

Carl Albert State College Faculty Handbook 2025- 2026

Poteau 918-647-1200
Sallisaw 918-775-6977
Online 918-647-1471

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

TABLE OF CONTENTS

[TABLE OF CONTENTS](#)

[INTRODUCTION](#)

[Telephone Numbers](#)

[Building Abbreviations:](#)

[ADMINISTRATIVE OFFICERS OF THE COLLEGE](#)

[ACADEMIC DIVISIONS AND CHAIRPERSONS](#)

[GENERAL INFORMATION](#)

[AFFILIATION AND ACCREDITATION](#)

[ACADEMIC AFFAIRS OFFICE](#)

[CAMPUS POLICE \(POTEAU\)](#)

[COMPUTER SERVICES - INFORMATION TECHNOLOGY](#)

[DISMISSAL STANDARD](#)

[EMAIL ADDRESS](#)

[EMPLOYMENT GUIDELINES](#)

[EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION](#)

[FACULTY AND STAFF DEPENDENT WAIVERS](#)

[LIBRARY](#)

[MAILROOM/DUPLICATION](#)

[ONLINE INSTRUCTION](#)

[PRIVACY ISSUES](#)

[RESIGNATIONS](#)

[SMOKING POLICY](#)

[STUDENT LIFE OFFICE](#)

[THE ACADEMIC RESOURCE CENTER \(ARC\)](#)

[VETERAN SERVICES/ELIGIBILITY](#)
[WORKERS COMPENSATION](#)
[FACULTY RESPONSIBILITIES](#)
[SEMESTER TIMELINE](#)
[ACADEMIC FREEDOM AND RESPONSIBILITIES](#)
[ACADEMIC RIGOR AND GRADES](#)
[CHANGING GRADES](#)
[ADD AND DROP COURSES](#)
[ADDRESS CHANGE](#)
[AI/ChatGPT](#)
[AMERICANS WITH DISABILITIES ACT](#)
[ASSESSMENT](#)
[CLASS ATTENDANCE](#)
[CLASSROOM GUIDELINES](#)
[CONTESTING GRADES](#)
[COURSE CANCELLATION](#)
[COURSE SYLLABUS](#)
[DEVELOPMENTAL COURSES AND POLICY](#)
[DISCIPLINE POLICY](#)
[EARLY ALERT RETENTION](#)
[ELECTRONIC DEVICES](#)
[EVALUATION AND EXAMINATION](#)
[EXPLANATION OF GRADES](#)
[ADMINISTRATIVE WITHDRAWAL](#)
[WITHDRAWAL](#)
[AUDITING COURSES](#)
[FACULTY CREDENTIALS](#)
[FIELD TRIPS](#)
[FINAL EXAMS](#)
[GRADE APPEALS](#)
[GRADE CHANGES](#)
[GRADING POLICY AND STATEMENT](#)
[ID FOR CASC FACULTY](#)
[INSTRUCTION](#)
[INSTRUCTOR'S TEXTBOOKS](#)
[MAKE-UP EXAMS](#)
[NO SHOWS](#)
[OFFICE HOURS](#)
[PARKING PERMIT](#)
[PARTICIPATION IN SCHOLASTIC MEET \(POTEAU\)](#)
[PERFORMANCE EVALUATIONS](#)
[ROOM ASSIGNMENTS](#)

[SUPERVISION](#)

[TORNADO/SEVERE WEATHER PROCEDURES](#)

[TUTORING OF STUDENTS](#)

[FULL-TIME FACULTY INFORMATION](#)

[ADDITIONAL INSTRUCTOR RESPONSIBILITIES](#)

[COMMITTEES](#)

[DEVELOPMENT AND GROWTH](#)

[DISABILITY/SALARY PROTECTION INSURANCE](#)

[FACULTY ASSOCIATION](#)

[LEAVE OF ABSENCE](#)

[LIFE INSURANCE](#)

[PAYROLL DEDUCTIONS](#)

[PHYSICAL PRESENCE](#)

[RETIREMENT](#)

[SALARIES](#)

[TEACHING LOAD](#)

[VACATION](#)

[ADJUNCT-SPECIFIC FACULTY INFORMATION](#)

[Before Classes Begin:](#)

[KEYS TO OFFICES OR CLASSROOMS](#)

[OFFICE HOURS](#)

[PAY PERIODS FOR ADJUNCT](#)

[RESIGNATION/LEAVE OF ABSENCE](#)

INTRODUCTION

Telephone Numbers

Main College Number — (918) 647-1200

<i>What</i>	<i>Whom to See</i>	<i># to call</i>	<i>Location</i>
Academic Affairs	Marc Willis	1464	JH201
Activities and Organizations	Jamie Frederick	1315	HH150
Admissions and Records	Amber Cottrell	1300	HH108B
ADA Coordinator	Pat Broadwater	1231	JH 201
Athletics	Paul Pulley	1281	TF 617
Bookstore	Terri Hardin	1390	
Business Office	Rena Brooks	1325	HH140
Enrollment Management	Rachel Johnson	1264	HH112
Multicultural Services	Student Support Services	1366	JH209
President	Jay Falkner	1210	BC873B
Student Government Assoc.	SGA President	1372	HH150
Residence Life	Melissa Steele	1374	HH150
Student Life	Kelly Vongnarath	1370	HH150
Study Skills/Tutoring	Academic Resource Center	1319	OC1318
Testing Information	Terrie Bengs	1319	OC1301
Transfer	Career Center	1264	HH112
Guidelines/Information	Counselor		
Veterans Services	Lynette Bergger	1300	HH108B
Vocational Rehabilitation	Voc-Rehab Counselors	(918) 647-8121	HH108
Student Support Services	Kim Hughes	1366	JH209
ACADEMIC DIVISIONS			
Business Technology	Tommy Smith	1221	BC835
Communications & Fine Arts	Crystal Robertson	2231	SC 8106/OC1103
Environmental/Industrial Tech	Tommy Smith	1221	BC835
Health, Physical Ed. & Rec.	Chelsie Barnes	1347	JH 202
Health Sciences	Chelsie Barnes	1347	JH 202
Mathematics/Sciences	Brook Wiersig	1417	RC104
Occupational Health & Safety	Kristi McConnell	1457	OC1104
Social & Behavioral Sciences	Kristi McConnell	1457	OC1104
POTEAU CAMPUS:			
Emergency Services			
During office hours	Chad Brown	1375	JH202E
Evening and Weekends	Poteau Police Department	647-1400, 911, 9-911	
Financial Assistance	Student Financial Aid	1341	HH102

	Office		
Insurance (Student)	Student Life	1371	HH150
Job Placement			
On Campus	Financial Aid Office	1341	HH102
Lost and Found	Student Activities	1371	HH150
	Office		
Library	Alicia Hoffman	1310	WL402
Mailroom	Darlene Scroggins	1234	JH215A
Switchboard Office	Trena Kitchens	1202	JH215
Study Skills/Tutoring	Academic Resource	1319	OC1318
	Center		
Testing Information	Terrie Bengs	1319	OC1301
SALLISAW CAMPUS:			
Director for Sallisaw	Jaime Henson	918-775-2203	Sallisaw
Emergency Services			
During office hours	Jaime Henson	918-775-2203	Sallisaw
Evening and Weekends	Sallisaw Police	775-4141, 911,	
	Department	9-911	
Financial Assistance	Kaitlin Allen	2201	SE8008
Sallisaw Campus Police	Sallisaw PD	2251, 918-775-4177, 911,	
9-911			
Lost and Found	Front Office	2200	Mayo
			Center
Study Skills/Tutoring	Marissa Armer	2253	SC8025
Testing Information			

Building Abbreviations:

BC - F.L. Holton Business Center
 CB - Costner-Balentine Student Center
 HH - Hemphill Hall
 HS - Health Science Center
 HC - Hamilton Complex
 HW - Hoffman / Wilson Center
 JH - Johnson Hall
 HT - Technical Occupations Bldg.
 WL - Joe E. White Library

RC- Deanna J. Reed
 Science and Math Center
 OC - Ollie Center for Academic Excellence
 MIT - D. Mitchell Building - Sallisaw
 Campus
 MAYO - Mayo Center - Sallisaw Campus
 PP - Physical Plant
 SC - Stiver's Center
 TF - Thompson Fitness Center

ADMINISTRATIVE OFFICERS OF THE COLLEGE

- President of Carl Albert State College
- Vice President of Academic Affairs
- Administrative Assistant to the VPAA
- Chief Financial Officer
- Director of CASC Sallisaw Campus
- Vice President for Student Life
- Vice President of Enrollment Management

Jay Falkner
 Marc Willis
 Pat Broadwater
 Brian Roberts
 Jaime Henson
 Kelly Vongnarath
 Rachel Johnson

- Executive Assistant to the President
- Director of Public Relations
- Director of Information Technology

Cortney Smith
 Holly Bormann
 Jerry Ellis

ACADEMIC DIVISIONS AND CHAIRPERSONS

Health Sciences & Health, Physical Education and Recreation
 Chelsie Barnes Johnson Hall

Business & Environmental/Industrial Technology
 Tommy Smith Business Center

Communications & Fine Arts
 Crystal Robertson Sallisaw Campus & Ollie Center

Social & Behavioral Sciences/Occupational Health & Safety
 Kristi McConnell Ollie Center

Mathematics & Science
 Brook Wiersig Reed Center

CASC Online/Director of Online Learning
 Sarah Brown Ollie Center & Johnson Hall

GENERAL INFORMATION

AFFILIATION AND ACCREDITATION

Carl Albert State College is accredited by the Higher Learning Commission, the Accreditation Commission for Education in Nursing, and the American Physical Therapy Association.

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
Telephone: (800) 621-7440

CASC is also recognized or accredited by other agencies: Oklahoma State Regents for Higher Education, American Council on Education, Oklahoma State Accrediting Agency, Oklahoma Association of Community and Junior Colleges, American Association of Community and Junior Colleges, Higher Education Alumni Council of Oklahoma, North Central Council of Junior Colleges, American Association of Collegiate Registrars and Admissions Officers, National Junior College Athletic Association, and the Association of Community College Trustees. The Carl Albert State College Department of Nursing Education is approved by the Oklahoma Board of Nursing. Graduates of this state program are eligible to write the National Council Licensure Examination (NCLEX) for registered nurses.

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

The Carl Albert State College Department of Nursing Education is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education

American Physical Therapy Association
1111 North Fairfax Street
Alexandria, Virginia 2231

ACADEMIC AFFAIRS OFFICE

This department is directly responsible to the President and administers the regent's policies affecting instruction, learning, and curriculum. Division chairpersons guide the five academic departments, their programs of study, and instructors. This office is responsible for class scheduling, college catalog publishing, administration of academic forgiveness policies, and teacher evaluation. The Office of Academic Affairs is located in Johnson Hall 201. The Academic Affairs website address is: <http://www.carlalbert.edu/academics>

CAMPUS POLICE (POTEAU)

Emergency Phone Numbers... (Note- that in the buildings you have to dial 9 first)	
Police	911
Fire	911
Ambulance	911
Police	
CASC Campus Police When this phone is not available, call the Poteau PD.	918-649-1400
Poteau Police Department	918-647-8620
Leflore County Sheriff's Office	918-647-2317
Oklahoma Highway Patrol (McAlester)	1-918-423-3636
Oklahoma State Bureau of Investigation	1-800-522-8017
Medical	
Eastern Oklahoma Medical Center (Poteau)	918-647-8161
Mercy Hospital (Ft. Smith)	501-484-6000
Baptist Health Ft. Smith (Ft. Smith)	501-441-4000

COMPUTER SERVICES - INFORMATION TECHNOLOGY

This office supervises and maintains all campus computers both micro and mainframe, keeps backup copies of all microcomputers files, purchases hardware and software, and can generate reports. The IT Department asks employees to use the CASC IT Support tool when Blackboard, hardware, software, backup, network, or any technology related issues arise. The IT team uses this online support system to route the employee's needs to the appropriate IT staff for resolution.

DISMISSAL STANDARD

An employee may be removed from his/her position of employment at any time for the good of the college by the President or his designee. If under the sole discretion of the President or his designee it is believed that a faculty member has violated or failed to perform the duties as described in his or her appointment letter or failed to comply with the policies and procedures of the college by preponderance of evidence, the employee's employment will be terminated. The full policy regarding dismissal may be found in the CASC [Policies & Procedures Manual](#) located in the Human Resources/Campus Policies Section of the Website.

EMAIL ADDRESS

Each faculty member must have a CASC email account. This is an email address that is to be used on all syllabi and is the address to which all CASC email correspondence will be sent. The Human Resources Department will help you with your CASC email. Email may be accessed away from the college by accessing the CASC homepage and selecting Employee Email under the Quick Links tab. Use your CASC email address and password to log into the site.

EMPLOYMENT GUIDELINES

- A. Employment-at-Will: Employment at CASC is "at will" for all Carl Albert State College employees and is not guaranteed and may be terminated at any time by the employee or the employer without notice or cause.
 1. If deemed in the best interest of the college, any person may be terminated from his/her position of employment or his/her services with the College upon the

recommendation of the President, as addressed in the Dismissal Policy, Section 4-41 of the CASC Policies & Procedures Manual online.

2. Normally, employees terminating the employment relationship will provide a minimum of two weeks' notice to the College in order to resign in good standing.
 3. Supervisors and all other College representatives involved in the hiring process shall not make any statement or provide any assurance of job security or continued employment to prospective or newly hired workers. Similarly, in their dealings with employees, supervisors will not make promises or assurance of continued employment in the event of satisfactory performance.
 4. In dealing with performance or misconduct problems, the college may follow the Positive Discipline policy in Section 4-53 of the Policies & Procedures Manual online; however, the college may decide that immediate termination of an employee is the proper course of action. Recommendation for termination will come from the appropriate Supervisor and/or appropriate Executive Officer.
- B. Letter of Appointment: All salaried employees will receive a letter of appointment at the time of hire and covers the initial date of appointment, salary, and conditions of employment. If an employee receives a promotion or otherwise changes in position within the institution, a new appointment letter will be generated. If the employee is to be released from the institution, he/she will be notified by the Human Resources office. Any annual benefit changes will be documented on a separate confirmation notice.
- C. Positions being eliminated due to institutional layoffs and/or reduction in force will be notified under terms addressed in Section 4-55 of the CASC Policies and Procedure Manual.
- D. Grievances: Carl Albert State College shall maintain a procedure by which employees may express grievances about terms of employment. A grievance is defined as an expression of disagreement or of dissatisfaction about conditions of employment and /or alleged violations of adopted institutional policies, rules and procedures which negatively affect the employee and which are brought to the attention of the administration. This procedure is separate from disciplinary and termination hearings. The purpose of a grievance procedure is to secure equitable solutions to the problems which may arise between employees and Carl Albert State College. To facilitate this purpose, the grievance procedure will be kept as informal as may be appropriate at any level of the procedure, and will be kept confidential to the extent possible. The grievance procedure can be pursued through the Campus Concern policy, Section 8-2 of the CASC Policies and Procedures Manual, available online.
- E. CASC does not subscribe to, offer, or recognize tenure or de facto tenure of any of its employees.

(Board Adopted 9-17-13, amended 3-22-16, 6-5-17)

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

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

employment and advancement, the concept of equal employment opportunity for all persons. Carl Albert State College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, the Rehabilitation Act, The Americans with Disabilities Act, and other Federal Laws and Regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, and educational services.

FACULTY AND STAFF DEPENDENT WAIVERS

Full-time employees of CASC and their spouse or dependents who take courses at CASC are eligible to receive reimbursement for full tuition costs but will be responsible for fees and book costs. The Employee/Dependent Tuition Waiver form may be obtained from the Office of Financial Aid and must be submitted first to Human Resources (Tina Kingrey) for verification and Admissions and Financial Aid to finalize approvals. Additional conditions must be met by the dependent.

LIBRARY

The Joe E. White Library located on the east side of Johnson Hall, houses a collection of more than 23,000 volumes, including print and electronic books and audio-visual materials. A 3,200 square-foot expansion to the Joe E. White Library is home to the Carl Albert Gallery and an expanded computer research area.

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

CASC faculty and students have access to an extensive array of library materials 24 hours a day, 7 days a week through the availability of state-of-the-art electronic resources such as an online catalog, electronic books and full-text databases containing millions of articles, videos, and an eBook program containing more than 30,000 eBooks and audiobooks. Computers are provided in each library for patron use and wireless Internet is available at the Joe E. White Library. Faculty and students may easily access library materials remotely by using their myCarlAlbert username and password.

- Circulation of Library Materials - College students and faculty who have a valid CASC ID card may check out up to six books, but there is a limit of 2 books over any one topic. ID cards are made in the Student Life Office. The circulation period for books is three weeks, and they may be renewed for three more weeks, provided no one else has requested them. Only faculty may check out DVDs, which must be returned within two weeks. If materials are lost or damaged, the replacement cost plus \$10.00 for processing is charged per item.
- Periodicals - In addition to books and audio-visual materials, the library subscribes to several print journals, magazines, and newspapers. Periodicals and reference materials are not checked out.
- OK-Share - The library is a member of OK-Share, a consortium that allows Oklahoma college students and faculty to have borrowing privileges from other Oklahoma college

libraries. An OK-Share card may be issued after the Borrower's Application and Agreement is signed and returned. The cards are good for one semester at a time.

- **Computer Resources** - Computers are available in the library for student or faculty use. The library offers access to over 30 computer databases, which contain thousands of articles on a wide variety of subjects including business, health sciences, education, arts and humanities, science, and current issues. All of the databases are accessible for CASC students or faculty through the computer network on campus. MyCarlAlbert usernames and passwords are required for CASC students and faculty to access the databases from personal, at-home computers that have Internet access. The databases are recommended as a starting point for students doing research. To access the computer resources, go to the library web page and click on the specific resource you need. You will then be prompted to enter your username and password.
- **Reserves** - The library has a reserve area at the front desk for items that cannot be checked out of the library. Instructors may place books (such as Solutions Manuals), videos, and documents on reserve, for students to copy, study, or view in the library.
- **Interlibrary Loan (ILL)** - Occasionally, materials that are unavailable in the library collection are needed by faculty or students. The library staff can request items from other libraries through ILL.
- **Library Orientation** - The library offers orientations throughout the semester for any classes that request them. These can be conducted in the classroom and will teach students how to find and evaluate library materials, both books and computer resources, for research. Sessions are tailored to meet assignment needs. Please make your request early for such a visit.

Extended information is available at the library URL address: <https://carlalbert.edu/library/>.

Library Hours

Fall and Spring Semesters: Monday – Thursday, 8 a.m. – 6:30 p.m. Friday, 8 a.m. – 4 p.m.

Summer Semester: Monday – Thursday, 8 a.m. – 4:30 p.m. Accelerated Sessions and Between Semesters: Check with the library.

Contact Information:

Joe E. White Library

Phone: 918-647-1311

Fax: 918-647-1314

Delores O'Guin Mitchell Library

Phone: 918-775-6977

Call library for hours

MAILROOM/DUPLICATION

Mailboxes for all full-time instructors and employees of CASC are located in the mailroom in Johnson Hall. Adjunct faculty may request a mailbox.

Hours of Operation

Fall and Spring Semesters:

Monday-Thursday 8:00 AM - 4:30 PM and Friday 8:00 AM - 4:00 PM

Summer Semester:

Monday-Thursday 8:00 AM - 4:30 PM and closed on Friday

Printing/Duplicating

Copy machines are available in several offices throughout the campus. However, the majority of printing services for all faculty, staff and administration are offered through the Mailroom/Duplicating Office in Johnson Hall by qualified full-time employees and the latest state-of-the-art Printing Equipment. Paper and Printing requests are submitted electronically through MyCarlAlbert under Employee forms labeled Paper and Copy Request.

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

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

ONLINE INSTRUCTION

Carl Albert State College currently offers many courses through web-based delivery of instruction. Students who enroll in courses by web instruction must be self-disciplined and highly motivated. CASC online courses follow the same semester schedule as traditional on-campus courses. Courses are found in the current schedule of courses and through the CASC home page (www.carlalbert.edu). Asynchronous courses do not have set meeting times, but do follow scheduled due dates for assignments and exams. Synchronous online courses do meet at scheduled times (like traditional courses), but via ZOOM or similar distance learning technology.

CASC also offers courses on campus that access web features in regular coursework. Some courses are web-enhanced or hybrid, offering part on-campus and part web-based instruction. The course schedule will identify courses that are web-based, web-enhanced, or hybrid.

PRIVACY ISSUES

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

RESIGNATIONS

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

SMOKING POLICY

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

STUDENT LIFE OFFICE

The Office of Student Life offers a variety of services to the student to enhance their academic and personal growth. Basic services under the direction of Student Life include career planning and placement, intramural sports, housing, student government, student advisement and counseling, and student activities. Other offices included in this division are Student Support Services, Upward Bound, Educational Opportunity Center, and Intercollegiate Athletics.

THE ACADEMIC RESOURCE CENTER (ARC)

Free tutoring services in all subjects are available through the Academic Resource Center (ARC) located in OC 1301 on the Poteau Campus and in the Mitchell Library on the Sallisaw Campus. Contact the tutor coordinator for specific information concerning tutors.

The ARC offers free tutorial services to students interested in computer-assisted self-help materials. Advancement is made at an individual pace. Free online tutoring is available 24-7 through Tutor.com.

For more information on tutoring at the Poteau campus, contact Terrie Bengs (1319); and at the Sallisaw Campus contact Marissa Armer(2253).

Hours of Operation:

Poteau Campus - Fall and Spring Semesters: Monday – Thursday, 7:30 a.m. – 6:30 p.m. Friday, 7:30 a.m. – 4:00 p.m.

Summer Semester: Monday – Thursday, 8:00 a.m. – 4:30 p.m.

Sallisaw Campus - Fall and Spring Semesters: Monday – Thursday, 8:00 a.m. – 4:30 p.m. Friday, 8:00 a.m. – 4:00 p.m.

Summer Semester: Monday – Thursday, 8:00 a.m. – 4:30 p.m.

VETERAN SERVICES/ELIGIBILITY

Veterans, service members, or qualified family members may use their VA education benefits at CASC. The VA Coordinator is located in the Office of Admissions in Hemphill Hall. Students may visit with any campus advisor during enrollment but must submit enrollment information to the VA Coordinator for VA processing. Students receiving veteran educational benefits are required to attend and complete all classes in which they are enrolled. The instructor should

notify the VA Coordinator if a VA student is frequently absent and/or subject to a failing grade.

WORKERS COMPENSATION

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

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

FACULTY RESPONSIBILITIES

Instructors have the following responsibilities and duties:

- A. Teach assigned courses in accordance with the course outline and the schedule of classes.
- B. Talk with students concerning any problem that is presented. Instructors are in a position to render effective counseling and should be responsive to student needs.
- C. Maintain attendance records of students to the extent necessary for notifying students when their attendance reaches a point of adversely affecting their achievement in that class.
- D. Emphasize to all classes the importance of prompt, regular, and continuous class attendance.
- E. Maintain accurate scholastic records of students enrolled in classes and submit grade reports according to schedule using myCarlAlbert Self-Service tools.
- F. Submit to the Division chairperson, upon request, a brief outline of each course taught with statement objectives.
- G. Report to counselors and Division chairpersons any problems involving students who need special consideration.
- H. Present all problems and recommendations involving their work to appropriate Division chairpersons for consideration.
- I. Assist Division chairpersons with the development of syllabi for all courses offered in the Division.
- J. Cooperate with other instructors in carrying out instructional procedures agreed upon.

SEMESTER TIMELINE

Before Classes Begin:

- Update your course syllabus in your Blackboard shell using the Simple Syllabus tool. Make changes to due dates in Blackboard, not just on Simple Syllabus; the software will revert to Blackboard dates on feed updates.
- Prepare a syllabus using the Simple Syllabus tool in Blackboard. Add a Simple Syllabus tool link to the left sidebar and/or the “Welcome” page in your blackboard course. Include/ verify the following as relevant to your course:
 - meeting times
 - contact information including your assigned Carl Albert email address
 - Course Description (from course catalog)
 - Course Outcomes: include CEP outcomes if available (General Education outcomes are included in Institutional Policies section)
 - Course materials like textbooks/ebooks and/or anything students will need for the class
 - Course policies, expectations, evaluation and grading information
 - Course schedule including breaks
- Download your class rosters before classes begin. You will need these rosters the first day in order to ensure that students who are enrolled, attend and any students who are not enrolled will need to be added. To do this, follow these steps:
 - Log onto myCarlAlbert
 - Enter your User Name and Password
 - Click on the Faculty Tab
 - Select Course

- Click the Print button on the right side of the page.
- Check the online rosters for two weeks after courses begin in order to make sure you can account for all your students.
- Check your emails regularly and respond in a timely manner (recommended regularity is daily for checking emails and response times of less than 24 hours).
- Familiarize yourself with the menu options found in your myCarlAlbert's faculty tool Course (Roster, Attendance, Drop Roster, Grading, Permissions, and Waitlist).

First Class Meeting:

- Make sure to have a student sign in sheet the first few times you meet the class. This documentation will help determine if students who later claim they never attended the class actually did or did not attend. A student cannot be designated as a "No-show" in a particular class if the student attended even one class period.
- Provide a syllabus and cover the major points. A syllabus is your contract with your students and you will want to ensure they understand as much as possible what you expect of them. You may want to have them sign a list indicating they received a copy of the syllabus so there are no complaints that a student did not know what was expected of them.
- Include the ADA policy on all syllabi. Be sure to read the policy to your students when you cover your syllabus. Below is the policy: Carl Albert State College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations should make their requests in the following ways: 1) Talk with your instructor after class or during office hours about your disability or special need(s) related to work in class AND 2) Complete the Request for Special Accommodations Form online at <https://carlalbert.edu/academics/student-disability-services/> , or access the form directly at <https://forms.carlalbert.edu/Forms/DisabilityIntakeForm>.
- Remind the class about any prerequisites they should have taken. If a student indicates no prerequisite was taken, you need to make sure that the student either gets enrolled in the appropriate course(s) or the prerequisite has been waived.
- Utilize the first meeting to its full potential. Class time is valuable and should be treated accordingly.

Faculty may drop any student who is a No Show or never attended using the Course >> Drop Roster menu. The student will be dropped in real time and without manual withdrawal in the Office of Admissions.

During the Term:

- Continue to compare your rosters to actual students in the class.
- Check your calendars on the faculty tab. Amber Cottrell will keep you updated on important dates related to grades, etc.
- Shortly before the end of the 2nd week of class, the college will request a roster certification or No Show report. All instructors are required to review their rosters and indicate if a student has not attended class. IMPORTANT: if a student attended even one day, you cannot mark him or her as "NA." Failure to properly identify a student as a no show will result in an incident report noting corrective actions to student billing and academic records. To certify rosters follow these steps:
 - Log onto myCarlAlbert

- Enter your User Name and Password
- Click on the Faculty Tab
- Select Course
- Click on Grading Tab
- Select Certify Roster (CA or NA Grades)
- Beside the students name select either CA (currently attending) or NA (never attended) for each student.
- The instructor is asked to contribute retention information via our Retention Alert System in Self-Service. Those students so identified by the instructor will be notified by email that irregular attendance or low grades have been recorded. It is the student's responsibility to drop or withdraw from a class or seek tutorial or instructor aid. The Early Alert Retention system (EARs) is part of our retention program. We ask you to contribute retention information for students who have too many absences (or are not logging into the online course regularly) as indicated in your syllabus, when grades do not meet standards, or when any other situation occurs that impacts a student's grade. The student will receive a standard email the next day stating which class the case is for and the general issue, such as "irregular attendance", or "grade performance". The student's general, program, and athletic advisors will be notified in Retention Alert and will reach out to the student to offer assistance. The notes you provide in the case will only be visible to the advisor.
- The Retention Alert system is not parallel to the required NO-SHOW reporting. Both systems must be reported independently. To help advisors identify students who need intervention quickly, please submit retention information before the reporting date as necessary. To contribute retention information follow these steps:
 - Login to Self-Service
 - Select your Roster
 - Identify the student- hover over the student's name and click on "View Full Profile"
 - The student profile will open. Click on "Contribute Retention Information"
 - Select the type of issue that most closely matches the situation you are describing.
 - Enter the course ID information and use the "detailed notes" field to enter detailed information about why you are contributing retention information for the student.

You can view detailed instructions and a walk-through video [here](#).
- If you must be gone from class, be sure and contact your students via text or email to let them know you will be out. Also, contact your Division Chair with information on how your class is being covered. You also need to contact your Division Chair to put a note on your classroom door informing students of class cancellation.
- Provide timely feedback to students regarding their progress in the class. It is important that students know their academic standing in the classroom.
- If you have any issues related to the classroom itself or with classroom technology, contact your Division Chair.
- Student evaluations of instructors are given every semester through SmartEvals. These evaluations are used to improve the course and are made available to faculty the following semester.

Midterm Grades:

The Office of Admissions will inform faculty when the Grading module of the portal is opened. Final grades are to be posted no later than 10:00 a.m. on the last day of finals week. To post midterm grades:

- Log on to myCarlAlbert
- Enter your User Name & Password
- Click on the Faculty tab
- Select Course
- Click on Grading tab
- Click on Midterm (Letter Grades) tab
- In the drop down Midterm (Letter Grades) menu next to the student's name
- Select the correct grade. **The grade will automatically save.*

End of the Term Final Exams:

The Admissions Office will distribute a schedule of final exam dates and times at least three weeks prior to the first final exam. Final exams will be given at advertised times during a semester. Do not give finals before that week. If you have a student who needs to take an exam early, you will need permission from Dr. Marc Willis, the Vice-President of Academic Affairs. It is the responsibility of the instructors to notify the students of the date of the final exam and to decide what material the student should be tested over. The course syllabus should reflect the instructor's intention. Instructors will be REQUIRED to give a final for each course taught unless they have received permission from the Vice-President of Academic Affairs to not give a final. There are no exceptions. If approval is not received from Dr. Willis, and you do not give a final or meet during finals week, consequences will include but not be limited to a letter of reprimand placed in your file. Remember, the final class period is included in the minutes required by the OSRHE. Instructors are required to fulfill their contracted office hours during finals week, and to be available during the scheduled finals times.

Final Grades:

The Office of Admissions will inform faculty when the Grading module of the portal is opened. Final grades are to be posted no later than 10:00 a.m. on the last day of finals week.

- Log on to myCarlAlbert
- Enter your User Name & Password
- Click on the Faculty tab
- Select Course
- Click on Grading tab
- Click on Final Grade tab
- In the drop down menu next to the student's name, select the correct grade
- Select the correct grade. **The grade will automatically save.*
- In the event an "F" is posted for the student, a final day of attendance is required. This date refers to the last day a student attended class, not the last day of class. For online classes, use the last instance of academic input (grade submission, discussion board post, etc.) rather than the last login date.
- When all grades are submitted, click Post Grades
- Confirm only when confident all grades are complete and correct
**Instructors are asked to monitor their email and cell phone should questions concerning final grades arise.*

COMMENCEMENT/GRADUATION

Full-time Faculty are required to attend the college's commencement ceremony in May to celebrate the achievements and successes of our students. Commencement is usually held on the Saturday before Finals Week.

One more time: Grade information must be submitted before leaving campus at the conclusion of terms.

Adjuncts, if you are not teaching the next term or if you are not teaching the same course, you must leave all materials with your Division Chair or Jaime Henson in Sallisaw. All books, supplemental materials, and any other items owned or supplied by the college must be returned before resignation is complete.

ACADEMIC FREEDOM AND RESPONSIBILITIES

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

- A. Society, to remain free, requires citizens not only well schooled in traditional knowledge, but more fundamentally, citizens capable of critical evaluation of both new and old ideas. An institution of higher education can best foster growth in a democratic society when both student and teacher can freely participate in the process of sifting and weighing traditional approaches and creating and evaluating new ones. Through the community and its college, society should provide an academic atmosphere in which questioning is encouraged, where alternatives can be explored, where one may follow where inquiry leads. It is, therefore, imperative that the instructor enjoy full freedom in the discussion of his/her subject and related matters both in and beyond the classroom, the ultimate purposes of such freedom being the pursuit of truth.
- B. As a citizen, the instructor is entitled to all personal and civil liberties pertaining thereto and the instructor's legal exercise of these privileges should in no way prejudice his/her position as a member of the instructional staff.
- C. As an instructor, the instructor's right to self expression in matters of College policy shall not be denied or abridged, nor should such expression jeopardize his/her academic position.
- D. When the instructor speaks of rights as a citizen, the instructor should be entirely free from institutional censorship or discipline, but the instructor's special position in the community obliges him or her to remember that the public may judge the instructor's profession and institution by the validity of the instructor's opinions and the manner in which the instructor expresses them. When the instructor speaks or writes as a citizen, the instructor should strive to be accurate and indicate that the instructor is not an institutional spokesman.
- E. Whenever the instructor speaks or writes as a citizen or as a teacher, the instructor should strive to be accurate and objective, to exercise appropriate emotional restraint, and to show respect for the convictions of others.

Please refer to the [Carl Albert State College Academic Freedom Policy and Information Guide](#) for further inquiry.

ACADEMIC RIGOR AND GRADES

All instructors are required and expected to maintain appropriate academic rigor in each of their courses and to avoid grade inflation in any form. Individual instructors are expected to assign grades equitably and consistently in accordance with the standards established by the faculties of the various colleges and schools. There is no "college curve" or other table of numerical equivalents of letter grades to which a faculty member must adhere.

At any point in a semester, the instructor should be able to explain, on request, a student's standing in the course: grades assigned to that point, the basis for the grades, and the weight of these grades in the final grade. Following completion of the course, the student is to be provided, on request, a review of his/her examination, an explanation of the final grade, and the method by which it was determined; this review is to include an accounting for all other unreturned work. Faculty members are expected to keep all unreturned student work and grade books for at least six months following termination of a course. If faculty leave the college, permanently or temporarily, their final examinations, all unreturned work, and grade books are to be deposited with the division chair to be kept for at least six months following termination of a course.

Grading must be based on work that is assigned and evaluated equitably and fairly, with no special consideration given to individual students unless justified by disability or excused absence. Individual students should not, for example, be allowed to take on "extra credit" projects, spend extra hours in laboratories, or present themselves for reexamination or special examination unless the same options are available to the entire class on the same terms. While it is appropriate (and indeed inevitable) that the instructor should exercise subjective judgment in determining grades, particularly in "borderline" cases, the judgment should be based solely on academic considerations. Because class absences are likely to affect a student's mastery of course content, they may be considered among these "academic considerations" in determining the final course grade. Therefore, instructors, at their discretion, may also include "unexcused" absences as a component of the course grade, as long as attendance policies are spelled out clearly in the course syllabus at the beginning of the semester. Grades must not be utilized as coercive or punitive measures reflective of a student's behavior, attitude, personal philosophy, or other personal characteristics except as those qualities relate directly to the student's level of mastery of the course material. As such, it is discouraged to apply both late penalties and attendance grades simultaneously, as the student is receiving punitive measures for the same potential instance.

CHANGING GRADES

Once submitted to the Office of the Registrar, the final grade may not be changed except as follows:

1. Correction of an error in computation.
2. Through the academic appeal procedure.

Instructors wishing to make grade changes may do so within 90 days of the end of the semester

by completing the grade change form and submitting the form to the Academic Affairs Office.

ADD AND DROP COURSES

Students are allowed, upon approval of an advisor, to change class schedules during the first 10 days of a fall or spring semester, and the first 5 days of a summer semester.

Students will not be permitted to add a course to their schedules after the first 5 days of the fall and spring semesters, nor after the first 3 days of the summer session without permission from the instructor AND the Academic Affairs Office.

Generally, students may withdraw from any or all courses during the first 10 days of the semester during the fall and spring (this does not mean 10 class periods), and the first 5 days of the summer and will not be charged for tuition or fees and will not receive a letter grade on record. They can withdraw online or at the Admissions Office or Enrollment Center.

Carl Albert State College Late Enrollment Procedures:

Enrollment will end at 11:59 PM five (5) school days from the first day of class. No student will be added to new classes following that date, withstanding the following exceptions:

1. The student inadvertently dropped the course and would like to be added back to the same course. (Instructor permission is required).
2. The student has been attending the class, but has—for good reason—not added the course to his or her schedule yet. (Instructor permission is required).
3. The student has received a degree audit indicating that a course is necessary, AND the course in question is not regularly offered, or is not offered again before the student's expected graduation date. (Instructor permission is required).
4. In extreme circumstances, special exceptions may be given by the instructor and the Vice President of Academic Affairs.
5. Students may drop classes without penalty for ten (10) school days beginning the first day of class (January 27 for a January 14 start date).

Following the tenth day of class, no students will be added to any course for any reason. Students should drop classes in the admissions office following the tenth day.

In the event a student wishes to discontinue taking a course after the first two weeks, students may withdraw themselves from courses online, using their myCarlAlbert Self-Service account, provided that they will remain registered in at least one course. The software will not permit students to withdraw from all term classes, meaning, students will have to contact the Office of Admissions for Complete Withdrawals. A withdrawal from any course after the second week of any semester and prior to the end of the 12th week will be recorded as a "W." After the 12th week of classes in the fall/spring semesters or 6th week in the summer semester, a student will be awarded a "W" or "F" depending on the student's standing in the class.

ADDRESS CHANGE

You will be asked to complete a form during orientation requesting all contact information. If your address, phone number or any other contact information changes during the year, please contact your Division Chair and the Human Resources department.

AI/ChatGPT

This emerging technology is rapidly changing, and changing the face of education and the world. The stance of CASC is to embrace responsible use and action of this dynamic tool. The following guidelines are borrowed from Princeton and will serve as a basis for CASC's educational philosophy regarding AI use:

- Be Explicit/Avoid Misunderstandings
- Be explicit about your AI/ChatGPT policy in your syllabus, on Blackboard, and as you introduce assignments during your first (and perhaps subsequent) class meetings. Make your AI/ChatGPT policy as clear as your academic integrity and collaboration policies and put them on your syllabus where students will be sure to see them.
- Explain Your Pedagogical Rationale
- Explain to students how completing the assignments in your course will help them learn, and let them know why their own, original work on these assignments is important to their education. Develop grading standards based on your pedagogical values or learning goals, and share them with your students.
- Design Assignments with Care
- To minimize the risk of academic dishonesty, design assignments that require critical and creative thinking (rather than simply summarizing information).
- Ask students to demonstrate their process and reflect on their work. For example, they might annotate their solution to a novel problem or write a [cover letter](#) for their essay that introduces their ideas.
- Scaffold their work with multiple draft and revision deadlines that offer you opportunities to give them feedback. Ask them to present drafts of their work verbally in class or track their citations in early versions of their work.
- Teach your students what AI can and can't do. ChatGPT generates patterns of text on a probabilistic basis (similar to "autofill" in your email client, though more powerful). For this reason, it should not be listed as a co-author on scholarly work; we see it as a compiler rather than a writer ([this article](#) from Nature addresses this issue persuasively). ChatGPT doesn't have access to web material behind paywalls and has little knowledge of events after 2021. The program can't (yet) cite references. Helping your students recognize what ChatGPT does and doesn't do—as well as its potential benefits and risks as students construct their own original work—is valuable. Among the most promising teaching suggestions we've seen so far:
 1. After students have read and discussed assigned texts, invite them to work in small groups to ask ChatGPT questions about the readings and then assess and critique its answers.
 2. After students complete their own drafts of an assigned essay, invite them to request a draft of the assignment from ChatGPT. Facilitate a discussion in which students analyze how the drafts compare, for better and for worse. If they want to incorporate any aspect of the ChatGPT draft into their own revision, offer them guidance on appropriate citation and acknowledgement practices that will make their use of the tool transparent for readers. Again, ChatGPT cannot be listed as a co-author of scholarly work.

AMERICANS WITH DISABILITIES ACT

Americans with Disabilities of 1990 (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. CASC supports ADA and has devoted personnel and resources to ensure campus compliance. The ADA statement must be included in every

syllabus.

ASSESSMENT

Assessment is the process that evaluates the learning experience with the purpose of continual improvement and has the objective of assuring the accomplishment of the mission of Carl Albert State College.

Instructors participate in student learning assessment in each of their courses through the use of course goals, course outcomes, and alignment with program goals. Instructors also attend assessment activities, workshops, and meetings and record assessment data (outcomes, measures, and results, etc.) for each course in the college's assessment management system (AMS) during the semester.

CLASS ATTENDANCE

Instructors are required to record attendance in their classes and should define in their syllabus and during the first class period the class policy on irregular attendance. A student who has not attended the class a sufficient number of days and is in danger of failing should be identified by the instructor and officially notified using the faculty's myCarlAlbert Course tools (Course >> Roster >> Student Profile >> Contribute Retention Information"). Faculty are required to take daily attendance and maintain accurate attendance records.

CLASSROOM GUIDELINES

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

- Smoking, vaping, or use of tobacco products are not permitted in the classrooms.
- Students are to behave appropriately and respectfully in the classroom.
- The instructors have the right to ask any student to leave the classroom if the student is disrupting the class.
- The instructor may at his/her discretion forbid visitors during the class period.

CLASSROOM VISITORS

The policy for visitors in the classroom is dependent on the class and the instructor. If the class is too full or too intense, the instructor may ask for no visitors during class periods. Visitors include both children and adults. Faculty are fully responsible for all visitors to the classroom.

CONTESTING GRADES

Students may protest a grade. One of the functions of the Academic Affairs Committee is to provide an opportunity for students to challenge a final grade, provided that a solution cannot be reached through proper academic channels. Appeals for this purpose must be made within 90 days after the grade appears on the permanent record. Information on the appeals process is available from the Admissions Office or Academic Affairs Office.

COURSE CANCELLATION

Students will be informed of course cancellations and given time to change their schedules accordingly. Generally, the instructor is made aware prior to the first day of class of the enrollment numbers. It is the responsibility of the instructor to contact students and advise them of alternate enrollment options.

Classes may be canceled because of low enrollment or other reasons. The instructor will

receive official notice of class cancellation from the Vice President of Academic Affairs. The Office of Academic Affairs will cancel a course in the Colleague software. Colleague will officially drop a student from the canceled class and email them notification of cancellation. Although no action is required of the student to drop a canceled class, it is the responsibility of the student to add an additional class or section.

COURSE SYLLABUS

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

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

Each faculty member's syllabus is available to their respective Division Chair and to the Vice President of Academic Affairs through the syllabus management software platform.

DEVELOPMENTAL COURSES AND POLICY

Carl Albert State College specifies that students must meet certain criteria for regular admission, and when these criteria are not met, the student must enroll in zero-level courses that help prepare the student for entrance into freshman level curriculum. The student must remove all deficiencies within the first 24 semester hours.

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

DISCIPLINE POLICY

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

EARLY ALERT RETENTION

CASC has a focused approach to help students be successful in their academic career. The Retention Alert system is part of that approach. Faculty contribute retention information as necessary throughout the semester to inform students of problems the instructor has noted, i.e., excessive absences, poor test scores, lack of required participation, etc. Retention information may be added at any time in the semester, but early warnings are more conducive to retention and student success.

The Retention Alert system is not parallel to the required NO-SHOW reporting. Both systems must be reported independently.

To contribute retention information follow these steps:

- Login to Self-Service

- Select your Roster
- Identify the student- hover over the student's name and click on "View Full Profile"
- The student profile will open. Click on "Contribute Retention Information"
- Select the type of issue that most closely matches the situation you are describing.
- Enter the course ID information and use the "detailed notes" field to enter detailed information about why you are contributing retention information for the student.

You can view detailed instructions and a walk-through video [here](#).

ELECTRONIC DEVICES

A student may face a zero and/or failure in the class if an electronic device is used for cheating during an exam or quiz. At the instructor's discretion, electronic devices utilized in a learning context, such as laptops and language interpreters, in class should be used by students for course specific work only, not for social networking or any other activities. The instructor reserves the right to ban the use of cell phones or any other electronic communication device at any time.

As a member of the CASC learning community, each student and faculty member has a responsibility to other members of the community. When cell phones or pagers ring and students or instructors respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Vice President of Academic Affairs prohibits the use by students and/or faculty of cell phones, pagers, headphones, iPods, Bluetooth devices, or similar communication devices during scheduled classes, except as allowed by the instructor. Again, a student may face a zero and/or failure in the class if an electronic device is used for cheating during an exam or quiz. The term "cheating" refers to using or attempting to use -- or assisting or attempting to assist another to use -- unauthorized technology, materials, information, or study aids in any academic exercise (whether intentional or not).

EXCEPTIONS: Given the fact that these same communication devices are an integral part of the college's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. Further, in order to ensure notification from the Emergency Alert System by a text message, faculty members should leave one phone (faculty or student) "on" during class. In some unavoidable situations, the student may request the instructor for consent to keep their phone active for incoming calls.

EVALUATION AND EXAMINATION

Exams should be structured to review the information presented in lectures, discussion periods, textbook assignments, and assigned outside readings. CASC promotes a formative assessment and evaluation process, and as such several evaluations are necessary to get an accurate measure of the student's knowledge. Using only one or two examinations puts a burden on the instructor to construct an exam that covers important information thoroughly and can be completed successfully in one or two hours. Students should be made aware of the evaluation and grading process used in the class and the practice should be applied uniformly.

EXPLANATION OF GRADES

LETTER GRADES A, B, C, D, F, P, NP

Letters A, B, C, D, F designate the grade an instructor assigns measuring the academic performance earned by a student. The Office of Admissions records on the student's transcript the grade they earned in a class. A four-point scale is used in computing the GPA. (** 0-level, or Developmental courses, may only designate letter grades of P/NP**)

ADMINISTRATIVE WITHDRAWAL

“AW” Grade - Administrative Withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been “involuntarily” withdrawn by the institution during the designated semester for health, disciplinary, or financial reasons. The student remains financially encumbered for the course. Such institutional penalties must follow formal institutional withdrawal procedures (listed below). Administrative withdrawals are GPA neutral. A grade of “AW” is not to be given without approval of the Vice President of Academic Affairs. This process is not required, but is in place for students whom faculty deem unable to withdraw on their own in their best interest.

WITHDRAWAL

“W” Grade -- An automatic withdrawal grade of “W” is issued when a student initiates a withdrawal during the institution’s allowable withdrawal period. The institution’s withdrawal period for an automatic “W” shall begin after the “add/drop period” and prior to the end of the 12th week in the regular semester or 6th week in the summer term.

Following this period, students may withdraw with a “W” grade through the Friday before Finals. After the 12th week in a regular semester or 6th week in the summer term, faculty may review the “W” and award an “F” grade instead by contacting the VPAA for grade change. If an “F” grade is assigned, it is calculated in the student’s GPA; the “W” grade is GPA neutral. No withdrawals will be permitted after the Friday prior to finals week.

AUDITING COURSES

Students who are interested in learning course material but do not seek a course grade may enroll in the course in audit status. A student is not required to take the examinations; the transcript will record a letter grade of AU. A student may change from credit to audit, or the reverse, before the end of the add/drop period. Tuition will be assessed the same amount per credit hour for audit as for credit. Prerequisites still apply for audited courses.

FACULTY CREDENTIALS

The Carl Albert State College faculty credential policy is stated in its entirety in section 2-96 of the Carl Albert State College Policies and Procedures Manual. The goal of Carl Albert State College will be to maintain the same guidelines for both full-time and part-time faculty members. Faculty member credentials must be appropriate to assigned duties and disciplines, including level of instruction (AA, AS, AAS, Certificate, remedial, etc.).

- Faculty must hold degrees, certifications, and licenses from institutions accredited by agencies recognized by the U.S. Department of Education such as the Higher Learning Commission or from institutions with comparable status, certification, or recognition in other countries.
- Faculty members teaching general education core courses are expected to hold at least a master’s degree with 18 graduate hours in the teaching field. (A limited number of faculty may hold equivalent documented experience to meet educational qualifications.)
- ** See section E. Evaluation of Credentials

- Typically, faculty members teaching remedial/developmental education courses hold a master's degree, but must hold at least a bachelor's degree in the teaching field.
- Faculty members teaching in occupational skill areas (AAS) must hold at least a bachelor's degree or appropriate industry-related licensure/certification.
- Evaluation practices and exceptions are briefly listed below; however, a complete description of alternatives are listed in the Carl Albert State College Policies and Procedures Manual.

Degrees in Education

- As a general rule, degrees and courses in education (EDUC or equivalent) are considered to be in a "related field" rather than in the major field. A Master's Degree in Education fields contributing to effective instruction (i.e. educational technology) will count toward 6 of the required 18+ hours in the field.
- Cases such as child development or physical education or business education in which education is the field.
- Education courses that focus on a specific discipline may be considered in-field for the major if the course description/syllabus clearly documents that the principal focus of the course was on subject matter rather than pedagogy.
- Interdisciplinary Courses such as general humanities necessarily require faculty qualifications that reflect the multi-disciplinary foundations of the particular course and must be evaluated on a case-by-case basis.
- Courses with a narrow focus such as art history or music appreciation are normally considered to be subject matter courses requiring subject expertise not broad interdisciplinary courses even if they carry the HUM prefix.

FIELD TRIPS

Field trips can be incorporated into a course but must receive prior approval from Division Chairs and the Vice-President of Academic Affairs. College vehicles may be reserved for this activity through Chuck Lewis on the Poteau campus.

FINAL EXAMS

The Admissions Office will distribute a schedule of final exam dates and times at least three weeks prior to the first final exam. Final exams will be given at advertised times during a semester. Do not give final exams before that week. If you have a student who needs to take an exam early, you will need permission from the Vice-President of Academic Affairs.

It is the responsibility of the instructors to notify the students of the date of the final exam and to decide what material the student should be tested over. The course syllabus should reflect the instructor's intention.

Instructors are **REQUIRED** to give a final for each course taught unless they have received permission from the Vice-President of Academic Affairs to not give a final. There are no exceptions. If approval is not received from the VPAA, and you do not give a final or meet during finals week, consequences will include but not be limited to a letter of reprimand placed in your file. Remember: the final class period is included in the minutes required by the OSRHE. Instructors are required to fulfill their contracted office hours during finals week, and to be available during the scheduled finals times.

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

GRADE APPEALS

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

PETITION FOR CHANGE OF GRADE

When and if a student elects to challenge a grade received in any course by making a petition to the Academic Affairs Committee within 90 days after the grade in question appears on the permanent record, a time will be set for the student to appear before the Academic Affairs Committee. The student and faculty member will both be given 10 minutes to address the committee and then respond to questions from the committee.

The student should bring a copy of his/her transcript, semester class schedule, course grade, course exams/papers, or other documents the committee deems appropriate. Faculty will be asked to provide similar relevant documentation to the committee.

The complete policy may be viewed in the CASC Policies and Procedures Manual section 2-76 O.

GRADE CHANGES

Instructors wishing to make grade changes may do so within 90 days of the end of the semester by completing the grade change form and submitting the form to the Academic Affairs Office.

GRADING POLICY AND STATEMENT

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

ID FOR CASC FACULTY

All full-time faculty must have a photo ID card. One can be made in the Office of Student Life at no charge.

INSTRUCTION

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

1. **Class Periods:** Instructors are expected to be prepared to instruct the appropriate clock minutes per week for each hour of credit. Thus, if you are teaching a three-hour class you will be expected to teach 150 minutes per week.
2. **Instructor Absence:** In the event that an instructor must be absent because of illness he or she should contact the Division Chairperson and students as soon as possible in order for other arrangements to be made.

INSTRUCTOR'S TEXTBOOKS

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

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

- The instructor should make recommendations for textbook selection to the Division Chair. Usually, the Chair will consult with other instructors in the department for their opinions.
- The Chair will recommend to the Vice President of Academic Affairs for a textbook choice for approval.
- Additionally, the instructor must generate a course syllabus listing the required and optional textbook(s) and file the syllabus in the Academic Affairs Office. Syllabi can be obtained from this office.

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

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

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

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

- Summer Term- April 1
- Fall Term- July 1
- Spring Term- November 1

MAKE-UP EXAMS

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

NO SHOWS

No-Show Process

- A student who has never attended (on-campus class) or never submitted anything (online class) should be marked as a "no-show" by the roster census date. This will drop them from the course without charge.
- It's really important for online courses, then, to have an assignment due before the census date.
- No-Shows should be submitted as close as possible to the census date to ensure students have the biggest chance of attending or logging in and completing an assignment.

Instructions

- Availability to submit no-shows will open two days before the census date.
- To submit no-shows, log in to Self-Service, select the course, and click "Drop Roster." Check the box in the "Never Attended" column, then click the "Drop" button on the right

side of the student's listing.

Two REALLY IMPORTANT POINTS:

- NEW: When a faculty member submits a no-show, the student will immediately lose access to course content in Blackboard.
- Students who are not dropped by the census date will be automatically charged. To save the student unwanted charges, it's really important to submit no-shows on time.

OFFICE HOURS

Full-Time Faculty are required to post and maintain a minimum of twelve (12) office hours during which a student can visit. These office hours do not include time in the classroom. The office hours of each instructor are to be posted outside the instructor's office door. These hours are to be included in the course syllabus and a copy filed with the Vice President of Academic Affairs. Office hours should be evenly distributed through the five-day academic week. Should teaching appointment load require online courses, that number of online credit hours should be added to weekly office hours for instruction (see physical presence requirement). Full-Time Faculty are required to spend at least 27 hours per week on campus.

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

PARKING PERMIT

All college students, faculty, and staff are required to possess parking permits. The permits can be obtained from the Front Office in the Mayo Building on the Sallisaw Campus.

PARTICIPATION IN SCHOLASTIC MEET (POTEAU)

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

PERFORMANCE EVALUATIONS

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

1. Student evaluation of teaching performance,
2. Student evaluation of advisement performance,
3. Faculty self-evaluation, and
4. Supervisor evaluation of the faculty.

Evaluations of the instructor are administered primarily to improve teacher performance and

effectiveness, but can also be used as reference during action of personnel retention or dismissal, which shall be the exclusive responsibility of the CASC Board of Regents.

ROOM ASSIGNMENTS

Room assignments are based on the needs of the particular class and are made by the Office of Academic Affairs. Instructors are not to move classes without receiving approval.

SUPERVISION

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

TORNADO/SEVERE WEATHER PROCEDURES

Taken from The Carl Albert State College Emergency Response Plan Quick Reference Guide:
MONITORING AND ALERT SYSTEM-- Poteau Campus:

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

TUTORING OF STUDENTS

For information on tutoring in the Academic Resource Center at the Poteau Campus, contact Terrie Bengs (1319). At the Sallisaw Campus, contact Marissa Armer(2253). Free tutorial services in all subjects are available through the Student Support Services and the ARC. A specialized reading program is available to increase students reading rates, comprehension, and vocabulary skills. The ARC offers free tutorial services to students interested in computer-assisted self-help materials or tutoring with professional/peer tutors. Free specialized, professional math tutoring is available in the STEM Center in the Reed Center for Science and Math.

FULL-TIME FACULTY INFORMATION

ADDITIONAL INSTRUCTOR RESPONSIBILITIES

Full-Time Instructors have the following additional responsibilities and duties:

- A. Assist, as assigned by the Vice President for Academic Affairs, as members of faculty committees in developing the instructional and educational programs and the educational philosophy of the college.
- B. Assist as needed in working with student activities, student clubs, and other out-of-class activities.
- C. Attend all scheduled faculty and committee meetings.
- D. Maintain a minimum of twelve office hours per week in addition to regularly scheduled teaching load. Office hours should be evenly distributed through the five-day academic week.
- E. Recommend textbook changes to the Division chairperson.
- F. Attend Commencement/Graduation Ceremonies.

COMMITTEES

Recognizing the effectiveness of the committee method in developing policies, procedures, and educational programs in higher education, the president of Carl Albert State College will yearly appoint all faculty and staff to the various standing and ad hoc committees available. The president also serves as an ex-officio member of all committees.

DEVELOPMENT AND GROWTH

Carl Albert State College encourages its faculty members to pursue activities which promote professional growth and increased expertise within their academic areas. Suggested activities include graduate work; participation in professional and civic organizations; attendance in workshops, study groups, and seminars; travel; private instruction; publishing research works; and other such learning activities. Professional growth and development is considered a fundamental part of the overall evaluation of the faculty member. Division chairpersons or other supervisors will evaluate each faculty member's development progress and see that such activities are placed in the permanent files located in the Office of Academic Affairs. Faculty are required to attend 20 hours of professional development during each academic year.

Faculty Growth

- A. Faculty members are required to make continuous professional progress while on the faculty of Carl Albert State College. Supervisory personnel are required to review annually with each division member the nature and progress of the faculty member's professional development and file a written report. Instructors are encouraged to realize professional progress through such activities as the following: completion of additional graduate work, participation in professional organizations and meetings, seminars, workshops, special study groups, independent study groups, independent study or research, scholarly travel, publishing and presentation, leadership in civic organizations, and other learning experiences.
- B. Professional growth will be considered a factor in the evaluation of teaching personnel.
- C. Twenty hours of annual documented professional development is required for all faculty members.
- D. Ratios for professional development experiences shall count on a 1-to-1 basis except in

the following cases or as approved by the Vice President of Academic Affairs on an individual basis:

1. completion of additional graduate work (5 to 1 ratio- 3-hour class= 15 hours of progress);
2. scholarly travel, publishing, and presentation (up to 10 hours as approved);
3. independent study or research (up to 5 hours as assigned);
4. leadership in civic organizations (up to 5 hours as approved);
5. other learning experiences (up to 5 hours as approved);
6. chairing a committee (up to 2 hours as approved).

DISABILITY/SALARY PROTECTION INSURANCE

This insurance is carried by the Section 125 provider for CASC and is available at employee expense. Selection of this coverage is done upon employment and/or at the annual Option Period Enrollment time.

FACULTY ASSOCIATION

The CASC Faculty Association was organized on January 30, 1978 and was sanctioned by the CASC Board of Regents on March 21, 1978. This organization can effect changes in policy at CASC and can serve as a vehicle for such recommendations to the college president.

LEAVE OF ABSENCE

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

- Convenience Leave - Full-time employees have up to three days of convenience leave per year which may be granted to a regular full-time employee by the President. Application should be made through the processing of a Request for Leave form according to established attendance procedures.
- Maternity Leave - An eligible employee's sick leave and/or vacation leave may be used as maternity leave by any full-time employee. CASC abides by the state and federal regulations for Family and Medical Leave for the birth or adoption of a child. [See Section 4-31 of the CASC Policies and Procedures Manual].
- Sick Leave - Leave or absence from work is at times unavoidable. The instructor who becomes ill must contact the Division Chair or supervisor so that a substitute can be found for the one class period or for an extended period of time. Full-time employees have sick leave available at the rate of one and one-quarter days per month. An employee can accumulate up to 160 days. Upon termination, unused sick leave will not be compensated and sick leave days taken in excess of the amount earned will be deducted from the final paycheck. Sick leave may be used for dental or medical appointments. [See Section 4-21 of the CASC Policies and Procedures Manual]
- Extended Illness - Illness that extends for a lengthy period may necessitate the need for a substitute instructor. In the case of a brief illness, other employees of the college may absorb the work. An instructor should first visit with the Division Chairperson. A leave of absence due to the death or serious illness in the immediate family of an employee, not to exceed three (3) days at one time, shall be granted without loss of pay. This leave is granted at the discretion of the President and does not accrue. [See Section 4-22 of the CASC Policies and Procedures Manual].

- Medical Emergency Leave and Bereavement - The college's Family and Medical Leave Policy (FML) incorporates provisions of existing leave policy and the federal Family and Medical Leave Act (FMLA) of 1993, as amended. It is designed to enable employees to balance their work responsibilities with the demands of caring for family members or in the event of serious personal illness or injury. To be eligible for FML, an employee must have one year of employment, at least six months of continuous service at the college, and have worked at least one thousand two hundred and fifty hours during the twelve months prior to the start of FML. An eligible employee will be granted up to a total of twelve work weeks of leave (combined paid and unpaid) in a twelve-month period in accordance with the provisions. [See Section 4-31 of the CASC Policies and Procedures Manual].

LIFE INSURANCE

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

PAYROLL DEDUCTIONS

Members of the faculty and other professional employees are required by State law to participate in the Oklahoma Teachers Retirement System (OTRS). Subject to availability of funds, the College pays the retirement contribution on behalf of eligible employees. Full-time employees are encouraged to supplement the OTRS with a tax-sheltered annuity (403b or 457 plan), which would be set up on an automatic payroll deduction.

PHYSICAL PRESENCE

Faculty are expected to maintain a physical presence on campus for at least 27 hours per week. Should the teaching appointment load require online courses in place of lecture courses, that number of online credit hours should be added to weekly office hours for instruction (For example, if the load requires 12 hours of lecture and 3 online, then the faculty member would add 3 more office hours each week for online instruction) in order to maintain the required physical presence on campus of at least 27 hours per week. Similarly, any release time from teaching load for added duties must be offset with weekly administrative office hours.

RETIREMENT

Carl Albert State College and its employees participate in the Federal Social Security program and the Oklahoma Teachers' Retirement System as provided by law. The College encourages eligible employees to supplement these retirement programs through participation in tax-sheltered annuities, 403(b) or 457, as established by the Internal Revenue Code.

- A. CASC pays the required matching Social Security contributions for all employees (except exempt student workers)
- B. For eligible participants, the College pays a contribution to the Oklahoma Teachers' Retirement System. Institutional contributions to the Retirement System are subject to availability of funds and guidelines established by the College.

SALARIES

Salaries are determined on an individual basis, taking into account experience, educational

background, and position sought. Overload pay applies to the instructor who teaches in excess of the contract load, usually 15 hours. Overload pay is not mandatory and should not be expected, but is available on an as needed or as assigned basis. Generally, overload is no more than 2 additional sections, or 21 hours per semester.

TEACHING LOAD

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

VACATION

Faculty Employees do not accumulate vacation time. Immediate supervisors must approve time off during the regular semester.

ADJUNCT-SPECIFIC FACULTY INFORMATION

Before Classes Begin:

- Obtain desk copies of your textbooks, course syllabus and outline from your Division Chair.
- Locate your classroom(s) and exact time(s) of the class(es) you will be teaching.
- If you are planning to teach an online class, you must have attended Blackboard training prior to the beginning of the semester in which you would like to teach.
- Log into SelfService and verify you can view your Course sections, rosters, and student enrollment.
- Check with your Division Chair for the procedures used to obtain a grade book (if desired) and/or other supplies you will need from the bookstore. Grades should be recorded in Blackboard and kept up-to-date. You are responsible for ensuring grades are posted correctly; therefore, you must make sure a copy of your grades and your contact information are available so that the Registrar's Office can contact you if necessary.
- Read the catalog to know the mission of the institution and the general rules and regulations. The catalog is available online.
- Update your course syllabus in your Blackboard shell using the Simple Syllabus tool. Make changes to due dates in Blackboard, not just on Simple Syllabus; the software will revert to Blackboard dates on feed updates.
- Prepare a syllabus using the Simple Syllabus tool in Blackboard. Add a Simple Syllabus tool link to the left sidebar and/or the "Welcome" page in your blackboard course. Include/ verify the following as relevant to your course:
 - meeting times
 - contact information including your assigned Carl Albert email address
 - Course Description (from course catalog)
 - Course Outcomes: include CEP outcomes if available (General Education outcomes are included in Institutional Policies section)
 - Course materials like textbooks/ebooks and/or anything students will need for the class
 - Course policies, expectations, evaluation and grading information
 - Course schedule including breaks
- Check your email regularly.
- Turn in your current course syllabus and outlines indicating course objectives and competencies to your Division Chair.
- If you are teaching a lab course, review all safety procedures.
- When needing to schedule audio-visual and/or other equipment, contact the Library at least two days in advance.
- The Office of Academic Affairs or your Division Chair will inform adjunct faculty of any meetings they need to attend.
- Check the institutional calendar for holidays, due dates, etc.
- Check with Division Chairs about procedures for support with typing, duplication, etc.

KEYS TO OFFICES OR CLASSROOMS

Keys to office or classroom buildings are generally not given to adjunct faculty. Buildings and rooms should be open and accessible to both instructor and student during scheduled classroom hours.

OFFICE HOURS

Adjunct Faculty are not required to have office hours. However, faculty, including adjuncts, are expected to meet with students who need additional help or advice. Generally, adjunct faculty meet with students in the classroom or the library. If you need other accommodations, please discuss your needs with your Division Chair.

PAY PERIODS FOR ADJUNCT

Pay for Fall is divided among four months: September, October, November and December. Pay for Spring is also divided among four months: February, March, April and May. Summer pay is divided among two months: June and July. There is no pay in January or August.

RESIGNATION/LEAVE OF ABSENCE

Adjuncts not teaching the next term or are not teaching the same course must leave all materials with the Division Chair, or the Sallisaw Campus Director. All books, supplemental materials, and any other items owned or provided by the college must be returned before resignation is complete.