

Local Policies and Procedures

Augusta Technical College

Local policies supplement and augment, but do not
supersede, SBTAE policies.

Revised 10/02

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COLLEGE GOVERNANCE

1. The governing board for Augusta Technical College is the State Board of Technical and Adult Education. This board is composed of 20 members, appointed by the governor, one from each of the eleven congressional districts and nine at large.
2. The state board in turn delegates specific authority to the commissioner and to the Board of Directors of Augusta Technical College who in turn delegates authority to the president of the college. The Board of Directors of Augusta Technical College approves policies and procedures. The president is responsible to the commissioner for all personnel and purchasing matters.

Cross Ref.: SBTAE Policy I. F. 1.

BOARD COMMITTEES

COMMITTEE STRUCTURE: Committees of the Board of Directors of Augusta Technical College are Community Services; Operations; and Plans, Programs, and Services. Board members usually rotate to a different committee annually.

Cross Ref.: SBTAE Policy I. D. 1. a.

OTHER POLICIES AND PROCEDURES

There are publications that reflect detailed policies and procedures that govern the operations of the college. In addition to having access to a State Board of Technical and Adult Education Policy Manual and Augusta Technical College Policy Manual, policies and procedures may be found in:

- a. Augusta Technical College Catalog
- b. General information brochures
- c. Individual program brochures
- d. Augusta Technical College Student Handbook & Wellness Guide
- e. Augusta Technical College Employee Handbook
- f. Program Standards, and Program Guide, and Institutional Standards, and General Program Standards
- g. Augusta Technical College Maintenance and Safety Manual
- h. Augusta Technical College Curriculum and Assessment Reference Guide
- i. The Department of Technical and Adult Education Certification Manual

All college policies and procedures are evaluated and revised periodically.

Cross Ref.: SBTAE Policy I. F. 1

DEPARTMENT BUDGETING

Budget allocations take into consideration factors such as state funding, enrollment projections, new programs, and targeted expenditures. Continuation budgets will be allocated to each department/division on an annual basis. Special allocations will be made on a case-by-case basis.

Instructional:

Department chairpersons, after receiving input from personnel within the department, should prepare a budget request for the department. This request should detail supply, equipment, and travel requests for the fiscal year, July 1 through June 30. These requests are then submitted to the supervising dean. The dean will review the requests with the chairperson. Note: Programs at Waynesboro and Thomson will be considered departments for budgeting purposes. Budget requests should be submitted to respective Vice President for Operations.

The Vice President for Instruction and Student Services or Vice president for Operations will meet with the deans, no later than May 30 of each year to review budget requests for travel, supplies and other (ex. Accreditation fees) and make recommendations for funding for the institutional budget. These requests are submitted to the Vice President of Administrative Service who, in conjunction with the President, prepares the budget recommendation for the Board of Directors.

Equipment budgets are determined through state allocation and targeted programs. The Vice President for Instruction and Student Services and Deans will meet no later than November 1 of each year to allocate equipment budgets.

Departments will be notified by their dean of approved/disapproved requests.

The business office will prepare monthly expenditure reports. The Vice President of Instruction and Student Services or Vice President for Operations will distribute these to the deans who will then distribute to the department chairperson.

Division Directors:

Division Directors will follow the process above by submitting their budget request to the respective Vice President.

NOTE: Equipment orders are generally processed one time per year. If a request is not processed, it is returned to the Dean. The Dean then notifies the department of the status

Department/division budget funds, which are not spent by May 31 of each year, will be reallocated to departments who have additional needs. If unused funds become available departments will be notified to submit additional requests. If adequate funds are not available for these to be processed, they are returned to the Dean. The Dean then notifies the department.

CASHIERING

The business office is responsible for collecting, depositing, and record keeping of all funds. All employees who handle funds are bonded. Any monies collected and not deposited the same day must be kept in a locked , secure place.

Procedures are as follows:

Student Fees: Student registration is finalized in the admissions office. Student fees are assessed through the Banner student registration system. Admissions personnel collect the amount due for all fees. The student is given a receipt for the total payment. If the student receives financial aid, a receivable account is created when payment is assessed. Each cashiering session must be closed at the end of each day. These sessions are balanced with the payments collected. They are then forwarded to the business office no later than the next business day. The business office verifies the deposit with the cashiering session. The funds are then deposited in the appropriate bank account and recorded in the accounting system. **NOTE:** At the Thomson and Waynesboro campuses, funds are collected by the admissions office and/or the accounting personnel. Deposits are verified by a different person. Deposits and made to the appropriate bank accounts in each respective city. Deposit slips and cashiering sessions are forwarded to the business office for recording in the accounting system.

Live Work: Each department having live work projects collects the monies within the department and/or deans office. A receipt must be issued to the customer. A copy of the receipt and the money collected, must be turned in to the business office on a daily basis. The business office verifies the receipts and money. A deposit is then made to the appropriate bank account. The deposit is recorded in the accounting system.

Enterprise: All enterprise sales are recorded through the bookstore software program. Customers are issued a receipt for their purchase(s) showing type of payment. Sales activities are to be closed at the end of each day. The cashiering report is reconciled with the payments. Money is forwarded to the business office no later than the next business day. The business office deposits and records in the accounting system.

Billings: All receivables are documented through student billings and/or invoices for reimbursements. The receivables are recorded in the appropriate A/R system (Banner/People Soft). When funds are received, the payment is deposited. The amount is then posted against the A/R account.

Miscellaneous: Each department/individual authorized to collect monies for other services, i.e. LPN testing, etc., must issue a receipt for amount collected. Money must be turned in to the business office daily. Funds will be deposited and recorded in the accounting system.

BANK ACCOUNTS

The president, with the approval of the State of Georgia Office of Treasury and Fiscal Services shall determine the financial institutions for the depository of Augusta Technical College funds. The president shall ensure that such funds are only deposited in financial institutions insured by the F.D.I.C.

Cross Ref.: SBTAE Policy II. A. g. i.

INVESTMENTS

All investments shall be made and reported in accordance with the State of Georgia Office of Treasury and Fiscal Services policy.

The college is permitted to establish checking accounts, which will earn interest on the funds on deposit. The college is permitted to use the interest for appropriate educational purposes.

Revised 7/1/02

FOUNDATION PURPOSE

The Augusta Technical College Foundation has been established as an independent corporation in accordance with Internal Revenue Service codes. All funds raised are for the support of Augusta Technical College. The Augusta Technical College Foundation has an independent budget and accounting system and funds are audited annually by an independent auditor.

Cross Ref.: SBTAE Policy II. A. 2. g. iv.

FUND RAISING

All fund raising activities not associated with the Augusta Technical College Foundation must be approved by the president.

All funds collected must be reported and handled as directed by the Vice President for Administrative Services.

Cross Ref.: SBTAE Policy V. P.

GIFTS AND ENDOWMENTS

1. Revenues from philanthropic foundations, private individuals, or private organizations for which no repayment or special service to the contributor is expected shall be accepted. If repayment or special service to the contributor is expected, it shall not be accepted. Acknowledgement of the source of the revenue shall be allowable.
2. Contributions from private sources shall not be used to supplant existing State, federal, or local funding.
3. The president shall approve all grant proposals.

Cross Ref.: SBTAE Policy II. A. 2. g. iv.

SUPPLY AND EQUIPMENT PURCHASES

1. Each program of study must have adequate equipment, maintenance, and supplies in order to maintain a successful educational program. The annual budget of the college authorizes money for the procurement of equipment.
2. Sufficient funds are not available to update all capital equipment for every program each year; therefore, a priority list must be established in an effort to utilize funds in procuring equipment for programs throughout the entire college.
3. Equipment requested must be directly related to the teaching of an approved curriculum.
4. Funds for equipment are usually allocated at the beginning of each fiscal year.
5. Each instructor and/or department should maintain a continuous list of needed equipment and keep this list with a priority rating. This list should also include specifications, number of units required, possible vendors, approximate cost, and justification for the need of the equipment. A copy of this list should be given to the dean or director each year when the priority for capital equipment purchases is being determined.
6. When the decision for purchases is made, the purchasing procedures furnished from the business office must be followed.

Cross Ref.: SBTAE Policy II. C. 9

SUPPLY AND EQUIPMENT PURCHASING PROCESS

Purchasing laws are referenced in the Official Code of Georgia, Annotated, Section 50-5. The commissioner of Administrative Services is authorized and empowered to make all rules, regulations, and stipulations and to provide specifications to carry out the terms and provisions of the laws and codes. Thus, as a State agency, Augusta Technical College personnel are bound by state purchasing procedures as directed by the Department of Administrative Services.

When a purchase is made contrary to the rules and regulations established by the Department of Administrative Services, the order/contract shall be void and of no effect. Any official of an Agency or Institution that willfully purchases or causes to be purchased any materials, supplies of equipment contrary to the rules and regulations shall be personally liable for the cost thereof. If paid for from State funds, the amount may be recovered in the name of the state in an appropriate action instituted.

The Vice President for Administrative Services is the delegated purchasing agent for Augusta Technical College. Questions should be directed to the vice president or the purchasing specialist.

Guidelines for submitting requests for supplies and equipment are as follows:

All requests should be submitted on the purchase requisition form. The form has an original and a copy. Both of these forms are to be submitted to the business office after approval by the dean/director and appropriate vice president. All spaces on the requisition form must be completed.

The requisition should be signed by the employee completing it in the "signature" space. When approving, the supervising dean/director will sign in the "approved by" space, fill in the date, and forward to the appropriate vice president for approval and dating.

The account # and P.O. # spaces are normally completed in the business office. When necessary to call for an emergency purchase order, the number given must be written in the appropriate space.

REGULAR PURCHASES. It is desirable to obtain three price quotes for all regular (non state contract, etc.) requests under \$5,000. Shipping costs should be added as a line item under description. Minority vendors must be considered when obtaining price quotes. For items over \$5,000, the business office must obtain quotes through the People Soft Purchasing module or forward to DTAE/DOAS for bidding. Therefore, only one price is needed, but additional suggested vendors must be shown

STATE CONTRACTS. Items on State contract need only one source. State contracts usually deal with services and equipment. If a vendor states that they have a State contract, the number of that contract must be recorded on the purchase requisition. State Contract information is available in the business office through the internet. State

Contracts should always be considered first. The business office also monitors requisitions to determine if a contract is available.

SOLE SOURCE. Sole Source is used when all means of obtaining other sources has been exhausted i.e. when a sole brand can be purchased from only one vendor; a repair part can only be obtained from the manufacturer of the equipment; forms to be used with scanners must be provided by the supplier of the equipment. A sole source form, available in the business office, must be completed and appropriate documentation provided.

SOLE BRAND. Sole Brand is used when other products are unacceptable. i.e. the item requested is a component of another piece of equipment; equipment must match existing equipment for instructional purposes, etc. A sole brand form, available in the business office, must be completed and appropriate documentation provided.

OFFICE SUPPLIES AND PAPER PRODUCTS. Generally, most office supplies and paper products are available through state contract. This information is provided to each department by the business office.

EQUIPMENT. Equipment budgets are usually allocated once per fiscal year. Therefore, purchase requisitions should provide complete descriptions with an estimated cost. Once the budget is allocated and purchase requisitions are forwarded to the business office, departments will be contacted for all additional needed information. The business office will obtain appropriate approvals, i.e. GTA; State Board. After approvals, the order will be quoted and/or bid.

When approved purchase requisitions are received in the business office, they are reviewed for appropriate action. Typically, unless quoting, bidding or other action is required, a purchase order will be issued. The purchase is faxed/mailed/called in to the vendor. A copy of the purchase order/receiving slip is forwarded to the employee completing the requisition. All correspondence with the vendor must be with business office personnel.

Employees who do not receive a copy of a purchase order within one to two weeks should contact the appropriate supervisor to determine that the order has been forwarded to the business office.

When requested items are received, the receiving copy of the purchase order must be signed and returned to the business office along with any packing slips and/or invoices that may have been included in the shipment. If partial orders are received, the packing slip should be signed and returned to the business office. The receiving copy of the purchase order should be retained until the order is complete.

Equipment repairs should be requested on a purchase requisition. Employees should receive permission from their supervisor to solicit repair estimates from vendors. A

vendor must not be given permission to repair items until the purchase requisition has been submitted and a purchase order issued.

The above are general guidelines to insure adherence to purchasing procedures, Specific questions, not covered above, should be addressed to the business office. Employees are cautioned that Failure to follow the purchasing process could result in the employee being personally liable for payment of orders placed which are not in compliance with the process.

Revised July 1, 2001

MAINTENANCE AND REPAIRS

1. All required maintenance or repairs to buildings or fixtures must be requested through a work order, signed by the supervisor and forwarded to the business office.
2. Repairs to instructional equipment are to be requested on a regular purchase requisition. Estimates of costs should be given and labeled “estimate” when the exact cost cannot be determined.

Cross Ref.: SBTAE Policy II. B.

EQUIPMENT MAINTENANCE

1. Each instructor is responsible for the inventory, use, maintenance, and repair of instructional equipment.
2. A perpetual inventory must be used daily to account for miscellaneous tools and equipment maintained in tool rooms.
3. No individual may be allowed to operate equipment without proper safety and operational instructions.
4. All malfunctions or losses of equipment must be reported immediately to the appropriate dean or director and business office
5. A Vandalism and Robbery Report must be completed for all missing equipment.
6. Each instructor must insure that equipment is not abused or misused by students. Damage to equipment by students, in violation of directions, should result in disciplinary action.

Cross Ref.: SBTAE Policy II. C. 9.

EQUIPMENT INVENTORY AND CONTROLLING PROPERTY

Responsibility

1. Personnel in the business office will maintain the statewide computer system for equipment control.
2. Purchases of equipment items that exceed \$1000 in cost will be added to the statewide computer system.
3. Inventory decals will be affixed to property once received, and physical inventories will be conducted at least once a year.
4. When equipment is purchased and received, personnel in the business office will;
 - a. enter the data into the statewide computer system and assign decal numbers
 - b. attach an assigned decal number to each

Conducting Inventory

1. At a minimum of once a year personnel in the business office will generate a computer listing of all property and send the listing to the appropriate personnel.
2. Personnel in various departments will conduct physical inventories, mark through equipment on the list, which cannot be located, and add items not appearing on the list. Any deleted items must be explained in writing.
3. The responsible director or vice president will return the listing to the business office where subsequent adjustments to the inventory record will be made.

Reporting Missing or Stolen Property

The president, vice president, or designee will report any stolen item(s) to the local law enforcement agency and to the Vice President for Administration within 24 hours of discovering that the item was stolen.

The president, vice president, or designee will document the reason the property is missing and forward this documentation to the Vice President for Administration within 24 hours of discovering that the item was missing.

Personnel in the business office will enter change transactions on the inventory records to indicate the property is missing.

Cross Ref.: SBTAE Policy II. C

ANNUAL CALENDAR

Classes for students must meet a minimum of 208 days per year.

The calendar must include a minimum of 22 days designated as workdays and in-service days for all certificated personnel.

Days planned for annual leave and holidays will be designated on the calendar.

The calendar will begin on July 1 and end on June 30 for each academic year.

An official calendar will be developed and published annually.

Augusta Technical College desktop calendars are not official calendars.

Day and evening associate degree and diploma programs are offered with quarters beginning in late September (Fall Quarter), early January (Winter Quarter), late March (Spring Quarter), and early July (Summer Quarter).

Each quarter consists of 52 class days or the equivalent. Most programs have entrance dates fall quarter; other possible entrance dates vary with particular programs. For specific details on associate degree and diploma programs, see the college catalog.

Cross Ref.: SBTAE Policy IV. G.

COPYRIGHT MATERIAL

Employees must not violate copyright laws and regulations when reproducing printed material, videos, computer software, or any other copyrighted material. A guide, "Use of Copyrighted Material" is available in the library at each campus.

COMPLIMENTARY TEXTBOOKS, TOOLS AND EQUIPMENT

Textbooks, tools, equipment, etc., given to Augusta Technical College employees by vendors are given because of the employee's position. Therefore, all such items become property of the College and may not be sold, traded, or discarded in any manner other than that designated for similar State Property.

Cross Ref.: SBTAE Policy II. E.

USE OF TOBACCO

Background:

The use of tobacco products is a personal privilege, not a right which, when abused or excessively practiced in the presence of both tobacco users and non-tobacco users, can be offensive and even harmful to health. The purpose of the policy is to minimize the ill effects of tobacco use on Augusta Technical College campuses.

Policy Statement:

1. Augusta Tech is a smoke-free environment. Therefore, there shall be no use of tobacco products (to include cigarettes, cigars, pipes, or smokeless tobacco) in buildings on campus.
2. Smoking will be allowed at designated locations.
3. Violations of this policy should be reported to an administrator or instructor for further action.

Cross Ref.: SBTAE Policy II. C. 7.

SUBSTANCE ABUSE

I. INTRODUCTION

In recognition of the growing problem of substance abuse, it is the policy of Augusta Technical College that the president of the college shall take all reasonable measures to assure that drug use by employees or others does not jeopardize the safety of the college operations or adversely affect the public's trust in the ability of the college to carry out its responsibilities.

Substance abuse can produce errors in judgment, loss of vigilance, and poor coordination, causing accidents and loss of public trust. Therefore, our goal is to establish and maintain a safe work environment free from the effects of substance abuse.

II. POLICY

The following is the Augusta Technical College's substance abuse policy:

- A. The use, possession, dispensation, distribution, or manufacture of controlled substances is strictly prohibited at all times and all places. Such activity, even during nonworking hours, clearly affects an employee's ability to perform duties. Violators will be subject to disciplinary action up to and including discharge. For purpose of this policy "drugs or controlled substances" includes illegal or legal drugs taken for non-medical reasons. It does not include prescription medication taken in accordance with a physician's instructions. However, if a prescription or non-prescription drug interferes with job responsibilities, then the immediate supervisor must be notified by the employee using such drug.

Appropriate law enforcement agencies will be notified of any controlled or illegal substances found on Augusta Technical College property and these substances will be disposed of in accordance with their instructions. Some of the drugs, which are illegal under Federal, State, or local laws, include, among others marijuana, heroin, hashish, cocaine, hallucinogens, inhalant and designer drugs, depressants and stimulants not prescribed for current personal treatment by a licensed physician.

- B. Urine tests will be used for drugs and controlled substance detection. Tests will be paid for by Augusta Technical College.

- C. The private interests of employees and the legitimate interests of Augusta Technical College in implementing and maintaining a substance abuse program will be accomplished by (1) limiting the extent of inquiries to those necessary to effectuate the substance abuse policy; (2) assuring that disclosure of, and access to, information is on a strict need-to-know basis; and (3) informing employees of the purpose for which information is sought.
- D. All applicants for employment will be required to do the following as part of the employment process:
1. Sign a substance abuse coverage form, which states that the applicant has read, understands, and is subject to the substance abuse policy as a condition of employment. The signed form will be retained in the applicant's personnel file.
 2. Sign a test consent form authorizing appropriate tests to identify the presence of drugs or controlled substances and release of test results to the proper authority. The signed form will be retained in the applicant's personnel file.
 3. Prior to becoming a permanent employee of Augusta Technical College, an applicant may be required to submit to a substance abuse test. Positive test results may prevent a potential employee from gaining employment since the employment process cannot be completed.
- E. The president of Augusta Technical College or designee will make a public announcement of its substance abuse policy. Further, employee communications will be undertaken to ensure that each individual employee understands the policy's requirements and the obligation to cooperate fully in the testing program.
- F. All employees will be expected to cooperate in submitting urine samples under the following guidelines as a condition of continued employment.
1. For-cause test for substance use when management has cause to suspect that job performance, work place incident, or unusual behavior may be related to substance use.

The number of employees requested by management to participate in a for-cause test may range from a single employee to all personnel who were involved in an incident or who were working in or had access to the work area in which the incident occurred.
 2. When there is a positive for-cause substance test for a probationary employee the employee may be terminated immediately.

3. When there is a positive for-cause substance test for a regular employee, the employee may be placed on leave without pay. The employee will have ten (10) days to enter an approved detoxification and rehabilitation program at no cost to Augusta Technical College. If not enrolled in ten (10) days, the employee will be terminated.

Prior to returning to work the employee shall submit to the resident of Augusta Technical College, in writing, proof of completion of the program and competence to return to work.

Upon re-entering the work force the employee will be on probation for three years and subject to random substance test periodically, but at least once every six (6) months for the three year period. A positive test during this three-year probationary period will result in immediate termination.

- G. Supervisory employees are to be constantly alert for any infractions of this policy and are responsible for identifying personnel whose behavior indicates they may be using prohibited substances. The supervisor is also responsible for ensuring that the president or designee is notified.
- H. Refusal to submit a urine sample will result in the employee being considered as having refused to follow reasonable instructions connected with a condition of employment and thus subject to disciplinary action up to and including discharge.
 1. If an employee is arrested or convicted (including a plea of nolo contendere) of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violations occurred at the workplace or elsewhere, the employee or others must notify the president of Augusta Technical College in writing of each arrest or conviction within five days of the arrest or conviction. Arrest for a drug related crime may result in suspension with or without pay. Conviction of a drug related crime or a plea of nolo contendere will result in dismissal from employment.

Cross Ref.: SBTAE Policy III. O

SAFETY

The quality of the college is directly related to the effectiveness of college's efforts to promote safety and provide healthy working conditions. The performance in these areas is indicative of the college's ability to manage and supervise. Supervisory people are expected to direct, control, and motivate employees and students in safety and health.

All employees, as a condition of employment, are expected to follow, without exception, safe practices in the performance of their duties and responsibilities. If individuals have forgotten or feel that proper instructions have not been given, questions regarding the proper procedure should be directed to their supervisor or to the safety director.

Cross Ref.: SBTAE Policy II. D. 1.

BOMB THREAT

In the event of a bomb threat, the following procedure will be used:

- The recipient of the threat will attempt to obtain any information which would help identify the specific area of danger and the caller
- Notify personnel in the president's office and the business office.
- Designated personnel in the president's office or the business office will notify local authorities.
- Activate fire alarm and evacuate the building using the same procedures as a fire drill.
- Everyone should evacuate at least 500 feet, if possible, from the building.
- Safety teams, previously identified, will enter the buildings and carefully check for anything that looks suspicious.
- After this check is completed, staff and faculty will enter buildings for a second check.
- Students will return to the buildings, and classes will resume, when buildings have been declared safe.

Cross Ref.: SBTAE Policy II. D. 1.

EMERGENCY DRILLS

FIRE DRILLS:

1. It is the responsibility of the safety committee and dean or director of each building to prepare and implement an organized program for the prevention of fires and to provide procedures for 12 annual mandatory fire drills and for the two annual mandatory disaster drills.
2. Fire and disaster drills are required for both day and evening hours.
3. All fire and disaster drills must be documented. (See Augusta Technical College Maintenance and Safety Manual.)
4. Each campus building will have a fire evacuation plan posted on a bulletin board.
5. All drill alarms will be sounded on the fire alarm system. If the system is inoperative, another signal system will be used.
6. When the alarm is sounded, staff and instructors will cease all activity, take their roll books, and proceed to the nearest available exit in an orderly manner.
7. During a drill, instructors, staff, janitors, and students should close classroom doors when leaving the building. Corridor and exit doors should also be closed.
8. Each class or group will proceed to a predetermined point outside the building and remain there while instructors check roll.
9. The all clear or recall signal will be given by the person sounding the alarm.
10. After the drill is over, the dean or safety committee member will complete two copies of the fire prevention form. The original copy will be sent to the Safety Director, Building 100.

TORNADO

1. When a tornado watch stating that tornadoes are probable is received:
 - a. Instructors will continue regular classroom/shop activities.
 - b. Instructors will inform students of the possible danger.
 - c. The instructor, supervisor, or safety member will assign someone to serve as a lookout from all sides of the building.

2. When a tornado warning stating that a tornado has actually been sighted is received:
 - a. One person should go to the building fire alarm panel and activate by three (3) short rings. Three (3) short blasts from a horn will be used when alarms are not available.
 - b. Open as many windows in the exterior wall as practical and lower blinds and/or drapes.
 - c. Open and leave open class lab doors leading into halls (corridors).
 - d. Relocate students to corridors and have students sit on floor with their backs to the corridor walls. Coats and jackets should be used to cover heads, arms, and legs. Everyone should be located in the corridors as near the center of the building as possible. In special cases it may be necessary to leave students in classrooms. This decision will be made by
 - e. Remain there until notified by a safety member committee member or supervising dean or director to return to the classroom or lab.
 - f. The all-clear signal for a tornado warning is four (4) short blasts from a horn, or information received from a supervisor.

Cross Ref.: SBTAE Policy II. D. 1

NUCLEAR ATTACK

1. It is the responsibility of the dean or director to prepare and implement procedures for each building to be followed for nuclear attack.
2. The procedure shall be posted on campus building bulletin boards.
3. The signal for a nuclear bomb attack will be given by the building safety member, instructor, dean, or director.
4. Instructors will keep their class roll books with them during an alert.
5. The nuclear attack plan for the specific classroom, office, and laboratory will be followed.
6. In general, all personnel will go to the lowest available floor level, gather adjacent to the largest load-bearing wall, get down on one knee, and shield their eyes with arm(s).
7. The clear signal for the nuclear bomb attack will be given by the building safety member, instructor, dean or director.

Cross Ref.: SBTAE Policy II. D. 1.

ACCIDENT AND INCIDENT REPORTING

1. Any employee witnessing an accident and/or incident occurring on campus or learning of one happening must immediately report it to the appropriate dean or director.
2. The President, Vice President for Administrative Services, and Vice President for Instruction and Student Services, or Vice President for Operations must be notified immediately of any accident and/or incident, which occur on campus.
3. An accident/incident report will be completed for every accident that occurs on a campus.
4. The appropriate dean or director shall be responsible for completing an accident report form in duplicate immediately after an accident.
5. The original report should be sent to the Vice President for Administrative Services and the duplicate should be retained in the dean's or director's files. Accident report forms are provided.
6. If an employee, student, or anyone visiting the college sustains injuries, an accident form is required and the dean or director should immediately notify the safety director and Vice President for Administrative Services.

Cross Ref.: SBTAE Policy II. D. 1.

SEVERE INCLEMENT WEATHER

The president or designee shall make the determination to close the facilities in case of severe inclement weather or for other emergency conditions.

Cross Ref.: SBTAE Policy II. C. 11.

EARLY DISMISSAL OF CLASS

1. Decisions affecting the entire student body will be made by the president or designee.
2. The appropriate dean or director will determine when a class may be canceled or dismissed early.

Cross Ref.: SBTAE Policy II. C. 11.

CAMPUS SECURITY

Therefore, Augusta Technical College employs special duty officers to enforce security rules and regulations including the code of conduct and traffic and parking regulations (see the Augusta Technical College Student Handbook). Students and employees shall not interfere with the officers and must provide assistance and cooperation.

All emergencies, thefts, vehicle accidents, injuries, suspicious persons, and suspicious activities must be reported to the Vice President for Administrative Services, Building 100, (706) 771-4009 and the supervising vice president/dean for the area or campus affected.

Cross Ref.: SBTAE Policy II. D. 2.

TRAFFIC AND PARKING REGULATIONS

Regulations are designed to make traffic and parking on campus as safe and convenient as possible. The regulations apply to students, college employees, and visitors.

All motorized vehicles must be registered. Each person operating a vehicle on campus will be issued a campus parking decal, which must be placed in a designated area on an automobile.

Pedestrians will have the right-of-way at all times.

The following are violations of college policy as well as county and state laws:

1. exceeding speed limit as posted;
2. parking in illegal, restricted, or reserved zones;
3. parking on lawns or walks;
4. no campus parking decal;
5. driving on sidewalks, walkways, shrubs, or lawn;
6. backing into parking space (front parking only);
7. parking adjacent to all curbs, including yellow curbs, or areas posted 'No Parking;'
8. running a stop sign; and
9. any other violation of county and state laws.

These regulations are in effect 24 hours a day. Violations will be enforced and are subject to penalties and fines. Repeated violations of any kind will result in fines. Students who are delinquent in the payment of fines will not be allowed to register for subsequent quarters, or receive quarterly grade reports, transcripts, diplomas, or other student records until all fines are paid. Hazardous and improperly parked vehicles will be towed at the owner's expense.

Parking permits for student vehicles may be obtained in the admissions office.

Cross Ref.: SBTAE Policy II. C. 2. and II. C

Augusta Technical College Vehicle Use Policy

Motor Vehicle Use Program

Augusta Technical College employees may have work assignments that involve driving a vehicle to accomplish state business. The College maintains a fleet of vehicles, rents vehicles and authorizes the use of personally owned vehicles to support these assignments. Vehicles can be reserved by completing a Request for Use of State Vehicle Form (Attachment A) and forwarding it to the Business Office for approval. Ensure that all of the conditions stated on the form are understood before signing and submitting the request. Vehicle availability can be determined by calling extension 4013. The use of rental and personally owned vehicles will be authorized in accordance with State Accounting Office Guidelines. In an effort to promote a safe work environment and reduce the number of motor vehicle accidents that occur on-the-job, Augusta Technical College requires that all employees comply with the procedures outlined in this policy while driving on state business in a state vehicle, rental vehicle or personal vehicle.

- Applicability** This policy applies to all employees who drive on State of Georgia business regardless of frequency of driving.
- Driver Qualifications**
1. Before driving on state business, employees must certify that they can safely operate the vehicle by completing a *Driver Acknowledgement* (Attachment B).
 - 1.1. The Risk Manager for the College will review completed forms and ensure that all safety standards have been initialed. If an employee cannot meet a safety standard because of points, accidents, or convictions, the Risk Manager will determine if the employee's driving record is too risky for the employee to drive on state business. If the Risk Manager determines that the risk is too great, the authorization will be declined and the employee will not be able to drive on state business. However, the Risk Manager can evaluate the risk and still grant the employee authorization to drive if the employee views a driver safety video and completes an approved defensive driving course at no expense to Augusta Technical College.
 - 1.2. Employees that drive on state business routinely or frequently are required to complete the Driver Acknowledgement form annually. Employees who drive on state business infrequently must complete a new form before each trip.
 - 1.3. The Business Office will retain the form with a photo copy of the employees drivers license in the vehicle log.
 2. Employees must have a valid license in their possession while operating a vehicle on state business.

3. Drivers must review the *Driver Safety Tips* (Attachment C) before driving on state business.
4. Employees are required to complete annual vehicle training requirements outlined in the 503 training plan.

Maintaining Authority:

1. Employees with a driver's license that is expired, suspended, or revoked, are not permitted to drive on state business until the license is reinstated. Employees who drive on state business are to disclose any license expiration, suspension, or revocation by submitting a *Driver Notification* (Attachment D), no later than the work day following the license action.
2. Employees charged with the following offenses are not permitted to drive on state business until disposition of the charges:
 - Driving under the influence
 - Driving while intoxicated
 - Leaving the scene of an accident
 - Refusal to take a chemical test for intoxication
 - Aggressive driving (only if a conviction would result in more than 10 points accumulated on driving record)
 - Exceeding speed limit by more than 19 mph (only if a conviction would result in more than 10 points accumulated on driving record)
3. Employees who drive on state business are to disclose receipt of the above charges by submitting Attachment D no later than the workday following the charges.
 - 3.1. Employees who meet all *Driver Qualifications* following disposition of the charges are permitted to resume driving on state business only after the Risk Manager has granted them the authority for vehicle use. If all qualifications are not met, the Risk Manager will assign corrective measures to the employee via their supervisor or determine that the employee's record is too risky and deny the employee authority to drive on state business.

Citations

1. Employees who receive traffic citations (tickets or warnings) while driving on state business must notify their supervisor using Attachment D immediately upon returning to work.
2. The Risk Manager will coordinate with the employee's supervisor any additional personnel action that is warranted from the citation. The Risk Manager will evaluate the employees driving record and determine if the citation eliminates the employee's qualifications for driving on state business. The conditions for maintaining authority in the previous section apply.

Accidents

1. Employees who are involved in motor vehicle accidents while driving on state business (utilizing state, rental or personal vehicles) are expected to obtain the following information at the scene of the accident:
 - 1.1. The other driver's name, address, and phone number
 - 1.2. The name of the responding police department
2. Employees are to report accidents involving bodily injury or property damage within 48 hours of the occurrence by calling 1-877-656-7475.
3. Employees must notify their supervisor of motor vehicle accidents that occur while driving on state business using Attachment D. Notification is due immediately upon returning to work, or within 48 hours of the accident, whichever is sooner.
4. Upon receiving Attachment D, supervisors are to discuss the accident with the employee to complete *the Supervisor's Accident Follow-Up Checklist Report*, (Attachment E) and forward it to the Risk Manager within 2 days of the meeting.
5. Employees who are cited for an on-the-job accident will not be permitted to drive on state business until they have met with the risk manager and a safe driving corrective plan has been established. A driver safety video and successful completion of an approved defensive driving course may be required.
6. The Augusta Technical College Accident Review Panel will review all on-the-job motor vehicle accidents and make recommendations for additional action, as appropriate.

Accident Review Panel

1. Augusta Technical College will convene an Accident Review Panel that will review all on-the-job motor vehicle accidents and complaints against Augusta Technical College drivers and make recommendations for appropriate action.
2. The panel will have at least 3 members and be chaired by the College Risk Manager. Other panel members must be Augusta Technical College managers approved by the panel chair.

Driver Assessment

1. Upon publication of this policy, a Georgia Motor Vehicle Report will be reviewed on all Augusta Technical College employees who are required to drive on state business on a weekly or more frequent basis.
 - 1.1. Appropriate action, as indicated in the *Driver Qualifications* section of this policy, will be initiated for employees whose Motor Vehicle Report shows that they do not meet all *Driver Qualifications*.
 - 1.2. If it is determined that an employee does not currently have a valid driver's license, the employee will not be permitted to continue driving on state business.
2. A Motor Vehicle Report will be reviewed before hiring an applicant into a position that requires weekly, or more frequent, driving on state business.
 - 2.1. Applicants who do not meet *Driver Qualifications* will not be hired.
3. Motor Vehicle Reports may be reviewed as otherwise determined

appropriate.

Document Retention Forms associated with the Motor Vehicle Use Program will be retained throughout a driver's employment plus three years.

Attachments: Attachments (A) through (E) are conveniently located on the Augusta Technical College Webpage under the documents and forms link.

MAJOR OFFENSES, DISRUPTION, AND INTERFERENCE WITH COLLEGE

1. Students, employees, and visitors shall comply with all laws, reasonable rules and regulations, and/or directives governing the operation of the Augusta Technical College.
2. Major offenses are listed in the Augusta Technical College Student Handbook

Cross Ref.: SBTAE Policy V. D.

STUDENT IDENTIFICATION CARDS

1. All students and employees must have identification cards.
2. Identification cards will be furnished by student services.
3. Identification cards must be in possession of students and employees while in attendance at the college.
4. Identification cards will be validated each quarter.
5. Replacement identification cards will be issued upon payment of the required fee.

Cross Ref.: SBTAE Policy V. O.

DATA MANAGEMENT

COMPUTER SERVICES ALLOCATION

1. Adequate computer services are furnished by placing a sufficient number and type of computers in each program to support course outlines requiring their use.
2. Computer labs are also available on campus. They may be reserved for instructional use by making a request to the Vice President for Instruction and Student Services or the Vice President for Operations.
3. Priorities for computer usage are established as follows:
 - a. An instructional program will have first priority for use of any computer assigned to the program.
 - b. Computer labs are placed in facilities near the program that requests most of their use. However, sufficient time is available to provide service to all programs.
4. An annual evaluation is made of computer services. When needed, additional computers are purchased. Employees should advise their supervisor and the Vice President for Instruction and Student Services of any concerns with computer services.

Cross Ref.: SBTAE Policy II. C. 4.

PERSONNEL EMPLOYMENT

1. The president of Augusta Technical College has the responsibility for employing all personnel and may delegate this authority to vice presidents.
2. Employees of Augusta Technical College, other than the president, will usually be employed on the recommendation of a dean or director and a division vice president.
3. All new employees must complete all appropriate documentation for the human resource and business offices.
4. Employees are responsible for providing transcripts, references, documentation of education, work experience, etc., necessary for employment.

When faculty vacancies occur, every effort will be made to recruit and employ the most qualified employee possible. In addition to screening applications currently on file, full-time vacancies will be announced to all faculty members. When necessary, advertisements will also be placed in appropriate trade, business, and professional journals and publications, as well as local and statewide newspapers.

Usually a committee of five people, with a near balance of race and gender, will review applicants for full time positions and select a group of people to be interviewed based on qualifications. The immediate supervisor of the position being hired will select the committee members and the president will approve this committee. After checking references, the committee will interview the selected applicants and forward the top two candidates to the responsible vice president.

Cross Ref.: SBTAE Policy III. B., I. F. 2.

TRAVEL REQUESTS

1. Official travel must be approved by the president or designee, and employees must receive written approval on a request for prior to travel.
2. Travel rules and regulations of the Georgia Department of Audits must be followed so that expenses do not exceed allowable limits.
3. An expense statement, reflecting the specific details of travel and subsistence to be reimbursed, must be approved by the appropriate supervisor and submitted to the business office. Required receipts must be attached.

Cross Ref.: SBTAE Policy III. S.

TRAVEL ADVANCES

Travel advances are not authorized for employee travel. Extenuating circumstance must be approved by the president.

Cross Ref.: SBTAE Policy III. S.

STAFF AND FACULTY ATTENDANCE

1. Employees are expected to work assigned hours.
2. If an instructor finds that it is necessary to be absent, the appropriate dean or director must be called at home or work prior to the beginning of the work day.
3. All other staff members who must be absent should call their immediate supervisor before working hours on the morning of the absence.
4. All employees are required to sign a certificate of absence upon return to work.
5. With the exception of emergency sick leave, all employees are required to file, and have approved, leave requests prior to the date of the leave.
6. Instructors who anticipate being absent should provide complete instructions for the day's activities of the day(s) of absence.
7. When an instructor finds it necessary to be late, the supervising dean or director must be notified of the probable time of arrival so that arrangements may be made for conducting classes.
8. Instructors who find it necessary to leave campus during working hours should notify the appropriate dean or director.
9. Instructors are expected to be in their classroom, laboratory, or office when students are scheduled to be present, or during assigned office hours.

Cross Ref.: SBTAE Policy III. Q.

PUBLIC RELATIONS

1. The president, vice presidents, and the public relations director are the only persons authorized to release information concerning:
 - a. Future plans concerning the college's instructional purpose, programs, staffing and facilities.
 - b. Controversial or possibly controversial matters affecting the college, and/or the college's position on such matters.
 - c. Personnel matters affecting the college in any manner including staff, faculty, students, parents, visitors, etc. In the event of death or injury on campus or during a college related activity, all concerned must exercise caution to ensure that next-of-kin are notified prior to the release of any names to the news media.
2. The public will be kept informed at all times concerning the college's programs and activities.
3. Objectives of the college's public information/public relations program are to (a) improve recognition of the school; (b) disseminate information about the school, its programs, and its activities; and (c) enhance the public image of the college.
4. The college's public relations program will be conducted both formally and informally.
5. All members of the faculty and staff are, by virtue of their positions, informal public relations agents of the college; and they are encouraged to participate in any activity which will further the objectives stated previously.
6. A public relations director will be appointed by the president and will be responsible for the development and implementation of all public relations/public information activities.
7. All members of the staff and faculty are encouraged to participate in public relations activities, including:
 - a. Speaking to prospective students, parents, prospective employers of graduates, and other members of the business and industrial community;
 - b. Addressing high school classes, other appropriate youth groups, and civic clubs, with prior coordination with the public relations director; and
 - c. Informing the public relations director, in a timely manner, of newsworthy events or activities of their departments and of any personal activities,

actual or projected, when the activities have school public relations implications.

8. Within the framework of the annual public relations plan, the public relations director will provide news releases and paid or unpaid advertising (including public service announcements) for the appropriate news and advertising media.
9. In planning and carrying out public information/public relations activities, the public relations director will maintain liaison with the appropriate personnel of the State Board of Technical and Adult Education.

Cross Ref.: SBTAE Policy I. F. 3.

PROFESSIONALISM

1. The employee must set an example in both appearance and interpersonal relationships appropriate for an adult learning environment.
2. Faculty, staff, and students are expected to present a neat appearance, appropriate for their assigned duties and tasks, at all times.
3. The procedures and operations of laboratories and/or shops should reflect as closely as possible the standards established by business and industry.
4. All instructors are required to maintain and post scheduled office hours.
5. All students will be assigned a faculty advisor who will meet with them on a regular basis.
6. Employees must assure that students follow safety rules and wear clothing suitable for their educational training area. Safety practices must be included as an integral part of all instructional programs.
7. Employees should inspire and motivate students and display a sincere interest in them as individuals and as students. While exhibiting a helpful and friendly attitude, instructors must be firm but fair, not allowing familiarity or favoritism to interfere with class discipline.
8. Employees are expected to enforce rules and policies throughout the campus.
9. Employees are encouraged to become members of professional organizations.

Cross Ref.: SBTAE Policy III. C

FACULTY AND STAFF DEVELOPMENT

1. The faculty and staff of Augusta Technical College are encouraged to continue professional growth by a continuous updating of occupational and teaching skills.
2. Staff development will include, but not be limited to, the following:
 - a. participating in state approved in-service activities,
 - b. participating in local staff development activities,
 - c. designing and completing an annual staff development plan to keep occupational skills current,
 - d. participating in teacher in-service training offered by teacher-training institutions, and
 - e. pursuing advanced studies through regionally accredited educational institutions.

Cross Ref.: SBTAE Policy III. U. 10.

INSTITUTIONAL EFFECTIVENESS PLANS

Annual Institutional Effectiveness Plans, based upon the College Mission and Goals, are developed annually by each Administrative and Educational Support Unit (AES) and each instructional program. Unit objectives are developed by AES groups and student outcomes are determined by each instructional program. All objectives contribute to the overall evaluation of services to students.

ANNUAL EVALUATION AND PLANNING

Performance Accountability System (PAS)

The Performance Accountability System evaluates the performance and improvement needs of programs in the Georgia technical colleges. This management process, completed yearly, integrates program assessment, community needs assessment, planning and budgeting to improve the quality of all services of Augusta Technical College. The approach is comprehensive and encompasses all instructional, administrative, and support functions of the college.

The PAS includes four major components:

1. Program Assessment – includes program compliance measures and key performance indicators.
2. Community Assessment – determines future needs for program improvement, modification, phase-out, expansion and start-up.
3. Planning – includes Campus Master Plan and new program proposals.
4. Budgeting – includes improvement budget and budget summary.

Performance Accountability Review

The Performance Accountability Review (PAR) supports the continuous improvement in the quality and effectiveness of technical and vocational programs and services. It is the capstone of the Performance Accountability System (PAS). This peer review is completed every three years.

The PAR has several purposes, including verification that program standards are being properly implemented. It also serves to monitor improvement plans to verify compliance with federal regulations.

Strategic Planning

The Augusta Technical College Strategic Plan is developed on a 10 year cycle and reviewed and revised/updated every five years. A yearly review is also completed to make changes as needed.

The plan provides direction for the college and includes the college mission, goals, vision, long-range goals, objectives and a projection on required resources.

INSTRUCTOR GUIDES

An instructor guide for each course taught at Augusta Technical College will be developed and maintained by instructors assigned to teach a course. Material and information contained in each guide as outlined in the Augusta Technical College Employee Handbook and will be approved by the appropriate department head and dean or director.

INSTRUCTIONAL PROJECTS AND LIVE WORK

1. Live work will be conducted when the training program requires such projects for the acquisition of occupational skills leading to employment. Projects are assigned to individual students by their instructors.
2. Instructors will evaluate the instructional significance of live work, explain school policy, and complete an appointment slip.
3. Prior to accepting live work projects, instructors in a department must develop written procedures that are approved by the department head, the appropriate dean or director, the Vice President for Instruction and Student Services or Vice President for Operations, and Vice President for Administrative Services.
4. Appropriate signs and written agreements will be used to inform patrons of terms, conditions, liabilities, and risks involved.
5. The procedures will be followed by all personnel, full-time and part-time, and must not be changed without proper approval.
6. The following items must be included in the procedures:
 - a. When repair work is involved, estimates of repairs (cost, time, etc.) will be made and discussed with the owner. If after repairs are under way, there appears to be a larger cost than estimated, the owner must be notified.
 - b. State property such as vehicles, equipment, materials, etc., will be used only for official business. (Live work projects will become official business of the college.)
 - c. During regular working hours, employees will not engage in any other than official college business.
 - d. College employees shall not receive compensation for any live work project other than the normal compensation paid by the college.
 - e. Tips or other gratuities to college employees are not authorized; however, normal tips or gratuities to students, while not expected or encouraged, are authorized.
 - f. A listing of clientele and the priority in which they will be served will be developed by each instructional program.
 - g. The quantity, type, and scope of employee's personal live work projects will be carefully documented and monitored to avoid any improprieties.

- h. Payment must be made when services are rendered and before repaired item are released.
- i. A work order or other approved record must be made for all live work.

Cross Ref.: SBTAE Policy IV. M.

BUSINESS AND INDUSTRY RELATIONS

Each instructor shall become familiar with the businesses and industries in the community that employ people in the occupational field that the instructor teaches. Close relations with local industry promotes professional and program development by:

- a. providing information on new types of equipment used in industry;
- b. providing information on labor needs and job opportunities;
- c. providing opportunities to promote public relations for the college and instructional programs;
- d. promoting a successful placement and follow-up program;
- e. providing sites for field trips; and
- f. providing information on individuals who may be selected for advisory committee members and conducting appropriate advisory committee meetings.

Cross Ref.: SBTA E Policy IV. E.

ADVISORY COMMITTEES (INSTRUCTIONAL PROGRAM)

1. Each instructional program will have an advisory committee that meets at least two times annually.
2. Instructors make recommendations of prospective advisory committee members to the appropriate dean or director.
3. A letter to the prospective member(s) requesting that they serve on an advisory committee will be sent.
4. Letters are sent to each person that agrees to be a member thanking them for serving on the committee and notifying them of the first meeting.
5. A chairman and other required officers will be selected at the first meeting of the fiscal year.
6. It is recommended that advisory committee members be rotated every three or four years on an optional and alternate basis.
7. Minutes will be kept of each meeting of the advisory committee. Proper distribution of the minutes should be made as promptly as possible.
8. An agenda for meetings will be developed and sent to members prior to meetings.
9. Copies of advisory minutes will be sent to the appropriate dean or director and the Vice President for Instruction and Student Services Services.
10. The functions and requirements of the advisory committees are provided in the Guide for Advisory Committees.

Cross Ref.: SBTA E Policy IV. E

STUDENT PRACTICUM/INTERNSHIP AND AGREEMENTS

1. Instructors and deans or directors are authorized to formulate procedures for the establishment and supervision of practicums as a means to broaden students learning experiences and to provide valuable training in developing competency and proficiency.
2. Instructors will identify and arrange for appropriate practicum experiences. The dean or director must approve all practicum agreements.
3. Instructors are responsible for ensuring the integrity of this valuable student learning experience and must recognize the commitments that must be made in establishing, coordinating, implementing, and supervising these programs.

Cross Ref.: SBTAE Policy IV. J.

FIELD TRIPS

Policy:

Field Trips* can be an important component of a student's educational experience, and the use of such out-of-classroom experiences by Augusta Technical College is encouraged when appropriate. Field trips must be program/course-related or club/organization-related. Students will not be required to participate in field trips. An alternate plan related to the curriculum must be developed for credit course students not attending the planned field trip.

No personal vehicles shall be used by any Department personnel for the transporting of students on field trips. Students shall be discouraged from transporting other students on field trips and shall be prohibited from doing so if travel is a component of the field trip.

Field trip transportation offered by Augusta Technical College shall be conducted by fully insured, properly licensed professional drivers using either licensed livery vehicles or State of Georgia vehicles that meet all appropriate safety standards.

Field trip participants are expected to conduct themselves in conformance with policies established by the College and the directives of any applicable faculty or club sponsors or other applicable College approved and designated supervisor attending the activity.

Augusta Technical College ensures that all field trips participants are insured against risks of

Procedure:

1. A separate Field Trip Request form for each field trip must be submitted and approved at least two weeks prior to the day(s) the field trip will occur. Both the dean and the Vice President of Instruction and Student Services must approve the field trip. A leave request, along with an out-of-state travel request, if applicable, must be submitted with the form.
2. Each field trip participant must complete an Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization form. These forms must be attached to the Field Trip Request form.
3. The instructor will need to contact the Business Office to obtain a state vehicle if possible. Otherwise, the instructor shall contact a commercial carrier to obtain costs. Attach expense information to the Field Trip Request form.
4. In case of emergency during hours 8:00 am-4:30 pm, please contact the Vice President of Administrative Services at (706) 771-4009. Emergency contact telephone numbers of the dean and Vice President of Administrative Services during evening hours and information concerning emergency care will be provided to Augusta Technical College faculty member(s) by their dean before the participants' departure.

*** Field trips do not include clinical, internship, observation, or apprenticeship, or cooperative experiences, which are assigned as a part of the program course curriculum.**

Cross Ref.: SBTAE Policy V. I



**AUGUSTA TECHNICAL COLLEGE
FIELD TRIP REQUEST**

Approval must be requested and approved for instructors and/or advisors to schedule students to participate in instructionally related activities away from the campus at least two (2) weeks prior to the day(s) the field trip will occur.

Program: _____

Instructor(s)/Advisor: _____

Date(s) of Activity: _____

Time Departing: _____

Time Returning: _____

Off-Campus Information

Destination: _____

Address: _____

Contact Person: _____

Telephone: _____

Course/Program-Related OR Club/Organization-Related

Purpose of the field trip: _____

Attach Documentation

Method of Transportation: State Vehicle(s) *Contracted Vehicle(s)

***Attach statement regarding cost and coverage of contracted vehicle**

DEPARTMENT CHAIRPERSON/INSTRUCTOR

DATE OF REQUEST

DEAN

DATE

VICE PRESIDENT OF INSTRUCTION
AND STUDENT SERVICES

DATE

Instructor must submit a signed *Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization Form* with this request.

FACULTY ADVISORY COUNCIL

The president has formed a Faculty Advisory Council to ensure the participation and jurisdiction of the faculty in academic affairs.

Purpose

In recognition of the wide collection of talent and experience available at the College in the form of its faculty, the purpose of the Faculty Advisory Council shall be:

To provide a means whereby the faculty may effectively make contributions to the decision-making process of the College. The faculty will act in an advisory capacity to the president to facilitate planning and the implementation, assessment and evaluation of programs and services to the College.

The Council will serve to increase the effectiveness of planning, research, problem solving, and decision-making processes through a participatory, proactive approach. Aligned with the mission of the College, the Council will provide for communication between faculty and administration to promote offering quality educational programs and services for students.

Membership

Membership will be made up of full-time faculty of the College. Representatives from each division will be elected by the faculty of that division to serve on the Council. Each of the four divisions (General Education, Allied Health, Business and Personal Services, and Industrial Technology) will elect 5 members – 3 from the Augusta Campus; 1 from the Thomson/McDuffie Campus; and, 1 from the Waynesboro/Burke Campus. Service on the Council is a two-year term.

Members of the Council will elect a chairman and a secretary who will serve for one year. After a member has served two consecutive years, the member will not serve on the Council the third year.

The president may appoint one or more representatives to the Council to serve as a resource person(s).

Procedures

All meetings are open.

Agenda items are submitted to and published by the Council chairman two weeks prior to the scheduled meeting.

Any faculty member may request an item be added to the agenda for the next meeting (through division representatives) prior to the publication of the agenda for the next meeting.

The findings, recommendations, suggestions, and courses of action proposed by the Council shall be considered by the administration for planning and development of the College.

Findings, recommendations, suggestions, and courses of action proposed by the Council shall be based upon majority vote of members present, provided that there is a quorum of more than 50 percent of the membership in attendance. The chairman will vote only in the event of a tie.

The Council shall hold one meeting each quarter or more often if deemed necessary. Such meetings shall be held at a time that will not disrupt the instructional process of the College. Minutes of each meeting shall be kept by the secretary, a copy of which shall be furnished to the president, executive officers, and deans.

Cross Ref.: SBTAE Policy IV. D.

ATTENDANCE RECORDS

Daily attendance records will be maintained for a minimum of five (5) years in accordance with State and Federal regulations.

Cross Ref.: SBTAE Policy IV. D.

ACADEMIC FREEDOM

Academic freedom, which encourages academic excellence, is assured for faculty members in the following principles:

1. Instructors are encouraged in a free pursuit of learning and are assured freedom to discuss both accepted and controversial aspects of an issue. While instructors should avoid discussions of topics, which have no obvious relation to mastery of subject matter, considerable freedom in the classroom is granted to discuss various beliefs, practices, and methods, which can enhance the development of critical and analytical thinking skills.
2. Instructors should keep themselves informed as to new developments in instruction and experiment with various instructional techniques. Instructors should also prepare students for formal training in the techniques of research and independent study. Library research assignments should be an integral part of instruction. Scientific research conducted through various lab experiments, and subsequent formal reports, will add new dimensions to instruction and increase knowledge and communication skills.
3. The college's rules do not require instructors to publish for promotion.
4. Instructors are private citizens as well as representatives of the college. As a result, when an instructor is speaking, acting, or writing as a private citizen, that instructor should exercise care not to create the impression of representing the college.

Cross Ref.: SBTAE Policy IV. C.

LIBRARY

Augusta Technical College's libraries exist to support and enhance the activities of the College by serving the curricular and information needs of its students, faculty, and staff. The library strives to encourage individual advancement and life long learning by providing access to a wide range of information in a variety of formats, quality services, and modern facilities and technology.

Library objectives that support this mission are outlined below:

- To increase the range of information, multimedia, and computer resources available to users
- To improve the full range of information, multimedia, and student computer services offered
- To encourage self-directed, life long learning
- To support instructional technology through the development of an instructional technology center
- To enhance distance learning opportunities
- To increase user resources and services through evaluation, planning, and budgeting

The libraries of Augusta Technical College share an online catalog and circulation system providing users with a rapid and user-friendly way to search for and checkout materials from each campus. All locations provide circulation of library materials from open stacks, reference assistance, Internet access, and interlibrary loan services. Group, individual, and class orientations are available on a scheduled basis. A major information resource, much of which is full-text, is Georgia Library Learning Online (GALILEO). GALILEO allows patrons to access online a wide range of information.

STUDENT GRADE REPORTS

1. Student grades will be reported quarterly by instructors and maintained by the Office of Student Records in accordance with established local retention schedules and state and federal regulations.
2. Each instructor will maintain a grade book on classes taught. This book should reflect a historical record of students' absences, grades, test scores, and other pertinent information relative to the student's past performance and present status.
3. All student grades will be turned in by the instructor to the appropriate dean or director no later than the second teacher workday at the end of each quarter.
4. Termination reports will be turned in to the appropriate dean or director immediately upon a student's termination. The termination report and student grades will be sent to the Director of Student Records and Job Placement.
5. All grade books are the property of Augusta Technical College and must be submitted to the appropriate dean or director when the book is filled and/or when the instructor discontinues employment at Augusta Technical College.

Cross Ref.: SBTAE Policy V. J.

STUDENT PROGRESS

Academic Good Standing

Academic good standing means that students are eligible to enroll or re-enroll. However, it should be noted that a cumulative grade point average of 2.0 or higher is required for graduation.

Satisfactory Academic Progress

Students may be considered to be making satisfactory academic progress if they are in good standing or on academic probation.

Unsatisfactory Academic Progress

Students are considered to be making unsatisfactory academic progress if they have been placed on academic suspension because of quarterly grade point averages.

Dean's List

The dean's list is compiled quarterly. Students who attempt and earn 10 or more credit hours with a quarterly grade point average of 3.5 or higher are placed on the dean's list.

Cross Ref.: SBTAE Policy V. F.

REPORTING STUDENT STATUS

The Department of Technical and Adult Education and college officials maintain a Management Information System containing enrollment and follow-up on all students as required by DTAE and the college. These records are retained for a minimum of 5 years in accordance with the Georgia Records Retention Act and federal regulations.