

FACULTY HANDBOOK

Full-Time and Associate

2012-2013

Poteau

**Main Campus
Phone: (918) 647-1200**

Sallisaw

**Campus
(918) 775-6977**

www.carlalbert.edu

Carl Albert State College, in Compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies practices or procedures. This includes, but is not limited to admissions, employment, and financial aid educational services. For further information, contact the affirmative action officer, located in the F.L. Holton Business Center, BC805.

ACADEMIC CALENDAR FOR 2012-13

Summer Session (2012):

Semester begins (first day of classes)	<u>May 30</u>
Please list dates of all holidays and breaks	
Memorial Day	<u>May 28</u>
Independence Day Holiday	<u>July 4</u>

Fall Semester (Fall 2012):

Semester begins (first day of classes)	<u>August 15</u>
Please list dates of all holidays and breaks	
Labor Day	<u>Sept. 3</u>
Fall Break	<u>Oct. 18-19</u>
Thanksgiving Break	<u>Nov. 19-23</u>
Finals	<u>Dec. 10-14</u>
Semester ends (including final exams)	<u>Dec. 14</u>

Second Semester (Spring 2013):

Semester begins (first day of classes)	<u>Jan. 16</u>
Please list dates of all holidays and breaks	
Martin Luther King Day	<u>Jan. 21</u>
Spring Break	<u>March 18-22</u>
Easter Break	<u>April 1-2</u>
Finals	<u>May 13-17</u>
Semester ends (including final exams)	<u>May 17</u>
Commencement date (graduation ceremony)	<u>May 10</u>

Interim classes (classes that meet between regularly scheduled semesters or that meet between spring semester and summer session or between summer session and fall semester):

	Interim classes begins	Interim classes ends
<u>Summer 2012:</u>	<u>July 30</u>	<u>Aug. 10</u>
<u>January 2013:</u>	<u>Jan. 7</u>	<u>Jan 11</u>

A MESSAGE FROM THE PRESIDENT

Dear Faculty:

Welcome back to Carl Albert State College. Over the years, our College has been extremely fortunate to recruit some of the top faculty members in Eastern Oklahoma and Western Arkansas. I applaud our faculty for their talent and dedication to Higher Education.

This handbook has been prepared by the Office of Academic Affairs on behalf of the division chairpersons. The purpose is to provide you with the basic information about the college and about the procedures and requirements that govern course offerings. If you have any questions, please contact your division chairperson for answers and for any other information you might be seeking.

Carl Albert State College has enjoyed a national reputation as an institution that fosters excellence in teaching. I appreciate your effort to continue the tradition that students come first and that CASC is a friendly place to be and a great place to learn.

Sincerely,

Dr. Brandon R. Webb
President

Telephone Numbers to Help You

Main College Number: (918) 647-1200

What	Who to See	# to call	Location
Academic Affairs	Dr. James Yates	1230	RC304
Activities and Organizations	Mandy Roberts	1374	HH140
Admissions and Records	Dee Ann Dickerson	1300	HH108B
ADA Coordinator	Kerrie Blair	1389	HH12D
Athletics	Mike St. John	1376	HH141
Bookstore	Terri Hardin	1390	CB908
Business Office	Ramona Buckner	1325	HH105
Career Planning	Academic Advisors	1389	HH151
Counseling	Kerrie Blair	1389	HH112D
	Student Support Services	1366	HH131
<i>Divisions (Academic)</i>			
Business Technology	Bill Gann	1215	BC835
Communications & Fine Arts	Nathan Billy	1453	OC1104
Environmental/Industrial Tech	Bill Gann	1215	BC835
Health, Physical Ed. & Rec.	Leroy Nolan	1375	HH161
Health Sciences	Abbie Bailey	1350	HS706
Mathematics/Sciences	Jerry Holton	1235	JH202E
Social & Behavioral Sciences	Bob Hendricks	1458	OC1103
Sallisaw Campus	Dr. Kathy Harrell	918-775-2203	Sallisaw
<i>Emergency Services</i>			
During office hours	Leah McLaughlin	1370	HH 145
Evening and Weekends	Poteau Police Department	647-8620, 911, 9-911	
Financial Assistance	Student Financial Aid Office	1341	HH102
Insurance (Student)	Student Affairs	1371	HH140
<i>Job Placement</i>			
On Campus	Financial Aid Office	1341	HH102
Lost and Found	VP for Student Affairs Office	1371	HH140
Library	Terri Carroll	1310	WL402
Multicultural Services	Student Support Services	1366	HH131
President	Dr. Brandon Webb, President	1210	BC873B
Student Government Assoc.	SGA President	1372	HH140
Residence Life	Mandy Mead	1374	HH140
Student Affairs	Leah McLaughlin	1370	HH145
Study Skills/Tutoring	Tutoring Center	1316	OCAE 1301
Testing Information	Guidance Center	1372	HH112
Transfer Guidelines/Information	Career Center Counselor	1264	HH112
Veterans Services	Dee Ann Dickerson	1300	HH108B
Vocational Rehabilitation	Voc-Rehab Counselors	647-8121	HH108

Building Abbreviations:

BC-F.L. Holton Business Center

CB- Costner Student Center

HH- Hemphill Hall

HS-Health Science Center

HC- Hamilton Complex

JH-Johnson Hall

HT- Technical Occupations Bldg.

WL- Joe E. White Library

OC-Ollie Center of Academic Excellence

RC – Reed Center

ADMINISTRATIVE OFFICERS OF THE COLLEGE

President of Carl Albert State College	Dr. Brandon Webb
Vice President of Academic Affairs.....	Dr. James Yates
Vice President for Student Affairs.....	Leah McLaughlin
Vice President of CASC Sallisaw Campus.....	Dr. Kathy Harrell
Assistant to the President	Jay Falkner
Chief Executive Officer For the CASC Development Foundation.....	Kathy Quirk
Chief Financial Officer.....	Ramona Buckner
Director of Public Relations.....	Judi White
Director of Information Technology.....	Michael Martin

ACADEMIC DIVISIONS AND CHAIRPERSONS

Health Sciences Dr. Linda Pearson.....	Health Sciences Center
Business & Environmental/Industrial Technology Bill Gann.....	Business Center
Communications & Fine Arts Nathan Billy.....	Ollie Center
Social & Behavioral Sciences Bob Hendricks.....	Ollie Center
Health, Physical Education and Recreation Leroy Nolan.....	Hemphill Hall
Mathematics and Science Jerry Holton.....	Reed Science & Math Center

AFFILIATION AND ACCREDITATION

Carl Albert State College is accredited by the North Central Association of Colleges and Schools, the National League of Nursing, and the American Physical Therapy Association. CASC is also recognized or accredited by others: Oklahoma Regents for Higher Education, American Council on Education, Oklahoma State Accrediting Agency, Oklahoma Association of Community and Junior Colleges, American Association of Community and Junior Colleges, Higher Education Alumni Council of Oklahoma, North Central Council of Junior Colleges, American Association of Collegiate Registrars and Admissions Officers, National Junior College Athletic Association, and the Association of Community College Trustees.

Additionally, CASC has entered into partnerships with several entities including the Applied University of Bern (Switzerland), Nunez Community College (New Orleans), Rosewood Industries, and Franklin University (Columbus, Ohio), Mid-America Christian University, Oklahoma City, Southeastern Oklahoma State University, Durant, Oklahoma and Northeastern Oklahoma State University, Tahlequah, Oklahoma.

The Carl Albert State College Department of Nursing Education is approved by the Oklahoma Board of Nursing. Graduates of this state program are eligible to write the National Council Licensure Examination (NCLEX) for registered nurse.

**Oklahoma Board of Nursing
2915 N. Classen, Suite 524
Oklahoma City, OK 73106
(405) 525-2076**

The Carl Albert State College Department of Nursing Education is accredited by the National League for Nursing Accrediting Commission (NLNAC).

**National League for Nursing Accrediting Commission
61 Broadway, 33rd Floor
New York, NY 10006**

The Physical Therapist Assistant Program is accredited from 2001-2010 by:
Commission on Accreditation in Physical Therapy Education

**American Physical Therapy Association
1111 North Fairfax Street
Alexandria, Virginia 22314**

The Business Division is accredited from 2003-2008 by: ACBSP

**Association of Collegiate Business Schools and Programs
7007 College Blvd., Suite 420
Overland Park, Kansas 66211**

The Carl Albert State College Department of Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) for 2005 - 2007.

**JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300**

GENERAL INFORMATION

History and Location of the College

CASC's central campus is located in Poteau, Oklahoma, with a population of slightly more than 10,000. Poteau is listed as one of "The 100 Best Small Towns in America." The town is the LeFlore County seat, and is a 25-mile drive from Fort Smith, Arkansas, a metropolitan center of more than 80,000 people. The campus is situated at the foot of Cavanal Hill, "The World's Highest Hill." To the south lie the beautiful Kiamichi and Winding Stair Mountain ranges, and to the north are the historic Cookson Hills and the foothills of the Ozark Mountains. The area is a paradise for residents and tourists seeking opportunities to fish, hunt, water ski, camp, hike, and utilize equestrian trails.

In addition to the main Poteau campus, CASC branch campuses are located in Sallisaw and Idabel, Oklahoma.

The CASC Sallisaw campus opened in the spring of 1979. Initially, all classes were taught in public school facilities. In the fall of 1990, classes were moved to a vacant elementary school building. In 1992, CASC Sallisaw began operating in its current location in the Sallisaw Industrial Park. At that time, six classrooms were available to serve 170 students.

Continued rapid enrollment created the need for additional space, and in the summer of 2000, a state bond issue was passed to expand the Sequoyah County campus. The bond issue did not generate the necessary revenue to fund the planned 25,000 square foot addition. Local business leaders, however, were successful in the introduction and subsequent passing of a half-cent sales tax increase for a four-year period. As a result, construction on the expansion began in August 2001 and was completed the following summer.

Today, the CASC Sallisaw campus is a spacious, modern facility with state-of-the-art technology, computer labs, science labs, and a large multi-purpose area that regularly hosts local civic and community outreach events. CASC Sallisaw is currently on plan to serve 1,000 or more students by the year 2005.

CASC is also serving students in Southeastern Oklahoma through branch campus of Southeastern Oklahoma State University, providing complete Associate's and Baccalaureate degree programs at the E.T. Dunlap Center.

BOARD OF REGENTS

Two governing boards along with the President of CASC direct the operations and establish policy for Carl Albert State College. These regents are appointed by the Governor of Oklahoma and legislature approved. All hiring of college personnel is done with CASC Regent Approval.

2012-2013 CASC Board of Regents:
Chairman- Deanna Reed, Poteau
Vice Chairman- Jenna McBee, Poteau
Secretary- Bill J. Barber, Poteau
Jerry Hetherington, Sallisaw
Ron Lawson, Spiro
Carroll Huggins, Stigler
Lavon Williams, Poteau

OFFICE OF THE PRESIDENT

Dr. Brandon Webb is the President of Carl Albert State College and his office is located in the F.L. Holton Business Center. The President of the College is responsible for all phases of the college operations and programs. This office works closely with the CASC Board of Regents and the Oklahoma Board of Regents to implement established educational and institutional policy and guidelines.

ACADEMIC AFFAIRS OFFICE

This department is directly responsible to the President and administers regent policies affecting instruction, learning, and curriculum. Division chairpersons guide the five academic departments, their programs of study, and instructors. This office handles class scheduling; college catalog publishing administers academic forgiveness policies, teacher evaluation and oversees the enrollment process. Dr. James Yates is the Vice President for Academic Affairs. The Office for Academic Affairs is located in the Diana Reed Science & Math Center. The Academic Affairs website address is: <http://www.carlalbert.edu/academics>

STUDENT AFFAIRS OFFICE

The Office of Student Affairs offers a variety of services to the student to enhance their academic and personal growth. Basic services under the direction of Student Affairs include career planning and placement, intramural sports, housing, student government, student advisement and counseling, and student activities. Other offices included in this division are Student Support Services, Upward Bound, Educational Opportunity Center, and Intercollegiate Athletics. The Vice President for Student Affairs is Leah McLaughlin. The Office of Student Affairs is located in Hemphill Hall. The Student Affairs website address is: http://www.carlalbert.edu/student_affairs

BUSINESS OFFICE

The Business Office is located in the Hemphill Hall deals with all college fiscal transactions including payroll, insurance enrolling and correspondence, employment records, and student tuition accounts. Payment of tuition and other institutional fees are to be paid at the Business office.

The payroll clerk disperses checks on the final working day of each month. Employees will be notified by memo if an alternate day of check dispersion is scheduled. Faculty load sheets determine the hours and rate instructors are paid. Generally, instructors are paid in four monthly installments.

All travel requests, P.O.'s for purchases, and any other college issued funds are handled through this office. Business office is supervised by the Chief Financial Officer.

Any teaching materials required by the instructor for class can generally be purchased in the bookstore. The instructor should notify the Division Chair that a purchase is required and to receive prior approval.

ADMISSIONS AND RECORDS OFFICE

The admissions and registration policies and procedures of Carl Albert State College have been formulated and adopted to assure the student full, comprehensive services by the institution, and to assure the institution complete recognition and services from accrediting agencies, other institutions of higher education, employers, and funding agencies.

Admissions Steps

A. Credentials Required

Academic Credentials are those forms and documents students must submit to the Office of Admissions for full enrollment. Students who are degree seeking must present the appropriate “credentials” for full admission as follows:

1. Application for Admissions
2. Admission test scores (ACT or COMPASS)
3. Deficiency test scores (ACT or COMPASS, where appropriate)
4. High school diploma with seal and graduation date
5. Other college transcripts (where appropriate)
6. Other documents (where appropriate: Concurrent Enrollment form, International documents, etc.)

▪ International Students

International students are required to present evidence of proficiency in the English language by presenting TOEFL or IELTS scores. Prospective students should contact the Admissions Office to request a copy of “Policy Statement on Admission of Students for Who English Is a Second Language” before applying for admission.

VETERAN SERVICES

▪ ELIGIBILITY

Carl Albert State College is approved for students who qualify for V.A. benefits. The V.A. counselor on campus can assist an individual in determining eligibility. Veterans, dependents and spouses of service-connected individuals, 100% disabled veterans, or deceased parents of veterans, or guard and reserve may be eligible for V.A. education benefits. Education services available to the student include counseling, tutoring, and advisement. The V.A. Director is Dee Ann Dickerson; her office is located in Hemphill Hall. Students may visit with any campus advisor during enrollment.

- **WITHDRAWAL POLICY**

Student receiving veteran educational benefits are required to attend and complete all classes in which enrolled. The instructor's class roster will indicate which student is a veteran; the notation [V] is featured to the left of the name. The instructor should notify the V.A. Coordinator if a VA student is frequently absent and/or subject to a failing grade.

FINANCIAL AID

- **Assistance.**

Types of assistance include grants, loans, tuition waivers, scholarships, and work-study; aid used for payment of tuition/fees. Student responsible for any unpaid tuition/fee balance after full disbursement of financial aid is received.

- **Disbursement of Funds.**

Dates of disbursement of Funds published by the Financial Aid Office.

- **Payback of PELL Grant.**

May apply when withdrawal/drop of all classes occurs after add/drop period.

- **Information**

Applications available. Telephone 918-647-1343.

- **Faculty and Staff Dependent Waivers**

Dependents of full-time faculty and staff who take courses at CASC will be reimbursed for full tuition costs but will be responsible for fees and book costs. Faculty and staff who enroll in CASC courses pay one-half tuition costs and are responsible for fees and books. Application is not required.

THE GUIDANCE CENTER

CASC has joined with the State Regents in placing emphasis on the establishment of a comprehensive student assessment program. The Guidance Center coordinates student assessment activities and strives to strengthen student learning by providing various assessment tests.

Assessment testing includes Entry Level Assessment tests (administered during Freshman Orientation class) and Mid-Level Assessment tests (administered during the sophomore year). Other standardized testing includes such as the ACT, PPST, GED, CLEP, and ASSET. This office is located in Hemphill Hall.

LIBRARY

The Joe E. White Library located on the east side of Johnson Hall, houses a collection of more than 23,000 volumes, including print and electronic books and

audio visual materials. A 3,200 square-foot expansion to the Joe E. White Library will be home to the Carl Albert Gallery and an expanded computer research area.

The Delores O'Guin Mitchell Library located at CASC Sallisaw is a state-of-the-art electronic library, providing students with access to a comprehensive collection of information from any location with Internet access. The newly opened library serves as a central gathering place for students, fostering an atmosphere for learning and collaboration with peers.

CASC faculty and students have access to an extensive array of library materials 24 hours a day, 7 days a week through the availability of state-of-the-art electronic resources such as an online public access catalog (OPAC), electronic books and full-text databases containing millions of articles. Computers are provided in each library for patron use and wireless Internet is available at the Joe E. White Library. Faculty and students may easily access library materials remotely by using their CASC ID and PIN numbers.

Interlibrary loan is available for books that are not available in the library collections, providing all resources have been utilized. Most materials can be obtained free of charge; however, occasionally the lending library will set a fee. Interlibrary loan forms are available at the circulation desk.

See Appendix "E" for extended information. The library URL address is <http://www.lib.carlalbert.edu>.

Library Hours

Fall and Spring Semesters: Monday – Thursday, 8 a.m – 8:30 p.m.

Friday, 8 a.m. – 4 p.m.

Summer Semester: Monday – Thursday, 8 a.m. – 8 p.m.

Accelerated Sessions and Between Semesters: Check with the library.

Contact the Library

Joe E. White Library:

Phone: 918-647-1311

Fax: 918-647-1314

Delores O'Guin Mitchell Library

Phone: 918-775-6977

E-Mail: library@carlalbert.edu

PUBLIC RELATIONS OFFICE

The Public Relations Office is responsible for coordination of all college publicity activities. Responsibilities of personnel in the Public Relations Office include preparation and distribution of all new releases and advertising on radio and television and in newspapers; coordination of all informational and promotional material used for public distribution by, for, or in the name of the college; assistance in planning, promoting and publicizing special events at the college; organization of tours of the college; coordination of all photography at the college used for publicity or for public distribution; maintaining a clip file of stories about the college appearing in any publication, and maintaining a negative file and proofs of photos used in promotion and publicity of the campus.

SCHOLARS CENTER

The Scholars Center Program at Carl Albert State College is a unique scholarship program offered to academically gifted students who exhibit exceptional leadership qualities. The scholarship emphasizes academics, leadership, and cultural enrichment programs designed to provide diversity to the educational experience. Approximately 80 students reside in the centers and receive tuition, full room, and half-board scholarships.

The CASC Development Foundation established this scholarship in 1979 and financed the construction of two 20-room dormitories with funds donated from private sources. The buildings are named the Bill J. Barber Scholars Center (completed in 1985) and the W. D. Hoffman Scholars Center (completed in 1987) in honor of two Poteau businessmen who were primary benefactors in the projects.

Application and information can be obtained from in the Office for Student Affairs.

CAFETERIA

The Food Services Department manages the cafeteria. Located in the Costner-Balentine Student Center, food service is open during the semester for breakfast, lunch, and dinner.

TRIO PROGRAMS

▪ STUDENT SUPPORT SERVICES

The Student Support Services is a federally funded program designed to assist eligible college students, who meet income guidelines in completing their course of study. Services include free tutorial assistance; personal, academic, and career counseling; cultural enrichment and transfer assistance to four-year colleges. Special assistance to the disabled student is also provided. The services are free to eligible students.

▪ EDUCATIONAL TALENT SEARCH

Funded by the U.S. Department of Education, the Talent Search projects are designed to provide early dropout intervention services to students in grades 6-12 and to instill the motivation in students necessary for them to pursue a post secondary education upon graduation. The project provides career development, guidance and counseling, educational and financial aid information, study skills seminars and mentoring programs. CASC has ETS projects on their Poteau campus and their branch campus in Sallisaw.

▪ UPWARD BOUND

Upward bound provides services to selected high school students who are potential first-generation college students and who meet specific family income

criteria. Concentrated academic services are provided on both Poteau and Sallisaw Campuses in a residential program for six weeks each summer with periodic follow-up services provided throughout the academic year. Personal enrichment activities such as cultural events and individual tutorial services are also provided as a backup enhancement to the academic program.

▪ **MATH/SCIENCE PROGRAM**

Another opportunity for high school students is the Math/Science Regional Center. Gifted and talented students with either high interest or ability in math/science fields who meet Upward Bound guidelines can experience an intense six weeks each summer. Included are a variety of trips and hands-on experience at area foundations, industries, and science related museums. Monthly math-science activities are conducted during the school year. The center serves gifted students throughout Oklahoma and Arkansas.

▪ **EDUCATIONAL OPPORTUNITY CENTER**

The Educational Opportunity Centers (EOC) serves adults in an eight county area of Eastern Oklahoma and Western Arkansas. The program is funded by the U.S. Department of Education to provide information and assistance to those who seek to complete high school or obtain their G.E.D. and desire to begin a program of post-secondary education. CASC hosts the main office with satellite offices at Fort Smith, Arkansas; Idabel, Oklahoma; and Sallisaw, Oklahoma.

ATHLETICS

A member of the National Junior College Athletic Association and the Bi-State Conference (Oklahoma–Arkansas), Carl Albert State College fields men’s and women’s basketball, baseball and softball teams for varsity competition.

Any student who meets the requirements of the eligibility rules of the National Junior College Athletic Association may try out for the team. The college also makes available a limited number of scholarships for varsity athletes. Inquiries should be addressed as follows:

Director of Athletics
Carl Albert State College
1507 South McKenna
Poteau, Ok 74953-5208

Recreational Sports (Intramural) – CASC provides its students a variety of intramural activities under the direction of the Coordinator of Student Affairs. Intramural competition is organized on a team and individual basis and is offered during the fall and spring season.

BOOKSTORE

The Bookstore is an auxiliary enterprise of Carl Albert State College. It is owned by the college for the purpose of supplying students with books and supplies required in their classes.

General school supplies, paperbacks, stationery, shirts, caps as well as CASC insignia items and other gift items are also available.

In January of 2003, the CASC Bookstore @ Sallisaw opened at the Sequoyah County Campus. All services and guidelines apply to both locations.

All required course name and number arrange textbooks for each class alphabetically. The bookstore personnel suggest the following tips for the best results in buying textbooks.

- Bring a copy of class schedule from registration to match with the course numbers on the shelves. This will ensure students arrive at class with the correct textbook.
- Bookstore personnel are available to assist students with their textbook selection, but cannot be responsible for incorrect selections without the class schedule.
- Make sure you have correct textbooks BEFORE leaving the Bookstore and before you write in them.
- Because refunds will not be given if a cheaper book is found or if the student decides they will not need a textbook, it is recommended that a student attends class before purchasing the textbooks.

Used books are recycled books. Perfect condition **cannot be guaranteed** on a used textbook. Students are encouraged to select the used textbook and inspect it for damage before purchasing.

INSTRUCTOR'S TEXTBOOKS

The college allows instructors the freedom to choose instructional materials, including textbooks. The Division Chair will give associate instructors course textbooks and manuals. Instructional aides such as audiovisual equipment and videotapes can be obtained through the library.

Procedures are provided that allow the faculty member to recommend a change in textbooks. These and other guidelines relating to textbook change are as follows:

The instructor should make recommendations for textbook selection to the Division Chair. Usually, the Chair will consult with other instructors in the department for their opinions.

The Chair will recommend to the Vice President of Academic Affairs for a textbook choice for approval.

Additionally, the instructor must generate a course syllabus for the textbook and file it in the Academic Affairs Office. Syllabi can be obtained from this office.

The adjunct faculty member is expected to follow the recommendations of the Division Chair. The Division Chair may include the associate member in textbook selection.

The textbook will be used for at least two years unless decided otherwise by the Dean of Instruction or Division Chair.

The Division Chair requests a faculty committee to evaluate the continued use of adopted textbooks at least every four years.

The Division Chair should give to the Bookstore information on the intention to change a textbook requirement and all author, title, publisher, and edition number or year. The deadline for notification of change is as follows:

▪ Summer Term – April 1 ▪ Fall Term – July 1 ▪ Spring Term – November 15

COMPUTER SERVICES - INFORMATION TECHNOLOGY

This office supervises and maintains all campus computers both micro and mainframe; keeps backup copies of all microcomputers files; purchases hardware and software; and can generate reports. It is important that microcomputer backups should be done each Thursday with disks provided by the Office of Computer Services.

If you are having problems with your microcomputer hardware or software and need assistance, contact Tracy White. If you are experiencing problems with your administrative software or backups and need assistance, contact Jerry Ellis or Randy Ginther. If you are experiencing problems with the network or OneNet services, contact Michael Martin, IT director.

DISTANCE LEARNING INSTRUCTION

Carl Albert State College is an active participant in the Oklahoma OneNet system. CASC is designated as a hub site in both the Poteau and Sallisaw campuses. The hub site designation gives CASC not only high speed Internet access, but also video conferencing capabilities. This combination gives CASC the ability to send or receive classes at each location.

There are currently four distance-learning classrooms and 2 portable units at the Poteau campus, two at the Sallisaw campus. All classrooms are H.323 and are connected to the OneNet network.

ONLINE AND WEB-ENHANCED INSTRUCTION

Carl Albert State College currently offers 41 courses through web-based delivery of courses instruction. Students who enroll in courses by web instruction must be self-disciplined and highly motivated. CASC web course follow the same semester schedule as traditional on-campus courses. Courses and instruction are found in the current schedule of courses and through the CASC home page

(www.carlalbert.edu) All students who enroll in web-based courses for the first-time must undergo an online WebCT Orientation before classes start to learn the “how-to’s” of web instruction.

CASC also offers courses on campus that access web features in regular coursework. Some courses are web-enhanced and offer part on-campus and part web-based instruction. Course schedule will identify courses that are web-based or web-enhanced. Whether for research or communication, students who graduate from CASC will use the computer and Internet with proficiency.

FACULTY RESPONSIBILITIES

FACULTY ASSOCIATION

The CASC Faculty Association was organized on January 30, 1978, and was sanctioned by the CASC Board of Regents on March 21, 1978. It is affiliated with a state organization of the same name and is open to both faculty and staff. A membership fee is required. This organization can effect changes in policy at CASC and can serve as a vehicle for such recommendations to the college president.

DIVISION CHAIRPERSONS

Main Campus Number 918-647-1200

Dr. Linda Pearson (918) 635-3312

Leroy Nolan (918) 647-1375

Bill Gann (918) 647-1215

Bob Hendricks (918) 647-1458

Jerry Holton (918) 647-1235

Nathan Billy (918) 647- 1453

Supervision

As a faculty member, your immediate supervisor is your Division Chairperson. If you have any questions concerning instruction or course content, you should contact your Chairperson.

▪ Instruction

Instructors at CASC have an obligation to present material in a format that lends itself to retention by the student and subsequent evaluation of that material.

1) Class Periods: Instructors are expected to be prepared to instruct the appropriate clock minutes per week for each hour of credit. Thus, if you are teaching a three-hour class you will be expected to teach 150 minutes per week.

2) Instructor Absence: In the event that an instructor must be absent because of illness he/she should contact the Chairperson as soon as possible in order for other arrangements to be made.

ID FOR CASC FACULTY

All full-time faculty will have a photo ID card which will be worn at all times. One can be made in the Office of Student Affairs at no charge.

TBA COURSES

TBA is the abbreviated term for "to be announced". Some courses are designed in the class schedule as TBA, indicating that the location, date, or time of the class will be announced at a later date prior to the beginning of the semester.

TEACHING LOAD

An instructor's contractual teaching assignment will not normally exceed fifteen credit hours of lecture classes. (Lab hours will be equated on a two-for-one basis.) Courses taught in excess of 15 credit hours are considered overload hours and compensated for the full-time instructor and employee at \$420.00 per credit hour and \$420.00 for the associate instructor. Exceptions may be made in any given semester if necessitated by college needs. The normal summer load will be eight hours; the salary scale currently in force sets compensation.

OFFICE HOURS

Full-Time Faculty- is required to post and maintain a minimum of 12 (12) office hours during which a student can visit. The office hours of each instructor are to be posted outside the instructors' office door. These hours are to be included in the course syllabus and a copy filed with the Vice President of Academic Affairs.

Adjunct faculty- is not required to have office hours. However, all faculty, including adjunct, is expected to meet with students who need additional help or advice. Adjunct faculty on the Poteau campus is provided with office space near each individual division office which may be used for that purpose. Please check with the Division Chair concerning appropriated/available office space. The adjunct faculty room in Sallisaw is located in 8038. Adjunct offices are shared with other adjunct faculty.

THE COURSE SYLLABUS

A syllabus should outline the course description and other major outlines of the course. A syllabus is on permanent file in the Office for Academic Affairs and is part of the instructional records of the college.

Before attempting to generate a new syllabus, check with the Academic Affairs Office for a copy of one on file. When a syllabus is created for either a new course or new book edition, forms for completion are available in the Office for Academic Affairs. The syllabus should be given to the students the first day of class with time devoted to reviewing its details. Once the syllabus is explained, the student has the obligation to understand its content just as the instructor has the obligation to abide by its commitment.

A Sample Course Syllabus Template is found at the end of the handbook.

TEACHING PLANNING

An instructor must be prepared for Lecture or class. Adequate planning will assure that class objectives are being met. There are three key elements to a formal teaching plan. They are the course syllabus, the course outline, and the lesson plan.

The lesson plan is a tool the instructor uses for day-to-day operation of classroom instruction. Its composition depends on instructor and course taught. The course outline assembles the daily lesson plans and structures them into a blueprint of the material to be taught. Course objectives should be considered and used as a guideline when generating the outline.

It is suggested that the lesson plans for a course be accumulated and filed chronologically in a permanent place. This will yield an uncomplicated system for reference and review and ease the process of updating.

ACADEMIC FREEDOM AND RESPONSIBILITIES

The ultimate school authority rests with the board of Regents and it should be the responsibility of the faculty and administration to investigate in a timely and competent manner all questions relative to academic freedom and responsibilities of the teacher and to recommend appropriate action to the administration and to the Board. The following guidelines are appropriate to this statement.

Society, to remain free, requires citizens to be not only well schooled in the traditional knowledge, but more fundamentally, capable of critical evaluation of both new and old ideas. An institution of higher education can best foster growth in a democratic society when both student and teacher can freely participate in the process of sifting and weighing traditional approaches and creating and evaluating new ones. Through the community and its college, society should provide an academic atmosphere in which questioning is encouraged, where

alternatives can be explored, where one may follow where inquiry leads. It is, therefore, imperative that the teacher enjoy full freedom in the discussion of his/her subject and related matters both in and beyond the classroom, the ultimate purpose of such freedom being the pursuit of truth.

As a citizen, the teacher is entitled to all the personal and civil liberties pertaining thereto, and his/her legal exercise of these privileges should in no way prejudice his/her position as a member of the teaching staff.

As a teacher, his/her right to express himself/herself in matters of college policy shall not be denied or abridged, nor should such expression jeopardize his/her academic position.

When the teacher speaks of rights as a citizen, he/she should be entirely free from institutional censorship or discipline, but his/her special position in the community obliges his/her to remember that the public may judge his/her profession and his/her institution by the validity of his/her opinions and the manner in which he/she should indicate that he/she is not an institutional spokesman.

Whenever the teacher speaks or writes as a citizen or as a teacher, he/she should strive to be accurate and objective, to exercise appropriate emotional restraint, and to show respect for the convictions of others.

PERFORMANCE EVALUATIONS

The Division Chairperson will be responsible for administration of the evaluation forms to all faculties, including associate and full-time. These forms are distributed and completed during the fall semester. The requisite forms will be dispersed once a year during a specified week by the Office of Academic Affairs and are kept on file in this office. The evaluation model is composed of four parts:

- Student evaluation of teaching performance,
- Student evaluation of advisement performance,
- Faculty self-evaluation, and
- Supervisor evaluation of the faculty.

Evaluations of the instructor are administered primarily to improve teacher performance and effectiveness, but can also be used as criteria for salary increases and promotion. Any action of personnel retention or dismissal shall be exclusive responsibility of the CASC Board of Regents.

DEVELOPMENT AND GROWTH

Carl Albert State College encourages its faculty members to pursue activities which promote the professional growth and increased expertise within their academic areas. Suggested activities include graduate work; participation in professional and civic organizations; attendance in workshops, study groups, and

seminars; travel; private instruction; publishing research works; and other such learning activities. Professional growth and development is considered a fundamental part of the overall evaluation of the faculty member. Division chairpersons or other supervisors will evaluate each faculty member's development progress and see that such activities are placed in the permanent files located in the Office of Academic Affairs.

PARTICIPATION IN SCHOLASTIC MEET

On the second Tuesday of April, the Office of Student Affairs sponsors an annual high school scholastic competition called the "Scholastic Meet". Faculty generated test materials are given to high school students competing for first, second, and third place finishes in individual and school competitions. First place finishers advance to state competition. All faculty members are expected to participate in this annual event through test administration or another helpful capacity.

CLASS ATTENDANCE

Instructors are required to record absences in their classes and should define in their syllabus and during the first class period the class policy on irregular attendance. A student who has not attended the class a sufficient number of days and is in danger of failing should be identified by the instructor and officially notified by mail. Faculty are required to take daily attendance and maintain accurate attendance records.

If a student misses too many days, he/she will be dropped from the class.

CLASS CANCELLATION

Students will be informed of class cancellations and given time to change their schedules accordingly. Generally, the instructor is made aware prior to the first day of class of the enrollment numbers. It is the responsibility of the instructor to meet the first day of scheduled classes and advise them of low enrollment numbers.

Classes may be canceled because of low enrollment or other reasons. The instructor will receive official notice of class cancellation by the Dean of Instruction. The Admissions Office will officially drop a student from a canceled class with no tuition incurred. Although no action is required of the student to drop a canceled class, it is the responsibility of the student to add an additional class or section.

CLASSROOM GUIDELINES

Several guidelines of classroom behavior are to be observed by the students and enforced by the instructor. They are:

1. Eating, drinking, smoking, or tobacco products are not permitted in the classrooms.
2. Students are to behave like adults in the classroom.
3. The instructors have the right to ask any student to leave if they are disrupting the class.
4. The instructor may at his/her discretion forbid visitors during the class period.

CLASSROOM VISITORS

The policy for visitors in the classrooms is dependent on the class and the instructor. If the class is too full or too intense the instructor may ask for no visitors during class periods. Visitors include both children and adults.

ACADEMIC ADVISEMENT

Faculty members will be expected to offer academic advisement to students who plan to pursue a degree within the faculty members' respective academic areas. Since a direct link exists between sound academic advisement and student satisfaction and retention, several steps should be followed when advice is given to the first time entering freshman or to the student with specific degree goals in mind.

The advisor should question the student about his desires to seek a specific career or major. How firm is his commitment and to what four-year college will he transfer? Do not make decisions for the student; help them make their own choices. Do not guess about degrees or transfer of credit; refer to college catalogs, handbooks, etc., when necessary. Most of all, be a good listener and establish a rapport with your advisee.

DEVELOPMENTAL COURSES AND POLICY

This policy applies to students ages 20 years and younger. Adult students, those 21 years and older, must test for admissions, but will be required to remediate beginning in Fall 2010. Carl Albert State College specifies that students must meet certain criteria for regular admission, and when these criteria are not met, the student must enroll in zero-level courses that help prepare the student for entrance into freshman level curriculum. The student must remove all deficiencies within the first 24 semester hours. Such criteria for regular admission include completing all high school curricular requirements as set by the State Board of Education and testing at a minimum score on the ACT subtest. These

deficiencies must be removed prior to enrollment into the corresponding regular college-level curriculum.

Not all students must complete deficiency classes. The exception involves the student who is classified as a "Special Student". "Special Students" are listed as those who are not officially pursuing an academic major and who are enrolled in less than nine semester credit hours, these students may enroll in continuing education courses, refresher courses, self-improvement courses, or less than nine basic curriculum courses.

Students (ages 20 and younger) can remove a deficiency by either "testing" appropriately with the ACT subtest; test out with Compass, or by enrolling in the appropriate zero-level course. For specific information concerning how deficiencies are removed or to whom they apply, visit with the Office of Admissions.

ACADEMIC ADVISEMENT REGARDING STUDENT LOAD

Carl Albert State College considers a normal academic load to be 16-17 semester hours during the spring and fall semesters, which is approximately a semester hour for each calendar week in a semester. However, recent regulations by the State Regents for Higher Education allow superior students to carry an academic overload 25% greater or 20 credit hours and above.

TRANSFER STUDENTS

Transfer students must submit transcripts from all colleges previously attended. Concurrently enrolled students at another institution must receive approval from the Office of Admissions and Records.

CASC students who enroll in another institution to continue academic careers are considered transfer students. An associate's degree from CASC guarantees the successful transfer of all credit courses within the degree plan as evidenced by articulation agreements between CASC and other four-year institutions. Students planning to transfer without an associate's degree should follow the transfer guide published by the four-year institution.

ENROLLMENT

▪ Procedure

Whether the student is enrolling for the first time or applying for re-admission, the following steps outline the enrollment process:

1. **Admissions** – Complete an *Application for Admissions*. Submit official high school transcript (showing graduation date, signed & sealed), ACT scores, and other transcripts/forms.

2. **Test** -- Test for admissions or placement with ACT or COMPASS. First-timers under age 21 must test with ACT.
3. **Advisement** – Visit academic advisor, outline course/degree plan. Remove deficiencies before college level courses.
4. **Returning students**- Visit with advisor directly. Have schedule prepared.
5. **Enrollment**-Enroll in course plan with advisor.
6. **Schedule**- Advisor will provide student with a copy of the schedule.

▪ **Enrollment after classes begin**

Generally, students will not be permitted to register or add a course after the second week of a semester. Late enrollment does not reduce tuition or fees.

▪ **Concurrent enrollment of high school senior or junior**

A high school senior or junior may enroll at CASC while attending high school under an Oklahoma State Board of Regents policy. The Student must meet the published criteria of the State Regents for admission to the institution for which application is being made. This includes:

1. Having participated in the ACT Program or a similar battery of tests,
2. Be enrolled in less than a full-time load at the high school (19 semester hours equivalent) which they attend, as attested by the high school principal,
3. Be eligible to complete requirements for graduation from high school no later than the spring of the senior year, as attested by the high school principal, and
4. For juniors, achieve a composite score that places them at or above the 90th percentile on the American College Test using Oklahoma norms, or whose combined verbal and mathematical score on the Scholastic Aptitude Test places them at or above the 90th percentile using national norms.

Students will not be allowed to enroll in zero-level classes designed to remove high school deficiencies, but may enroll in any subject for which ACT and curricular guidelines are met. The college portion of the student's workload must be taken from regular faculty members of the institution. Students may enroll in off-campus courses designated strictly for concurrent enrollment and approved by the State Regents.

A student may enroll during the summer semester at CASC without being concurrently enrolled in high school for the summer. Students eligible under this policy may enroll in a maximum of 9 semester-credit-hours during a summer semester at CASC or at any college in the State System. A student may be admitted to CASC without completing high school curricular requirements;

although, admission will only be permitted to students who enroll in curricular areas where requirements for CASC have been met.

- **Concurrent enrollment of any public school age student**

All other students not qualified by grade level as in the 11th or 12th grade and meets the specified requirements above may be considered for full enrollment or concurrent enrollment under the Opportunity Admissions Category. Such a student must have achieved a composite score that places them at or above the 99th percentile on the ACT (using Oklahoma norms). See the Office of Admissions for further details.

NO SHOWS

Instructors are required to keep record attendance of students. The instructor will drop those who do not attend classes in the first week of classes automatically. **The NO SHOW date is the 10th day after classes begin. It is VITAL that instructors notify the Admissions Office of students who are No Shows by this date.** The Admissions Office will notify students that they have been withdrawn and will incur zero expenses.

ADD AND DROP COURSES

Students are allowed, upon approval of an advisor, to change class schedules during the first 10 days of a fall or spring semester, and the first five days of a summer semester. There will be an add/drop fee of \$5 for each transaction. Students will not be permitted to add a course to their schedules after the second week of the fall and spring semesters, nor after the first week of the summer session.

Generally, student may withdraw from any or all courses during the first two weeks of classes and will not be charged for tuition or fees.

In the event a student wishes to discontinue taking a course, add/drop forms must be completed in the Office of Admissions and Records. A withdrawal from any course after the second week of any semester and prior to the end of the 12th week will be recorded as a "W". After this time period, a student will be awarded a "W" or "F" depending on the student's standing in the class.

The instructor is asked to complete a "Viking Alert" provided by the Office of Academic Affairs and Student Affairs. Those students so identified by the instructor will be notified by mail that irregular attendance or low grades have been recorded. It is the student's responsibility to drop or withdraw from a class or seek tutorial or instructor aid.

TUTORING OF STUDENTS

Free tutorial services in all subjects are available through the Student Support Services and in the Tutoring Center located in OCAE 1301. In the SSS, tutoring is available for students. A specialized reading program is available to increase students reading rates, comprehension, and vocabulary skills. Contact the tutor coordinator for specific information concerning tutors.

The Tutoring Center offers free tutorial services to students interested in computer assisted self-help materials. Advancement is made at individual paces.

For information on tutoring at the Sallisaw Campus contact Dr. Kathy Harrell.

HONOR ROLL

The Honor Roll contains the names of students who have completed 12 or more credit hours at the close of a semester with a grade average of "B" (3.00) or better. The President's Honor Roll is for students with a grade average of "A" (4.00). The Vice President's Honor Roll is for students with a grade average of "B", (3.00), with no grade lower than a "C".

GRADE BOOK

A grade book is to be kept by all instructors to record grades and absences of the each student. A grade book may be obtained from the division chair.

GRADING

Semester grades are to be reported to the Office for Admissions and Records no later than the following Monday after the last day of final exams. You can access the website at <http://enrollment.casc.poteau/exweb/>. Follow the directions found in Appendix D. Be sure your online rosters match your grade book.

GRADING POLICY AND STATEMENT

Grading is the procedure of assigning grades or values to the evaluation process. By using a syllabus as a guideline, an instructor should determine what is the minimum information necessary for a student to receive a passing grade, what content is basic for the student to move to the next course or utilize the material in meaningful ways. Once the procedure is set, numerical scores can be used to identify cut-off points. All instructors are expected to assign letter grades consistent with grading policy recognized by Carl Albert State College. Carl Albert State College uses a letter grade system.

GRADE APPEALS

Students may appeal a final grade, provided a solution cannot be reached through proper academic channels. Students should first contact their instructor and then the Division Chair if resolution is not satisfactory. Appeals for the purpose of challenging a final grade must be made to the Academic Affairs Committee within 90 days after the grade in question appears on the permanent record. Grade Protest information is available from the Office of Admissions and Records.

EXPLANATION OF GRADES

▪ LETTER GRADES A,B,C,D,F

Letters A,B,C,D,F designate the grade an instructor assigns measuring the academic performance earned by a student. The Office of Admissions records on the student's transcript the grade they earned in a class. A four-point scale is used in computing the GPA.

▪ INCOMPLETE

An instructor can award a letter grade of "I" to a student who did not complete all the course requirements for the semester but who has the major portion of the coursework accomplished with a passing grade. The instructor must agree to give the student an "I" prior to the final recording of grades the end of the semester. An "I" is not to be given without approval from the Dean of Instruction

▪ AUDITING COURSES

Students who are interested in learning course material but do not seek a course grade may enroll in the course in audit status. No letter grade will be given and a student is not required to take the examinations; the transcript will record a letter grade of AU. A student may change to audit status within the first 10 days after classes have begun with a \$5.00 fee assessed for the course change. Tuition will be assessed the same amount per credit hour for audit as for credit.

▪ ADMINISTRATIVE WITHDRAWAL

Students may be administratively withdrawn (AW) only under certain circumstances, usually health- or finance-related. Excessive absences are no longer considered grounds for an AW. The AW must be approved by the Division Chair and the Vice President of Academic Affairs. Administrative withdrawals are not calculated in the GPA. See your Division Chair if you have a situation that may require an administrative withdrawal. If you have questions regarding the wording on your syllabus, please contact your Division Chair.

▪ **WITHDRAWAL**

A student can initiate withdrawal procedures and have a "W" grade recorded on the transcript. A grade can be recorded for this type of withdrawal as either GPA neutral or an "F". An "F" grade is calculated into GPA and is dependent upon the time during the semester in which the student withdraws. No withdrawals will be permitted after the Friday prior to finals week.

▪ **PETITION FOR CHANGE OF GRADE**

A student may challenge a grade received in any course by making petition to the Academic Affairs Committee within 90 days after the grade in question appears on the permanent record. When a time has been set for the student to appear before the Academic Affairs Committee, the student should bring a copy of his/her transcript, semester class schedule, course grade, course exams/papers, and other documents the committee deems appropriate. Appeals should be directed to the Office of Academic Affairs.

EVALUATION AND EXAMINATION

Exams should be structured to review the information presented in lectures, discussion periods, textbook assignments, and assigned outside readings. Several evaluations are necessary to get an accurate measure of the student's knowledge. Using only one or two examinations puts a burden on the instructor to construct an exam that covers important information thoroughly and can be completed successfully in one or two hours.

Students should be made aware of the evaluation and grading process used in the class and the policy should be applied uniformly. Because examinations may take only a partial part of the class time, plan to use the rest of the allotted time instructionally rather than dismissing the class.

MAKE-UP EXAMS

The instructor has full discretion to determine whether to allow make-up exams and when to give them. The instructor should indicate in the course syllabus the policy on make-up exams.

FINAL EXAMS

The Admissions Office will distribute a schedule of final exam dates and times at least three weeks prior to the first final exam. Final exams will be given at advertised times during a semester. It is the responsibility of the instructors to notify the students of the date of the final exam and to decide what material the student should be tested over or if a final exam is to be given. The course syllabus should reflect the instructor policy.

Final grades are DUE in the Office of Admissions and Records no later than NOON on the last day of finals week.

ACADEMIC REPRIEVE

The State Regents for Higher Education have established guidelines whereas a student may repeat a course or an entire semester for the purpose of improving a retention GPA, a Graduation GPA, a liberal arts GPA, or cumulative GPA. In each case, the original course remains listed on the transcript with a notation explaining action, and resultant grade(s) and GPA. Students may pick up "Academic Forgiveness Request Forms" from the Office of Admissions and Records. Information regarding repeating courses is located in the college catalog. You may also retrieve this information by contacting registrars office.

A student may be allowed to repeat an entire semester or two consecutive semesters when either school officials or instructors of the course(s) judge that extenuating circumstances exist sufficient to warrant a reprieve. A student must petition the Academic Affairs Committee and must meet certain criteria to qualify. Such criteria state that three years must have elapsed between the semester of reprieve and reprieve request and that prior to requesting a reprieve a student must have earned a minimum of 12 credit hours and a 2.0 GPA with no grade lower than a "C".

FACULTY AND STAFF SCHOLARSHIPS

Faculty and staff who enroll in courses at another college receive financial assistants for tuition costs and are responsible for all fees, books, and mileage costs. Scholarship payment will be made after the Business Office receives an official transcript shows the course has been successfully completed. The amount of scholarships can vary according to the number of employees who enroll in college courses.

EQUAL EMPLOYMENT OPPORTUNITY AND THE AFFIRMATIVE ACTION

Carl Albert State College is proud of its accomplishments in encouraging good citizenship and improving the conditions of life for the people of this college area, the state, and the larger world community. Fulfilling such a role requires the best of human talents available to this college. Individuals seeking to make contributions through services, scholarship, and good citizenship look more and more to this institution for corresponding opportunities. Consistent with these goals, Carl Albert State College emphasizes, as fundamental to its policies of employment and advancement, the concept of equal employment opportunity for all persons.

Carl Albert State College shall be an Equal Opportunity Employer and offer programs of equal Educational Opportunity. CASC, in compliance with Civil Rights Act of 1964, Titles VI and VI, Title IX of the Education Amendments of 1972, and other federal laws and regulations, does not discriminate on the basis of race, color, age, sex, national origin, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

AMERICANS WITH DISABILITIES ACT

Americans with Disabilities of 1990 (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. CASC supports this ADA mandates that outlaws discrimination against individuals with disabilities and has devoted personnel and resources to bring this campus into compliance.

APPOINTMENTS

The President of the college submits to the CASC Board of Regents the names of individuals recommended for faculty hiring. The Vice-President provides advice and/or recommendations for hiring to the President for Academic Affairs, the Division Chairperson, and a screening committee. Hiring procedures follow the guidelines established with the Affirmative Action Policy.

PROMOTIONS

Promotions at CASC are not automatic, but are competitive and an outgrowth of review of successful performance. Although Division Chairpersons will give to the President written evaluations of such performance, other supervisory recommendations will be taken in consideration.

SALARIES

Salaries are written into contracts and determined on an individual basis, taking into account experience, educational background, and position sought. Overload pay applies to the instructor who teaches in excess of the contract load, usually 15 hours.

RENEWAL OR DISMISSAL

Division Chairpersons will give to the President written evaluations of a faculty member for the purpose of recommending retention or release. The evaluations used are part of a multi-part evaluation model that has been based on professional growth, teaching and advisement performance, and supervisor measurements. It is the exclusive responsibility of the CASC Board of Regents to

retain or dismiss a faculty member and will be made only after reviewing administrative decisions.

RIGHT OF DUE PROCESS

Employees may be dismissed for various reasons, including incompetence or inefficiency, insubordination against reasonable rules of the Board of Regents, moral misconduct or immorality, disability as shown by competent medical evidence, elimination of the position, and other due and sufficient cause. Such employees shall be accorded due process as listed below after every attempt has been made to resolve the situation at the divisional or departmental level:

Employees who are dissatisfied with the decision made at the divisional or departmental level may present an appeal to the President's Council of the College.

Employees who are dissatisfied with the decision made by the President's Council may appeal further to the President, and Vice-Presidents of the College.

Employees who are dissatisfied with the decision made by the President and Vice-Presidents may appeal further to the Board of Regents. All final decisions of personnel dismissal shall be the responsibility of the Board of Regents.

RESIGNATIONS

Instructors are asked to submit letters of resignations in writing to the Division Chair or to the Vice President for Academic Affairs. Other employees should submit their letters of resignations to their supervisors. Associate faculty or non-salaried part-time employees do not submit resignation letters at the end of the semester, since their contract period is for a specific class for one semester.

GRADUATE-COLLEGE WORK

Faculty is required to possess a minimum of a bachelor's degree from an accredited college or university. They are encouraged to pursue degrees beyond the bachelor level. Consult with the Division Chair concerning your interest prior to enrollment. After successful completion of class(s), submit grade to the Business Office for scholarship award.

TENURE

CASC does not award tenure at this time.

DISABILITY/SALARY PROTECTION INSURANCE

Insurance may be obtained covering the employee in case of disability, illness, or injury. This insurance is carried by American Fidelity and is available at employee expense.

LIFE INSURANCE

Group life insurance is carried by American Fidelity and is provided for all full-time personnel at college expense. This insurance provides coverage in an amount equal to double their yearly contract salary rounded to the nearest even thousand-dollar figure. Double indemnity is provided for accidental death. Additional coverage is available through the Oklahoma State and Education Employees Group Insurance Program.

LEAVE OF ABSENCE

Days absent from work with or without pay are considered a benefit. Such leaves of absences include convenience, other emergency, maternity, sick, medical emergency, and bereavement. The following is a full outline and definition of these days off from work and to whom they apply:

- **Convenience and Emergency Leave**

Full-time employees have three days of convenience or emergency leave available per year upon application through the Chief Financial Officer and approval by the President. This cannot accumulate from year to year and does not apply to associate or non-salaried part-time employees.

- **Maternity Leave**

General rules of sick leave apply to maternity leave. Other needs or emergencies should be directed to the Chief Financial Officer.

- **Sick Leave**

Leave or absence from work is at times unavoidable. The instructor who becomes ill must contact the Division Chair or supervisor so that a substitute can be found for the one class period or for an extended period of time.

Full-time employees have sick leave available at the rate of one and one-quarter days per month. An employee can accumulate up to 120 days. Upon termination, unused sick leave will not be compensated and sick leave days taken in excess of the amount earned will be deducted from the final paycheck. Sick leave may be used for dental or medical appointments. This does not apply to associate faculty or some part-time employees.

- **The Extended Illness**

Illness that extends for a lengthy period may necessitate the need for a substitute instructor. In the case of a brief illness other employees of the college may absorb the work. An instructor should first visit with the Division Chairperson.

- **Medical Emergency Leave and Bereavement**

The President and/or the Board of Regents may grant other emergency leaves in cases of upon medical emergencies involving the employee or immediate family members or bereavement.

RETIREMENT

- **Age of Retirement**

Employees in general are no longer required to retire at the end of the contract period, but can work until age 70. Early retirement is optional to eligible full-time faculty and administrators in the Oklahoma State System of Higher Education at the age authorized or permitted by the Oklahoma Teacher's Retirement System laws.

- **Social Security**

All employees regardless of classification of the CASC are covered by Social Security and are required to participate.

- **Teacher's Retirement System Of Oklahoma**

Membership in TRS is mandatory for faculty members, executive officers, professional staff, supervisory staff, managerial staff, and administrative officers. The college pays all contributions on the first \$25,000.00 of salary. Contributions can be made up to \$40,000.00 (with percentage being split between employee and college on the last \$15,000.00). In addition, all employees receiving teacher's retirement as a benefit are required to contribute 5% of their annual contracted salary up to \$25,000 (or \$1,250 per year) into an annuity account of their choice.

This retirement program is made available as a voluntary payroll deduction for the classified employee at their expense.

PAYROLL DEDUCTIONS

Members of the faculty and other professional employees are required by State law to participate in the Oklahoma Teachers Retirement System. Such employees are required to deposit into an annuity program through payroll deductions an amount equal to 5 percent of salary up to \$25,000. Contributions

by the employee and matching contributions by the college are made monthly. For further information, contact the Office for Fiscal Affairs.

VACATION

12-Month Contract- Employees shall receive two weeks of paid vacation annually, except for full-time faculty who shall receive vacation time as designated on the school calendar for students.

Vacation leave may not be used until the end of six months employment, after which time days are earned at 1-1/2 days per month. Vacation time may be scheduled in its entirety or in parts with supervisor approval.

Vacation time cannot be accumulated from year to year, and no payment will be made for unused vacation time. The President may grant an employee three days of convenience or emergency leave if warranted. Application should be made through the Chief Financial Officer. Contact Terri Krebs for detailed explanation.

10-Month Contract- Employee's do not accumulate vacation time. Immediate supervisor must approve time off during regular semester.

WORKERS COMPENSATION

The workman's compensation coverage applies to any on-the-job or occupational injury incurred by all employees of CASC (including all full-time, part-time, adjunct faculty, and work study). An on-the-job injury refers to an occupational illness occurring during the hours an employee is at work.

Report any injury to the immediate supervisor. Further action, if required, will be recommended and outlined. Any serious injury should of course be directed to the emergency care unit of the local hospital.

GENERAL INFORMATION

TELEPHONE

A list of CASC employees can be found on line at www.carlalbert.edu

CASC Security Day: 1242

Night: 649-7463

Emergencies (Police/Fire/Ambulance) 9-911.

FIRE EMERGENCIES & ALARMS

Fire extinguishers are located in each building and inspected annually. A hand activated alarm system is located in the Hamilton Complex. When excessive heat is detected above the cafeteria stoves, overhead extinguishers will self-trigger. In other buildings, smoke detectors and smoke alarms are not installed. Therefore, when smoke is detected all building occupants should leave the building through the nearest exit. Faculty and staff should see that students have vacated the emergency area being sure to close doors behind them.

Do not assume the fire department has been notified. Dial 9-911 in Poteau.

MAILBOXES

Mailboxes for all full-time instructors and employees of CASC are located in the mailroom in Johnson Hall. Keys are issued through the Office of Academic Affairs. Associate faculty may request a mailbox.

SMOKING POLICY

Carl Albert State College is a tobacco free campus. No smoking or tobacco is allowed on campus.

JANITORIAL SERVICES

The Construction and Maintenance office provides janitorial services on a weekly basis. If a special need exists such as vacuuming at an unscheduled time, a work order or a "Maintenance and Repair Work Request" should be sent to the Construction and Maintenance office in the F.L.Holton Business Center. Work order forms or other maintenance questions can be found in the Business Office. Any repair work requiring structural alterations to existing buildings should be referred to Garry Ivey and the Construction Department.

MAINTENANCE

The Maintenance Office is located in the F.L. Holton Business Center. Special requests such as repairs, moving of equipment, wall mounting, etc., should be routed to Construction and Maintenance. Any repair work requiring structural alterations to existing buildings should be referred to Garry Ivey and the Construction Department.

PHOTOCOPYING

Copy machines are available in several offices throughout the campus, but the majority of copying is done in the copy room in Johnson Hall. A full-time person is employed to do copying; faculty and staff can leave material for photocopying.

Two machines are available for use in the copy room. One machine will copy single sheets in duplex, collate and staple, enlargement or reduction, sort, or bind books. The following is available in the copy room:

- Binding supplies
- Mailboxes
- CASC envelopes
- Stationary
- Shredder
- Postal services
- Copy paper (variety of colors)
- Overheads
- Envelopes
- Audiovisual equipment

COMMITTEES

Recognizing the effectiveness of the committee method in developing policies, procedures and educational programs in higher education, the president of Carl Albert State College will yearly appoint all faculty and staff to the various standing committees available; these are outlined below. Numerous other committees exist outside those listed below that involve special functions, for example as Orientation and Faculty Evaluation. The president, who serves as an ex-officio member of all committees, also appoints a number of ad hoc committees.

Academic Affairs/ Academic Suspension Appeals	Campus Compact
Adults with Disabilities (ADA)	International Student
Affirmative Action & Minority Recruitment	Miss CASC
Special Events- Sallisaw	NCA/HLC Steering
Assessment	Publicity
CASC Sallisaw Advisory	Safety-Threat Assessment - Poteau

Developmental Education	Safety-Threat Assessment -- Sallisaw
Continuing Education	Special Events -- Poteau
Division Chair Council	Strategic Planning
Dorm Committee	Student Activities Board
Economic Development	Student Conduct
Executive Cabinet	Telecommunications
Financial Aid Default Prevention	Tribal Leadership
Food Service	TRIO
Grants	Developmental Education
Graduation	Service Learning

PRIVACY ISSUES

CASC is guided by the Family Educational Rights and Privacy Act of 1974, as amended, which protects the privacy of educational records, establishes the students' rights to inspect their educational records, provides guidelines for correcting inaccurate or misleading data through informal and formal hearings, and permits students to file complaints with the Family Educational Rights and Privacy Act (FERPA) Office. As a result, if you have any questions regarding privacy, please contact your Division Chair for direction.

DISCIPLINE POLICY

Students who violate the following rules are subject to dismissal and, to a limited extent, possible legal sanction. It is the responsibility of the instructor to enforce proper adult behavior in the classroom and on the college campus. If violations occur, visit with the Division Chair and, if warranted, the Office of Academic Affairs. Additional information on disciplinary regulations and the administrative procedure is outlined in the "Policy & Procedures Manual".

WORKSHOPS

Throughout the year, workshops for staff and professional development will be advertised and made available to all full-time and part-time employees. Instructors desiring to attend a workshop either on-campus or off-campus must first seek permission of the division chair and complete all necessary paperwork.

TORNADO/ SEVERE WEATHER PROCEDURES

Taken from The Carl Albert State College Emergency Response Plan Quick Reference Guide:

▪ **MONITORING AND ALERT SYSTEM:**

1. In the event of potentially severe weather or a “tornado watch” has been issued monitoring of the weather conditions will be maintained by the President’s Office, Academic Affairs Office, Student Affairs Office, and Campus Security.
2. The city of Poteau maintains a siren alarm system that sounds in the event of an approaching tornado or severe weather.
3. Should a “tornado or severe weather warning” be issued, the campus Emergency Notification system will send out a text message and an email message to all registered student, faculty, staff, and administration cell phones and email accounts.
4. Areas that provide the highest protection are the lowest floor level, interior closed areas like rest rooms, closets, small office areas, and interior halls.
5. Avoid open space areas, south and west areas of a building, load bearing walls, windows, and other enclosed areas.

CARL ALBERT STATE COLLEGE

CAMPUS POLICE

Emergency Phone Numbers..(Note- that in the buildings you have to dial 9 first)	
Police	911
Fire	911
Ambulance	911
Police	
CASC Campus Police When this phone is not available call the Poteau PD.	649-7463
Poteau Police Department	647-8620
Leflore County Sheriffs Office	647-2317
Oklahoma Highway Patrol (McAlester)	1-918-423-3636
Oklahoma State Bureau of Investigation	1-800-522-8017
Medical	
Eastern Oklahoma Medical Center (Poteau)	647-8161
St. Edwards Hospital (Ft. Smith)	501-484-6000
Sparks Hospital (Ft. Smith)	501-441-4000
CASC Phone Numbers	
Academic Affairs—Dr. Jim Yates	647-1230
Jessica Jones	647-1231
Student Affairs—Leah McLaughlin	647-1370
Mike St. John (Athletic Director)	647-1376
Melissa Cunningham (Residential Life Director)	647-1374

APPENDIX A

LIBRARY INFORMATION FOR FACULTY

The Joe E. White Library, located adjacent to Johnson Hall, houses a collection of more than 22,000 books and audio-visual materials, and subscribes to over 100 periodicals and over 30 computer databases.

Library Catalog

To access the cataloged materials, go to www.lib.carlalbert.edu and click on "Find Books and Audio-visual Materials."

Circulation of Library Materials

College students and faculty who have a valid CASC ID card may check out up to six books, but there is a limit of 2 books over any one topic. ID cards are made in the Student Affairs Office. The circulation period for books is three weeks, and they may be renewed for three more weeks, providing no one else has requested them. Only faculty may check out videotapes, which must be returned within two weeks. If materials are lost or damaged, the replacement cost plus \$10.00 for processing is charged per item.

Periodicals

In addition to books and audio-visual materials, the library subscribes to over 100 journals, magazines, and newspapers, which may be photocopied for 10 cents per page. Periodicals and reference materials are not checked out.

Computer Resources

Eighteen computers are available in the library for student or faculty use. The library offers access to over 30 computer databases, which contain thousands of articles on a wide variety of subjects including business, health sciences, education, arts and humanities, science, and current issues. All of the databases are accessible for CASC students or faculty through the computer network on campus. Passwords are required for CASC students and faculty to access the databases from personal, at-home computers that have Internet access. Verification of enrollment is required for the passwords. Faculty may request passwords for their distance classes, and then e-mail them to the class members. The databases are recommended as a starting point for students doing research. To access the computer resources, go to the library web page, www.carlalbert.edu, and under "Computer Databases," select either On-Campus or At-Home User.

Reserves

The library has a reserve area at the front desk for items that cannot be checked out of the library. Instructors may place books (such as Solutions Manuals), videos, and documents on reserve, for students to copy, study, or view in the library.

OK-Share

The library is a member of OK-Share, a consortium that allows Oklahoma college students and faculty to have borrowing privileges from other Oklahoma college libraries. An OK-Share card may be issued after the Borrower's Application and Agreement is signed and returned. The cards are good for one semester at a time.

Interlibrary Loan (ILL)

Occasionally, materials that are unavailable in the library collection are needed by faculty or students. The library staff can request items from other libraries through ILL.

Library Orientation

The library offers orientations throughout the semester for any classes that request them. These can be conducted in the library or in a classroom, and will teach students how to find and evaluate library materials, both books and computer resources, for research. Sessions are tailored to meet assignment needs. Please make your request early for such a visit.

SAMPLE COURSE SYLLABUS TEMPLATE

Course Prefix Number Title

Semester Year

CASC Mission Statement: *Carl Albert State College provides affordable and accessible educational experiences of exceptional quality which foster student success.*

SCHOOL: Carl Albert State College

DIVISION:

COURSE NUMBER/TITLE: PREFIX NUMBER TITLE

INSTRUCTOR:

Name

Office Phone:

Office

Email: @carlalbert.edu

Office Hours:

TEXTBOOK(S):

Last name, First name. *Title*. Edition. City of Publication: Publisher, Copyright date.
(Required)

Last name, First name. *Title*. Edition. City of Publication: Publisher, Copyright date.
(Optional)

OPTIONAL MATERIALS

OTHER POSSIBLE INSTRUCTIONAL MEDIA

COURSE DESCRIPTION AND PREREQUISITES: [from CASC CATALOG]

GENERAL EDUCATION OUTCOMES:

1. Demonstrate Knowledge
2. Think Critically
3. Communicate Effectively
4. Practice Global/Civic Awareness

GOALS/OBJECTIVES:

1. GOAL/OBJECTIVE
2. GOAL/OBJECTIVE
3. GOAL/OBJECTIVE
4. GOAL/OBJECTIVE

COURSE OUTCOMES:

1. Learning Outcome
2. Learning Outcome
3. Learning Outcome

PERFORMANCE ASSESSMENT:

Grade Scale: Standards

A: 90-100:

B: 80-89:

C: 70-79:

D: 60-69:

F: Below 59:

COURSE REQUIREMENTS:

1. **Assignment.** Description of Assignment, Grade Value/Percentage, Due Date.
2. **Exams.** Description and number of Examinations, Grade Value/Percentage, Exam Date.
3. **Assignment.** Description of Assignment, Grade Value/Percentage, Due Date.

EVALUATION AND GRADING [SAMPLE]

<u>Assignments</u>	<u>%:</u>
	%
	%
	%
<u>Final Exam</u>	<u>%</u>
	100%

STUDENTS WITH DISABILITIES:

Carl Albert State College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations should make their request in the following way:

- * Talk with your instructor after class or during hours about your disability or special needs related to work in class AND
- * Complete the Request for Special Accommodations Form with the ADA Coordinator located in the Guidance Center in office HH112 D.

CLASS ATTENDANCE:

Punctual and regular class attendance is expected of all students enrolled at Carl Albert State College. A student is expected to attend every class and laboratory for which he or she has registered. Each instructor will make known to the student his or her policy with respect to absences in the course. It is the student's responsibility to be aware of this

policy. Being prepared for class in advance and participating on a regular basis is a vitally important ingredient for academic success. At the beginning of each semester, every instructor will distribute a course syllabus and clearly state his or her attendance policy. It is the student's responsibility to inquire of the instructor if there are questions.

It is also the responsibility of the student to consult with his/her instructors when an absence must be excused. Instructors are given the prerogative of determining the excusableness of student absences except absences for school-sponsored activities and legally required jury duty, which shall be deemed excusable. A student is also responsible for all class work covered during his/her absence from class, even in classes in which he/she is able to satisfy the instructor that the absence was unavoidable. Failure to attend class regularly may result in a recommendation for the student to withdraw from class or from College. Students who cease attending a class but do not withdraw from that class may receive a grade of F for the course. Attendance will be taken in each class at Carl Albert State College each time that class meets. (CASC Policy and Procedures Manual, p. 16)

[ADD Specific/detailed Attendance policy]

CELL PHONE POLICY [ADD Specific/detailed Cell Phone policy]

LATE WORK AND MAKE UP EXAM POLICY [ADD Specific Late work/Make up exam policy]

ACADEMIC INTEGRITY AND PLAGIARISM POLICY

The following will apply in connection with academic dishonesty:

- A. The instructor and his/her Division Chairperson have final authority over the grades given to students or the lowering of grades because of cheating or plagiarism.
- B. The term “cheating” includes, but is not limited to:
 - 1. The use of any unauthorized assistance in taking quizzes, tests, or examinations.
 - 2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
 - 3. Acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

If it is established that cheating or plagiarism has more than likely occurred:

C. The instructor may take appropriate disciplinary action, which may include the awarding of an “F” on the particular assignment or in the course.

D. The instructor will make a report of the incident and of action taken to the Vice President for Academic Affairs.

E. The student will receive a copy of the report if s/he desires and may appeal the decision of the instructor to the Academic Affairs Committee.

F. The student and instructor may meet individually with the Academic Affairs Committee to present documentation pertinent to the appeal. Once the Academic Affairs Committee renders its decision, the appeal process is concluded.

FACULTY COMPLAINT PROTOCOL

A student who feels he or she has serious grounds and evidence to demonstrate unfair treatment by a faculty member may file a formal written complaint with the division chair. First, however, the student is encouraged to visit with the faculty member on an informal basis to discuss the situation. If, after that visit, the student still wishes to file a formal complaint, the division chair will call a meeting between the student and the faculty member to discuss the complaint and any further action. If the issue still remains unresolved, the division chair, faculty member, and student will meet with the Vice President of Academic Affairs.

GRADE APPEAL PROTOCOL

Students may appeal a final grade, provided a solution cannot be reached through proper academic channels. Students should first contact their instructor and then the Division Chair if resolution is not satisfactory. Appeals for the purpose of challenging a final grade must be made to the Academic Affairs Committee within 90 days after the grade in question appears on the permanent record. Committee decisions are final. Information concerning procedures to be followed is available from the Office of Admissions and Records. (CASC Catalog, p. 74)

AW Statement

An Administrative Withdrawal (AW) may be assigned by the instructor or the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn from class(es) after CASC's Add/Drop Period for a special reason (i.e. disciplinary action, health issue, etc.). Administrative withdrawals are GPA neutral but do affect a student's financial aid.

COURSE OUTLINE AND TENTATIVE SCHEDULE: [SAMPLE]

Month

Week 1 Introduction; Content
Week 2
Week 3
Week 4

Month

Week 5
Week 6
Week 7
Week 8

Month

Week 9
Week 10
Week 11
Week 12

Month

Week 13
Week 14
Week 15
Week 16
Week 17 **Final Exam: Day, Month Day: Time**

Due Dates:

Assignment #1 DUE: **Day, Month Day**
Assignment #2 DUE: **Day, Month Day**
Mid-term Exam: **Day, Month Day**
Final Exam: **Day, Month Day**

CLASS CONDUCT:

NOTE: The instructor reserves the right to make any changes in the syllabus he or she deems necessary.

NOTE II: ALL correspondence between the instructor, college, and student will be conducted through CASC campus email. Students are REQUIRED to check their CASC email account.