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MISSION STATEMENT

Arkansas Northeastern College is committed to providing accessible, quality educational programs, services, and lifelong learning opportunities.

I. PREFACE

The operational procedures defined herein should be reviewed carefully by each returning and new member of the faculty. While the procedures outlined are not meant to be all-inclusive and are subject to revisions, they describe the collegiate environment at Arkansas Northeastern College and should be read prior to any contract for faculty service.

Additional information regarding policies of Arkansas Northeastern College may be found in the Policy Manual, the Administrative Affairs Resource Book (Business Regulations and Travel Regulations), the ANC Catalog, and the State of Arkansas Policies for Institutions of Higher Education.

II. PHILOSOPHY AND PURPOSES

A. Philosophy

Because Arkansas Northeastern College is committed to the ideal of the worth and dignity of the individual, its underlying philosophy is to provide opportunities for youth and adults to develop themselves for purposeful, gratifying, and useful lives in a democratic society. The College accepts the national goal of providing at least two years of education beyond the high school level. Paramount in such education are programs of study designed to fit the needs of students of varying educational and vocational goals and those which provide co-curricular activities and community services consistent with the concept of the community college. Operating in the larger context of local, state, regional, and national higher educational patterns, the College seeks to respond to the needs of individuals and their levels of ability and development.

(Rule 3.1, ANC Policy Manual)

B. Purposes

Arkansas Northeastern College is committed to these purposes:

1. To provide an access to quality higher education opportunity for all individuals regardless of age, sex, race, or ancestry; economic, cultural or physical condition or previous educational attainment, within the provisions of laws and resources available.
2. To provide programs of study for students who wish to transfer to other institutions to pursue a baccalaureate degree.
3. To provide occupational/vocational/technical programs and curricula leading to immediate employment and to offer programs for students who wish to upgrade their skills for current or future employment.
4. To offer programs in general education.
5. To offer credit/non-credit courses that meet community needs.
6. To offer developmental programs to improve basic skills.
7. To offer personalized counseling and support services.
8. To promote the civic and cultural activities and provide for the avocational needs of enrolled students.
9. To promote the civic and cultural activities of the community and provide for the vocational needs of the service community.
10. To provide a positive and constructive experience for new students enhancing their educational growth, aspirations, and abilities to continue their education at this institution and beyond.

(Rule 3.3, ANC Policy Manual)

III. LONG-RANGE PLAN

The development of Arkansas Northeastern College's Long-Range Plan employed the findings and recommendations from timely reviews and assessments of the College's accomplishments. These included the College's North Central Association Self-Study and the Final Report of a visit by an NCA team of consultants/evaluators, an Institutional Effectiveness Study report, and Arkansas Department of Higher Education Program Reviews of the past five years. These and other studies and reports were used to develop a listing of goal statements concerning achievement of mission and purposes. Additional goal statements were solicited from faculty, staff, board, and community representatives and incorporated in a non-duplicated listing. The College community was invited to identify those statements deemed most important and served to combine or eliminate and reduce the numbers of the most important statements for consideration by a group consensus process. Analysis of the results produced the goal statements presented to, and adopted by, the College's Board of Trustees on December 15, 2004.

1. The College shall offer relevant curricula and quality educational programs that utilize flexible delivery methods while ensuring academic excellence and integrity.
2. The College shall facilitate the transition of students into higher education by strengthening partnerships and improving communication with secondary schools, governmental agencies, and business/industry.
3. The College shall provide systems and processes to encourage student enrollment, increase retention, and facilitate transition into careers or further learning opportunities.
4. The College shall enhance instruction, student learning, and the delivery of administrative and educational services to students, faculty, and staff by implementing and supporting technological systems and services.
5. The College shall participate in regional economic development as a partner and innovative leader in training, retraining, and educational services provided to business and industries in the region.
6. The College shall ensure the efficient and effective use of all available resources by maintaining a high level of stewardship and accountability.
7. The College shall cultivate a learning environment that promotes cultural enrichment, communication, diversity, and lifelong learning opportunities for its constituencies.
8. The College shall increase access to baccalaureate and master degree programs for area citizens.

IV. GENERAL EDUCATION

ANC has developed a rationale and a program of General Education that is appropriate to the curriculum and directly related to the mission of the College. These objectives were approved through the General Education Review. We concur with the Executive Board of the Higher Learning Commission of the North Central Association that general education shall provide for

the “establishment of common knowledge, intellectual concepts, and attitudes that every educated person should possess.”

General Education Mission: To offer programs in general education that provide the students with the skills and knowledge to succeed in their academic and career paths.

Objectives: Students who are successful in the general education program will be able to:

1. Speak, listen, write, and read competently in a critical and organized manner.
2. Use mathematical skills appropriate to the task.
3. Reason logically, develop independent thinking, use creative processes and scientific inquiry to analyze and make decisions.
4. Use information technology to locate, process and present information effectively and ethically.
5. Set goals, learn independently, and develop human relation skills.
6. Understand the social, political, economic, and cultural diversities of a global society.
7. Recognize the essential worth of the individual person as a responsible and active participant in social and political change.
8. Understand the creative process, aesthetic principles and the historical and cultural perspective of the literacy and fine arts.
9. Develop lifelong attitudinal and recreational skills for maintaining physical and mental fitness.

V. MAJOR INSTITUTIONAL COMMITTEES

The standing committees of the College are designed to provide broad participation in the affairs of the College. Actions of the committee are reported to the College community by the committee representatives and by publication in appropriate college newsletters. Meetings are announced by college email, on myANC portal or by telephone to each area.

A. Academic Affairs Committee

The standing committee shall be chaired by a member elected by committee membership and is advisory on matters involving institutional academic affairs. This includes professional and instructional matters, curriculum, calendar, standards, awarding of credit, and graduation.

The standing committee shall be chaired by a member elected by committee majority and is advisory on matters involving institutional academic affairs. This included professional and instructional matters, curriculum, calendar, standards, awarding of credit, and graduation. The committee shall have advisory responsibility on matters involving residence, admission, probation and supervision, CLEP, transfer of credit, credit by examination, and grade changes. The Vice President of Instruction is Ex-Officio.

Membership is composed of:

- One (1) faculty member from each of the Divisions of Mathematics and Sciences; Communications and Humanities; Business and Technical Programs; Developmental Education; Occupational Programs; Nursing, Allied Health, and Health/Physical Education/Recreation, and Solutions Group. (7)
- The Deans/Chairpersons or Coordinators of each of these academic divisions. (7)
- The Coordinator of Academic Technology and Distance Education.
- One (1) (non-classified) member representing the Library, Community Education, and the University Center.
- The Director of Financial Aid.
- One (1) member (non-classified) from the Division of Student Services.
- The Assessment Specialist.
- One (1) Coordinator or representative from the Extended Campuses.

B. Student Services Committee

The standing committee shall be chaired by a member elected by committee membership and is advisory on matters involving student services. The committee shall have advisory responsibility on matters involving marketing and public relations, informational services, institutional research, student activities, advising, counseling, recruiting, financial aid, and registration. The Vice President of Student Services is Ex-Officio.

Membership is composed of:

- One (1) faculty member from each of the Divisions of Mathematics and Sciences; Communications and Humanities; Business and Technical Programs; Developmental Education; Occupational Programs; Nursing, Allied Health, and Health/Physical Education/Recreation, and Solutions Group. (7)
- One (1) non-classified member representing the Library, Community Education, University Center, Adult Education, and Planning and Accountability.
- One (1) Coordinator or representative from the Extended Campuses.
- Two (2) members (non-classified) appointed by the Vice President of Student Services.
- One (1) member of classified staff appointed by the Vice President of Student Services.
- One (1) member of the Management Information Technology Services.
- The Director of Financial Aid or a representative from Financial Aid.
- One (1) non-classified member appointed by the Vice President for Finance.

C. Administrative Affairs Committee

The standing committee shall be chaired by a member elected by committee membership, and is advisory on matters involving the formulation of policies relating to the budget. The committee also has advisory responsibility concerning matters of College personnel, salary, and fringe benefits. The computer system and users, as well as matters involving the physical plant, are concerns of this committee. The Vice President for Finance and the Vice President for MITS/Human Resources are Ex-Officio.

Membership of composed of:

- One (1) faculty member from each of the Divisions of Mathematics and Sciences; Communications and Humanities; Business and Technical Programs; Developmental Education; Occupational Programs; Nursing, Allied Health, and Health/Physical Education/Recreation, and Solutions Group. (7)
- One (1) non-classified member representing the Library, Community Education, University Center, Adult Education, and Planning and Accountability.
- One (1) Coordinator or representative from the Extended Campuses.
- One (1) member (non-classified) and two (2) members (classified) appointed by the Vice President for Finance.

- One (1) non-classified member representing Management Information Technology Systems/Human Resources.
- One (1) representative from the Physical Plant.
- One (1) classified/non-classified appointed by the Vice President of Student Services.

D. The Committee for the Assessment of Student Learning

The Committee for the Assessment of Student Learning provides a focus for quality improvement in student success in learning. Under its overview, faculty develop their own program assessment plan of student academic achievement. The standing committee shall be chaired by the Assessment Specialist and is advisory on all assessment issues. This includes reviews of institutional assessment procedures and methodologies. The committee assures the continuous flow of information, evaluation, and change based upon the College's mission. The Vice President of Instruction is Ex-Officio.

Membership is composed of:

- One (1) faculty member from each of the Divisions of Mathematics and Sciences; Communications and Humanities; Business and Technical Programs; Developmental Education; Occupational Programs; Nursing, Allied Health, and Health/Physical Education/Recreation, and Solutions Group. (7)
- The Deans/Chairpersons or Coordinators of each of these academic divisions. (7)
- One non-classified staff representing Community Education, Library, Adult Education, and University Center.
- One (1) non-classified member from Student Services.
- One (1) non-classified member appointed by the Vice President for Finance.
- One (1) classified/non-classified member from MITS/Human Resources.

E. The First Year Experience Committee

The purpose of this standing committee is to be advisory on matters involving the first year experience, including but not limited to, professional and instructional matters, Academic and Career Enrichment course, curriculum, calendar, standards, student activities, and advising. The FYE Committee shall work closely with Student Services, Academic Affairs, and Assessment Committees to enhance the experience of the first year student. The Vice President of Institutional Advancement, Vice President of Instruction, Vice President for Student Services, and the Executive Vice President are Ex-Officio on this committee.

Membership consists of:

- One (1) faculty member from each of the Divisions of Mathematics and Sciences; Communications and Humanities; Business and Technical Programs; Developmental Education; Occupational Programs; Nursing, Allied Health, and Health/Physical Education/Recreation, and Solutions Group. (7)
- Deans/Chairpersons or Coordinators of each Academic division. (7)
- Two (2) members appointed by the Vice President for Student Services,
- One (1) member (non-classified) appointed by the Vice President for Advancement.
- One (1) extended campus coordinator or representative.
- Coordinator of Academic Technology and Distance Education
- One (1) faculty/staff from the Learning Assistance Center.

Each standing committee is advisory to the President and the President's Cabinet, and each may establish *ad hoc* committees as required. Membership on any committee, elected or appointed,

is for one academic year with elections and appointments occurring at the beginning of any fall semester for the immediate year's membership.

Each committee shall be responsible for the maintenance of minutes and records of each meeting. After review and approval from the membership of the committee, the minutes will be posted on the Resource Tab in myANC portal or the appropriate college newsletters.

All meetings shall be announced in advance and non-members are invited to observe.

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

F. NCA Institutional Self-Study Steering Committee

It is the responsibility of this committee to develop the plans for the self-study and implement processes associated with the self-study.

G. Student Appeals Committee

The Student Appeals Committee exists to review and recommend regarding matters of misconduct or student grievances.

The Student Appeals Committee is advisory to the Cabinet and meets only when requested by a Cabinet member, the President, or by actual need. The members shall include five professional employees (total) from the divisions of Academic Affairs and Educational Services. No more than one member may be from the Administration. Members of the Committee are appointed by the President for one year.

(Rule 6.35 ANC Policy Manual)

H. Petition Committee

The Petition Committee is an *ad hoc* committee which deals with student appeals of an academic nature. Students may make appeals to this committee by completing a petition (forms may be obtained from the Registrar's Office). Petitions should be discussed with a faculty advisor. The decision of the committee is considered final.

I. Professional Standards Committee

The Professional Standards Committee exists to review and recommend regarding matters of professional misconduct or formal grievances of faculty and administrative staff members.

The Professional Standards Committee is advisory to the Cabinet and meets only when requested by a Cabinet member, the President, or actual need. The members shall include three faculty members and two administrative staff members who are appointed by the President.

(Rule 2.4, ANC Policy Manual)

VI. COMPENSATION AND BENEFITS

A. Salary

Full-time faculty are initially employed in accordance with the Board of Trustees' policy for salary placement at the time of contract recommendation. Previous employment credit may be granted for instructional educational experience, or equivalent to a maximum of six levels beyond entry (no experience). Instructional experience may be negotiated on a one year for one year (or equivalent) basis for full-time college-level (community college preferred) teaching and/or one year for two years of teaching (or equivalent) at other than college-level or at less than full-time college-level teaching. Occupational experience

may count as two years for one placement level or three years for one placement level, depending upon the perceived relevancy of the experience. Certain individual (special cases) exceptions to placement guidelines may be made by the President, consistent with authorization granted by the General Assembly and sanctioned by the Department of Higher Education. Page 13 has the current salary placement schedule.

The Vice President of Instruction must be notified in writing of any change (or pending change) in basic placement rank, which may impact the next year's contract, which results from additional graduate preparation. Change in rank status will only be granted for additional graduate preparation in the employee's teaching field (courses for which he/she was initially employed to teach) or in a field in which additional preparation was requested by the College. The written request must be made prior to the next contract year following the completion of graduate studies, and any change in rank status granted will become effective the contract year following such notification of request.

Part-time/Overload: Faculty are paid \$500 per semester credit hour taught. For the standard three-hour course, this will provide a total salary of \$1500.00. Part-time instructors who teach the entire semester will be paid in six checks beginning at the end of September for the fall semester and at the end of February for the spring semester.
(Rule 4.7, ANC Policy Manual)

Part-time/Overload contracts for CAV Courses: Compressed Audio Video courses are paid a flat rate of \$800 for the first one to eleven students for broadcasting to remote site(s). Classes with twelve or more students enrolled are paid a flat rate of \$1200 for broadcasting to remote site(s).

Part-time/Overload Contracts for Internet Courses: Contracts for Internet courses are paid a flat rate of \$400 for the first student enrolled, plus \$85 for each additional student.

ARKANSAS NORTHEASTERN COLLEGE FACULTY SALARY PLACEMENT SCHEDULE 2011-2012								
	ASSOC	BACH	MASTER	M+12	M+24	M+36	M+48	DOCTOR
ENTRY	16678	28849	31000	31775	32570	33383	34218	35073
A	17095	29570	31775	32569	33384	34218	35073	35950
B	17522	30309	32569	33384	34219	35073	35950	36849
C	17960	31067	33384	34218	35074	35950	36849	37770
D	18409	31843	34218	35074	35951	36849	37770	38715
E	18870	32640	35074	35950	36850	37770	38714	39683
F	19341	33456	35950	36849	37771	38714	39682	40675

The line item maximum that is effective July 1, 2011 is \$73,483 (\$36,982 for Adjunct.)

ARKANSAS NORTHEASTERN COLLEGE
NON-CLASSIFIED
12-MONTH SALARY PLACEMENT SCHEDULE

2011-2012			
LEVEL	ASSOCIATES	BACHELORS	MASTERS
ENTRY	19,180	33,176	35,650
A	19,660	34,005	36,541
B	20,160	34,855	37,455
C	20,660	35,726	38,391
D	21,180	36,619	39,351
E	21,710	37,534	40,335
F	22,250	38,472	41,343

*** Certain senior level placements are exempt from this Placement Schedule.

***NOTE: These schedules are approved and adopted by the College Board of Trustees as an entry placement guide for the normal recruitment and hiring process. Exceptions are authorized for the rare occasions when circumstances dictate a need for a broader interpretation than the schedule allows.**

B. Payroll Deductions and Salary Payments

Faculty members are paid their academic year salary in twenty-four (24) equal monthly installments. The first check is paid August 15. Paychecks will be distributed to all staff members on the 15th and the last College working day of the month. The following deductions will be made from each paycheck: Medicare Tax, Social Security, Retirement, Federal Income Tax, and State Income Tax. In addition, medical premiums or other approved College deductions may be made. **(Rule 4.7, ANC Policy Manual)**

C. Insurance

The College provides medical, dental, life and income protection (disability) insurance for eligible employees. Employees pay a nominal fee for medical coverage with dental, life, and income protection provided at no cost to the employee. Employees have the option of including dependent coverage under each of the group plans with the premium for dependent coverage deducted through payroll deduction.

D. Retirement

All academic staff employees must participate in one of the following retirement plans:

- 1) **Arkansas Teacher Retirement System (ATRS)**
Employees contracted for 180 days or less are enrolled as non-contributory members; however, employees may elect to be contributory. Employees contracted for 181 days or more are enrolled as contributory members. The tax-sheltered contribution rate for contributory members is 6% of gross salary and the employer-matching rate is 14%.
- 2) **Arkansas Public Employees Retirement System (APERS)**
APERS is a contributory plan with an employer-matching rate of 11.00% of gross salary. The tax-sheltered contribution rate for employees is 5.0% of gross salary.
- 3) **Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF)** A tax-sheltered employee contribution rate of 6.0% of gross salary is required of employees with an employer-matching rate of 12.0%.

E. Section 125 Flexible Benefit Plan (Cafeteria Plan)

The College provides an optional Flexible Benefit plan, which allows employees to tax-shelter dependent medical and dental premiums, reducing their taxes and increasing their spendable income. Benefits available under the plan include dependent medical insurance, dependent dental insurance, and cancer insurance. A medical expense reimbursement and dependent childcare expense reimbursement option is also available to participants.

F. Holidays

The College calendar is published in the catalog and contains several academic holidays. However, the following are the official holidays for all College employees, and the institution will be officially closed:

<u>HOLIDAY</u>	<u>DATE</u>
Labor Day	Monday, September 5, 2011
Thanksgiving Day	Thursday, November 24,
Friday after Thanksgiving (by Governor's Proclamation)	Friday, November 25, 2011
Christmas Eve (observed)	Friday, December 23, 2011
Christmas Day (observed)	Monday, December 26, 2011
Christmas Break	December 27,28,29,30, 2011
New Year's Day (observed)	Monday, January 2, 2012
Martin Luther King, Jr./ Robert E. Lee Birthdays	Monday, January 16, 2012
President's Day	Monday, February 20, 2012
Last Day of Spring Break	Friday, March 23, 2012
Good Friday	Friday, April 6, 2012
Memorial Day	Monday, May 28, 2012

G. Sick Leave, Personal Leave, Bereavement Leave, and Education Leave

All full-time, non-classified employees, upon accepting a contractual position with the institution, shall be entitled to five (5) days of sick leave. Additional sick leave shall accumulate at the rate of one day per month of service and may accumulate; however, a maximum of 120 days may be carried over at the end of the calendar year. The five days awarded at the time of employment shall be included in the 120 day total.

Nine Month faculty who teach during the summer sessions earn sick leave as follows: one to three credit hours – four hours, four to six credit hours – eight hours.

After an illness which causes the use of sick leave, the employee should complete the "Request for Leave" form. Employees who are on sick leave for five or more consecutive days must furnish a certificate of illness from an attending physician.

Personal Leave. All full-time faculty may be granted two days leave each academic year, with pay, for personal leave. Personal leave is not cumulative and requires prior approval on the Request for Leave form by the appropriate Vice President/Dean/Chairperson/Coordinator and the Vice President of Instruction.

All full-time employees may request three days of absence without loss of pay for the death of a member of the immediate family. Immediate family means father, mother, sister, brother, husband, wife, child, grandparents, in-laws, or any individual acting as parent or guardian of an employee. Such request must be approved by the employee's supervisor and shall be deducted from the employee's accumulated sick leave. Additional bereavement leave not to exceed three days may be approved on request and shall be deducted from the employee's accumulated sick leave.

(Rule 4.9, ANC Policy Manual)

Children's Educational Leave. All full-time employees may request eight hours of Children's Educational Leave per calendar year. The purpose of this leave is to allow employees an opportunity to participate in their children's educational activities. Children's Educational Leave that is unused may not be carried over to the next calendar year. The following describes how the leave may be used.

“Child” is defined as a person enrolled in pre-kindergarten through grade 12 and is the following relation to a state employee: natural child, adopted child, stepchild, foster child, grandchild, ward of the state employee by virtue of the state employee having been appointed the person’s legal guardian or custodian, any other legal capacity where the employee is acting as a parent for the child.

H. Leave of absence

In rare cases and for extenuating circumstances, a leave of absence may be granted by the President for extended periods at no pay. **(Rule 4.9, ANC Policy Manual)**

I. Overload Teaching

Instructors accepted to teach classes that exceed the normal teaching load during the regular semester will be paid for the overload at the rate \$500.00 per credit hour. This compensation will be paid in six checks beginning at the end of September (fall semester), and at the end of February (spring semester).

Activities. Faculty members who direct student activities to the extent that it is considered an overload will need the consent of the Vice President of Instruction before accepting those additional responsibilities within the institution.

Summer Session and Interim Session. Annual “full-time” contract faculty members may be employed to teach classes in the summer and/or interim sessions. Compensation for this “over contract load” assignment is \$500.00 per credit hour.

Maximum Overload. The maximum number of overload credits that can be taught by an instructor during the regular, interim, and summer terms is 21 equivalent. The maximum equivalent overload for each fall or spring semester is three (3). The Vice President of Instruction may allow an instructor to exceed the maximum number of overload credits under special circumstances. This total includes all teaching for extra compensation related to semesters, interim sessions and summer terms, inclusive of credit instruction for scheduled campus/off-campus classes, business and industry, and other colleges/universities. All laboratory, activity, or other specialty courses will be calculated, for overload limit purposes, at the equivalent of one three-hour course for each specialty. The line item maximum for full-time faculty is \$73,483 and for adjunct faculty is \$36,982.

Faculty Co-op Coordinator. For each student assigned by the Coordinator of Cooperative Education/Placement with the approval of the appropriate dean/dean/chairperson/coordinator, the faculty is paid one-tenth of the current rate for overload teaching for the appropriate number of credit hours.

Sponsored Independent Study. Requires approval by the dean/chairperson/coordinator and the Vice President of Instruction. The rate of pay is one-tenth of the current rate for overload teaching for each student sponsored.

J. Outside Employment

The primary obligation and responsibility of the faculty member is the performance of his duties at the College. He/She shall not engage in other teaching or substantial remunerative activity without first advising and obtaining the approval of the Vice President of Instruction. This provision is to ensure that he/she has adequate time for teaching, advising, appropriate study, and research in working with learning difficulties encountered by individual students, and for participation in other academic responsibilities.

K. Concurrent Employment

The College must request approval from the Department of Finance and Administration to hire an employee who is working for another state agency or institution of higher education. **This approval must be secured in advance of any contractual arrangement.** The employee's combined salaries must not exceed the individual line item maximum. Public School teachers are not considered state employees in this concurrent employment policy. State employees cannot exceed the higher line item maximum for the two state positions.

L. Substitute Personnel/Compensation

A substitute instructor may be either a full-time College instructor or a qualified individual outside the College employed specifically for substitute service for a period of time during which a regularly assigned instructor is absent. All substitutes must have prior approval of the Vice President of Instruction and meet the discipline area requirements for which they are substituting. The substitute instructor is not a salaried employee of the College, if appointed from outside the College, and does not participate in employee benefits or programs established for full-time, salaried employees of the College.

Substitute instructors are appointed specifically for service during the period of time when the replaced instructor is absent from the contracted teaching assignment. Required services are to be clearly specified in the employment arrangement and documented in the personnel files. The beginning and ending hours of the workday for which a substitute instructor is appointed will be clearly specified in the appointing document. All substitute instructors are to be paid at the part-time faculty hourly rate of .67 cents per minute.

(Rule 4.61, ANC Policy Manual)

M. Staff and Professional Development

Arkansas Northeastern College has a learner-centered focus. Toward accomplishment of this focus, and its maintenance, all employees are considered professionals in service to the College's students and its constituency. The College also recognizes that all employees, in order to provide maximum contribution toward the College's learner-centered focus, should be supported and encouraged in their professional growth.

Each employee is encouraged to develop a biennial, professional development plan. The plan can take many forms including credit or non-credit course work, seminars, workshops and/or travel to and participation in conferences or conventions. The plan might include, or be limited to, the development of a new credit course or degree program or service to be offered for adoption by the College. Each plan should relate to the professional development proposed in the context of the College's learner-centered focus.

A request for unbudgeted financial assistance toward accomplishment of an individual professional development plan may be made at any time; however, financial assistance will be determined by the availability of unbudgeted funds. It is encouraged that application for assistance be made **prior to February 1 in any year** in order to be considered, whole or in part, during the development of the next year's General Operations budget. Application and submittal procedure are to be available during any year through either the President's Office or the Office of the Vice President of Instruction.

(Rule 2.15, ANC Policy Manual)

A copy of the application for Professional Development funds is included in the Resources section of the Handbook.

VII. EMPLOYMENT, RESIGNATION, AND TERMINATION

A. Affirmative Action Statement

Arkansas Northeastern College is committed to provide equal opportunity through its employment practices, educational programs, and the many services it offers to the community.

The College will make all personnel decisions without regard to race, color, religion, sex, age, national origin, or disability of qualified handicapped. The College will offer programs within the limitation of available resources that will foster educational opportunities without regard to race, color, religion, sex, age, national origin, or disability of qualified handicapped.

(Rule 2.17, ANC Policy Manual)

B. Standards for Employment

Faculty members teaching in the General Education and Transfer curriculum should have the minimum of a Master's degree and 18 graduate semester hours in their teaching area. Any exception to this minimum must be approved by the President. Previous teaching experience is strongly preferred as is knowledge and acceptance of the comprehensive community college concept. An official copy of the instructor's transcript and resume' must be on file in the Office of the Vice President of Instruction.

Faculty members teaching in the non-transfer technical and occupational areas of the A.A.S. track or Developmental Education should have the minimum of the baccalaureate degree, related industrial-business expertise, and/or applicable nationally recognized specialty certification/licenses generally acceptable and recognized by other community/technical colleges.

(Rule 4.19, ANC Policy Manual)

C. Hiring

Full-time faculty and academic positions (including administrative) are advertised internally (eligible part-time), regionally, and usually nationally as time permits.

Applications may be solicited by direct mail to select colleges and universities, to the Arkansas State Department of Higher Education, and/or in regional newspapers. In addition, if deemed necessary, and publication deadlines allow it, the available position may be announced in an appropriate journal and/or the *Chronicle of Higher Education*. Applicants currently on retained file are notified if a position becomes available in their field. The screening process includes the sorting of applicants by the direct supervisor, a position selection committee, appointed by the appropriate Cabinet member. References and credentials are checked and verified. The top candidate(s) is/are then invited for an interview, and the appropriate Vice President or Cabinet member visits the candidate's references by telephone or in person. The candidate is then recommended by the Vice President or Cabinet member, in writing, and appropriate contract and salary placement offer negotiated. The Vice President then forwards to the candidate a letter of offer stating the type of contract, salary, and conditions as approved by the President. During the hiring process, the Affirmative Action Plan for the College is followed. No salary or contract condition agreements may be made to any candidate without prior authorization of the President. **(Rule 4.21, ANC Policy Manual)**

D. Drug-Free Workplace

ANC is committed to maintaining a drug-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, Appendix C to 45 CFR 620, Subpart F - Certification Regarding Drug-Free Workplace Requirements. Upon hiring, each new employee will be given a copy of the Drug-Free Workplace Policy Statement.

Certification - The grantee certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about -
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 1. Abide by the terms of the statement; and
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction;
- (e) Notifying the agency within ten days after receiving notice under subparagraph (b)(4) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
 1. Taking appropriate personnel action against such an employee, up to and including termination; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

Policy Statement

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

1. Arkansas Northeastern College will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on agency premises will be subject to discipline up to and including termination.
2. The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs, which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by law to inform the College within five days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the College's premises. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.
4. Arkansas Northeastern College will notify any U.S. Government agency with which a contract has been made within ten days after receiving notice from the employee or otherwise receives actual notice of such a conviction.
5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the College may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution and at no cost to the College.
6. As a condition of further employment on any federal government contract, the law requires all employees to abide by this policy.
7. The College establishes through the Chief Fiscal Officer a drug-free awareness program to inform employees about
 - (a) The dangers of drug abuse in the workplace;
 - (b) The College's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling rehabilitation, and employee assistance program; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The above is applicable to all College facilities and sites, permanent or temporary, on or off its main campus in Blytheville and including College or officially authorized vehicles when participating in transition to or from facilities or sites.

(Rule 2.21, ANC Policy Manual)

E. Evaluations

In compliance with Act 244 of 1989, the evaluation of each full-time faculty member shall be completed once each year. The evaluation shall be based upon input from the following sources:

1. Student evaluation (all classes)
2. Peer observation

3. Dean/Chairperson/Coordinator evaluation, including review of student success/productivity.
4. Faculty self-evaluation narrative to include the following:
 - a. Response to student evaluations,
 - b. Discussion of instructional strengths and weaknesses,
 - c. Discussion of service to the College/community,
 - d. Discussion of professional/personal improvement, and
 - e. Annual plan of action
5. Dean/Chairperson/Coordinator conferences with faculty member and subsequent recommendation to the Vice President of Instruction based on the results of the following categories:
 - a. Faculty Professionalism Rating
 - b. Student Rating
 - c. Peer Rating
 - d. Supervisor's Classroom Observation Rating
6. The evaluation of the faculty member falls into one of five categories:
Rating Scale:

5	Excellent
4	Good
3.5	Satisfactory
Below 3.5	Needs Improvement
Below 2.0	Unsatisfactory
7. Vice President of Instruction review.

For that instructor who fully meets the standard of satisfactory or above, the recommendation will be for rehire with a salary adjustment if sufficient money is deemed available by the Board of Trustees.

If an instructor receives an overall rating below 3.5, an administrative review, involving the Dean//Chairperson/Coordinator and the Vice President of Instruction will occur. This review will result in one of two recommendations to the President for Board action:

1. Rehire the full-time instructor with no salary increase until specific behavior improvements have been demonstrated.
2. Do not rehire the full-time instructor. Notify him/her before or during March of current year of intent not to reissue a teaching contract in the coming fiscal year.

All INET instruction will be evaluated as follows:

1. A course evaluation performed by the Coordinator of Academic Technology and Distance Education prior to being offered the first time by INET.
2. An instructor evaluation performed by the Coordinator of Academic Technology and Distance Education prior to teaching online for the first time.
3. Self-evaluations by each instructor on each course taught by INET annually.

The evaluations listed in this section will not be used in the performance evaluation rating outlined above, but for continuous improvement of online instruction.

Part-time Faculty:

Every semester the students in the class are asked to complete an evaluation form on the instructor. The results will be examined by the appropriate dean/chairperson/coordinator, discussed with the instructor, returned to the instructor in summarized form, and a copy filed in the Office of the Vice President of Instruction.

The appropriate Dean/Chairperson/Coordinator/Director will observe one class the first term of employment and one class each year thereafter. Each year the instructor will be evaluated by a peer instructor.

F. Contract

The faculty member is appointed to teach in classes as directed by the President of Arkansas Northeastern College, including both day and evening programs. Instructors are to perform duties and accept responsibilities as set forth in the Academic Staff Policies and also to perform other duties in college-related activities as requested by the President or his designate. The standard faculty contract is for nine months.

The salary is determined by the teacher's academic preparation and experience as defined on the Arkansas Northeastern College Salary Schedule.

(Rule 4.25, ANC Policy Manual)

G. Resignations

Faculty members who wish to resign should make every effort to do so prior to the issuance of the following year's contract. Resignations must be in writing and submitted to the appropriate Supervisor and the President. **(Rule 4.27, ANC Policy Manual)**

H. Grievance Procedure

Arkansas Northeastern College recognizes the right of faculty and staff members to seek a solution concerning disagreements arising from employment relationships, and the employee assertion that he or she has been wronged with regard to employment contract, College policy, procedure, or professional standards..

Resolutions to disagreements should originate from informal grievance procedures if possible.

Informal grievance processes are initiated by a meeting between the employee and his immediate Supervisor or Dean/Chairperson/Coordinator/Director. At this time, the problem should be defined completely, and possible resolutions should be discussed. Every effort should be made at this level to reach an equitable solution. If at this meeting the issue is not resolved, the person should request a conference with the appropriate Vice President. If no resolution is found and the problem still exists, formal grievance procedures are then initiated.

Formal Grievance Procedure

1. No formal grievance shall be processed until the Professional Standards Committee has assessed whether there are reasonable grounds for considering the complaint based on existing policy of the College and whether the complainant has exhausted the prior informal grievance processes.
2. The complainant shall file a formal complaint with the Professional Standards Committee through the office of the appropriate Vice President. The written complaint should outline the problem, include the resolution/remedy sought, and summarize reasons why informal procedures have been unsatisfactory.
3. The Committee shall, in confidence, hear testimony for the complaint from all individuals that the Committee determines necessary to reach a decision. The jurisdiction and authority of the Professional Standards Committee shall be to hear evidence, to make findings of fact and to make recommendations based upon those facts.
4. A report of "Findings and Recommendations" will be forwarded to the Vice President. The Vice President may take actions recommended by the committee or reject recommendations, may modify recommendations, or

may remand the recommendations of the committee for further consideration.

5. If the aggrieved person is not satisfied with the disposition of his grievance at this level, then grievance should be presented to the President of the College in writing attached to all previous findings and recommendations.
6. If at this level the problem is not resolved, the complainant should, after a period of ten days, submit the nature of the grievance in writing to be conveyed to the Board of Trustees through the Office of the President. The Board of Trustees shall arrange consideration of the complaint and render its decision. The decision of the Board will be final.

(Rule 4.29, ANC Policy Manual)

I. Termination

In the case of any faculty member whose contract is terminated prior to the issuance of new contracts, or at any other time, the following procedures are adopted:

Letter to said faculty member from the Vice President of Instruction indicating termination of the contract.

Any faculty member receiving said letter terminating his contract may, within ten (10) days of receipt of said letter, initiate the following:

1. Request and receive, within ten (10) days, an appointment with the President (and other concerned parties whom the President and faculty member agree should attend appealing termination action).
2. Upon failure to receive satisfaction of his appeal to the President, the faculty member may, within ten (10) days, request a hearing before the members of the Board of Trustees. Said hearing may be granted at the next regular meeting of the Board of Trustees or earlier, at the discretion of the Board.

(Rule 4.31, ANC Policy Manual)

VIII. EMPLOYEE RESPONSIBILITIES

A. Credentials File

Each instructor, full and part time must have on file with the Vice President of Instruction a **resume**' and **official transcripts** of all college work taken. Addresses, telephone numbers, and email should be kept current. In addition, commendation letters for community service and Dean/Chairperson/Coordinator recommendations are included in each personnel file.

B. Reporting Employee Absences

If an instructor is to be absent from work, the dean/chairperson/coordinator and the Vice President of Instruction must be notified as soon as possible. If classes will be missed, every effort should be made to notify the students prior to the class meeting. This is especially important in evening courses. **A note on the classroom door canceling the class is not sufficient for students who commute. When a notice is posted on the classroom door, it should be typed and initialed by the Dean, Chairperson, or Coordinator.**

After an illness, which causes the use of sick leave, the employee should complete the "Request for Leave" form and forward to his/her division dean/chairperson/coordinator.

Only under emergency circumstances would a **personal day** be approved without a **three-day prior** notice so that classes might be informed and arrangements made for classes to be covered.

Part-time faculty do not earn sick leave benefits and are paid only for actual hours of instruction. Any substitute faculty employed must be employed through standard college procedures. **(Rule 4.35, ANC Policy Manual)**

C. Attendance at Commencement

Attendance at commencement is part of a faculty member's contract responsibility. **(Rule 4.37, ANC Policy Manual)**

D. Attendance at Reconvening Activities

Attendance at reconvening workshops and related activities is part of a faculty member's contract responsibility.

E. Office Hour Policy:

Full-time faculty are expected to maintain regular office hours. A copy of the office hours must be posted near the instructor's office, included in the First Day Handout, and left with the secretary so that students may locate an instructor easily for consultation. A copy should be also filed with the Vice President of Instruction.

Guidelines for minimum availability of **main campus** instructors for students, administrators, meetings, etc. include

- 15 office hours per week
- Office hours every day of week to meet contract day obligation, meet with students, or attend meetings
- Some afternoon hours of office

Faculty who are responsible for cohorts may not be able to meet the above guidelines. Aviation, nursing, secondary, technical, and Solutions faculty need to be available by appointment or email according to the need of the cohort or special needs of the occupational program. Every effort should be made by these faculty to accommodate the students' need for help, clarification or consultation.

Faculty who teach internet classes as part of their regular 15 hour load must still meet their contract day obligation and have 15 office hours per week on campus.

(Rule 4.39, ANC Policy Manual)

F. Community Responsibility

A faculty member is regarded by persons in the community as an agent of the College. Therefore, what constitutes good taste and judgment should guide him in all his external relationships and contacts. Any action by a faculty member which, in the judgment of the administration, brings serious discredit or which reflects unfavorably upon the institution shall be cause for reprimand or dismissal. **(Rule 4.41, ANC Policy Manual)**

G. Teaching Load

Members of the faculty, on or off campus, are required to assume teaching assignments in any part of the schedule of classes, day or evening, at the determination of the Vice President of Instruction. Fifteen semester hours (30 semester hours per year) or the equivalent thereof, represent the normal teaching load of all faculty members. Teaching loads are determined by the Vice President of Instruction in conjunction with deans/chairpersons/coordinators. **(Rule 4.43, ANC Policy Manual)**

H. Personnel Office Records

All permanent, legal personnel records are maintained in the Office of Human Resources. Employees are responsible for notifying the Office of Human Resources Office in writing, on proper, current forms (obtained from the Office of Human Resources), of any changes that should be reflected in existing personnel records including, but not limited to: address

changes, beneficiary changes, dependent changes, degree completion and/or additional credentials or earned college credits. The College will not be responsible for withholdings or any other expenses incurred by an employee as a result of non-timely or lack of proper notification, in writing, of status changes.

IX. ACADEMIC RESPONSIBILITY

A. Academic Freedom

The faculty member is a citizen, a member of a learned profession, and a representative of the College. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations upon him/her as a individual. As a person of learning and an educator, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times be accurate, exercise restraint, show respect for the opinions of others, and make every effort to indicate that he/she is not an institutional spokesman.

The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties, but research for pecuniary return shall be based upon an agreement with the President of the College.

The faculty member is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter, which is not related to his/her subject. **(Rule 4.45, ANC Policy Manual)**

B. Syllabi

An up-to-date departmental syllabus for each course must be on file in the Office of the Vice President of Instruction and with the appropriate Dean/Chairperson/Coordinator. **This departmental syllabus is to be used as the common syllabus by all instructors who teach a given course.** It will be necessary, however, for each instructor to develop a First Day handout using the First Day Handout template.

During the first week of class, the instructor shall present a First Day handout to every student. The first day handout should include the following items:

- | | |
|--------------------------------|--|
| 1) instructor's name | 9) Use of the internet/portal/LMS |
| 2) location of class | 10) attendance policy |
| 3) office hours | 11) academic integrity policy |
| 4) telephone number | 12) grading/testing procedures |
| 5) course title/section number | 13) unit/performance objectives with rationale |
| 6) course description | 14) term assignments |
| 7) required materials | 15) make-up test policy |
| 8) methods of instruction | 16) ADA statement |

A copy of this handout will be kept on file with the Dean/Chairperson/Coordinator. Adjunct faculty should present a copy of the First Day handout to the Dean/Chairperson within a week of starting the contracted class. A copy of First Day handout checklist is included in the Resources section. The Academic Integrity policy is also included in the Resources section. This academic integrity contract can be integrated with your First Day Handout.

C. Attendance at Conferences

As a part of their continuing professional growth, instructors Deans/Chairpersons/ Coordinators/Directors are encouraged to join pertinent professional organizations and attend associated meetings/conferences and make on-site visits related to departmental/division activities.

Travel funds may be applied for and received depending upon budget. Professional staff and program development travel must be related to college-wide goals and purposes, and relate to the emphasis of the year. Relevance to the long-range goals of the College and division/department objectives will be used to determine approval. Preference will be given to those faculty who did not attend a major conference/workshop the preceding year. Submission of a request does not necessitate approval.

An Arkansas Northeastern College Travel Request form should be completed and submitted to the immediate supervisor for review and recommendation to the Vice President of Instruction. A copy of the program (or basic information) should also be submitted. All professional development travel must have the approval of the employee's supervisor, the Vice President of Instruction, and the President.

Upon return, a summary report should be submitted to the immediate supervisor and forwarded for review. In some instances, an oral report will be requested for the sharing of information within divisions/departments.

(Rule 4.47, ANC Policy Manual)

Financial Support is available from the Professional Development funds for Faculty who want to pursue higher degrees, create innovative projects in technology, and develop special projects assigned by the Vice President of Instruction. These monies must be approved by the employee's supervisor, and the Vice President of Instruction, who will determine the amount allocated.

D. Class Rosters and Grade Reporting

Faculty Campus Connect

Arkansas Northeastern College faculty and advisors are provided access to student and course data through a program called Faculty Campus Connect. This program can be opened on the Internet from the ANC website and MyANC . Faculty and advisors are required to sign a statement accepting responsibility for the protection of the information provided to him/her.

Faculty are required to review their class rosters using the Faculty Campus Connect prior to the first day of class. Paper rosters will not be provided. Faculty are encouraged to check the roster regularly during the first week of classes to determine which students are officially enrolled. Engage the internet student the first week to ensure that he/she is on the roster.

Initial Rosters

Faculty are required to view their rosters using Faculty Access prior to the first class meeting. Faculty are expected to check the roster carefully during the first ten days (10) days of a fall or spring term and the first five (5) days of a summer term. Instructors are responsible for determining which students are officially enrolled in the class. **Students whose names do not appear on the roster are not officially enrolled and must be sent to the Registrar's Office to complete the registration process. Those students should not be allowed to sit in class.**

Verification Rosters

In order to accurately report enrollment numbers and to prevent overpayment of financial aid to a student, students who never attend a class by the fifth (5th) day of a fall or spring term or the second (2nd) day of a summer term must be reported as a No Show. Each instructor is responsible for accurately reporting those students who NEVER attend one class during the five (5) days of a fall or spring semester or the first two (2) days of a summer term. It is very important that No Shows be reported accurately.

Instructors are expected to contact those students who do not attend class prior to reporting the student as a No Show. Telephone numbers are provided on the initial rosters for this purpose.

Only those who NEVER attend a class are considered a No Show. A student who attends even one class should not be reported as a No Show. A student who begins attending class will be responsible for completing the withdrawal process through the Registrar's Office.

Each instructor will verify his/her roster(s) through Faculty Access. This must be done on the fifth (5th) day of a fall or spring term and on the second (2nd) day of a summer term. This is the only time frame during which a student can be reported as never attended. Rosters should not be submitted early unless every student on the roster has attended at least one class meeting.

Using Faculty Access, faculty will use the grading option to report No Show students. Faculty will verify each roster by entering a grade of "NS" for every student who has NEVER attended a class. **Every roster must be submitted whether or not it contains a No Show student.** Rosters will be monitored by the Registrar's Office. Only those students who have never attended should have a grade on the Verification Roster.

Students who are reported as a No Show will be administratively dropped from the class. Once the student has been dropped as a No Show, he/she will receive a 100% refund of tuition and fees for that course. A student that has been reported as a No Show will not be allowed to return to the class.

Instructors will be required to enter grades at mid-term and at the end of the term. It is crucial that the grades be entered by the deadline specified. Grades cannot be processed until all grades have been entered. An instructor who experiences problems entering grades should contact the Registrar's Office immediately.

The letter grades that will be assigned in classes are A, B, C, D, F, W, AU, and I. The "W" will represent the student's grade who officially withdraws from a course. If the "W" appears on the roster, the instructor will not be able to assign another grade. The same is true for students who are auditing a class.

The letter grades A[^], B[^], C[^], D[^], or F must be assigned **only** to college preparatory courses. Any course with the CP prefix must be assigned one of these grades. The "[^]" affects the grade point average and it is important that these grades be assigned only to the college preparatory courses.

If a grade of "F" is assigned because the student ceases to attend class, the instructor **must** enter the last date of attendance next to the grade. If the grade of "F" is for poor academic performance no date is necessary. Currently, the system will populate the field with the current date.

An Incomplete or "I" grade may be assigned only at the end of the term. "I" (Incomplete) grades should not be assigned at mid-term. It should be given only when the student can reasonably be expected to complete the course. An "I" grade may be carried no more than one-half of the regular semester after the scheduled completion date of the course. When the "I" grade completion requirement has been met, a grade change must be forwarded to the appropriate division chairperson/dean and the Vice President of Instruction. At this time a grade of A, B, C, D, or F must be assigned. Incomplete grades, which have not been converted to a passing grade by the mid-term of the next regular semester, will be changed to "F".

**Faculty should not post grades by student initials or in any other manner that identifies the student to others, including Social Security numbers.
(Rule 4.51, ANC Policy Manual)**

E. Reporting Absence of Veteran Students

Instructors may not withdraw students from classes because of non-attendance; withdrawal is the responsibility of the student. However, the Veterans Administration requires that we report excessive absence or non-attendance of the veteran student within thirty (30) days from the student's last date of class attendance.

Veterans are identified by the letter "V" on all class rosters. Instructor should make an effort to contact students prior to reporting to the Financial Aid Specialist. Use the following policy when a veteran student is absent from class:

End of first week:	No Action
End of second week:	Report to Financial Aid Specialist in the Financial Aid Office; the Financial Aid Specialist will notify the student and the Veterans Administration.
End of semester:	Instructor assigns a grade of "F."

Forms for reporting non-attendance of a veteran student are available in the Registrar's Office and from the evening administrator. This action will not withdraw the student from the class; the student's name will remain on the class roster, and at the end of the semester a grade of "F" should be assigned. Do not allow a veteran back into your class once you have submitted their non-attendance to the Financial Aid Assistant.

F. Minimum Enrollment

The normal minimum number for a class to "fill" is twelve to fifteen. Except in extraordinary circumstances, classes that have fewer than twelve students registered prior to the beginning of the class are subject to cancellation.

G. Adding and Dropping Courses

Students who wish to add or drop courses must do so by means of an add/drop slip. These may be completed in Statehouse Hall or the Student Services Department. Students may add courses through the fifth day of the term or the second day of the summer terms. Courses dropped after this time will appear on the student's permanent records but will show a grade of "W" and will not be considered in computing the grade-point average. Courses may be dropped through the date published in the academic calendar, as shown in the current college catalog. It is the student's responsibility to notify the Instructor and the Registrar's Office of his/her intent to drop a course or to withdraw from college.

H. Auditing a Course

To audit a course means to enroll in the course and attend in the usual manner, but without earning credit or a grade. Audit courses are graded "AU". A student who is registered for a course may not change to or from audit status after the scheduled add/drop period. Charges for auditing a course are the same as for regular registration.

If a student's name appears on the final roster, that student must receive a grade of A, B, C, D, F or I and cannot receive a "W" or "AU" at that time.

I. Mid-Term Grades

Mid-term grades are issued as a clear statement of academic progress. **All faculty are expected to assign mid-term grades by the due date established in the Academic Calendar.**
(Rule 4.51, ANC Policy Manual)

J. Tests and Grades

It is the instructor's responsibility, within broad College policies, to design and apply a fair and equitable grading system. A grading system should be used which reflects, as nearly as possible, the instructor's philosophy toward the relative importance of factors influencing a course grade. Tests or other evaluations of progress should be given frequently enough to establish a fair basis for evaluation of the student.

(Rule 4.51, ANC Policy Manual)

K. Final Examinations

A final examination schedule is provided at the close of each regular semester in order to allow a block of time for comprehensive examinations. Instructors should use this opportunity to administer final examinations or assess for the improvement of learning.

(Rule 4.51, ANC Policy Manual)

L. Grade Books

Grade books are available as a supply item to the faculty. Accurate records of student progress, **including non-attendance, must be maintained**. At the conclusion of an instructor's employment with ANC, all grade books must be turned in to the appropriate Dean/Chairperson/Coordinator.

(Rule 4.51, ANC Policy Manual)

As part of e-Racer, instructors should use the attendance and gradebook options in the Portal. Instructions for its use are on the RATZ page under the Resources tab in myANC.

M. e-Racer: Learning Management System

All courses have a component in e-Racer, the portal's Learning Management System. As a minimum, instructors are required to use the Attendance page for all non-INET courses. Use of the Email and Gradebook pages is encouraged. Instructors log into the portal using their employee ID and a randomly generated password. Employees should never share their password. For security reasons, passwords cannot be given out over the phone. Faculty with password needs should contact Ruby Meador at 762-1020, ext. 1150.

Questions directly related to using e-Racer (not password related) should be directed to Carol Mills at 762-1020, ext. 1207. Answers to many e-Racer questions can be found by logging in to myANC and clicking on the Resources tab. Instructors that are just beginning to use e-Racer often benefit from a one-on-one session in the Resource and Training Zone (RATZ). RATZ also offers training in a variety of software programs and is a great place to discuss online learning and online pedagogy. Contact Carol for an appointment and then come to RATZ, located in room B205.

N. Copyright policy

It is the intent of Arkansas Northeastern College that all members of the College community adhere to the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.).

All members of the College community are encouraged to educate themselves on the laws concerning copyright. Members of the College community who violate copyright laws do so at their own risk and assume all liability.

General Information

Copyright is legal protection for authors of original works to five rights: reproduction, distribution, derivative works, public performance, and public display. Although the copyright owner retains these rights, the rights are subject to "Fair Use" limitations.

Section 107 of the Copyright Act of 1976 addresses the doctrine of fair use. There are four factors to consider when applying fair use guidelines to the use of copyrighted material.

1. The purpose and character of the use
2. The nature of the copyrighted work
3. The amount of the work used in relation to the copyrighted work as a whole.
4. The effect of the use on the potential market of the copyrighted work.

Revisions to Section 110 of the Copyright Act of 1976 address additional rights for distance learning classes, commonly referred to as the TEACH Act of 2002. Under the TEACH Act, works used under the supervision of an instructor directly relating to a regularly taught class and limited through technology to the students in the class may be allowed providing the institution has policies and information concerning copyright available, has reasonably prevented students from keeping works and redistributing them after the class session and has not interfered with any technological controls placed on the work by the copyright owner.

(Rule 3.25, ANC Policy Manual)

O. Intellectual Property Rights for Faculty, Staff and Students

Arkansas Northeastern College maintains rights to intellectual property created at college expense. The college reserves rights of ownership of all intellectual property including, but not limited to, curricular materials, books, web pages, electronic publications, and programs written or otherwise created by a student, instructor, or staff member while using college materials or equipment or while working during time that is compensated by the college.

All classes of intellectual property, scientific and technological developments, materials or objects created or produced by a faculty or staff member on personal time without the assistance of ANC personnel, materials, or facilities, shall be the exclusive property of the individual. If college resources are used during personal time to create intellectual property, the creator should consult the Vice-President of Finance to determine a reasonable compensation for the use of college resources. Any unresolved disputes regarding this policy shall be submitted to the Arkansas Claims Commission for adjudication in accordance with A. C. A. § 19-10-201 et seq.

It is the responsibility of the creator of any form of intellectual property to ensure that copyrights held by other entities are not infringed and that appropriate permission has been obtained for the use of copyrighted material by adhering to the copyright law of the United States (Title 17, United States Code). Creators of intellectual works that are not partially owned by the college own the copyrights of their works and are free to register the copyright and receive any revenues which may result.

(Rule 7.3, ANC Policy Manual)

P. Textbook Adoptions

Textbook Adoptions are primarily the responsibility of the faculty in consultation with Dean/Chairperson/Coordinator or the textbook selection committee. Frequent changes of textbooks incur extra expense for the student and should be made judiciously with the student in mind. Part time faculty will use the same textbooks selected by the division. Committee action and the Dean/Chairperson/Director's approval are necessary for textbook selection.

At the time a textbook change is made, teacher desk copies should be requested from the publisher for each faculty member teaching the course. Desk copies obtained from the bookstore are charged to the division budget. Although the College recognizes that it is a

matter of individual choice and professional philosophy, the College does not approve of the sale of complimentary book copies to solicitors for subsequent resale.

(Rule 4.55, ANC Policy Manual)

Q. Tutoring

No instructor should contract to tutor any ANC student for any form of remuneration from another source without informing the Vice President of Instruction

(Rule 4.57, ANC Policy Manual).

Tutoring is available free of charge to ANC students through the Learning Assistance Center.

R. Classroom Hours

The semester hour is the unit of credit awarded. A community college's strength relies heavily on quality classroom instruction. As such, it is extremely important to meet classes for the scheduled length of time. No class is to be canceled or changed from its official meeting time or place without prior approval of the appropriate Dean/Chairperson/Coordinator.

(Rule 4.59, ANC Policy Manual)

S. Retention/Advising

Each faculty member has the responsibility of assisting with retention of students. If a student misses two or more classes, the faculty member should contact the student. Faculty have the responsibility of advising students. All faculty can access their advisee's records through Campus Connect and should use the degree audit option when advising students. Only the Office of the Registrar should issue official copies of transcripts. Each instructor should use the Academic Advising Handbook to advise the students. A list of resources to aid in directing the student to the appropriate resource is also provided in the handbook. By Fall 2012, an early alert system will be in place for all full and part faculty to use in the retention of their students.

T. The Arkansas Course Transfer System

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (<http://adhe.edu>).

U. Inclement Weather

When the Vice President of Instruction, or designated official, determines, based on available data, that the weather or other conditions have made roads impassable, the news media will be notified that the college is closed. Such closings will be for all classes and offices in all units on and off campus; however, designated employees may be required to perform necessary duties. In addition, an automated message will be placed on the ANC main telephone number indicating closure and which employees will be expected to report to work. A text message will be sent to those students and faculty who have signed up for this service in the portal. An announcement will be posted on the web site and on the Arkansas Northeastern College facebook page.

If there is no announcement, students, faculty, and staff should assume that the College is open. If a decision to close is made after the College day has commenced, all College personnel will be notified through normal administrative channels. Until a person receives such notice from his immediate superior, he should assume that the College is open.

(Rule 7.27, ANC Policy Manual)

V. **Field Trips**

The College recognizes the value of experience gained outside of the classroom. Field trips are an acceptable avenue for providing such experiences which enhance classroom instruction. In order for a field trip to be sanctioned by the College and eligible for the appropriate reimbursement the following procedure must be followed.

During class, local destination trips - Prior to leaving on the field trip, the instructor is required to notify the Office for Academic Affairs, in writing or by telephone, of the planned excursion. Information should be provided concerning the course title and section number, the trip destination and general purpose, and mode of travel. It is understood the trip will not last longer than the regularly scheduled time for that class or lab. No financial assistance for either instructor or the student will be provided by the College.

Field trips as part of a regularly scheduled course offering, but lasting more than one class or lab period and possibly involving distances greater than local destinations - The instructor is required to submit to the Office for Academic Affairs, at least two weeks prior to the planned trip, a trip educational-justification statement, with an outline of trip objective and itinerary. A tentative timetable, route and destination narrative, and mode of travel to be used should be included.

These plans will be reviewed by the Dean/Chair/Coordinator and the requesting instructor(s) notified as to approval, disapproval, or the need for additional information. If a request is approved, the following forms should be completed and forwarded to the Office for Academic Affairs for inclusion in the request file: a) appropriate leave request forms; b) student release forms for each participant; and c) vehicle request form(s) if College vehicle(s) are needed.

Field trips for the extra-class type offered for credit - For submission of these requests, the sponsoring instructor(s) should complete the course Approval Form established by the College Academic Affairs Committee. This completed form, clearly showing the sponsoring discipline(s), and with the information given in #2 above (with the exception of the due date), should be forwarded to the Vice President of Instruction. The due-date for these requests is two months prior to the planned trip, or earlier.

Non-credit tours or field excursions - Non-credit tours offered by instructors on their own time are not the responsibility of the College. These trips of the extra-class type, not offered for credit, are not financially supported by the College in any form.

The College will reimburse expenses of an instructor conducting approved field trips as follows:

Within the states of Arkansas, Tennessee, and Missouri: The College will pay travel at the current rate and per diem up to a maximum of five days for one instructor per class having at least ten students participating in the field trip.

Outside the states of Arkansas, Tennessee, and Missouri: The College will pay travel at the current rate and per diem up to a maximum of five days for one instructor having at least ten students participating in the field trip.

Exceptions to these guidelines may be made by the Vice President of Instruction under peculiar circumstances which have unusual educational merit. These procedures encourage the scheduling of long-term (three days or more) or exotic field trips during periods when classes are not in session. Generous support across the spectrum is not fiscally possible; therefore, approval will be more likely for trips within the states of

Arkansas, Tennessee, and Missouri, where a sufficient variety of potential field experiences are available to satisfy the majority of needs.

(Rule 3.11, ANC Policy Manual)

W. Proposal and Adoption of Courses

Proposal and adoption of courses is coordinated through the office of the Vice President of Instruction:

- 1) Discussion should be initiated with the department Dean/Chairperson/Coordinator/Director.
- 2) A needs assessment, course syllabus, and first day hand out should be submitted to the Vice President.
- 3) The course syllabus and sample first day handout will be reviewed by the Academic Affairs Committee.
- 4) The Registrar will assign the appropriate course number of the course for scheduling.
- 5) The appropriate Division Chairperson/Coordinator will place the course on the appropriate schedule.

Rule 3.19, ANC Policy Manual)

X. Program Development and Implementation

Program development and implementation is coordinated through the Office of the Vice President of Instruction:

- 1) Discussion should be initiated with the Department Chairperson/Director.
- 2) An abbreviated proposal should be submitted to the Vice President of Instruction.
- 3) The proposal should be expanded according to the **Criteria and Procedures for Preparing Proposals for New Academic Programs** published by the Arkansas Department of Higher Education.
- 4) The proposal will be reviewed by the Academic Affairs Committee.
- 5) The President must approve the proposal.
- 6) The Board of Trustees must approve the proposal.
- 7) The proposal will be submitted to Arkansas Department of Higher Education.
- 8) If approved, the program will be implemented three months after approval by the appropriate state agency.

(Rule 3.21, ANC Policy Manual)

Y. Guidelines for the First Class Meeting

First impressions are very powerful. These **suggestions** are made with that in mind. Arrive in the classroom well before the class is to begin so you can have your material set up. Greet your students as they arrive. Introduce yourself. Have your students fill out a form that includes a correct phone number and email address. Greet your students as they arrive. Begin to build a comfortable learning environment. You set the tone for the class. Take attendance so you can begin to learn the names of the students. Use a get-acquainted activity that you are comfortable with and that is non-threatening to the students. One important element of student success is knowing others in the class so they feel comfortable. **Sample:** Have students pair off and spend 5-10 minutes interviewing each other. Then have each one introduce that partner to the rest of the group. **Sample:** Ask students to introduce themselves by giving one or two items of information that people will remember about them. Introduce the text. Assist students by explaining special features such as definitions of terms, exercises, test questions, etc. Help them understand how to read it efficiently. Distribute or refer to the online posting to introduce the First-Day Handout. Discuss important issues from it. Notify the students of grading practice, attendance policy, and expectations in general. **Guidelines for the first days of class and the Academic Integrity Policy are available in the Resources section of this handbook.**

For a long class (such as evening class), have activities planned to get students interested and excited about your topic. Show your enthusiasm for your topic. Make sure the students understand the assignment for the next class. Be over-prepared. The class may go faster than you anticipate. Be prepared with additional activities.

Conduct an entire class--don't meet and dismiss. Remember, you are setting the tone for the entire semester. **If you want students to be prepared, interested, and committed to the learning in the class, you must demonstrate those behaviors from Day One.**

Instructors who teach on-line: During the first week of class, instructors should have their students complete some activity that verifies to the instructor that the student is indeed enrolled in the class. Engage the students early in the semester. This engagement is necessary in order for the instructor to submit a no show roster. Instructors are responsible for scheduling a room for their orientation to the online course through the Office of the Vice President of Instruction.

Z. Adams/Vines Library

The Adams-Vines Library opened in 1993 and supports the instructional programs of the college. It provides learning resources for students, faculty and staff. The library is open six days a week and is staffed with personnel trained to help students access materials housed in the library. The collection includes books, periodicals, audiovisual materials and electronic resources. Computers located in the library provide internet access and word processing capabilities. Private study rooms are equipped to view videos, DVDs or listen to music. A copy machine is provided for student use. **All electronic resources may be accessed from any computer with an internet connection.**

The Adams Vines Library card catalog is fully automated and may be viewed online at <http://anec.polarislibrary.com>

The library subscribes to 6 online databases. These databases provide access to over 7500 current full-text journals and newspapers. They may be accessed using the web addresses, user id and passwords listed next.

EBSCOhost

Web address: <http://search.ebscohost.com>

User ID: anclibrary

Password: 72315

Click on EBSCOhost Web. Choose the database you wish to use

Proquest

Web address: <http://proquest.umi.com/login>

User ID: anclibrary

Password: welcome

SIRS - Social Issues Resource Series

Web address: <http://sks.sirs.com>

User ID: ar0155

Password: 72315

Gale Health & Wellness Resource Center

Web address: <http://infotrac.galegroup.com>

User ID: blyt64983

Password: blyt64983

Credo Reference Online: This is a collection of over 400 reference books accessible online.

Web address: <http://www.credoreference.com>

User ID: anclibrary

Password: library

E Book Collection

Web address: www.netlibrary.com

User ID: anclibrary

Password: library

HOURS:

Monday - Thursday 8:00 - 8:00

Friday 9:00 - 4:00

Saturday 9:00 - 12:00 (When school is in session)

AA. Production Center

The Production Center, located in the Adams-Vines Library, provides a variety of duplicating and production services for instructors and staff, including authorized duplicating of tapes, reproduction of material, laminating, poster production, production of overhead transparencies, etc. Services are charged back to the department.

It is important to remember that the staff be given ample time regarding requests for major projects. A production request form should be submitted to the staff.

REGULATIONS OF THE PRODUCTION CENTER

- 1) A work order form must be filled out so that charges may be assessed against division operation funds.
- 2) Services are not offered to the General Public unless approval has been granted for an exception through the Office of the Vice President of Instruction.
- 3) Copyright material cannot be duplicated unless a letter of approval from the company/agency is filed.
- 4) Equipment cannot be loaned to the General Public unless approval has been granted for an exception through the Office of the Vice President of Instruction.

X. BUSINESS OPERATIONS

A. Expenditure of College Funds

College funds may be expended only after approval by the appropriate individuals at the institution. The only individuals who may actually commit funds of the institution are the President and the Controller.

B. Travel Requests and Reimbursement

The Institution is restricted by the State of Arkansas regarding reimbursement of expenses incurred during travel on College business. A travel request must be submitted prior to the proposed travel for approval. After the travel has been concluded, a State of Arkansas form TR-1 must be completed to request reimbursement for expenses incurred. More information can be found in the ANC Travel Regulations Booklet.

C. Obtaining Expendable Supplies

An inventory of the common supplies required is maintained in the "D" Building through the Physical Plant Secretary. Faculty members may check out supplies, which will then be charged to the proper division.. If the desired supplies are not available, it is necessary to initiate a purchase request for the supplies so an order may be processed.

D. Ordering New Materials

As of July 1, 2011, ANC has changed to the electronic system of purchasing. New material may be acquired by completing an electronic purchase requisition within the portal by selecting the Requisition Entry link located on the Finance Tab. Once submitted, the purchase requisition is routed electronically to the next person in the approval process. After approval, the purchase requisition is forwarded to the business office for processing and final authority to commit institutional funds. Users can monitor the status of purchase requests within the portal by selecting the Check Requisition Status link located on the Finance Tab. This feature is not available to adjunct faculty at this time. Adjunct faculty should submit a verbal request to the Dean/Chairperson of the department.

E. Telephone Use

The faculty secretary should be informed of the location of instructors when not on campus so that calls may be handled in a professional manner. Long-distance use of telephones is reserved for College business and should only be used in an emergency.

F. Equipment Use

The Business Office maintains complete inventory records on all equipment owned by the College as required and verified by the Arkansas Division of Legislative Audit. Records include the date of purchase, vendor, description, cost, and actual location. **Before moving any equipment, an Equipment Transfer Request needs to be completed and approved before any equipment may be transferred.** A transfer form and a work order will also be required before any equipment may be moved by the maintenance department. Division Chairpersons and Coordinators are responsible for the equipment within their unit and must have cooperation of all instructors and employees of the College for safeguarding equipment owned by the College.

G. Computer Use Policy

Arkansas Northeastern College owns and operates a substantial number of computers which are provided for the use of ANC students, faculty, and staff in support of the programs of the College and are to be used for education, research, academic development, and public service only. All users are responsible for using the computing facilities and machines in an effective, efficient, ethical and lawful manner. Unacceptable use is prohibited, and is grounds for discipline or legal sanctions under federal, state, local laws and college regulations.

All users must read, understand, and comply with the guidelines established by the College. By using any of these systems, users agree that they have read, understand, and will comply with these guidelines. Arkansas Northeastern College reserves all rights, including termination of service, to the computing resources to which it provided access.

Users of ANC computing systems are responsible for maintaining the following:

1. An environment in which access to all ANC computing resources are shared equitable among users.
2. An environment conducive to teaching, learning, and conducting business. A user who uses the College's computing systems to harass, or make defamatory remarks, shall bear full responsibility for his or her actions. Further, by using these systems, users agree that Arkansas Northeastern College's role in managing these systems is only as an information carrier, and that they will never consider transmission through these systems as an endorsement of said transmission by Arkansas Northeastern College. When accessing the Internet, users are advised that they may encounter material which may be considered offensive or objectionable in nature of content. Users are further advised that Arkansas Northeastern College does not assume responsibility for the contents of any of these outside networks. The user agrees to

comply with acceptable use guidelines for whichever outside networks or services they may access through ANC systems. Further, the user agrees to follow proper etiquette on outside networks. The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading. The user agrees that, in the unlikely event that someone does transmit, or causes to be transmitted, any message that is inconsistent with an environment conducive to learning or misleading origination, the person who performed the transmission will be solely accountable for the message, not Arkansas Northeastern College, which is acting solely as the information carrier.

3. An environment free of illegal or malicious acts: The user agrees never to use the system to perform an illegal or malicious act. Any attempt to increase the level of access to which he or she is authorized, or any attempt to deprive other authorized users of resources or access to any Arkansas Northeastern College computer system shall be regarded as malicious and may be treated as an illegal act.
4. A secure environment: Any user who finds a possible security lapse on the system is obliged to report it to the appropriate faculty or staff. Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.
5. Users must be sensitive to the public nature of shared facilities. Behavior reflects both upon the individual and the College. Computing and networking resources should be used only in accordance with this policy. Any intentional behavior with respect to the electronic environment that interferes with the missions or activities of the College community will be regarded as unethical, and may lead to disciplinary action under standard College rules for misconduct. Examples of inappropriate and unacceptable use of the computer system include, but are not limited to, the following:
 6. Creating, displaying, printing, downloading, or transmitting information which violates the College's sexual harassment policy. This includes, but is not limited to, displaying sexually explicit, graphically disturbing, or sexual harassing images or text.
 7. Installation and/or use of any software that maintains a permanent Internet connection. This includes Weatherbug, Weathercast, streaming audio, radio stations, music netcast channels, time synchronization programs, stock tickers, news tickers, etc.
 8. Installation and/or use of any P2P file sharing application that infringes on copyrighted material. Including; Kazaa, Bearshare, Swapper, Napster, Limewire, Audiogalaxy, Xolox, or any Point-to-Point based sharing software.
 9. Chat room and messengers. The resources are not available for users to socialize. This includes, but is not limited to, any World Wide Web site designed as chat room or any IRC site, unless the use of the chat room has been approved by the MITS department as a legitimate business or academic use.
 10. Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network or to deprive authorized person of computer access.
 11. Using a user-id or account belonging to another individual, or allowing your account to be used by another individual.
 12. Attempting to access data being transferred through the network or files on any computer connected to the network without the owner's permission. Deliberately wasting/overloading computer resources. This includes, but is not limited to, printing out multiple copies of a document or printing out large documents that may be available on-line and that might impact significantly on other user's printing resources.
 13. Use of E-mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited message or sending mail that is known to be unwanted. (SPAM) This also applies to material originating from this campus but sent to other sites or persons on the Internet.
 14. Violation of software copyrights and usage licensing agreements.

15. Violation of usage policies and regulations of the networks of which the College is a member or has authority to use.
16. Illegally providing, receiving, or distributing any copyrighted material or intellectual property without express consent of the owner of the copyright. This includes, but is not limited to, music, videos, documents, or articles.
17. Use of computing facilities for financial gain or commercial purposes.

An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies.

Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges. Violations of some of the above policies may constitute a criminal offense.

H. Email Policy

Electronic mail (email) is a tool provided by the College to complement traditional methods of communication and to improve education and administrative efficiency.

Users have the responsibility to use this resource for the above stated purposes and in an efficient, effective, ethical, and lawful manner. A user indicates agreement to be bound by this policy by using the College email system.

I. Purpose of the Policy

The purpose of this policy is to ensure the proper use of Arkansas Northeastern College electronic mail (email) system by its students, faculty, and staff.

II. Violations

Violations of the policy may result in restriction of access to all College information technology resources, including the email system and may result in other appropriate disciplinary action, up to and including dismissal to the extent appropriate under other college policies.

III. Ownership of Electronic Mail Data

The College owns all email accounts and all data transmitted or stored using email capabilities. While incidental personal use of email is acceptable, conducting business for profit using College resources is forbidden.

IV. Expectation of Privacy

While the College attempts to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through the College email system.

1. College Access to Electronic Mail

Under certain circumstances, it may be necessary for the information technology staff or other appropriate College officials to access email files to maintain the system, to investigate security or abuse incidents or violations of this or other College policies. Such access will be on an "as needed" basis and any email accessed will be disclosed only to those individuals with a "need-to-know" or as required by law.

2. Public Access to Electronic Mail

All emails, accounts, and data transmitted or stored using the College email system are subject to Freedom of Information (FOI) requests at any time.

I. Room Reservations/Arrangements

Conflicts with other College activities may be reduced by checking the academic calendar, The Open Door, and the class schedule prior to scheduling an event. To reserve a classroom (excluding the gym) contact the secretary to the Vice President of Instruction (762-3114 or ext.1127). To reserve a specialty space (Governors Ballroom, Adams/Vines Gallery, gym, or Recital Hall) contact the Administrative secretary (762-3115 or ext. 1128). Special needs should be communicated along with hours of occupancy, etc., well in advance. Special activities on the weekends may require a special payment for opening and closing the buildings and utilities.

J. Secretarial Assistance

Faculty secretaries are assigned to provide assistance for faculty members. The efficiency of the secretary is greatly improved if the work is in an organized and legible form when given to the secretary. The secretary should be given work, particularly the preparation of exams, well enough in advance to allow for a possible overload of work at that time. Faculty can aid in establishing work priorities for the secretary by refraining from using the secretary for a menial task while a higher priority job is waiting.

Coordinating the activities and secretarial tasks of several faculty members is at times a difficult job. The secretary's effectiveness can be aided if each faculty member remembers that the secretary is a professional institutional employee, not a personal secretary.

Secretaries in divisions/units are not limited to a particular area. Often, they are expected to assist faculty/staff in other divisions.

K. Building Keys

Upon employment, all personnel are issued necessary keys to campus buildings to enable the performance of all required activities. A Key Request shall be completed by the employee; and after routing and approval, the keys will be available from the Director of the Physical Plant. The same form should be used if additional keys become necessary. Normally, it is anticipated that the buildings will be opened by the public safety staff of the College. Faculty members must return all keys to Physical Plant upon resignation or termination of employment.

L. Mail

The College maintains a Mail/Work Room with mailboxes for each location of the campus. Each morning by 10:00, mail from the U.S. Post Office is distributed to the boxes for departmental/divisional pickup. Each afternoon by 3:30, outgoing mail should be brought to the mailroom for processing and subsequent delivery to the Post Office.

Mailboxes should be checked daily for mail, memos, announcements, etc. Employees should not use College postage for personal business.

The Receptionist should be given advance notice of special large mailings, first class or bulk, so that adequate postage will be available when needed. Any mailing consisting of 200 or more pieces of the same type should be mailed at the less expensive bulk rate. Other services, such as registered, certified, or insured mail are provided as needed. Details are available from the Receptionist or the Controller.

M. Parking

Adequate parking is provided with very few restricted areas. Parking is available for faculty, staff, and students on a “first -come, first served” basis with reserved spaces for the handicapped.

Any vehicle operated or parked in violation of Arkansas Motor vehicle statues or ANC regulations is subject to being referred to the appropriate authorities, ticketed, and/or towed at the owner’s expense.

The College assumes no responsibility for loss of or damage to private property. Vehicles should have all valuables removed and have doors locked.

N. Building Security-740-2156

Faculty and staff should ensure that doors are locked properly when using the facility during the weekends or late evenings. This means not only upon leaving the building, but also during the time occupied. Turn off lights and equipment after use. Faculty who need help opening classrooms or need other assistance can call Security, 740-2156. All Classrooms are equipped with a phone that dials the operator or security when needed.

O. Use of the Wellness Center

All faculty, full and part-time, must show a photo I.D. card in order to use the wellness center. Full-time faculty can be processed for I.D.’s at reconvening or anytime during the school year. Adjunct faculty can obtain their cards at the annual adjunct meeting or anytime during the semester. All faculty and staff are encouraged to obtain and wear an I.D.

XI. Assessment of Student Learning

Arkansas Northeastern College is a student-centered institution. To appraise the success of our students, the College actively engages in the assessment of student learning. The primary purpose of the assessment program is to improve instruction. In addition, the quality of student experiences as they interact with the various service areas of the College is evaluated to determine the effectiveness of the delivery of those services. To obtain the data necessary to make evidenced-based decisions, ANC collects periodic measurements of student academic achievement, attitudes, perceptions, satisfaction, and professional and career development.

Throughout their course of study, Arkansas Northeastern College students participate in a variety of assessments that help determine the nature and extent of their learning. Assessment activities include, but are not limited to the following:

- Evaluation of scores on placement testing exams
- Course-level assessments of learning outcomes
- General education and discipline specific proficiency exams prior to graduation
- Internship experiences
- Licensing exams
- Graduate follow-up surveys

All assessments conducted by the College provide feedback that is used to guide the continuous improvement of its academic programs and services and to create a quality learning environment. The faculty, as a part of the contractual agreement with ANC, have a responsibility to create, develop, and implement strategies that aid in the achievement of learning. By engaging in the assessment process, faculty are able to provide measurements of success of that learning. By analyzing the data, faculty can develop strategies and curriculum changes that enhance the acquisition of skills and appreciation for learning. A yearly report is presented to the Board of Trustees that documents ANC’s progress in assessment.

ANC Accreditation Self-Study Timeline

Fall 2009	Notice by NCA of Comprehensive Evaluation for 2011
September 2009	Coordinator appoints steering committee
October 9, 2009	First meeting of steering committee Relevant resource documents distributed
October 2009-March 2010	Data gathering process by committees
November 20, 2009	First progress report due from self-study committees
November 2009	ANC response to NCA evaluation notification Self-study plan completed and submitted to NCA
January 29, 2010	Second progress report due from self-study committees
March 19, 2010	Third progress report due from self-study committees
April 9-13, 2010	NCA Annual Meeting, Chicago (Steering Committee)
May 3, 2010	Draft of committee report to steering committee for analysis
June–December 2010	Preparation of self-study draft report
January 2011	Rough Draft of self-study report ready for circulation to college community
March 2011	Coordinator/Editing committee compiles final self-study report
April 8 – 12, 2011	NCA Annual Meeting (Coordinator and key personnel)
June 2011	Copies of final report produced
July 2011	Evaluation materials sent to NCA and to Evaluation team
Fall 2011	On-site visit by NCA Evaluators

RESOURCES

Faculty Checklist

To access the myANC, Resources, Faculty Page, sign in to myANC, click on the Resources tab, then click on the Faculty Page on the left side of the screen (<https://myanc.anc.edu/ICS/Resources/Faculty.inz>)

Before class begins:

- Prepare your First Day Handout using the FDH template on the myANC, Resources, Faculty Page
- For previously prepared FDHs, verify any changes using the latest FDH template found on the myANC, Resources, Faculty Page
- Verify your FDH course objectives against the latest departmental syllabus course objectives
- Fulltime faculty make contact with any adjunct faculty teaching courses you mentor
- Adjunct faculty make contact with your fulltime faculty mentor (if unknown, contact the subject area department head for guidance)
- Review your myINFO button information for accuracy and update as necessary. Instructions are on the myANC, Resources, Faculty Page
- Contact the Resource and Training Zone for training (as needed). Email address RATZ@smail.anc.edu

The first week of class:

- Review your FDH with your students
- Take attendance! Contact students that do not show immediately.
- Post your FDH on your myANC course (even if you generally do not use myANC)
- Post the Academic Integrity Policy in your myANC course
- Obtain signatures on the Academic Integrity Policy as desired (or requested by your department head)
- Hold class the entire class period beginning with the first meeting
- Verify your rosters (No Show Roster) by the due date/time - time sensitive! Instructions are on the Faculty Page

The second week of class:

- Work closely with the Registrar's office to solidify student registrations - time sensitive!

The eighth week of class:

- Post mid-term grades by the due date/time - time sensitive! Instructions are on the myANC, Resources, Faculty Page

Prior to and the week of withdrawal deadlines:

- Counsel students that are failing on the importance of the withdrawal deadline date. The date can be found on the Academic Calendar.

Prior to finals week:

- Check the finals week schedule for your appointed final time slot (2 hour time slots). Schedule posted approximately 1 month prior to finals.
- Ascertain that required assessments for your course and your department have been administered/gathered/delivered

Finals week:

- Post final grades by the due date/time - time sensitive! Instructions are on the myANC, Resources, Faculty Page

**Arkansas Northeastern College
Checklist for Syllabi**

First Day Handout	√	Departmental Course Syllabus	√
Number of Course/Title/Division		Title of Course	
Instructor's name		Course Number	
Location of class and office		Prerequisite or co-requisite	
Office hours/Term		Course description (catalog)	
Welcome		Recommended Text	
Course Description (catalog)		Rationale for Course	
Course Overview/Rationale		End of Course objectives (performance based)	
End of Course Objectives (performance based)		Topic or unit outline with objectives and <u>rationale</u> for each unit. No specific assignments here, just common objectives for all sections	
Course credit and Course prerequisite (if any)		Course requirements/policies (common to all sections)	
Required texts and Materials		Assessment (common to all classes) Research papers, projects, portfolios, speeches, comprehensive finals, etc. that are common to all sections	
Basis for final grade with Grading Scale		Grading scale- if it is common to all sections	
Grade dissemination			
Course Policies on grades: make-up; late work; extra credit;			
Course policies on technology: email; internet; use of computer labs; ANC help			
Course Policies on Student Expectations: Disability guidance; attendance policy; Academic Integrity policy; LAC support services;			
Important dates to remember (academic calendar)			
Topic or Unit outline with rationale and performance objectives			
Disclaimer			

ARKANSAS NORTHEASTERN COLLEGE ACADEMIC INTEGRITY POLICY

Integrity: firm adherence to a code
<http://www.merriam-webster.com/dictionary/integrity>

Arkansas Northeastern College promotes academic integrity as the only fair and ethical way to achieve your educational goals. Cheating, plagiarism, collusion, giving or receiving test questions, use of annotated texts or teacher's editions are all violations of this code. Ultimately, you are held responsible for all college work that you do - inside and outside of class. To help you keep to the level of integrity ANC requires, the College provides the following definitions:

Cheating: to practice fraud or trickery; to violate rules dishonestly
<http://www.merriam-webster.com/dictionary/cheat>

Examples: giving or receiving test questions/answers; copying computer files from another student; submitting another's work as your own; using any method to retrieve information in violation of the instructor's guidelines

Plagiarism: to steal and pass off (the ideas or words of another) as one's own; use (another's production) without crediting the source : to commit literary theft : present as new and original an idea or product derived from an existing source
<http://www.merriam-webster.com/dictionary/plagiarize>

Examples: using the exact wording of another without the proper use of quotation marks and citations; paraphrasing another's ideas without giving credit to the producers or writers of the source

Collusion: secret agreement or cooperation especially for an illegal or deceitful purpose
<http://www.merriam-webster.com/dictionary/collusion>

Examples: assisting another in an act of academic dishonesty; providing/accepting papers, projects, computer files or test answers to/from another student; allowing another student to copy one's work, including, but not limited to, essays, term papers, homework assignments, math problems, lab exercises and science lab manuals; working together on an assignment or take-home exam when instructed not to do so; removing tests or answer sheets from a test site; copying test questions, in any form, from the computer screen in an Internet course; allowing another student to view test/quiz items in an Internet course, whether purposefully or negligently (not logging out of myANC in a public area)

Academic dishonesty is a serious offense and will not be tolerated at ANC. The following consequences are in effect for all ANC courses:

1st Offense: The instructor will determine the consequences of the academic dishonesty based on his/her policy in the First Day Handout for that course. The student's name and documentation of the offense will be submitted to the office of the Dean/Chair of that Division.

2nd Offense: The student will be required to meet with the Division Dean/Chair and/or Vice President of Instruction. At that time, the Dean/Chair and/or VP of Instruction will decide the appropriate consequences of the academic dishonesty, possibly including a failing grade in the course. If the first and second offenses occurred in internet courses, then that student will be banned from enrolling in future internet courses at ANC. Second offense does not have to occur in the same class or same division as the first offense; this policy is in effect for all ANC courses.

Instructors have additional policies in effect for their particular courses, and these are clearly stated in the First Day Handout. Consult with your instructor if you have any doubt as to what constitutes violations of academic integrity in his/her particular course.

Acknowledgment of Academic Integrity Policy

I have read the above policy about academic integrity, and I understand that if I cheat in any class at ANC, I will face the consequences outlined above. It is my responsibility to read the above policy and ask my instructor if I do not understand any aspect of it. I have done this, and I supply my signature and the date below, indicating that I have been informed of and accept responsibility for abiding by this policy.

Signature_____

PROFESSIONAL DEVELOPMENT

PROJECT PROPOSAL 2011-2012

NAME _____

INSTRUCTIONAL DIVISION/DEPT. _____

Developmental Activities	Time Line	Resources/Funds Requested	Measurable Outcomes

Signature _____

Date _____

Signature
(chairperson/supervisor) _____ Date _____

Please return the completed form to the Office of the Vice President of Instruction

The following section to be completed by the Vice President of Instruction:

The following requested resources have been approved: _____

Mary A. Dement
Vice President of Instruction

Date

PROFESSIONAL DEVELOPMENT

COMPLETION FORM

Project name _____

Date project initiated: _____

Brief project description:

Date project completed: _____

Faculty/Staff: _____ Date: _____

Vice President of Instruction: _____ Date: _____

Contract amount approved for project: \$ _____

IMPORTANT: This form along with a project report must be completed and submitted to the Vice President of Instruction **and approved before a contract may be originated.**

Revised: 4/20/2010

Arkansas Northeastern College Academic Calendar

Fall 2011

July 18 – 19	Early Fall 2011 Walk-In Registration
July 18-21	Web Returning Students
July 21	Walk-In New Students
August 9	Main Fall 2011 Registration – Blytheville - New Students
August 9	Fall 2011 Registration – Osceola
August 10	Fall 2011 Registration – Paragould
August 16 – 17	Fall 2011 Registration – Blytheville
August 17	Fall 2011 Registration – Leachville
August 15	Faculty Reconvening
August 22	Classes Begin
August 23	Registration Ends – Day Classes
August 25	Registration Ends – Evening/Internet Classes
August 25	Last Day to Declare Audit Status
September 5	Labor Day (College Closed)
October 14	Mid – Term Grades Post – 12 Noon
November 22	Last Day to Withdraw
November 23 -25	Thanksgiving Break – Students
November 24 – 25	Thanksgiving Break – College Closed
December 6	Last Day of Fall 2011 Classes (Tuesday/Thursday)
December 7	Last Day of Fall 2011 Classes (Monday/Wednesday)
December 8, 12-14	Final Fall 2011 Exams
December 15	Final Fall 2011 Grades Post – 12 Noon

Arkansas Northeastern College Academic Calendar

Spring 2012

November 7 – 8	Early Spring 2012 Walk-In Returning Students
November 7-10	Early Spring 2012 Web Returning Students
November 10	Early Spring 2012 Walk-In New Students
January 3	Reconvening
January 3	Main Spring 2012 Registration - Osceola
January 9	Classes Begin
January 10	Late Spring 2012 Registration Ends – Day Classes
January 12	Late Spring 2012 Registration Ends – Evening/Internet Classes
January 12	Last Day to Declare Audit Status
January 16	Martin Luther King Jr./Robert E Lee Birthdays – College Closed
February 20	President’s Day – College Closed
March 2	Mid – Term Grades Post – 12 Noon
March 19 – 23	Spring Break – Students
March 23	Spring Break – College Closed
April 6	Good Friday – College Closed
April 13	Last Day to Withdraw
April 16 - 19	Early Summer 2012 & Fall 2012 Registration Web Returning Students (April 16 – 19) Walk – In Returning Students (April 17) Walk –In New Students (April 18)
April 30	Last Day of Spring 2012 Classes Monday/Wednesday Classes
May 1	Last Day of Spring 2012 Classes Tuesday/Thursday Classes
May 2-3, 7-8	Final Exams Spring 2012
May 9	Final Exams Spring 2012
May 11	Graduation

Arkansas Northeastern College

Academic Calendar

Summer I 2012 (*June Day, Evening & Internet Classes*)

April 16 – 19	Early Summer 2012 Registration Web Returning Students (April 16 – 19) Walk – In Returning Students (April 17) Walk – In New Students (April 18)
May 31	Main Summer I 2012 Registration
June 4	Classes Begin
June 5	Late Summer I 2012 Registration Registration Ends – Day Classes Registration Ends – Evening & Internet Classes Last Day to Declare Audit Status
June 22 July 20	Last Day to Withdraw Summer I 2012 *Summer I Day Classes *Summer I Evening & Internet Courses
June 27	Last day of Summer I Day Classes
June 28	Final Exams Summer I Day Classes
July 28	Final Summer I Grades Post – 12 Noon
July 24 July 25	Last Day of Summer I 2012 Evening & Internet Classes
July 26 July 30	Last Day of Summer I 2012 Evening & Internet Classes Tuesday/Thursday Monday/Wednesday
August 1	Summer I Evening & Internet Grades Post 4 p.m.

Summer II 2012 (*Evening, Internet, and 8 Week Classes**)

April 16 – 19	Early Summer 2012 Registration Web Returning Students (April 16 – 19) Walk – In Returning Students (April 17) Walk – In New Students (April 18)
July 5	Main Summer II 2012 Registration
July 9	Classes Begin
July 10	Late Summer II 2012 Registration Registration Ends – Day Classes Last Day to Declare Audit Status
July 20	Last Day to Withdraw Summer II 2012 *Summer II Classes
August 1	Last Day of Summer II Classes
August 2	Final Exams Summer II Classes – Final Summer Grades Post 4 p.m.

ANC Phone Directory

A			
Last Name	First	Ext	Direct Line
Alisic	Ibrahim	1190	762-3158
Allison	Allen	1409	780-1209
Allison	Deanna	1045	838-2974
Alvoid	Lonzetta	1192	780-1277
Anderson	Trina	1252	762-3181
Andrews	Andy	1190	762-3158
Austin	Donna	1133	762-3118
Austin	Gary	1244	762-3178
B			
Baker	Barbara	Paragould	239-3200 ext 1001
Ball	Ann	1066	780-1269
Banks	Marlene	1127	762-3114
Bearden	Sheiron	1526	780-1206
Bell	Nikki	1008	762-3190
Bennett	Gene	1401	780-1201
Bennett	Sherri	1191	838-2945
Bentley	Tim	1609	838-2969
Berry	Ginger	1169	762-3155
Besharse	Shellie	1157	762-3132
Blankenship	Dr. Angela	1240	838-2932
Blankenship	Candice	1113	762-3137
Boesen	Lori	1233	762-3171
Bogard	Denese	1104	762-3185
Bogue	Natalie	1424	780-1224
Bowens	Pacey	1110	838-2972
Brackin	Anita	1601	838-2935
Brady	Tammy	1172	762-3140
Burnett	Sonja	1220	762-3166
Burton	Cindy	Paragould	239-3200 ext 1002
Bynum	Judy	1155	838-2973
C			
Carr	Darrell	Burdette	838-9905
Carthon	C.J.	Burdette	838-9902
Cashman	Terry	1190	762-3158
Childers	Lisa	1410	780-1210

Clark	Cindy	1206	762-3164
Cloninger	Chris	1111	838-2956
Clower	Ramona	1213	762-3142
Coen	Lydia	1202	838-2916
Cook	Pam	1300	563-3236
Cooley	Sherryl	L'ville/Paragould	539-2393/215-0433
Crosskno	Emily	Burdette	838-9901
Crosskno	Stephen	1608	838-2959
D			
Davis	David	1449	780-1212
Dearing	Sarah	Paragould	239-3200 ext 1003
Dement	Mary Alice	1125	762-3113
Dennis	Brian	Acme	762-1804
Diamond	Bobbie	1193	780-1279
Dixon	Angie	1406	780-1206
Dixon	Harry	1402	780-1202
Dorris	Julie	1247	762-3147
Dryer	Susan	1519	838-2942
E			
Ellington	Curt	1131	762-3116
Ellis	Pat	1242	762-3176
Ellis	Vicki	1190	762-3158
Eveland	Joan	Paragould	215-0433
F			
Fair	David	1420	780-1220
Fergus	Nancy	1304	563-3236
Fieber	Dave	1203	838-2925
Fincher	Kathy	1524	838-2912
Fisher	Courtney	1124	762-3191
Floria	Tom	1603	838-2936
Ford	Benny		
Freeman	David	1604	838-2937
Freeman	Marie	1186	838-2982
G			
Garren	Mary Ann	1520	838-2927
Gaston	Mary	1436	838-2975
Gifford	Rachel	1120	838-2902
Gist	Tammie	1166	838-2965
Godsey	David	1190	762-3158

Goff	Bryan	Burdette	838-9904
Gonzalez	Jennifer	1434	763-1486
Gragg	Paula	1607	838-2949
Graham	Danny	1164	838-2957
Greene	Barbara	1425	780-1225
Greenwell	Janie	1525	838-2961
Greer	Richard	1190	762-3158
Griffin	Sally	1405	780-1200
Guidry	Lena	1228	762-3167

H

Hale	Peggy	1137	762-3122
Harper	Denise	1451	780-1217
Harris	Holly	1115	762-3129
Harris	Tonya	1143	762-3184
Harrington	Judy	1190	762-1020
Hart	Dixie	1190	762-1020
Hartley	James	1147	780-1208
Hartley	Jillian	1168	762-3141
Hay	Dennis	1144	762-3124
Hay	Molly	1205	762-3163
Hearnsberger	Keith	1142	780-1263
Hicks	Deanita	1173	762-3146
Hill	Ralph	1196	762-3159
Holifield (Burdette)	Brenda	1427	780-1227
Holifield (Main)	Brenda	1167	838-2908
Hubble	Judy	1210	762-3149
Hunt	Dr. Blanche	1174	838-2920
Hutto	Ron	1313	780-1288

J

Johns	Niki	1521	838-2913
Johnson	Alice	1132	838-2954

K

Keane	Paula	1048	838-2944
Kelley	Brenda	Paragould	215-0433
Kemper	Dustin	1171	762-3144
Kemper	Gail	1165	762-3139
Kennedy	Danny	1190	762-3158

L

Lacer	Danny	1190	762-3158
Lawson	Tina	1420	762-3158
Lee	Cathy	1518	838-2933
LeWallen	Stephanie	Burdette	838-9903
Lewis	Leslie	1243	762-3177
Linam	Pauline	1188	780-1256
Lowe	James	1190	762-3158
Lowe	Rosemary	1105	762-3182
M			
Marshall	Rene	1135	762-3120
McClain	Jim	1002	838-2910
McCord	Matt	1528	838-2914
McGee	Kammie	1404	780-1204
McGhee	Lisa	1238	762-3174
McMinn	Gladys	1190	762-3158
Meador	Ruby	1150	762-3125
Mills	Carol	1207	780-1262
Mills	Mintha	1428	780-1228
Mills	Tim	1426	780-1226
Moore	Johnny	1246	762-3180
Moore(Bookstore)	Mercend	1255	762-0510
Morgan	Bronwyn	1234	762-3172
Morris	Don	Acme	762-1804
Morris	Lance	1149	762-3156
Moss	Brandy	1108	838-2962
Myers	Dr. Robin	1121	762-3193
N			
Neal	Jack	1421	
Nowlin	Nick	1407	780-1207
Nutt	April	1423	780-1223
O			
Odom	James	1182	762-3154
P			
Pankey	Tonya		
Parchman	Louis	1154	762-3128
Parker	Deborah	1178	762-3151
Pillow	Regina	Paragould	239-3200 ext 1000
Puckett	Sue	1310	838-2977
Pylate	Tara	1062	780-1217

R

Ralph	Debbie	1134	762-3119
Ray	Earnestine	1103	838-2955
Rayder	Layne	1179	762-3152
Reed	Pat	1600	838-2934
Reid	Renea	1221	838-2947
Rogers	Beverly	1189	780-1264
Rose	Kristi	1522	838-2928

S

Schaeffer	Chuck	1153	762-3130
Shemwell	Dr. Bridgett		
Shemwell	Dr. James	1130	762-3111
Simpson	Scott	1209	762-3150
Singleton	Robin	1177	762-3161
Skelton	Jacky	1431	780-1231
Smith	Danny	1190	762-3158
Smith	Darra	Paragould	239-3200 ext 1008
Smith	Roxann	Paragould	239-3200 ext 1009
Snapp	Bob	1606	838-2939
Steinkamp	Billie	1163	762-3138
Stevenson	Sharyn	1229	762-3168
Sullivan	Becky	1128	762-3115

T

Therrell	Murray	1609	838-2969
Thompson	Beth	Leachville	539-2393
Tipton	Jaye	1301	563-3236
Tolson	Cheryl	1123	838-2965
Tucker	Ammi	1523	780-1205
Turner	LeAnna	1175	762-3148
Tyer	Bill	1516	762-3157

V

Vann	Betty	1937	780-1280
Vernon	Bobbie	1190	762-1020

W

Walker	Marilyn	1159	762-3135
Walker	Mindy	1116	762-3108
Wallace	Kim	1437	780-1237
Walters	June	1106	762-3102

Ward	Chris	1190	762-1020
Weaver	Donald	1420	762-1486
Wells	Leslie	1118	838-2919
Wells	Tommie	1602	838-2941
Whaley	Pauline	1064	780-1208
Wilborn	Candice	1525	838-2961
Whitis	Ann	1403	780-1203
Wilf	Carol	1136	762-3121
Willard	Erica	1181	762-3153
Williams	Jacqueline	1447	780-1247
Williams	Dr. Paula	1204	762-3162
Wilson	Beverly	1231	762-3169
Wilson	Carl	1190	762-3158
Winchester	Shauna	1429	780-1229
Wright	June	1117	762-3107

Y

Yarbrough	Gary		
Yarbrough	Laura	1162	762-3105

Z

Ziolko	Jay	Public Library	762-2431
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Main Campus Departments	Extension	Direct Line
Admissions/Counseling	1103	838-2955
Adult Education	1186	762-1020
ASU Degree Center - ANC	1052	780-1257
Business Office	1135	762-3120
Career Pathways	1045	838-2974
College Prep/LAC	1242	762-3176
Communications & Humanities	1166	838-2965
Community Education	1228	762-3167
Educational Talent Search - Wellness Center	1525	838-2961
Elementary Education	1220	762-3166
EOC - Statehouse Hall	1109	838-2930
Financial Aid	1160	762-3103
Human Resources	1123	838-2962
Library/Audio/Visual/Production Center	1230	762-3189
Mailroom/Operator	1000	762-1020

Maintenance/Security	1190	762-3158
Math & Science	1175	762-3148
M.I.T.S.	1165	762-3139
Payroll	1108	838-2926
Registrar's Office	1105	762-3182
Student Services - Statehouse Hall	1103	838-2955
Student Support Services	1148	762-3186
Technical Programs & Training	1159	762-3135
University Center	1113	762-3137
Wellness Center	1527	838-2999
Off Campus Departments	Extension	Direct Line
ACME Center	No Ext	762-1804.
Burdette Center	1400	780-1200
Crisp Center	1600	838-2934
Leachville G.E.D. Center	No Ext.	539-2393
ANC G.E.D	1186	762-1020
Osceola Center	1300	563-3236
Osceola G.E.D	1310	838-2977
Paragould Center	No Ext.	239-3200
Paragould G.E.D. Center	No Ext.	215-0433
Miscellaneous Extensions	Extension	Direct Line
Board Room	1126	
Bookstore	1255	762-0510
Concourse A Conference Room (Kids Kollege)	1015	776-1543
Governor's Ballroom Kitchen	1038	No Direct Line
Greenhouse	1180	No Direct Line
The Outback	1214	780-1259

Main Campus Fax Lines	
Admissions/Counseling/Financial Aid/Student Services	763-1654
ASU Degree Center - ANC	838-2976
Bookstore	762-0395
College Prep/LAC	763-5153
Communications & Humanities/Math & Science	763-6923
Community Education	762-5534
Educational Talent Search - Wellness Center	838-2931
Elementary Education	838-2918
EOC - Statehouse Hall	763-1654

GAE/ Greenhouse	780-1274
Human Resources	838-2929
Library/Audio/Visual/Production Center	762-5534
Mailroom/Operator	763-3704
Maintenance/Security	838-2925
M.I.T.S.	762-3175
President's Office	763-0948
Student Support Services/Career Pathways	780-6115
Technical Programs & Training	763-6449
University Center	780-6114
V.P. for Finance	763-6181

Off Campus Fax Lines	
Acme Center	762-1804
Burdette Center	763-1496
Burdette Nursing	762-3376
Crisp Center	763-1202
G.E.D. Blytheville	838-2980
G.E.D. Leachville Center	539-1424
G.E.D. Osceola Center	563-8109
G.E.D. Paragould	215-0704
Osceola Center	563-8109
Paragould Center	239-8574