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1.0 Overview

This guide was developed to assist academic affairs administrators with understanding common policies and procedures at Owensboro Community and Technical College. This handbook does not contain all of the policies and procedures that govern OCTC, but serves as a quick reference to the most commonly used policies and procedures within academic affairs. There are numerous references to Kentucky Community and Technical College System policies that are not reproduced in the manual but can be located at https://publicsearch.kctcs.edu/policies/Pages/KCTCSPolicies.aspx. This document will be reviewed annually in June by the associate deans and updated as policies and procedures change.

1.1 OCTC’s Vision, Mission, and Values
http://www.octc.kctcs.edu/About_Us/Our_College_at_a_Glance.aspx

1.2 KCTCS’s Vision, Mission, and Values
1.3 Academic Affairs Organizational Chart

[Diagram of Academic Affairs Organizational Chart]

Completed August 31, 2010

Program Coordinator:
Coordinator Coordinator.
1.4 **KCTCS Governance**

KCTCS is governed by a 14-member Board of Regents. The governor of Kentucky appoints eight members and six are elected by KCTCS faculty, staff and students.

### 2.0 Administrative Policies and Procedures

#### 2.1 Hiring Policies

**2.1.1 EEO Guidelines**

OCTC is an equal access, equal opportunity affirmative action institution and is committed to providing equal opportunity through its employment practices. OCTC strongly encourages applications from minorities, women, and bilingual candidates in support of its culturally diverse mission.

**2.1.2 Non-Discrimination Policy**

KCTCS does not discriminate based on race, color, religion, national origin, sex, disability, or age in its programs and activities. Inquiries regarding non-discrimination policies are handled by:

Charlie Jane Currens  
HR Generalist  
Kentucky Community and Technical College System  
300 North Main Street  
Versailles, KY 40383  
(859) 256-3100

Local OCTC Contact:

Vickie Hohiemer  
Director of Human Resources  
Owensboro Community and Technical College  
(270) 686-4512  
Vickie.Hohiemer@kctcs.edu

**2.1.3 Faculty Hiring Procedures**

It is the aim of the Kentucky Community and Technical College System colleges to recruit and select outstanding faculty members in support of the KCTCS vision to create a comprehensive community and technical college system recognized as the nation’s best.

Faculty hiring procedures are outlined in KCTCS Administrative Policy 2.3: Faculty Search/Appointment/Orientation ([https://publicsearch.kctcs.edu/policies/admin%20policies/2-3.pdf](https://publicsearch.kctcs.edu/policies/admin%20policies/2-3.pdf))

### 2.2 Campus Culture

**2.2.1 Diversity Policy**

The Kentucky Community and Technical College System is committed to creating and sustaining an environment of all-inclusive diversity where each individual is valued, respected and supported, and is recognized on the basis of personal achievement, merit and contribution – Adopted by the KCTCS President’s Leadership Team, 2006

The Office of Diversity and International Student Services at Owensboro Community and Technical College supports the diversity mission of KCTCS to promote and sustain an environment that is all-inclusive. Through the implementation of a comprehensive diversity plan, we seek to provide a campus environment that promotes and celebrates multiculturalism and provides members of the campus community with the opportunity to contribute and participate in the enrichment of the multicultural experience on the OCTC campus.
2.2.2 Harassment-Free Workplace
The following policy was adopted by the KCTCS President’s Leadership Team in 2006:

KCTCS intends to provide a work environment that is pleasant, professional, and free from illegal discrimination. Persons, including students, shall not be forced to tolerate a hostile work environment. A hostile environment is created when persons are forced to suffer harassment based upon their race, gender, age, national origin, color, religion, or disability. Harassment can take many forms, including, but not limited to, innuendo, suggestive comments, threats, insults, jokes, horseplay, rumors, pictures, signs, writings, e-mail, and gestures, based upon another person’s gender, race, age, national origin, color, religion, or disability.

All employees, and particularly immediate supervisors, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants KCTCS to do so.

All employees are annually required to complete on-line training on policies pertaining to sexual harassment.

2.2.3 Tobacco-Free Campus Policy
Owensboro Community & Technical College is committed to providing its students, employees and visitors with a safe and healthy environment. In view of this commitment, the college is a tobacco-free institution. No consumption of tobacco products will be allowed on any college property or in any college facility. The institution displays notices of the tobacco-free policy at all college locations.

Please refer to Administrative Policy: Tobacco-Free Campus Policy and Tobacco-Free Policy Procedure for more information. (July 1, 2012)

2.3 Information Technology

2.3.1 IT Responsible Use Policy
Employees must comply with IT policies and complete required usage training to have an active account. These policies apply to the use of all Owensboro Community & Technical College computing resources.

- [https://publicsearch.kctcs.edu/policies/Admin%20Policies/3-3-21.pdf](https://publicsearch.kctcs.edu/policies/Admin%20Policies/3-3-21.pdf)

Email is for academic and administrative purposes and should not be used to send messages containing material that is fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defaming, or otherwise unlawful or inappropriate. Email should not be used for personal invitations, political message, or personal messages.

2.3.2 Computer Password
An individual’s user name and password provides access to student records, email, and some library resources. It is important to keep this information secure and to not share it with anyone.

A user name is usually the first initial, last name, and four digits (e.g. jsmith0001). Employees are allowed to choose a complex password which is at least 8 characters long and contains at least three of the following:

- A lower case letter
- An UPPER CASE letter
- A number
Passwords containing first name, last name, or user name will be rejected. Do not use your birth date, anniversary or other information that may be easily obtained. Passwords must be changed every 90 days. Changing a password requires Internet Explorer or Firefox; other Internet browsers are not compatible with the reset process. For additional information about resetting an email password visit: http://www.octc.kctcs.edu/en/Faculty_and_Staff/Information_Technology_Services/Password_Policies_and_Resets.aspx.

2.3.3 OCTC Help Desk
Desktops or laptop computers provided by the college are loaded with the current licensed software and plug-ins necessary for most college functions. Un-approved or un-licensed software will not be supported and will be removed when discovered. Additional help can be accessed through:

- Helpdesk email OCTC-Ithelpdesk@kctcs.edu
- Helpdesk number- 64541
- Report Technical Problem- OCTC-Ithelpdesk@kctcs.edu
- Information on how to setup a smartphone can be accessed at: http://www.octc.kctcs.edu/en/Faculty_and_Staff/Information_Technology_Services/Smartphone_Setup.aspx

2.3.4 FERPA
The Family Educational Rights and Privacy Act (FERPA) protect a student’s rights and the privacy of his/her educational records. Educational records are records which are maintained by an educational institution or another party acting on behalf of the institution that directly relate to a student.

FERPA provides students with the following primary rights:

- The right to inspect and review their education records that are maintained by the school;
- The right to request that a school correct records which the student believes to be inaccurate;
- The right to consent to the release of information that may be personally identifiable; and
- The right to file a complaint with the FERPA office when an institution is believed to have failed to comply with this Act.

KCTCS FERPA information is available at: http://www.kctcs.edu/Students/Admissions/Academic_Policies/FERPA.aspx

2.4 Budget
2.4.1 Travel & Reimbursement
Employees should complete a travel request form and obtain approval from the appropriate division Associate Dean and Vice President of Academic Affairs prior to travel. Furthermore, if the employee’s supervisor does not have budget authority over the budget requesting to be used, a completed Signature of Budgetary Authorization for Reimbursements (BA3d) form must be completed by the employee and approved by the authorized budget supervisor. This form will be uploaded in PeopleSoft with other supporting documents once the employee returns and requests reimbursement. Also, in addition to these forms, if traveling out of state, an out-of-state travel authorization (BA25) form must be completed with approval from the division Associate Dean, Vice President of Academic Affairs and College President. Out-of-state travel request forms must be completed 15 days prior to travel. The out-of-state travel authorization form (BA25) and Signature of Budgetary Authorization for
Reimbursements (BA3d) form can be located at https://employees.kctcs.edu/forms. All areas of the forms must be completed.

The approved travel request form along with an agenda and BA3d form, if applicable, should be submitted to the Business Office (or President's Office for out-of-state travel). For travel outside the United States, an out-of-country travel form must be completed and have prior authorization from the College President and the KCTCS Chancellor 30 days prior to travel.

Once travel is approved, registration fees and airfare must be paid using an OCTC Procard. Once an approved out-of-state form has been received, the Business Office may be contacted at 686-4510 to get Procard information to make flight arrangements. A completed KCTCS Expenditure Transaction Detail (BA8) form, with an original receipt attached, must be completed and submitted to the Business Office promptly. For rental car procedures, see Business Procedure 1.17.4. Prior Presidential approval is required for all car rentals.

Requests for a college vehicle should be made on the travel request form. Vehicle keys can be obtained from the Administration Building’s copier room.

College vehicles are located behind the Campus Center. Keys will have the vehicle number on them (e.g., Car 11). The license plate of the assigned vehicle will end in this number.

College vehicles contain a mileage log in the vehicle. The employee’s name, destination, and beginning mileage must be reported on this log. Upon return, ending mileage must be reported.

The gas tank of a college vehicle must be filled upon return for the next employee. The fuel card and the PIN number are located in the glove compartment. A receipt must be obtained and placed in the plastic envelope marked “Receipts” located under the mileage log on the clipboard.

Upon return, keys should be placed back on the board in the Administration Building. If returning late, the keys can be placed in the drop box located in the back of the Campus Center behind the vehicles.

If making an overnight trip and the destination is more than forty miles from the campus, employees may be eligible for expense reimbursement. Travel expenses including lodging, subsistence, baggage fees, parking, etc. must be initially paid with personal funds and then reimbursed through the Travel Expense module in PeopleSoft. Vouchers must be submitted within 30 days of return and should not cross fiscal years.

Original receipts (except for meals and items less than $20.00) for expenses, an agenda and/or BA3d form, if applicable, must be uploaded in the Travel Expense module in PeopleSoft. The travel expense will be approved by the employee, routed and budget checked by the employee’s HR supervisor, and routed to the Business Office.

For an overnight trip, employees are allotted subsistence reimbursement for meals, if not provided. Due to IRS regulations, employees can only claim reimbursement up to 75% of the regular per diem rate on the departure and return days. Subsistence reimbursement rates for approved overnight travel within Kentucky will be reimbursed up to $26.00 for the departure and return days only. In between days will be reimbursed up to $35.00. For each meal provided $7.00 for breakfast, $10.00 for lunch, and $18.00 for dinner may be claimed up to the maximum allowed. Subsistence reimbursement rates for approved overnight travel outside of Kentucky will be reimbursed up to $33.00 for the departure and return days only. In between days will be reimbursed up to $45.00. For each meal provided, $8.00 for breakfast, $12.00 for lunch, and $25.00 for dinner may be claimed up to the maximum allowed.
Once the Travel Expense is approved by the Business Office, it will be uploaded to KCTCS for approval. It will take approximately 10-14 days for reimbursement. Payments are made via direct deposit to the account specified by the employee for payroll. A verification email will be sent the Friday before reimbursement is made. Payments are usually deposited the following Monday.

If a college vehicle is not available, an employee may be reimbursed up to $.47 a mile. A mileage chart can be obtained from the appropriate Division Assistant for mileage allocated for specific destinations.


Current information regarding deadlines, in/out-of-state travel, reimbursement procedures, college vehicle requests, conference documentation, and required forms is available at the Office of Business Affairs and at http://kctcs.edu/en/Faculty_and_Staff/Business_Procedures.aspx

2.4.2 Expenditures and Budgets
All purchases require prior completion and approval of a BA8 (KCTCS Expenditure Transaction Detail Form). Purchases cannot be made from an employee or from a company an employee has interest in.

For items less than $500 the purchase can be made on an OCTC ProCard. Each building/campus has a ProCard available for use. A signed Custodial Card User Agreement must be on file prior to requesting use of a ProCard. Card users are to advise vendors of the KCTCS Sales Tax Exemption number, A-20633, prior to making any purchases. Once the purchase is made, card users must complete the Expenditure Transaction Detail Form (BA8) and attach the original receipt. All required information should be provided with specificity. Spending limits and card level should be checked prior to purchase. Airfare must be purchased with a Level II ProCard and food must be purchased with a Level III ProCard. Level II and III ProCards must be requested from the Business Office. Before a food purchase can be made a BA50 Food Authorization Form must be completed and approved by the Vice President of Academic Affairs or the college President. In addition to restrictions set forth by different card levels, the following items may not be placed on any level ProCard: personal purchases of any type, gift cards, printing, gasoline, hotel accommodations and equipment over $500 (capital equipment or items to be inventoried). Splitting a transaction is not allowable for purchases.

A single item of $500 or more, or a complete order of $3,000 or more, requires an “official quote” for the requisition/purchase order which must be attached to an approved BA8. An “official quote,” printed on vendor letterhead, must include specifications including shipping, and expiration date of quote. For orders of $20,000 or more, three quotes including specifications and shipping information must be provided with an approved BA8 form. For orders of $40,000 or more, a quote including specifications and shipping information must be provided with an approved BA8 form. Orders of $40,000 or more will be put out for bid.

Please contact Business Affairs for current purchasing information regarding forms, approval process, and Procard usage. See: http://kctcs.edu/en/Faculty_and_Staff/Business_Procedures.aspx.

2.5 Support

2.5.1 Maintenance and Operations
Please contact Academic Affairs to request an office key.

Each division Associate Dean is responsible for reporting to maintenance any facility or equipment issues within the building they oversee. Faculty and staff should report facility/equipment issues to the division Associate Dean in the
building which the issue occurs. The division Associate Dean will then contact M&O regarding the request and serve as the main point of contact.

2.5.2 Emergency Responses
Owensboro Community & Technical College is concerned with the safety and security of students, faculty, staff and visitors to all of our locations and strives to provide a safe and secure environment. Assistance is available in reporting criminal activity or accidents on campus.

In Case of Emergency, call 911 immediately then contact the OCTC Security Office once it is safe to do so.

OCTC Security Main Campus: (270) 852-8977 or (270) 316-1660
OCTC Security Downtown Campus: (270) 688-5040
OCTC Security Southeast Campus: (270) 688-5041
OCTC Security (between 4:30 & 9:00 p.m. M-F): (270) 316-3111
Vice President of Business Affairs: (270) 686-4501

- To sign-up for KCTCS Safety Notification Alert Process – (SNAP) please visit [http://kctcs.edu/snap](http://kctcs.edu/snap) and follow the step-by-step directions.


2.5.3 Room Reservations
Room reservations can be made by contacting the Campus Assistant at 270-686-4405. The Addington Seminar Room and the Chandler Conference Room require the approval of an OCTC Vice President. The Administrative Boardroom may be reserved through the President’s office, Executive Administrative Assistant at 270-686-4508. Blandford Hall in the Humanities building requires Audio/Visual Department approval located in the LRC – (270-686-4580) and the Associate Dean for Humanities & Fine Arts (270-686-4627). All rooms must have college president’s final approval for reservation fees, if applicable.

2.5.4 Public Relations
Please contact the Director of Public Relations (270-686-4506) for current information on the use of social media, request for press releases, and promotions/flyers.

2.6 Campus Safety

2.6.1 Closing Policy Statement
During any inclement weather or other emergency, keep all offices open and classes in session as scheduled if possible and practical. Decisions on the cancellation or delay of college operations will be made by the president in consultation with college leadership. The Public Relation Office will update information for the media and the college community. If a delay is necessary, campuses will open at a specified time. Employees will report at the specified time and services will begin at that time. If classes are cancelled for the day, evening classes are also cancelled. Classes offered in the evening at an extended campus location, not operated by OCTC (e.g., a local high school), will not meet if the extended site has closed. Closing announcements will be made on the OCTC website, through SNAP emergency notification messages, and on television and radio stations. Television and radio stations will be given correct information, but the college cannot guarantee those messages will be displayed or stated accurately.

2.6.2 Law Enforcement Support
When law enforcement officials are on-campus and request student information:
• Direct the law enforcement official to a College Vice President. If a Vice President is not available please contact Security and Safety, Public Relations, or Associate Deans.
• The college official is responsible for contacting the student when a law enforcement official has requested to see a student who is currently in class. The college official may request to see the student and then bring the individual to a private office to meet with law enforcement. If there is imminent danger, the college official should follow the directions of the law enforcement officer.
• The college official will report the incident to the Vice President of Business Affairs who will request a police report and file the incident as part of the Minger and/or Cleary Acts as appropriate.
• Requests from federal and state agencies for student record should be directed to the college’s registrar.
• FERPA allows for legitimate exceptions for the release of directory and non-directory information without the student’s consent to the following areas:
  o Certain federal and state authorities,
  o Persons representing an official judicial order or lawfully issued subpoena, and
  o Appropriate parties in connection with an emergency when the immediate health or safety of the student is threatened

2.6.3 Dealing with Disruptive Students
In rare instances where disruptive behavior interferes with the learning and working environment, faculty should follow the process outline below and document incidents using the Disciplinary Documentation form located at http://www.octc.kctcs.edu/Faculty_and_Staff.

• Expectations regarding classroom behavior should be detailed in the syllabus and distributed the first class meeting of the semester.
• Professional judgment is required to delineate between disruptive and annoying behavior. The instructor has a professional responsibility to contain the incident and take a proactive approach to prevent the behavior from escalating. Ask the student to meet with you after class to clarify the inappropriate behavior and articulate the consequences and clarify expectations. When possible, coach students on appropriate behavior for a college environment.
• When a student exhibits annoying and/or slightly disruptive behavior, please inform the division Associate Dean. Document the behavior by keeping a list of dates and behavior.
• If a student’s behavior becomes disruptive, give an official verbal warning; include the specific behaviors that have disrupted the educational process and notify the student that the next step will be to file a Disciplinary Documentation form with the Vice President of Academic Affairs and/or Vice President of Student Affairs.
• If behavior continues file a disruptive classroom incident report with the Vice President of Academic Affairs and/or Vice President of Student Affairs. If the student continues the behavior after the warning and report has been filed, privately ask the student to see you after class and inform them they may not return to class until they have spoken to the Vice President of Academic and/or Student Affairs regarding student rights and responsibilities.
• Once the student has met with a Vice President, an email will be sent to the instructor from the Vice President regarding the outcome and next steps.

2.6.4 Student Complaint Procedure
Students who believe that they have been subject to unfair and/or improper treatment are encouraged to bring their concerns to the attention of the College. Most complaints can be resolved by talking to someone. Students are welcome to discuss any issues, problems, or difficulties with the employee involved, the supervisor of the employee, or the chief student affairs officer or designee. If the concern cannot be resolved through this informal process, the complaint procedure will commence. This procedure does not supersede the policies set forth for discrimination grievances (see the KCTCS Student Code of Conduct, 1.2.1.1), harassment complaints (see KCTCS Administrative
Policies and Procedures, 3.3.1.), or alleged violations of academic rights, including grade appeals (see the KCTCS Student Code of Conduct, 2.2 and 2.4). The Student Complaint Log is electronically maintained by the Vice President of Academic Affairs.

LEVEL 1

A written complaint shall be filed within ten (10) business days following the incident or the conclusion of the informal process verbal response from the College employee involved. The written complaint must be presented to the supervisor of the employee, unit, or policy of concern. The written complaint should contain the following: a complete description of the complaint; any supporting documents; and the redress (desired outcome) sought. The supervisor receiving the written complaint has ten (10) business days to reply to the individual in writing.

LEVEL 2

If the individual is not satisfied with the written response from the supervisor, he or she may appeal it to the appropriate chief officer or designee within ten (10) business days. The student should forward copies of all correspondence and relevant documents from LEVEL 1, along with a cover letter. The chief officer or designee has ten (10) business days to adjudicate the matter and reply in writing to the individual.

LEVEL 3

If the individual is not satisfied with the written response from LEVEL 2, he or she may appeal to the chief executive officer or designee. This appeal must be made within ten (10) business days after the reply from LEVEL 2. The student should forward copies of all correspondence and relevant documents from LEVELS 1 and 2, along with a cover letter. The chief executive officer or designee has ten (10) business days to adjudicate the matter and reply in writing to the individual. If the complaint is lodged by a student and is an alleged violation of the “Fundamental Rights of Students” (see the KCTCS Student Code of Conduct, 1.2), the student may proceed to LEVEL 4. If not, the decision will be final.

LEVEL 4

If the complaint is lodged by a student and is an alleged violation of the “Fundamental Rights of Students” (see the KCTCS Student Code of Conduct, 1.2), the matter may be appealed to the College Appeals Board under the procedure outlined in the KCTCS Student Code of Conduct, 1.2.8. Regardless of whether the complaint is heard by the Board or not, the decision will be final.

General Guidelines

The individual filing a complaint may be accompanied by an advisor or representative of his/her choice and at the individual’s expense at any level of the procedure. The individual may not be represented in these discussions by an attorney-at-law without prior written approval and Kentucky Community & Technical College System legal council also present. Revision of the deadlines for filing appeals and providing written responses may be made due to extenuating circumstances such as vacations, examinations, or illnesses. If the deadlines are changed by either party, an estimated date of the final reply shall be provided.

For formal grievance procedures students should refer to the following website:

- Student Code of Conduct
3.0 Academic Policies and Procedures

3.1 Academic Freedom
https://publicsearch.kctcs.edu/policies/Board%20Policies/2_9_1_2.pdf
- Board of Regents Policies 2.9.1.2

3.2 KCTCS Code of Student Conduct
http://www.kctcs.edu/en/students/admissions/academic_policies/_-/media/System_Office/Academics/StudentCode2010.ashx
- Academic Honesty Policy (page 10)
- Academic Rights of Students (page 10)
- Student Academic Offenses and Academic Sanctions (page 11-12)
- Student Appeals and Responsibilities (Page 12-18)

3.3 KCTCS Enrollment Policies
http://www.kctcs.edu/en/students/admissions/academic_policies/enrollment.aspx
- Assessment and Placement
- Student Load—Full-time Status
- Student Load—Maximum Student Load
- Grading System
- Changing Grades
- Grade-Point Average (GPA)
- Reporting Final Grades
- Academic Probation, Academic Suspension, and Reinstatement
- Repeating a Course
- Final Exams
- Dean’s List
- Incomplete Grades
- Academic Bankruptcy (Readmission After Two or More Years)

3.4 Local Course Setup/Management

3.4.1 Course Schedule Creation
The goal for course scheduling is to create an efficient course schedule that meets the anticipated needs of students. While faculty preferences are considered, they are not guaranteed; especially if the preferences impede the goal of creating an efficient, student-focused schedule.

- Faculty and/or program coordinators are asked to submit course schedule preferences to the division Associate Dean.
- The division Associate Dean prepares schedules for all departments within the division. The division assistant enters schedules into PeopleSoft. Faculty review schedules. Corrections are made through the division’s Associate Dean and assistant.
- The division Associate Dean provides an electronic copy of the schedule to Academic Affairs. The spring schedule must be submitted by September 7th of each year. The fall and summer schedule must be submitted by February 7th of each year.
- Academic Affairs compiles courses from each division into one list used for posting on OCTC’s website. Associate Deans review combined list and make necessary corrections.
- After final approval from Academic Affairs the course schedule is sent to OCTC web services for publication on website.
3.4.2 Room Assignments
Room assignments are made by the division Associate Dean. Faculty may request a specific room for classes. However, rooms are assigned according to class needs (i.e., computers, seating, specific equipment needs) and individual faculty teaching schedules.

3.4.3 Class Enrollment Capacity
Class enrollment capacity is based upon available classroom seating; equipment constraints; safety guidelines; associated integrated laboratory experiences; and/or accreditation requirements. Some class capacities may also be influenced by the instructor's overall teaching load, external experience availability, and/or industry partner needs.

3.4.4 Syllabus Guidelines and Checklist
Syllabus guidelines are communicated to the faculty by the division assistant and program coordinator. A checklist and sample syllabi are provided as examples. Guidelines and the checklist are located at [http://www.octc.kctcs.edu/Faculty_and_Staff](http://www.octc.kctcs.edu/Faculty_and_Staff). Syllabi for faculty should be approved by the division Associate Dean prior to the beginning of the semester. Students should receive a syllabus by the second class meeting. All syllabi must be submitted electronically to the division assistant so that the syllabus can be uploaded to CampusLabs by the second week of the semester. Annually syllabi for all classes are reviewed in each division.

3.4.5 Instructor’s Absence/Cancellation of Classes
The college does not provide substitute faculty and discourages all full-time and adjunct faculty from canceling class on an individual basis. All classes must meet the required contact hours through in-person, out-of-class, or on-line assignments. In a planned absence, the faculty member is responsible for class coverage and should notify the program coordinator, division Associate Dean, division assistant, and students enrolled in the class in advance detailing the arrangements that have been made for class. In the event of an unplanned absence (i.e. emergency) where students are not notified in advance that the class is canceled, the faculty should contact the division assistant and division Associate Dean with necessary information on how the class should be handled and prepare a message for the classroom door/email/call to notify students of the instructor's absence. For classes meeting at an off-campus location, the faculty should notify the appropriate contact at the site, as well as the Associate Dean.

3.4.6 Offering a Selected Topic Course
Each proposal to offer a Selected Topics course on a given topic must be approved by the appropriate division Associate Dean before the course can be listed in the Schedule of Classes. One topic can be taught under a Selected Topics number for up to two calendar years. At the end of the first year, the program/area faculty should determine if there is a continuing need for the course. If such a need exists, program/area faculty should consult with their division Associate Dean and Curriculum Review Committee representative about the process for proposing a new course and the deadlines for gaining approval by the end of the second year. The new course must be approved through the OCTC and KCTCS curriculum approval process. The following is the process for offering a new course;

- The faculty member proposing to teach a new course develops a proposed syllabus and submits it to the Program/Area Coordinator.
- The Program/Area Coordinator completes the New Course Proposal form and submits the form and syllabus to the college Curriculum Review Committee.
- The college Curriculum Review Committee reviews the New Course Proposal form for appropriateness of course and determines possible duplication with other college offerings. The Committee records its recommendation and submits the form to the V.P. of Academic Affairs.
- The approved New Course Proposal is submitted to KCTCS Curriculum Review Committee for approval.
3.5 **Online Course Setup/Management**

Please refer to best practices through Title III.

3.6 **Faculty**

3.6.1 **Advising**

All Faculty members are expected to provide academic advising for students both assigned and unassigned. The number of assigned advisees will vary across disciplines and programs. Students in natural cohort groups, such as those entering classes in technical programs, may be advised in group settings for scheduling. However, additional individual support will be needed to be supplemental to the group setting. In areas where assigned advisees are not in cohort groups or continually in class contact with the advisor, students will be advised on an individual basis.

Academic plans are to be labeled correctly and entered in the shared advising drive so that they are readily accessible. The academic plans are to be developed in conjunction with the academic advisor within the first semester of enrollment. All academic advisors are expected to contact and communicate with their assigned advisees a minimum of once a semester to include early enrollment for the next semester. For students graduating, the completed academic plan, with signatures, will be submitted to Student Records for graduation application within the designated time frame.

When enrolling students in classes, permission for over-rides is often necessary. The appropriate individual for permission to override a class cap is the Associate Dean for the Division. When there is a “hold” on enrollment, tracking the source of the hold for permission is required before over-riding or releasing the “hold”. It is recommended that the source of the “hold” be the sole individual or office to release it.

3.6.2 **Advisor Assignments**

Advisor assignments are based on the following process:

1. Upon initial processing of an applicant, Student Records assigns the appropriate Division Assistant as the temporary advisor.
2. Initial advisor (START/Counseling/TRAC) completes an initial academic plan. This plan, in MS Excel, includes the student’s name, life goal, student identification number, and first semester classes.
3. Initial advisor prints the plan and provides it to the student, letting the student know that an e-mail with their advisor assignment will be coming soon.
4. Initial advisor saves the academic plan with the file entitled in this format: lastname, firstname student id – intialadvisorlastname date, e.g., “Smith, John 00112233 – Jones 7-13-12”

*The next steps apply to students not served by TRAC Central*

5. Division assistant monitors their advisees. Those that become “E” (enrolled) are assigned a permanent advisor.
6. Division assistant copies the academic plan on the Academic Plan shared drive into the permanent advisor’s folder.
7. Division assistant e-mails the copy of the academic plan to the student (and copies the faculty member) informing the student of his/her advisor.
8. Permanent advisor sends the student an email identifying them as their advisor and welcoming them to the college.

3.6.3 **TRAC Central**

TRAC Central is a collaborative effort between academic affairs and student affairs providing OCTC students transfer, retention, advising, college/career readiness information.
3.6.4 **Placement Scores**
Placement score information can be accessed at:


3.6.5 **Credentials**
The Vice President of Academic Affairs and Human Resources are responsible for maintaining the academic credentials for all college faculty. All faculty, full-time and part-time, must meet the following credential criteria outlined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC):

- General education and transfer course faculty must have completed 18 graduate semester hours in the teaching discipline and hold at least a Master's degree, or must hold the minimum of a Master's degree with a major in the teaching discipline.
- Technical faculty must hold at least an Associate degree coupled with documented work experience (typical credentials are at least a Bachelor's degree plus documented work experience.), and must hold the appropriate certifications and/or licenses required by the position.
- Technical faculty teaching in a program leading to a certificate or diploma must hold the appropriate certificate and/or license required by the position and/or must have adequate, documented experience in the discipline.
- Developmental faculty must hold at least a Bachelor's degree in a discipline related to the teaching assignment, and must have either teaching experience in a discipline related to their assignment or graduate training in developmental education.

Faculty credentials are to be validated by Academic Affairs and filed completed with Human Resources prior to the faculty member teaching for the college. If a faculty member is hired sufficiently close to the beginning of an instructional assignment that his/her credentials cannot be validated before the beginning of that assignment, he/she may not teach beyond that assignment without validated credentials.

3.6.6 **Employment Status Category (Faculty and Staff)**

- Faculty Tenured Employment Status
- Faculty Tenure-Track Employment Status
- Term Contract Employment Status
- Continued Employment Status
- Continuing Employment Status
- “Status” Employment Status
- “At Will” Employment Status

3.6.7 **Faculty and Rank**
https://publicsearch.kctcs.edu/policies/Admin%20Policies/2-1.pdf

- Full-time Faculty 2.1.2
- Librarians (faculty) 2.1.2.1
- Counselors (faculty) 2.1.2.2
- Instructor 2.1.3.1
- Assistant Professor 2.1.3.2
- Associate Professor 2.1.3.3
- Professor 2.1.3.4
- Review Periods 2.1.3.5
- Types of Appointment Applicable to Faculty 2.1.4
- Visiting Professors 2.1.4.1
Part-time Faculty 2.1.4.3
Emeritus Professors 2.1.4.4
Retired Faculty Employment 2.1.4.5
Faculty Recruitment and Search for Faculty

Search Committees are appointed by the Vice-President of Academic Affairs based upon a recommendation from the Associate Dean. These committees are generally composed of representatives from the division, a representative from Human Resources, an Associate Dean, a representative outside of the division, a staff member, an industry representative (for technical programs) and a member representing the Office of Diversity. The committee will review applications from all candidates. The committee may or may not conduct telephone interviews with selected qualified candidates. On-campus interviews should include a teaching demonstration where appropriate. The committee will present the Vice President of Academic Affairs with a recommendation listing the strengths and weaknesses of the interviewed candidates. In consultation with the Vice President of Academic Affairs, the final hiring decision is made by the President of the college with an offer subsequently extended.

Faculty Appointments and Assignment Periods

Faculty appointments extend from July 1 through June 30. The assignment period varies. Individuals on a 10-month contract period will have an assignment period of August 1 through May 31. Twelve-month employees will have an assignment period from July 1 through June 30. New faculty appointments in the first year will normally be from August 1 through June 30.

Orientation

New Faculty Orientation will be conducted by the Office of Academic Affairs in conjunction with support by other units within the college and with whom faculty interact. Continued training is provided through professional development training sessions. Training for adjunct faculty occurs through Full-time/Part-time faculty meetings. The responsibility for training rests with the appropriate Associate Dean or designee.

3.6.8 KCTCS Performance Reviews (Faculty)


Performance Planning and Evaluation 2.5.1
Criteria for Evaluation of Faculty for Appointment and Promotion; Criteria for Evaluation of Staff 2.5.1.1
Position Responsibilities 2.5.1.1.1
Internal Service-Institutional Service 2.5.1.1.2
Internal community service is a function of positive involvement as a college citizen. In collaboration with the Associate Dean, faculty members are to designate activities which will make appropriate contributions to the mission of the college. Fulfilling responsibilities as a member of college organizations, committees, student organizations, and other activities are significant.

External Service-Community Service 2.5.1.1.3
External community service is defined as activities in which college personnel are engaged within the community at large and are based upon their expertise through which they are serving as representatives of the college.

Professional Development Activities 2.5.1.1.4
Educational Leadership/Leadership 2.5.1.1.5
Leadership is defined for the purposes of promotion and PPE's to include serving as program coordinator or similar responsibility, chairing a college committee, serving in an elected college assembly office, serving as a chair of a KCTCS committee, serving as an
officer in a state or national academic discipline organization, or otherwise serving in a role of responsibility directing toward definite results

- Standardized Performance Planning and Evaluation Form 2.5.1.2
- Descriptive Performance Rating Categories 2.5.1.2.1
- Performance Planning and Evaluation Process 2.5.1.3
- Faculty Biennial Ratings 2.5.1.3.1
- Evaluation Appeals 2.5.1.4
- Evaluation Appeals Schedule 2.5.1.4.1
- Evaluation Input/Outcome 2.5.1.5
- English Language Assessment 2.5.1.6
- Librarian Evaluation 2.5.1.7
- Evaluation of Significant Accomplishments 2.5.2

3.6.9 Promotion in Rank

- [https://publicsearch.kctcs.edu/policies/Admin%20Policies/2-6.pdf](https://publicsearch.kctcs.edu/policies/Admin%20Policies/2-6.pdf)
- Definition of Faculty Eligible for Promotion in Rank
- Promotion in Rank Process (All Eligible Faculty)
- Promotion from Associate Professor to Professor
- Promotion from Assistant Professor to Associate Professor or Professor
- Promotion from Instructor to Assistant Professor
- Failure to Support Administrative Action for Promotion
- Promotion Committees
- Promotion Timelines

3.6.10 KCTCS Rank and Promotion Guidelines for Term Contract Faculty

[https://publicsearch.kctcs.edu/policies/Admin%20Policies/2-1.pdf](https://publicsearch.kctcs.edu/policies/Admin%20Policies/2-1.pdf)

- Definition
- Process
- Timeline

3.6.11 KCTCS Employment Separation (Faculty & Staff)


- Non-Renewal of Appointment
- Termination Procedures
- Considerations of Academic Freedom
- Administrative Leave
- Resignation
- Retirement

3.6.12 Workload


- Work Load


- Teaching Duties
Non-Teaching Duties
Faculty Consulting and Other Overload Employment Outside the KCTCS Colleges
KCTCS Colleges
Approval Procedure
Special Considerations Regarding Faculty Consulting and Other Overload Assignment
Internal Faculty Overload

Individuals with assigned advisees are to contact students on a regular basis, be available to students for the purpose of developing academic plans, providing scheduling and/or transfer and/or employment advice and completing graduation plans. The campus community is expected to assist in the advising process with unassigned advisees. The expression of interest and willingness to direct a student to the appropriate office or individual for assistance is part of the role of each member of the college.

3.6.13 KCTCS Outside Employment (Faculty & Staff)

3.6.14 Running for or Serving in Elective or Appointive Office (Faculty & Staff)

3.6.15 Sabbaticals

3.6.16 Faculty Compensation for Instruction of Classes with Low Enrollment
At the discretion of the Vice-President of Academic Affairs, OCTC pays on a prorated basis for classes with less than 10 students enrolled. The prorated amount is based on the enrollment on the last day to drop/add a class. The rate is $50 per student per credit hour. Compensation must be approved by the division associate dean and vice president of academic affairs.

3.6.17 Faculty Compensation for Online Classes with Enrollment over the Class Cap
Online courses have variable class caps based upon the discipline demands for the course. If enrollment is less than 10 students, compensation must be approved by the division Associate Dean and Vice President of Academic Affairs and will be based on Policy 3.5.16 Faculty Compensation for Instruction of Classes with Low Enrollment.

Instructors may be compensated on a per student basis for enrollment beyond the established cap. The class may count as an additional section for workload purposes after the enrollment equals the original cap plus ten.

3.6.18 Office Hours Requirements and Submission
Faculty members are required to submit office hours to the division Associate Dean prior to the beginning of the semester. Approved office hours should be posted by the faculty member’s office and in syllabi. Additionally, faculty must be available for appointments during peak advising times. It is expected that the work week will extend from Monday through Friday and include on-campus office hours.

Approved office hours must be distributed and available for students accommodating a variety of student schedules. Faculty are expected to be available during normal operating schedules for the college and any exceptions must be approved and documented by the Associate Dean. Office hours as posted are to be maintained.

Adjunct faculty members are expected to be available 15 minutes before and after class to provide “office hours” of availability to students.
3.6.19 Working from an off campus location
All off-campus working arrangements must be pre-approved and documented by the division associate dean.

3.6.20 Book Resale
OCTC supports the KCTCS contract with Barnes & Noble whereby faculty and staff may not sell instructional /desk copies/instructor copies of textbooks to outside vendors. Barnes and Noble has a book buy-back and donation plan available for faculty.

3.6.21 Photocopying/Printshop
An employee’s copy code is generally the last five digits of his or her Social Security number. Codes are to remain confidential. Photocopiers are located in each building. The print shop should be used for ALL large print jobs. The division Associate Dean must approve all print requests over $50. Print shop bins are available in each building.

3.6.22 Mandatory Meetings (division, college assembly, committees)
All faculty and staff are expected to attend appointed committee meetings, division meetings, advisory board meetings, graduation ceremonies and college assembly. Exceptions are granted for those faculty/staff members teaching or attending other college functions meeting at the same time.

3.6.23 Professional Development
A list of professional development opportunities at OCTC can be found at https://kctcs.sharepoint.com/sites/professionaldevelopment/owensboro

Professional development activities requiring paid registration and travel should be pre-approved by the division Associate Dean and proper travel and reimbursement procedures must be followed.

3.6.24 Student Evaluation of Instruction
Student evaluation of instruction surveys will be administered in all classes each fall semester. Spring semester surveys are optional for faculty members at the level of Assistant Professor or above, but compulsory for all adjuncts and instructors. Throughout the final four weeks of every semester, the online surveys are administered through the Blackboard course management system for all in-person and online courses.

3.6.25 Part-time/Adjunct Faculty Evaluation
Student evaluation of instruction surveys are utilized as the instrument to evaluate part-time/adjunct faculty performance. Throughout the final four weeks of every semester, the online surveys are administered through the Blackboard course management system to all students enrolled in classes taught by part-time/adjunct instructors. At the conclusion of each semester, results are tabulated by the Office of Academic Affairs and distributed to the appropriate division associate dean, who then shares them with each part-time/adjunct instructor. If the results indicate areas of concern, the division associate dean will meet with the instructor to address performance issues.

At the discretion of the division associate dean, classroom observations may also be conducted as part of the part-time/adjunct instructor evaluation process.

The criteria used to evaluate part-time/adjunct instructors teaching face-to-face and/or online courses are as follows:

1. This instructor clearly defines course expectations and my responsibilities.
2. This instructor is prepared and organized.
3. This instructor is responsive if I need individual help.
4. This instructor treats students with respect.
5. Active engagement in this course is encouraged.
6. Given the nature of this course, information is presented at an appropriate rate.
7. Exams are consistent with course material.
8. I receive timely, constructive comments about my exams, papers, and/or projects.
9. My work is graded fairly.
10. I would recommend this instructor to other students.

Student may select from one of the following responses for each of the above criteria:

- Not Applicable
- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

In addition to the above evaluation criteria, students are also provided a space to write in any additional comments or suggestions.

Three additional questions are included on the student evaluation of instruction for online courses.

1. Based on my experience in this course, I would take another online course.
2. I prefer to take online courses:
   a. as a primary method of taking courses
   b. as a supplement to on-campus courses
   c. only if I cannot take on-campus course
3. Compared to a traditional course, the work required for this course is
   a. about the same
   b. more than expected
   c. considerably more than expected
   d. Less than expected
   e. Considerably less than expected

### 3.7 Organization

#### 3.7.1 College Assembly

http://legacy.owensboro.kctcs.edu/FacStaff/Council.htm

- Bylaws of the College Assembly
- Rules of the College Assembly

#### 3.7.2 College Committees

Individuals may be recommended by their supervisor and selected by the Executive Team to serve on administrative, system, or college-wide committees. Committee terms normally run for 2 years; however, committee terms, meeting requirements, and outputs vary by committee.

Administrative Committees are teams that work cooperatively to support the Institutional Advancement and Effectiveness Process for the college

**A. Administrative Council:** The Administrative Council reviews existing and proposed policies and procedures and provides the president with input and recommendations for the operation of the college. The Administrative Council also serves as the planning body for the campus. It will review, monitor, and recommend changes to the strategic plan and recommend priorities for implementation of the plan.

**B. Academic Council:** The Academic Council provides the Chief Academic Officer with input and recommendations regarding academic policies, procedures, and activities. Membership includes the division
chairs, the Director of Library Services, the Teaching/Learning Center Director, the Chief Student Affairs Officer, the Chief Workforce/Economic Development Officer, and the Chief Academic Officer. This team will coordinate the institutional effectiveness process for Academic Affairs.

**College/System Required Committees** are teams that have a defined set of tasks to complete each year as defined by KCTCS Senate Rules, KCTCS Policies and Procedures, OCTC College Assembly Rules, or OCTC policies and procedures.

A. **Curriculum Review Committee:** The purpose of this committee is to review curriculum changes and make recommendations regarding curriculum to the Faculty of the OCTC College Assembly and, where appropriate, to the KCTCS Curriculum Review Committee.

B. **Rules Committee:** The purpose of this committee is to review changes in the KCTCS Senate Rules and make recommendations regarding changes in rules to the OCTC College Assembly and, where appropriate, to the KCTCS Senate Rules Committee.

C. **Faculty Appeals Board:** The primary purpose of the Board is to hear cases of any faculty member appealing his/her evaluation rating.

D. **Promotion and Tenure Advisory Committee:** The primary purpose of this committee is to make recommendations to the President pertaining to faculty promotions to the ranks of Assistant Professor, Associate Professor, and Professor. Also, this committee makes recommendations to the President regarding waiver of prior service for individuals upon employment as a faculty member.

E. **Professional Development Committee:** The primary purpose of this committee is to develop a program for the enhancement of professional and personal growth for the faculty and staff.

F. **Student Appeals Committee:** This committee has appellate jurisdiction over all decisions of the college Judicial Board and original jurisdiction over decisions of any faculty members on matters of college student academic offenses and violations of student academic rights.

**College Committees** are locally determined teams that have a defined set of tasks to complete each year or a specific programmatic or advisory focus.

A. **Graduation/Honors Committee:** This committee will plan, publicize, and implement the procedures and programs for graduation and honors.

B. **Library Resources Committee:** The purpose of this committee is to advise the Director of Library Services and his/her staff on such issues as collection development, collection evaluation, and policies and procedures for library use.

C. **Safety and Preparedness Committee:** This committee will plan, implement, and evaluate plans and activities directed toward the health and preparedness of the campus community. These include such activities as disaster planning, hazardous material management, and incident response planning.

D. **Scholarship Committee:** The purpose of this committee is to coordinate funds for student scholarships and workshops and to make recommendations to the President concerning awards.

E. **Student Services Committee:** The purpose of this committee is to make recommendations concerning the admission of students who are on academic probation or who have been suspended from another college or university, consider appeals of in-state residency for purposes of tuition assessment, and recommend student nominations for various community achievement awards.

F. **Common Reading Committee:** This committee will plan and implement common reading activities on campus and in the community.

G. **Nature Committee:** The purpose of this committee is to plan and help implement the use and direction of the Nature Area.

H. **Civic Engagement Committee:** The purpose of this committee is to plan and implement civic engagement activities on campus and in the community, including activities in partnership with other local colleges and universities.

I. **eLearning Committee:** The purpose of this committee is to provide input and recommendations, evaluate and assist with distance learning initiatives and activities on campus.

J. **Global Studies Committee:** The purpose of this committee is to plan and implement global studies activities on campus and in the community, including partnership activities with other local colleges and universities.
K. **Institutional Effectiveness/Quality Enhancement Plan Committee:** In concert with the Academic Council (in regard to academic issues), this committee will provide oversight to the college’s institutional effectiveness processes and guide the development of the college’s Quality Enhancement Plan, recommending modifications based on feedback.

L. **Nursing Admissions Advisory Committee:** Selection of students for the Associate Degree Nursing Program will be made by the President of the College or the President’s designee after considering the recommendations of this committee. Membership on this committee shall include an Admissions Officer, the Associate Degree Nursing Program Coordinator, two Associate Degree Nursing Faculty Members, and three Members-At-Large, e.g. Developmental Studies Counselors, General Studies Faculty. Terms for the ADN faculty members and the Members-At-Large are for two years and are to be staggered.

M. **Radiography Admissions Advisory Committee:** Selection of students for the Radiography program will be made by the president of the college or the president’s designee after considering the recommendation of this committee. Membership on this committee shall include the Radiography Program Coordinator, a Radiography Faculty Member, the Associate Dean of Academic Affairs, an Admissions Officer, and a Counselor.

N. **Surgical Technology Admissions Advisory Committee:** Selection of students for the program will be made by the president of the college or the president’s designee after considering the recommendation of this committee. Membership on the Admissions Committee may include the Surgical Technology Program Coordinator, a General Education (teaching prerequisites courses for Surgical Technology) or Surgical Technology Faculty Member, an Associate Dean of Academic Affairs, and an Admissions Officer or Counselor.

O. **Financial Aid Services Committee:** This committee will review Satisfactory Academic Progress appeals and serve in an advisory role regarding financial aid and public benefits available to students.

P. **Transfer Committee:** This committee will serve in an advisory role for the college’s transfer initiatives and provide guidance for the college’s response to Foundation of Excellence recommendations.

Q. **First-Year Experience Committee:** This committee will serve in an advisory role for the college’s transfer initiatives and provide guidance for the college’s response to Foundation of Excellence recommendations.

R. **Sustainability Committee:** This committee will serve in an advisory role for the college’s sustainability initiatives and the development of the college’s Sustainability Plan.

S. **Veterinary Technology Committee:** Selection of students for the program will be made by the president of the college or the president’s designee after considering the recommendation of this committee. Membership on the Admissions Committee may include the Veterinary Technology Program Coordinator, a General Education (teaching prerequisites courses for Veterinary Technology) or Veterinary Technology Faculty Member, an Associate Dean of Academic Affairs, and an Admissions Officer or Counselor.

### 3.7.3 Academic Divisions

Academic divisions should meet once a month from August to May. Attendance is required unless such meetings interfere with class time or prior college related commitments. Minutes should be taken at each division meeting by the Division Assistant or designee, reviewed by the division Associate Dean, and then distributed to division members. Minutes should be maintained electronically by the Division Assistant and Associate Dean. A list of academic divisions can be located at [http://www.octc.kctcs.edu/Academics/Academic_Divisions.aspx](http://www.octc.kctcs.edu/Academics/Academic_Divisions.aspx).

### 3.7.4 Program Coordinators

- KCTCS Administrative Policies and Procedures 1.5.6.8

Program Coordinators are assigned by the College President. Recommendations for consideration can be forwarded to the College President by the academic division. Program Coordinators receive a course load reduction per semester so that ample time may be committed developing and maintaining programs. Local responsibilities include:

- Program recruitment
- Program reviews
- Developing and assessing Student Learning Outcomes
- Creating class schedules
- Serve as main contact for adjunct faculty and other full-time faculty on program issues
- Nominating program Advisory Board
- Leading the program Advisory Board
- Updating program information/brochures
- Where applicable partnering with high schools through concurrent enrollment

### 3.7.5 Curriculum Coordinators

Curriculum Coordinators, assigned by the College President or designee, support general education transfer coursework for associate degrees. Recommendations for consideration can be forwarded to the College President by the division dean. Curriculum Coordinators may receive a course load reduction, depending on the size of the department, so that ample time may be devoted to Coordinator responsibilities, which include:

- Development of department class schedules in conjunction with supervisors
- Assistance with the recruitment of adjunct faculty within the discipline
- Service as a liaison to adjunct faculty within the discipline
- Service as the college representative's on KCTCS Curriculum Committees
- Assistance as needed with the development of new curriculum within the discipline
- Assistance to the division dean as needed in departmental matters

### 3.7.6 Program Advisory Boards

Community participation on program Advisory Boards is an essential component to the continued success of OCTC programs and to meeting the local workforce needs. An Advisory Board should consist of eight to ten community members who are selected for their knowledge, expertise, and ability to advise the direction of academic programming. Additionally, all full-time faculty in the program should serve on the advisory board. Program Coordinator/Division Associate Dean recommends Advisory Board members to the Vice President of Academic Affairs, who then forwards the names to the college President. Community members are invited by the college president for an indefinite term. Advisory Boards should be representative of secondary and postsecondary education, business and industry, and government agencies. There should be a student representative, as well as, a program graduate on each board.

The program Advisory Board purpose is to assist the program in meeting community needs in a manner consistent with the college's mission. No board should serve in an administrative or policy-making capacity. However, the advice provided can be used to initiate changes to program policies and procedures.

The leadership of the program Advisory Board will be exercised by the college program faculty. The members of the Board may organize themselves into a structure that suits their particular needs. Generally, this structure consists of a chair, vice chair, and recorder. The program coordinator should serve one of these major roles. The chair will call meetings to consider issues related to continued program improvement including assessment of educational outcomes. Advisory Boards must meet a minimum of once a semester (fall and spring term).

The functions of the program Advisory Board will vary in scope resulting from the special qualities, needs and objectives of the program that is advised. Generally, the Advisory Board will:

- Systematically assess and identify business and industry needs
- Provide community-wide interpretation of program needs
- Provide advice regarding curricular changes
- Advise on continuing education/community service needs
- Identify potential students,
- Assist in placing cooperative education students and graduates
- Promote the college program, philosophy and concepts throughout the community
- Assist in assessment of educational outcomes and continued program improvement
It is the responsibility of the chair to make certain the recorder keeps a written record of all committee action. The recorder of the program Advisory Board should keep written minutes of meetings that document all suggestions of the members along with actions taken. Minutes should be prepared and distributed in a timely manner to each member of the Advisory Board. Additionally, one copy of meeting minutes and supporting documentation should be uploaded into CampusLabs as a PDF file which is named by Activity, Program, date of meeting (Example: Advisory Minutes, Machine Tool, 9.2.12).

3.7.7 **Online/Title III Quality Assurance Rubric**

An “elearning checklist” providing a guide for evaluating and setting up an online course is under “Academic Resources” at: [http://www.octc.kctcs.edu/Academics/Distance_Learning.aspx](http://www.octc.kctcs.edu/Academics/Distance_Learning.aspx)

4.0 **Accreditation Statement**

Owensboro Community and Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about accreditation of Owensboro Community and Technical College. Note:

4.1 **Substantive Change Policy**

Substantive change is a federal term pertaining to any “significant modification of the nature and scope of an accredited institution.” Colleges and universities must notify their accrediting body of potential or actual substantive change in a timely fashion and in many cases must receive approval for such change from the accrediting body before the initiative is implemented.

Owensboro Community and Technical College’s (OCTC) regional accrediting body, the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS), is required by the federal government to monitor its constituents’ compliance with the substantive change policy and to grant permission for major changes to occur. Substantive change is defined by SACSCOC as “a significant modification or expansion of the nature and scope of an accredited institution.”

It is the policy of Owensboro Community and Technical College (OCTC) to comply with the SACSCOC Substantive Change policy and procedures as a condition of its continued accreditation by SACSCOC. All academic and administrative areas of the college are governed by this policy. All programs and services of the college wherever located and however delivered are subject to this policy. In all cases, approval must be received from SACSCOC prior to the implementation of a substantive change.

Policy changes pertaining to substantive change should be submitted to the OCTC SACSCOC Liaison who will present the proposed change to the college’s Executive Team and then to the Administrative Council.

All information regarding possible substantive changes is submitted to the SACSCOC Accreditation Liaison via internal form AA-1 for development of a letter of notification and, if needed, for development of a prospectus. This form, along with a checklist, can be located under academic resources at [http://www.octc.kctcs.edu/Faculty_and_Staff](http://www.octc.kctcs.edu/Faculty_and_Staff)

**Responsibilities of Vice Presidents and Academic Council**

Vice Presidents and the Academic Council have the fundamental responsibility to be generally aware of the substantive change policy, inform the college’s SACSCOC Liaison at the earliest point possible of proposals that may be considered a substantive change for the college and provide the SACSCOC Liaison with any data or information necessary to comply with SACSCOC policy when requested.

**Responsibilities of the SACSCOC Liaison:**

- provide the President, Vice Presidents, and the Academic Council with information on the substantive change policy on an annual basis;
- provide a list of examples of substantive change on the Academic Affairs website;
• work with Vice Presidents, Academic Council, and Associate Deans to determine whether a proposed change is substantive;
• determine what action with respect to SACSCOC is needed when a change is substantive;
• submit materials to the President of the college for review;
• file the appropriate notice or prospectus with SACSCOC;
• forward all information to the Director of Financial Aid who forwards it to the Department of Education so as to be in compliance with federal Title IV regulations;
• coordinate with SACSCOC and the Vice Presidents and the Academic Council with any required follow-up action.

Furthermore, to facilitate the flow of information regarding actions leading to a substantive change notification, a Substantive Change Coordinating Committee has been established as a sub-committee of Administrative Council and consists of the Vice President of Academic Affairs, the Associate Dean of Academic Affairs, the Vice President of Student Affairs, Vice President of Workforce Solutions, the Coordinator of Institutional Effectiveness, and the Faculty Chair of the Curriculum Review Committee. All proposed actions by the college must be presented to this committee before further action is taken. Furthermore, all actions, once in draft format, must be approved by this committee prior to review by the Executive Team.

<table>
<thead>
<tr>
<th>Types of Change</th>
<th>Prior Notification Required</th>
<th>Time Frame for Contacting COC</th>
<th>Prior Approval Required</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiating coursework or programs at a different level than currently approved</td>
<td>Yes</td>
<td>12 months</td>
<td>Yes</td>
<td>Application for Level Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Due dates: April 15 or October 1</td>
</tr>
<tr>
<td>Expanding at current degree level</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Initiating a branch campus</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
</tbody>
</table>
The following procedure outlines the types of actions which are considered substantive changes, the timeline usually associated with the type of action, and the protocol for submitting the needed information in order to receive approval from the accrediting agency. This outline covers all credit awarded by OCTC (on-campus, off-campus, distance learning, dual, workforce). (March 19, 2012)

<table>
<thead>
<tr>
<th>Action</th>
<th>Approval Required Prior to Implementation</th>
<th>Timeline</th>
<th>Protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiating a certificate program at employer’s request and on short notice… using existing approved courses</td>
<td>NA</td>
<td>NA</td>
<td>None</td>
</tr>
<tr>
<td>…at a new off-campus site (previously approved program)</td>
<td>Yes</td>
<td>Approval required prior to implementation</td>
<td>Yes</td>
</tr>
<tr>
<td>…that is a significant departure from previously approved programs</td>
<td>Yes</td>
<td>Approval required prior to implementation</td>
<td>Yes</td>
</tr>
<tr>
<td>Initiating other certificate programs … using existing approved courses</td>
<td>NA</td>
<td>NA</td>
<td>None</td>
</tr>
<tr>
<td>… at a new off-campus site (previously approved program)</td>
<td>Yes</td>
<td>6 months</td>
<td>Prospectus</td>
</tr>
<tr>
<td>…that is a significant departure from previously approved programs</td>
<td>Yes</td>
<td>6 months</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Altering significantly the educational mission of the institution</td>
<td>Yes</td>
<td>6 months</td>
<td>Prospectus</td>
</tr>
</tbody>
</table>

The following table outlines the types of actions which are considered substantive changes, the timeline usually associated with the type of action, and the protocol for submitting the needed information in order to receive approval from the accrediting agency. This outline covers all credit awarded by OCTC (on-campus, off-campus, distance learning, dual, workforce). (March 19, 2012)
<table>
<thead>
<tr>
<th>Types of Change</th>
<th>Prior Notification Required</th>
<th>Time Frame for Contacting COC</th>
<th>Prior Approval Required</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiating joint or dual degrees with another institution:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joint programs</td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>No</td>
<td>Copy of signed agreement and contact information for each institution</td>
</tr>
<tr>
<td>- with another SACSCOC accredited institution</td>
<td></td>
<td></td>
<td></td>
<td>Prospect us</td>
</tr>
<tr>
<td>- with an institution not accredited by SACSCOC</td>
<td></td>
<td></td>
<td></td>
<td>Copy of signed agreement and contact information for each institution</td>
</tr>
<tr>
<td>Dual programs</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Initiating off-campus sites (including Early College High School programs offered at the high school)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>...Student can obtain 50 percent or more credits toward program</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospect us</td>
</tr>
<tr>
<td>...Student can obtain 25-49 percent of credit</td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>No</td>
<td>Letter of notification</td>
</tr>
<tr>
<td>...Student can obtain 24 percent or less</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Expanding program offerings at previously approved off-campus sites</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>...Adding programs that are significantly different from current programs at the site</td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>No</td>
<td>Letter of notification</td>
</tr>
<tr>
<td>...Adding programs that are NOT significantly different from current programs at the site</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Types of Change</td>
<td>Prior Notification Required</td>
<td>Time Frame for Contacting COC</td>
<td>Prior Approval Required</td>
<td>Documentation</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>-----------------------------</td>
<td>--------------------------------</td>
<td>-------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Altering significantly the length of a program</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Initiating distance learning…</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>…Offering 50 percent or more of a program for the first time</td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>No</td>
<td>Letter of notification</td>
</tr>
<tr>
<td>(Adding subsequent programs requires advance notification only for programs that are significant departures from the originally approved programs)</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>none</td>
</tr>
<tr>
<td>Initiating programs or courses offered through contractual agreement or consortium</td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>No</td>
<td>Letter of notification and copy of signed agreement</td>
</tr>
<tr>
<td>Activity</td>
<td>Requirement</td>
<td>Time Frame</td>
<td>Certification</td>
<td>Document</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------------</td>
<td>------------</td>
<td>---------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Entering into a contract with an entity not certified to participate in US DOE Title IV programs</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>… if the entity provides 25% or more of an educational program offered by the COC accredited institution</td>
<td>yes</td>
<td>6 months</td>
<td>no</td>
<td>Copy of the signed agreement</td>
</tr>
<tr>
<td>… if the entity provides less than 25% of an educational program offered by the accredited institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiating a merger/consolidation with another institution</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Changing governance, ownership, control, or legal status</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Relocating a main or</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Moving an off-campus instructional site (serving the</td>
<td>Yes</td>
<td>Prior to implementation</td>
<td>No</td>
<td>Letter of notification with new address and starting date</td>
</tr>
<tr>
<td>Changing from clock</td>
<td>yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Altering significantly the</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Initiating degree completion</td>
<td>Yes</td>
<td>6 months</td>
<td>Yes</td>
<td>Prospectus</td>
</tr>
</tbody>
</table>
Closing a program, approved off-campus site, branch campus, or institution
- Institution to teach out its own students
- Institution contracts with

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>Immediately following decision to close</th>
<th>Yes</th>
<th>Description of teach-out plan included with letter of notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquiring any program or site from another institution</td>
<td>yes</td>
<td>6 months</td>
<td>yes</td>
<td>Prospectus</td>
</tr>
<tr>
<td>Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing</td>
<td>yes</td>
<td>6 months</td>
<td>yes</td>
<td>Prospectus</td>
</tr>
</tbody>
</table>
4.2 Maintaining Faculty Rosters
Each academic division is responsible for maintaining faculty rosters for each semester (fall, spring, and summer) as outlined by SACSCOC. Directions and a sample reporting form can be located at http://sacscoc.org/pdf/FACULTY%20ROSTER%20INSTRUCTIONS.pdf. Divisions should verify that an employment application, letters of recommendation and up-to-date original transcripts are on file in Human Resources. Additionally, this information should be loaded onto Campus Labs by the following dates:

Fall-October 15
Spring-March 15
Summer-July 1

5.0 Assessment

5.1 Assessment Cycle Policy
Owensboro Community and Technical College guided by the Institutional Effectiveness (IE) Committee, Administrative Council, and the college Executive Team, implements a comprehensive planning, assessment, evaluation, and improvement system that engages every level of the college. Each academic program, academic division, and unit, as well as the college as a whole, identifies expected outcomes, determines the extent to which it achieves its stated goals, and provides evidence of improvement via the annual OCTC strategic planning process.

5.2 Strategic Plan
OCTC’s Strategic Plan is a six-year plan, concurrent with the 2010-16 KCTCS Strategic Plan. The plan is updated each year, evaluating the results of the action steps from the previous year and making changes and refinements as needed to meet long-term outcomes. An annual report highlights the year’s achievements, summarizes the progress on all the outcomes of the plan, and provides an update on each outcome. Division goals and objectives must be uploaded into Campuslabs by May 30th of each year.

5.3 Program Reviews
Each program must complete an annual program review per KCTCS Board of Regents Policy 4.3. Educational programs are reviewed through a multiple-measures approach that includes both quantitative and qualitative data collection and analysis. The following quantitative data elements are included in the annual review for every academic program. Program reviews must follow the academic calendar. Program reviews and supporting documentation must be uploaded to Campus Labs by May 30th. Files should be saved by activity, program name and year (example: Program Review,Welding,2012).

<table>
<thead>
<tr>
<th>Enrollment (Fall)</th>
<th>High school (“Discover College” dual credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Freshmen</td>
</tr>
<tr>
<td></td>
<td>Sophomores</td>
</tr>
<tr>
<td>Credentials (Annual)</td>
<td>Certificate</td>
</tr>
<tr>
<td></td>
<td>Diploma</td>
</tr>
<tr>
<td>Completers (Annual)</td>
<td>Total unduplicated earning a credential</td>
</tr>
<tr>
<td>Placement (Annual)</td>
<td>Employed</td>
</tr>
</tbody>
</table>
Individual programs may include other quantitative measures as required by accreditation or state oversight boards—or specifically because they are desired by the faculty and program advisory committee. Qualitative data on the program’s assessment of its strengths and opportunities for student learning outcomes is also collected as a part of the institutional planning process, as outlined in the institutional effectiveness manual, and is supported by the collection of quantitative data.

5.3 Learning Outcomes
All units/divisions/programs review expected outcomes annually and must complete the Planning and Evaluation Process Matrix as part of the review process. In this review, opportunities for improvement are identified and prioritized. If the evaluation results in a strategic response, the outcome (whether operational or strategic) and action steps should be included in the annual college strategic plan. Not all outcomes will require a strategic response each year. New strategic outcomes may be created to address a forthcoming strategic initiative at the college and/or system level. Strategic outcomes, once achieved, may be removed from the matrix. Planning and Evaluation Process Matrix should be uploaded into Campuslabs by May 30 of each year. Files should be saved by activity, program name and year (example: SLO, Criminal Justice, 2012).

5.4 Program Accreditation
Individual program accreditation may be used to complement the assessment process, but are not the primary means of assessment. Programs seeking programmatic accreditation should receive approval from the division associate dean and Vice President of Academic Affairs prior to beginning the accreditation process. Associate Deans are responsible for submitting current and tentative program accreditations for each academic year by July 30 to Academic Affairs.

5.5 Surveys
Any undertaking in which a KCTCS faculty member, staff member, or student investigates and/or collects data on human subjects for research or related activities may be construed as involving “human subjects”. It is the responsibility of each investigator to seek review by the KCTCS Human Subjects Review Board (HSRB) of any proposed study involving human subjects prior to initiation of the project. It is the responsibility of each investigator to ensure that research is implemented and records maintained in accord with KCTCS HSRB policies and procedures.

6.0 Outreach
6.1 Teaching and Learning Center
Class presentations at the beginning of each semester inform students of the Teaching and Learning Center’s (TLC) three full time staff members, along with qualified student tutors and faculty volunteers, who provide academic support, especially in the areas of math, computers, sciences, English, and other areas of writing using MLA and APA formats. The TLC assists students with study skills, test taking, and test anxiety concerns.

All proctored online exams are scheduled by the TLC and are administered by the TLC and Cyber Center staff.

The online Skillstutor program provides COMPASS Placement Testing preparation and remediation for those wishing to retest. The TLC enrolls students in the program and verifies all Skillstutor remediation hours before retesting occurs.
The TLC also assists in locating private tutors for community members who seek support in academic areas or with test preparation for the GRE or SAT.

6.2 Learning Resource Center
Library resources and services are available to students on all OCTC campuses and sites, as well as off-campus locations through a proxy server. Help with finding research materials and how to access and use library resources is available to both campus and online students. All students have access to numerous print and electronic resources, which include books, eBooks, and periodicals through comprehensive online databases. Students may also obtain a student ID card at the Library. Through a statewide reciprocal agreement with all academic libraries, interlibrary loan is available to students to request materials. Assistance is provided to students in person, through phone, online tutorials, an Ask a Librarian link on the Library’s web site, as well as an online chat/texting service.

Faculty may request a presentation by a librarian for library instruction for their classes, in which students learn what resources are offered, how to access them, and how to use them. For online instruction, faculty may have their students participate in the Library’s eCommunity offering online tutorials via Blackboard.

Students have convenient access to integrated services of the Library, Cyber Center, and the Teaching and Learning Center in one centralized location on the main campus.

6.3 Grants
Grant project directors are responsible for their grants, must submit reports, must manage their budgets, etc. as outlined by the grant and KCTCS/OCTC policy and procedures.

6.4 Discover College
Discover College is responsible for working with division Associate Deans to set up courses, approve SACSCOC-credentialed instructors, and maintain syllabi and curriculum. Additionally, substantive change policies apply to dual credit courses. Discover College must provide SACSCOC Faculty Roster information to individual divisions for inclusion in the division’s master SACSCOC Faculty Roster upload by October 15 and March 15 of each year.

Information regarding Discover College is maintained at http://www.octc.kctcs.edu/en/Academics/Discover_College.aspx

6.4.1 Dual Credit On Campus
Faculty work in conjunction with the Discover College coordinator to advise students and develop academic plans for students enrolled in on campus programs. Tuition varies depending on program. COMPASS/ACT placement scores are required for enrollment.

6.4.2 Concurrent Enrollment Off Campus
Courses located in a partner high school are considered a concurrent enrollment course as defined by the statewide Memorandum of Agreement. Applicable charges are outlined in the agreement. COMPASS/ACT placement scores are required for enrollment. In support of concurrent enrollment, program coordinators are responsible for concurrent enrollment coordinator credential approval, curriculum alignment, and annual site visits.

6.5 Workforce Solutions Courses for Credit
Workforce Solutions is responsible for working with division associate deans to setup courses, approve SACSCOC credential instructors, and maintain syllabi/curriculum. Additionally, substantive change policies apply to workforce courses. Workforce Solutions must provide SACSCOC Faculty Roster information to individual divisions for inclusion in the division’s master SACSCOC Faculty Roster upload on October 15th and March 15th of each year.
6.5.1 Noncredit to Credit Policy: Workforce Solutions

Workforce Solutions offers noncredit and credit-bearing courses. Workforce Solutions, in collaboration with the Office of Academic Affairs, determines whether or not a course will be offered as credit or noncredit at its inception and subsequently follows institutional and accreditation requirements pertaining to those distinct differences. Workforce Solutions works with the Office of Academic Affairs, and relevant academic program faculty, to determine whether a proposed open enrollment course or customized training fulfills academic program competencies, aligns to current coursework, and meets SACSCOC accreditation standards. College credit is assigned to the course when the training components satisfy academic program competencies. This is often the case for supervisory management, advanced manufacturing, skilled trades, and some healthcare career offerings. Credit-bearing trainings and courses offered through Workforce Solutions adhere to all academic and student affairs procedures for enrollment, learning outcomes, course evaluation, grades, and transcription of coursework. Workforce Solutions credit courses are established per institutional guidelines in PeopleSoft, the KCTCS student information system. Instructor credentials are evaluated and maintained per SACSCOC requirements.

The College does not award academic credit pro forma for its Workforce Solutions program offerings. Courses offered as noncredit cannot be converted to credit at a later date. Examples of this process are illustrated in the Business and Industry Training (BIT) approval forms. Therefore, the institution does not award credit, post-completion, for any noncredit coursework. Noncredit courses utilize a course template and this documentation is retained by Workforce Solutions for a period of five years. Noncredit courses awarding CEUs require documentation, such as faculty resumes and evaluation disclaimers. (Policy Approved: July 6, 2015).

6.6 Hancock Center/Extended Campus Sites

An extended campus course is a college credit course offered by OCTC off-site. Typically, extended campus courses are offered in the evenings at a local high school and/or community center. An extended campus course is different from a Discover College dual credit course or Workforce training because the course is included in the course schedule online and is open to any student (adult/high school) who meets the competencies for enrolling in that particular course. An extended campus course is not designated or customized for a specific population.

An extended campus course is scheduled each semester through the division offering the course. Room assignments for extended campus classes are made through Academic Affairs. An email will be sent from Academic Affairs each semester updating the campus community on the exact classroom locations for the courses. The academic division offering the course is responsible for following standard HR procedures for paying adjunct stipends to an individual teaching a course(s) at an extended campus location(s).

The inclement weather policy is as follows for extended campus courses:

(A) If OCTC has canceled classes due to inclement weather then the extended campuses classes are also closed. No separate notification goes out to extended campus students. SNAP messages and media announcements for OCTC include all campus locations.

(B) If OCTC is open, but the high school/community center hosting the extended campus course is closed due to inclement weather, the class is canceled due to the location being unavailable.

The extended campus courses will follow OCTC’s spring/fall break schedule. However, when OCTC’s and a high school’s (location where course is being held) breaks do not coincide, the Division/instructor will need to make alternative arrangements or assignments for the class because the building will not be available during the high school’s spring/fall breaks.
Each division is responsible for making arrangements for entry/keys for faculty at each extended campus location. For locations operated by OCTC, the division associate dean should send a key request approval to Maintenance and Operations for faculty member(s) needing access to extended campus sites.

6.7 International Outreach
6.7.1 Students

All documents submitted must be original. Faxed or copies of documents will not be accepted.

Complete OCTC International Application for Admissions and I-20 Application Form.

All applicants must demonstrate that they possess the minimum academic skills essential for success.

- Provide Proof of the Completion of Secondary Education in literal English translation
  - Applicants under the age 25 are required to submit copies of high school transcripts.
- Student may take the ACT or SAT prior to admission or take the COMPASS placement test.
  - For more information on the ACT test at [http://www.actstudent.org/regist/outside/](http://www.actstudent.org/regist/outside/)
  - For more information about the SAT at [http://international.collegeboard.org/register?affiliateld=FeaturedListing&bannerid=sat_international](http://international.collegeboard.org/register?affiliateld=FeaturedListing&bannerid=sat_international)

Provide Proficiency of English: Submit Original TOEFL/IELTS scores to the college:

TOEFL Requirements 500 (paper based test) 173 (computer based test) 61 (Internet based test)

IELTS Requirements 5.0 (Equal to score of 500 on paper based TOEFL)

Provide F-1 Financial Statement and Sponsorship Information

Note: All applicants are required to submit financial documents. These documents must be original and submitted in English and U.S. Dollars. You must provide evidence of the guaranteed financial support of a sponsor to cover all your school, living, and personal expenses and health coverage while studying at Owensboro Community and Technical College. The F-1 financial statement must be current (no more than 6 months old). Financial support must indicate a sponsor’s liquid assets. Individual Retirement Accounts (IRA’s) or other retirement accounts are not accepted evidence of liquid assets. Open lines of credit are not accepted as a financial resource. Estimated Costs: $18,210 (Tuition - $11,760, living expenses - $5,000, books and medical insurance $1,450)

To complete the form, follow the instructions below:

Identification of Funds: Completed by applicant. Be sure to print your name exactly as it is printed in your passport. Indicate your source of funds and amounts for each year of study. If you are providing your own funds in addition to your sponsor’s funds, you must submit a bank verification of funds signed by your bank official. If you have dependents who will travel with you or who will follow you to the U.S., indicate the number of dependents and the biographic information for each dependent on the I-20 Application Form

Affidavit of Support: Completed and signed by your sponsor. If you have more than one sponsor, each sponsor must complete and sign this section to indicate their share of financial support for your studies at OCTC.

Verification of Funds: This section must be completed, signed, and sealed by your sponsor’s bank official. *If your bank official will not complete this section, you may submit a separate, official bank letter in English and U.S. dollars. Bank documents in a foreign language and/or currency will not be accepted. Unacceptable or incomplete documents will delay your admission to OCTC.
Health Insurance Requirement:
Prior to the first day of classes, F-1 students and their dependents are required to provide proof of health insurance coverage for each semester. Proof of international student health insurance is mandatory. Students who fail to provide evidence of insurance for the entire semester will be blocked from college enrollment.

The policy must:
Be written by the carrier, in English, and premium rates must be in U.S. dollar amounts.
Include in-patient and out-patient coverage for both sickness and accident.
Have a deductible of no more than $500 per individual, per accident or illness.
State a maximum benefit of no less than $100,000 per accident or illness.
Provide no less than $10,000 provision for medical evacuation to a student’s home country.
Provide no less than $7,500 provision for repatriation (after death, removal of remains to student’s home country).
Clearly state coverage dates from the first day of classes for the semester applying through the end of the academic year (or earlier departure from the College).

SEVIS I-901 Fee
Those seeking to enter the United States in F-1 status with a Form I-20 or those seeking a change of status to F-1 within the U.S. must pay a SEVIS fee before going to the US Embassy or submitting documents to the Vermont Service Center. The fee must be paid at least three business days before the scheduled visa interview. For information, visit the U.S. Immigration and Customs Enforcement (ICE) website at http://www.ice.gov/sevis/i901/

6.7.2 Faculty

International Faculty will follow the procedures set forth by the state department of the United States of America. The international faculty must have been approved by the state department to be employed by a college.

7.0 Calendar Guide
The following tentatively outlines yearly activities and deadlines within Academic Affairs

<table>
<thead>
<tr>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kickoff</td>
<td>Submission of Division class schedule &amp; classroom requests for Spring</td>
<td>SACSCOC Faculty Rosters uploaded in Campuslabs (15th)</td>
</tr>
<tr>
<td></td>
<td>PPE Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phase</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course syllabi due to academic affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internal/External work load requests due for approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Part-time pay sheets due</td>
<td></td>
<td></td>
</tr>
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<td>Full-time/Part-time Meeting</td>
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<thead>
<tr>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
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<tbody>
<tr>
<td></td>
<td>Graduation</td>
<td>Course syllabi due to academic affairs</td>
<td>Submission of Division class schedule and classroom requests for Summer/Fall</td>
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<td>Institutional Profile due to SACSCOC</td>
<td>Provide update to Academic Affairs on individual program accreditation(s)</td>
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<td>Internal/External work load requests due for approval</td>
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</tbody>
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- Part-time pay sheets due
- Associate/Professor Promotion & Tenure files due to Academic Affairs; Letters due to President’s Office
- Review Substantive Change & submit as required
- Promotion & Tenure for Associate/Professor-Division Chair letters due to President’s Office, Local Advisory Committee reviews files, with recommendations made to President
- Promotion & Tenure for assistant professor files due to Academic Affairs; Letters due to President’s Office

<table>
<thead>
<tr>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
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<tbody>
<tr>
<td>• Perkins Request due</td>
<td>• PPE Final Review</td>
<td>• Program Reviews uploaded to Campuslabs</td>
<td>• Program Reviews uploaded to Campuslabs</td>
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<tr>
<td>• SACSCOC Faculty Rosters uploaded in Campuslabs (15th)</td>
<td>• Campus-wide Advisory Dinner</td>
<td>• SLQs uploaded to Campuslabs</td>
<td>• SLQs uploaded to Campuslabs</td>
</tr>
<tr>
<td>• Promotion &amp; Tenure for Associate/Professor-Recommendations &amp; materials due to Chancellor’s Office</td>
<td>• Departmental budget requests due</td>
<td>• Departmental strategic Plan due</td>
<td>• Departmental strategic Plan due</td>
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<tr>
<td>• Promotion &amp; Tenure for assistant professor Division Chair letter due to the President’s Office; local advisory committee on promotion reviews files</td>
<td>• KCTCS Senate Advisory Committee on Promotion meets for Associate/Professor Promotion &amp; Tenure for Assistant Professor-Recommendations due to President’s Office</td>
<td>• Promotion &amp; Tenure for Assistant Professor-Recommendations due to Chancellor’s Office</td>
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