

# **SOUTHEAST ARKANSAS COLLEGE 2005-2006 CATALOG**

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

Southeast Arkansas College does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability in making decisions regarding employment, student admission or other functions, operations or activities.

The College is in compliance with Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990 (ADA).

Persons having questions or seeking information regarding the College's compliance with and implementation of the aforementioned regulations should contact:

Affirmative Action/Equal Opportunity Officer  
c/o President's Office  
Southeast Arkansas College  
1900 Hazel Street  
Pine Bluff, AR 71603  
(870) 543-5900 or 1-888-SEARKTC Toll Free

## **SEXUAL HARASSMENT**

The College community is considered to be a place of work and study free of harassment, which includes sexual harassment and all forms of sexual intimidation and exploitation. The determination of sexual harassment will vary with the particular circumstances, but may be described generally as inappropriate or unwanted sexual behavior such as physical contact, verbal comments, or suggestions which adversely affect the working or learning environment of others. Anyone who is subjected to offensive sexual behavior is encouraged to contact the Affirmative Action/Equal Opportunity Officer.

## **DRUG-FREE CAMPUS AND WORKPLACE**

Southeast Arkansas College is committed to providing a drug-free campus/workplace and will assist authorities in enforcing all applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of drugs and alcohol. Offenders will be expelled from college and be subject to prosecution.

## **STATEMENT OF COMPLIANCE**

Southeast Arkansas College is in compliance with all federal, state, and local laws in regard to fire, building, sanitation, and safety codes.

## **ACCREDITATIONS AND APPROVAL**

Southeast Arkansas College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. The College is approved as a training site by the Arkansas State Approving Agency for Veterans' Training. The Nursing Programs are approved by the Arkansas State Board of Nursing; the LPN/LPTN to RN Transition program is accredited by the National League for Nursing Accrediting Commission (NLNAC); the Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs;

the Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT); the Emergency Medical Technology (EMT) Programs are approved by the Arkansas Office of Emergency Medical Services; and the EMT Paramedic, Respiratory Care Technology, and the Surgical Technology Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

## **PHILOSOPHY**

Southeast Arkansas College believes the educational attainment of individuals within a democratic society is, in large measure, responsible for the advancement of that society. Recognizing the worth, dignity, and potential of each individual, our college is committed to serving the educational and cultural needs of its constituency. The dedication to quality fosters our commitment to excellence in our administrative leadership, faculty, staff, and programs.

## MISSION STATEMENT

The mission of Southeast Arkansas College is to provide comprehensive community college education and services, with an emphasis on technical education and workforce development, for the citizens of Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln counties. These educational programs and services include: technical career education, workforce development, university transfer education, general education, adult education, continuing education, and community services.

## PURPOSES (Primary Goals)

The purposes and specific components associated with the College Mission Statement are:

1. To provide **access** to quality community college education at a reasonable cost for all individuals within the service area regardless of age, sex, race, color, religion, national origin, or handicap.
2. To provide college-level **career** courses and programs of up to two years in length to prepare students for mid-level employment as skilled workers, technicians, and paraprofessionals.
3. To provide a general studies core of university **transfer** courses and programs of up to two years in length at the lower division undergraduate level for students who wish to transfer to other institutions to pursue baccalaureate degrees.
4. To provide a program of **general education** relevant to the socio-economic needs of students and the requirements for success in the educational major.
5. To provide **developmental education** courses and programs for students who need to improve basic academic skills to strengthen their potential for success in college.
6. To provide **customized training** courses and programs for business, industry and government to assist in updating, upgrading and cross-training their employees.
7. To provide **specialized pre-employment and job training** courses and programs to meet the new, expanding or replacement employment needs of service area employers.
8. To offer **adult education** courses and programs for students who need to improve their literacy, basic life skills and/or obtain their high school equivalency diploma (GED).
9. To offer **continuing education** courses and programs to meet the lifelong learning needs and interests of the service area.
10. To offer **community service** courses, programs and activities to enhance the civic and cultural life of the service area.
11. To provide increased **access to advanced higher education** by making available the facilities of the college for the teaching of upper division undergraduate and graduate university courses.
12. To certify the level of **educational attainment and program competency achievement** of graduates through the awarding of associate degrees, diplomas and certificates.
13. To serve as a valuable **employment resource** for area business, industry and government to draw upon for competent middle manpower level employees.
14. To serve as a valued **community leader, partner and team member** in the workforce and economic development of the service area.
15. To serve as a **non-partisan catalyst and convenor** on issues related to the civic, cultural and societal betterment of the communities within the service area.
16. To provide a **public service** by making available the facilities of the college and the talents of its professional staff to support educational, civic, and cultural activities within the community.
17. To advance community college education and services through **applied institutional and classroom research**.
18. To provide **student services, programs, and extracurricular activities** which will enhance the student's educational experience and success within the college.
19. To provide **administrative and business services** which will enhance the student's educational experience and success within the college.
20. To accomplish each of the above goals in the most **efficient and economical** manner compatible with quality offerings.

## COLLEGE VALUES

The College respects the diversity of the student body and recognizes the individual worth, dignity, and potential of each student. At SEARK College, recognition of the importance and contributions of each faculty member, staff member, and student collectively creates a positive synergistic learning environment. Faculty, staff, and students have the opportunity to enhance their potential for purposeful, gratifying, and productive lives. The College affirms the following values and beliefs in a conscious effort to guide the environment of the college for the benefit of the students, employees, and the community.

\*\*\* **Commitment to Students**

Our priority is to provide the finest instructional resources and support services to enhance the growth and development of students.

\*\*\* **Excellence in Education**

We are committed to high standards in the college which are demonstrated through quality educational programs and student-centered support services.

\*\*\* **Contribution to Community**

We offer a wide variety of academic, technical, and community service courses. We also recognize the importance of enhancing the economic vitality and quality of life for all citizens in our service area through involvements with community programs.

\*\*\* **Quality Work Environment**

We recognize the importance of faculty and staff through open, honest communications, appropriate involvement in planning and decision making, encouragement of responsible and creative risk-taking, recognition and reward of exceptional performance, and the provision for professional development.

\*\*\* **Institutional Accountability**

The College's evaluation process is systematic and ongoing with an emphasis on strategic long-range planning, assessment and improvement programs for continuing institutional effectiveness, and evaluation of administrators, faculty, and staff.

## PHILOSOPHY OF GENERAL EDUCATION

Students at Southeast Arkansas College will be prepared with the general and technical education needed for successful careers or for transfer to other institutions to pursue baccalaureate degrees. The College believes that general education is an essential component of all one- and two-year programs offered at Southeast Arkansas College. It strives to emphasize the integration of academic and technical education in the experiences provided to its students in order to make both general and technical education more relevant. Specifically, the College strives to instill in its students competence in:

- \* Oral, written, and interpersonal communication skills.
- \* Mathematical understanding and problem-solving skills.
- \* Understanding of individual differences in people and their interests.
- \* Critical thinking, independent learning, and lifelong learning skills.
- \* Effective group interaction.
- \* Team membership skills.
- \* Total quality management skills
- \* Work habits necessary for the real world of work.

## HISTORY OF INSTITUTION

Southeast Arkansas College was created by Act 1244 of the 78th General Assembly of the State of Arkansas, which was signed into law by the Governor on April 17, 1991.

As contained in Act 1244, "The purpose of this Act is to serve as legislative charter . . . for the establishment, organization and administration of a system of educational institutions throughout the state offering courses of instruction in technical, vocational and adult education programs, industry training and two-year college transfer programs. The system established under this Act shall provide educational programs which are easily accessible by all segments of the population to benefit from training, retraining or upgrade training for employment and which is highly responsive to individuals needing to achieve basic, general and specialized education to meet the needs of the workplace."

The Act further states that "technical college means an institution of higher education established under this Act dedicated primarily to the educational needs of the service area offering a comprehensive program including, but without limitation, vocational, trade and technical specialty courses and programs, courses in general adult education and courses comparable in content and quality to freshman and sophomore courses which may carry transfer credit to a four-year institution in a chosen course of study."

The above act re-designated and redefined the mission of eleven (11) existing postsecondary vocational-technical schools located throughout the State to technical colleges. Similarly, state authority for these institutions was transferred from the Arkansas Board of Vocational-Technical Education to the Arkansas Board of Higher Education. The latter serves as the state coordinating agency for all public universities, community colleges and technical colleges in the State of Arkansas.

The predecessor of Southeast Arkansas College was Pines Vocational-Technical School, which began offering postsecondary vocational-technical programs as Arkansas Vocational-Technical School on September 21, 1959. With the enactment of Act 1244, on July 1, 1991, all land, buildings, equipment, and personnel associated with Pines Vocational-Technical School was transferred to Pines Technical College. In October of 1991, the Governor appointed the Charter members of the Pines Technical College Board of Trustees. The College's first president was appointed by the Board of Trustees effective December 1, 1992. In order to better reflect the College's service area, the College changed its name from Pines Technical College to Southeast Arkansas Technical College on July 1, 1996. The word "Technical" was removed from the College's name on July 8, 1998.

## COLLEGE CAMPUS AND FACILITIES

Southeast Arkansas College is located on 42 acres at 1900 Hazel Street in Pine Bluff, Arkansas. College facilities consist of ten (10) buildings totaling 107,984 square feet. The locations are subject to change with additional renovations.

**College Hall - Administration** contains the offices of the College President, Personnel Assistant, Vice President for Fiscal Affairs, and the Executive Assistant to the President. It also includes the Tuition/Fee Payment Center, mailroom, and accounting offices. This building was completed in 1993.

**College Hall - Commons** contains the offices of the Director of Information Services. The Student Center, Information Center, and the Jefferson Conference Room are also located in this building. This building was completed in 1993.

**College Hall - North** contains the Book Store, Career Center, classrooms, and faculty offices. This building was completed in 1993.

**Technology Center - North** contains the office of the Vice President for Student Affairs and Registrar, Student Affairs (Admissions, Registration, Counselor, and Financial Aid), Learning Assistance Lab, developmental studies lab, Air Conditioning Lab, classrooms, Buildings and Grounds, and faculty offices. Renovation was completed in the fall of 1995.

**Technology Center - South** houses the biology/chemistry labs, physics lab, welding lab, classrooms, and faculty offices. Renovation was completed in the fall of 1994.

**Adult Education and Workforce Development Center** contains the Adult Education Center, Workforce Development Center, classrooms, non-credit computer lab, Information Technology Department, and faculty/staff offices. Renovation was completed in the spring of 1999.

**Founders Hall (Library & Distance Learning Center/Nursing and Allied Health Center)** houses the Library & Distance Learning Center, Nursing and Allied Health classrooms/labs, distance education classroom, a 152 seat Lyceum (lecture hall), and faculty offices. This 24,204 sq. ft. building is located on the southwest corner of the campus. Construction was completed in April of 1998.

**McGeorge Hall Advanced & Emerging Technology Center** contains the office of the Vice President for Academic Affairs along with classrooms, labs, faculty offices, conference room, multipurpose seminar room, and related support areas for technical career programs. Construction of this two-story structure was completed in July of 2002.

**Alumni House** is an on-campus former residence used for various college purposes.

**Security Building** contains offices and campus storage areas. This 3,360 sq. ft. building was constructed in 1993.

## **COLLEGE SERVICE AREA**

The Arkansas Board of Higher Education has identified the following six counties in southeast Arkansas as the primary service area for Southeast Arkansas College: Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln. The population within this six-county region is approximately 157,869.

## **ASSOCIATE OF APPLIED SCIENCE DEGREE**

The Associate of Applied Science (AAS) Degree is a planned, integrated sequence of technical classroom and laboratory experiences at the postsecondary collegiate level, two years in length, designed to prepare students for a wide range of job opportunities in well-identified fields of technology.

## **ASSOCIATE OF APPLIED SCIENCE (AAS) TRANSFER DISCLAIMER**

The Arkansas Department of Higher Education has requested all Arkansas institutions offering an A.A.S. Degree to print the following general disclaimer:

The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree could be transferred to another institution. While a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in the A.A.S. degrees are not accepted in transfer toward a bachelor's degree. Students to whom transfer is important should get assurance in writing in advance and only from the institution to which they wish to transfer.

## **ASSOCIATE OF ARTS DEGREE**

The Associate of Arts (AA) Degree is a two-year program of study designed for students interested in transferring to a four-year college or university in pursuit of a bachelor's degree.

## **ASSOCIATE OF ARTS IN TEACHING DEGREE**

The Associate of Arts in Teaching (AAT) is a two-year transfer degree designed to introduce students to the profession of teaching. This degree focuses on the Middle School Math/Science and Middle School Language Arts/Social Studies emphases.

## **ASSOCIATE OF GENERAL STUDIES DEGREE**

The Associate of General Studies (AGS) degree program is designed to allow flexibility for students whose needs are not met by other degree programs. Individual courses may fulfill requirements for transfer toward baccalaureate degree, direct employment, or educational enrichment. Fifteen hours must meet general education requirements. The 45 remaining hours are selected from both academic transfer and technical career course offerings.

## **ADVANCED TECHNICAL CERTIFICATE**

The Advanced Technical Certificate (ATC) is awarded to students who successfully complete a one-year planned program of classroom and laboratory work in advanced technical courses in a technical specialty program. Admission to the program requires an associate degree or higher and approval of the faculty advisor. SEARK College offers the Advanced Certificate in one program area, Biotechnology.

## **TECHNICAL CERTIFICATE**

The Technical Certificate (TC) is awarded to individuals who successfully complete a one-year planned program of classroom and laboratory work at the collegiate level. It recognizes the completion of a specified level of competency in an occupational field.

Acceptable ASSET, ACT, COMPASS, or TABE scores may waive the English and math course requirements for some one-year technical certificate programs.

## **CERTIFICATE OF PROFICIENCY**

The Certificate of Proficiency (CP) is awarded to students who have demonstrated their mastery of skills or knowledge with specified performance standards as defined by the College. The award is granted for programs of one semester or less