 19 years of state service	\$400
20 through 24 years of state service	\$500
25 or more years of state service	\$600

Employees become eligible to receive career service recognition payments on their career service credit date. Employees who have received career service payments in previous bienniums shall receive payments on their career service credit date or their increase eligibility date, whichever occurs first within the fiscal year. Payments to non-classified employees shall be made on the anniversary of the employee's latest hire date.

GENERAL POLICIES

A Board Policy and Procedures Manual is located in the Library/LRC, in the Stone County Education Center office and on the College's intranet. It is suggested that each employee be familiar with the policies and procedures of Ozarka College.

Working Hours

The College offices shall be open for business from 8 a.m. until 4:30 p.m. Monday through Friday. The normal work day for full-time employees working in an administrative office shall consist of eight hours. Employees should consult their supervisor for their working hours.

Staff/Faculty Meetings

Employees are expected to attend staff meetings which are periodically scheduled by the President.

Breaks

Breaks may be authorized each day at the discretion of the appropriate supervisor and should not interfere with work schedules or deadlines. Breaks are considered a privilege, and not an individual right.

Telephone Calls

Office telephones are an essential tool in carrying on the business of the College. Personal calls are permitted but should be kept to a minimum.

No Solicitation or Distribution

Employees or outside constituencies must not solicit, distribute, or post any unauthorized written or printed material to any employee during working hours and on College premises without the express permission of the President. Staff should report all solicitations, distributions, or other transactions to the President or Vice President for Finance immediately.

Political Activity (BPPM 2.40 Section 4)

Arkansas State Law prohibits State employees from devoting time or labor during usual working hours toward the campaign of candidates for office or for the nomination to an office. The statute further prohibits the use of any campaign literature (including bumper stickers) on a vehicle belonging to the State. In addition, employees working in federally funded programs are covered by the Federal Hatch Act, which may restrict off-duty activities. The solicitation or collection of contributions for elected officials or for any political activity is specifically prohibited during working hours.

Public Information (BPPM 2.15, Section C)

Arkansas Statute 16-801 - 16-810, the "Information Practices Act," strictly regulates the collection, storage, use, and dissemination of personal information which would endanger any person's right to privacy and confidentiality. Before referring to or releasing personal information

about any individual, employees should make sure they are in compliance with this statute and the regulations set forth by the Arkansas Information Practices Board.

Outside Employment Other Than a State Agency (BPPM 2.40, Section 8)

While all full-time faculty and staff are expected to devote their time and efforts primarily to the institution, it is recognized that a limited amount of outside work can sometimes be desirable. Outside work which will contribute to professional development or update technical skills is to be encouraged. Such employment must not interfere with the employee's duties or work schedule at the College. It is expected that employees will make clear in all instances that outside employment is their individual responsibility and that they are in no way representing Ozarka College.

Inclement Weather (BPPM 3.33)

With rare exception, Ozarka College never closes for weather. The service area encompasses four counties, and bad weather may occur in one area while other areas remain clear. Staff should make every effort to be at school on questionable days. However, they should exercise good judgment so as not to jeopardize their safety.

- a. In the event of severe inclement weather conditions, the President of the College will determine whether this inclement weather policy will be placed into effect and will publicly announce its implementation if warranted. On days declared to be covered by the inclement weather policy, all employees who can get to work without undue personal risk should do so. Employees not coming to work may be charged for the amount of time they are absent. Time may be made up or taken from vacation.

Employees should listen for announcements about opening or closing on the following radio and television stations:

KSAR - Salem
KWOZ - Batesville/Mountain View
KFCM - Cherokee Village
KTLO - Mountain Home
KAIT-TV - Jonesboro

- b. When severe inclement weather occurs during office hours, the College Administrative Staff will have the discretion to allow employees to leave work early for safety reasons.

Employee Grievance Procedures

Any employee shall have the right at any time within five (5) days after the incident out of which a grievance arises to present the grievance. Any such grievance shall be handled in accordance with the procedure listed below:

Step One: Any College employee may present a grievance (orally) to his/her supervisor. If the supervisor's response is not given within two (2) work days after the presentation of the grievance, or if the answer is not satisfactory to the complainant, the complainant may proceed with step two.

Step Two: The College employee shall, within three (3) working days thereafter, submit the grievance in written form to the Affirmative Action Officer with one copy to be presented to his/her immediate supervisor.

Step Three: The Affirmative Action Officer and the grievant shall meet within five (5) working days in an attempt to reconcile the grievance. If within three (3) work days from the meeting the grievance is not reconciled, then the grievance may be submitted to the President.

Step Four: In the event the grievant (who must be present at this hearing) is dissatisfied with the decision of the President, then the grievant may, in writing and through the President, petition the Board of Trustees to review the case. The decision rendered by the Board of Trustees shall be final.

Step Five: Employees who feel they have been subjected to civil rights violations may contact the Office of Civil Rights directly.

Sexual Harassment Policy (BPPM 2.48)

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. Please refer to the Board Policies and Procedures Manual for the complete policy.

Drug-Free Workplace Policy (BPPM 2.47)

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees and the public at large and may cause damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in a state agency's workplace is prohibited. Any employee violating this policy will be subject to discipline up to and including termination.

Campus Smoking Policy (BPPM 2.41)

The College sincerely desires to accommodate the wishes of those who choose to smoke and those who wish to work and learn in a smoke-free environment. With this consideration paramount, the College has adopted the following policy, effective November 1, 2000:

1. Smoking is prohibited in all buildings unless otherwise designated.
2. Smoking is not allowed in any classrooms, laboratories, or restrooms.
3. Students, employees, and visitors may smoke outside. All trash, such as packaging and extinguished cigarettes, must be deposited in appropriate receptacles. Smoking is not permitted within ten (10) feet of the from doorways of academic or administrative buildings.

Arkansas Whistle-Blower Act

The policy of Ozarka College regarding the “Arkansas Whistle-Blower Act” is consistent with Arkansas Code Annotated 21-1-0601 through 609.

It is the policy of Ozarka College that an employee will be protected from discharge or retaliation because the employee reports in good faith the existence of any waste of public funds, property, or manpower or a violation or suspected violation of State law, rule, or regulation. This policy excludes federal funds, property, or manpower.

No adverse action will be taken against an employee or a person authorized to act on behalf of the employee, in the following situations:

if an employee alleges a violation under this Act, and does so “in good faith”;
if an employee alleges a violation under this Act, and does so in “good faith”, and participates or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or in any form of administrative review; and/or if an employee alleges a violation under this Act, and does so “in good faith”, and has objected to or refused to carry out a directive that the employee reasonably believes violates a law, rule, or regulation adopted under the authority of the State.

An “adverse action” is defined as discharging, threatening, discriminating, or retaliating against the employee in any manner that affects the employee’s employment, including compensation, job location, rights, immunities, promotions, or privileges.

“Good faith” is lacking when the employee does not have personal knowledge of the waste or violation or when the employee knew or reasonably should have known that the report is malicious, false, or frivolous.

The report of waste or violation should be made verbally or in writing to one of the employees superiors or to an appropriate authority, such as:

a state, county, or municipal government department, agency, or organization having jurisdiction over criminal law enforcement, etc.; a member, officer, agent, investigator, auditor, representative, or supervisory employee of the body, agency, or organizations; or the office of the Attorney General, Auditor of State, Arkansas Ethics Commission, Legislative Joint Audit Committee, Division of Legislative Audit, or prosecuting attorney's office.

The report by the employee of such waste or violation must be made prior to any adverse action by Ozarka College. Additionally, the report is to be made at a time and in a manner which gives Ozarka College reasonable notice of need to correct the waste or violation.

An employee who alleges a violation of the Act, and believes that Ozarka College has acted adversely towards him/her because of the allegations, may utilize approved grievance or mediation procedures. The employee may subsequently bring a civil action in chancery court within 180 days of the alleged violation of the "Arkansas Whistle-Blower Act". Should such civil action occur, the employee has the burden of proof in establishing that he/she has suffered an adverse action for an activity protected under the Act. Additionally, Ozarka College shall have an affirmative defense if it can establish that the adverse action taken against the employee was due to employee misconduct, poor job performance, or a reduction in workforce unrelated to a report made concerning violations under the Act.

Public Employees' Chemical Right to Know (BPPM 2.49)

In compliance with Act 556 of 1991 entitled "Public Employees' Right to Know Act," Ozarka College provides a written hazardous communication program for its employees. Employees will be given an initial communication program and an up-dated program annually. The College will also provide the hazardous chemical communication program for new employees. Through the program, employees will receive information as needed for each hazardous chemical they might contact in the line of work during normal operating conditions and in foreseeable emergencies.

The written hazardous communications program is available upon request to employees, their designated representatives, and the director of the Arkansas Department of Labor.

Response to Accidents/Incidents

In keeping with **BPPM 2.46**, entitled College AIDS Education and Prevention, all employees should observe the following guidelines.

Universal Precautions Information - Centers for Disease Control (CDC)

An employee may be exposed to a body fluid spill from a co-worker or student while at the College. Because blood and body fluids contaminated with blood are routes of transmission for the AIDS virus called HIV, exposures to these fluids are potential exposures to HIV.

1. Universal Precautions guidelines for safely dealing with these accidental exposures (including "handling exposures resulting from spills"):

Universal Precautions means treat all blood and other potentially infectious body fluids as if they are infected with a blood-borne pathogen. The point is to avoid direct contact with blood and other body fluids.

Gloves are the most common form of personal protective equipment (PPE); wear them if assisting someone who is bleeding, vomiting, etc. If there is an accident that involves large quantities of blood, wear protective clothing and eye wear, if possible. If performing Cardiopulmonary Resuscitation (CPR), use a one-way valve mask.

2. Location of barrier precautions:

Barrier precautions (gloves and CPR masks) are located in each classroom, Library, Learning Lab, office areas, maintenance areas, and lab areas. Additional PPE is located in the nursing building.

3. Exposure report form:

If an accident or incident occurs, the Exposure Report Form must be completed promptly. The form is located in the Administrative Office. (A copy of the form can be found in the appendix.)

4. Review of College AIDS Policy:

A copy of the College AIDS policy in its entirety can be found in the Board Policies and Procedures Manual located in the library.

Status of Employee Benefits

HIV infection and AIDS are treated as other life threatening conditions with regard to medical coverage, insurance, disability, and leave.

APPENDIX

FOREWARD

This handbook will serve as a reference for current employees and a training tool for new employees. The College expects employees to be familiar with all policies and procedures and use them in the efficient performance of duties. The policies and standard practices described herein are not conditions of employment. The language is not intended to create a contract between the College and its employees.

This handbook is intended to inform you about the College's policies, practices, and services. We hope you will use it as a ready reference. Should you have any questions on any policy, please contact your supervisor or personnel officer. This handbook will be under continual review and updated regularly to keep it current with Ozarka needs and new legislation, and to insure that it is a useful tool for employees. For the efficient and smooth operation of the College, management reserves the right to determine work hours and compensation, manage the college, and direct the workforce.

**Ozarka College
Official Business Mileage**

MELBOURNE TO:

Agnos	34
Alton, MO	63
Arkadelphia (Degray)	196
Ash Flat	28
Batesville	31
Beebe	90
Big Flat	48
Brockwell	07
Bull Shoals	63
Calico Rock	21
Cave City	27
Cherokee Village	38
Conway	116
Evening Shade	27
Fayetteville	180
Flippin	61
Fox	48
Gassville	51
Hardy	41
Harrison	100
Highland	35
Horseshoe Bend	21
Hot Springs	185
Jacksonville	110
Jonesboro	90
Little Rock	125
Malvern	174
Mammoth Spring	46
Memphis	158
Monticello	218
Mount Pleasant	13
Mountain Home	46
Mountain View	27
Newport	60
Norfork	34
North Little Rock	122
Oxford	13
Pine Bluff	167
Pocahontas	74
Poughkeepsie	37
Salem	26
Searcy	75
Sidney	17
Thayer, MO	48
Timbo	41
Viola	35
Violet Hill	11
West Plains, MO	69
Yellville	68
Williford	48

ASH FLAT TO:

Agnos	07
Calico Rock	37
Cave City	24
Cherokee Village	11
Evening Shade	12

Hardy	13
Horseshoe Bend	17
Highland	05
Poughkeepsie	20

Salem	17
Sidney	22

CALICO ROCK TO:

Brockwell	14
Highland	42
Mountain View	25
Viola	25
Salem	34

CAVE CITY TO:

Batesville	14
Poughkeepsie	13
Sidney	10
Horseshoe Bend	38
Salem	41

CHEROKEE VILLIAGE TO:

Calico Rock	48
Hardy	10
Horseshoe Bend	26
Mammoth Spring	26
Salem	28
Yellville	86

EVENING SHADE TO:

Cave City	11
Highland	18
Poughkeepsie	10

MOUNTAIN HOME TO:

Bull Shoals	17
Flippin	15

SALEM TO:

Agnos	11
Highland	25
Horseshoe Bend	13
Mammoth Spring	20
Mountain Home	36
Mountain View	53
Viola	10

MISCELLANEOUS:

Agnos to Horseshoe Bend	10
Batesville to Mountain View	38
Mountain View to Timbo	13
Timbo to Fox	08
Timbo to Big Flat	14
Thayer, MO to Alton, MO	15
Yellville to Bull Shoals	17
Violet Hill to Mountain View	38