2016-2017 Catalog Addendum #1

Table of Contents

[P. 6 The College 1](#_Toc473293890)

[**Mission Statement** 1](#_Toc473293891)

[**College History** 1](#_Toc473293892)

[P. 8 Accreditation 1](#_Toc473293893)

[P. 8 – 11 Assessment Program 2](#_Toc473293894)

[Degrees Offered 3](#_Toc473293895)

[Adult Education 3](#_Toc473293896)

[Associate of Arts Degree 4](#_Toc473293897)

[Associate of Science Degree (pending Higher Learning Commission approval) 4](#_Toc473293898)

[Associate of Science in Liberal Arts and Science Degree (pending Higher Learning Commission approval) 4](#_Toc473293899)

[Associate of Applied Science Degree 4](#_Toc473293900)

[**Technical Certificates and Certificates of Proficiency** 5](#_Toc473293901)

[**Technical Certificates** 5](#_Toc473293902)

[**Certificates of Proficiency** 5](#_Toc473293903)

[P. 15 Library 6](#_Toc473293904)

[P. 23 Incomplete Grade Policy 6](#_Toc473293905)

[Academic Learning Center/Tutoring 7](#_Toc473293906)

[P. 35 Educational Opportunity Center 7](#_Toc473293907)

[P. 89 Associate of Science in Business 7](#_Toc473293908)

[P. 90 Associate of Science in Criminal Justice 7](#_Toc473293909)

[P. 92 Associate of Science in Fire Service Administration 7](#_Toc473293910)

[P. 93 Associate of Science in Liberal Arts and Sciences, Communication Sciences and Disorders 8](#_Toc473293911)

[P. 103 – 104 Associate of Applied Science in Business Administration 8](#_Toc473293912)

[P. 126 Associated of Applied Science in Emergency Medical Technician-Paramedic 9](#_Toc473293913)

[P. 130 Associate of Applied Science in General Technology 9](#_Toc473293914)

[Option for Licensed Practical Nurses Only 9](#_Toc473293915)

[P. 131 Associate of Applied Science in General Technology 10](#_Toc473293916)

[Health Profession Nursing Emphasis Option 10](#_Toc473293917)

[P. 132 Associate of Applied Science in General Technology 11](#_Toc473293918)

[Health Profession, Respiratory Emphasis Option 11](#_Toc473293919)

[P. 147 Nutrition and Foodservice Management 11](#_Toc473293920)

[P. 151 Web Design 12](#_Toc473293921)

[P. 152 Welding 12](#_Toc473293922)

[P. 189 – 190 Course Description 12](#_Toc473293923)

[P. 230 Course Description 13](#_Toc473293924)

[P. 232 Office of Administration 13](#_Toc473293925)

[P. 233 Office of Finance 13](#_Toc473293926)

[P. 233-234 Office of Student Affairs 14](#_Toc473293927)

[P. 235 Office of General Education 14](#_Toc473293928)

[P. 237 Auxiliary Services 15](#_Toc473293929)

[P. 238 Maintenance 15](#_Toc473293930)

[P. 241 Faculty 15](#_Toc473293931)

# P. 6 The College

**Mission Statement**

Blending tradition, technology and innovation to educate today’s diverse students for tomorrow’s changing world.

**College History**

Black River Technical College was founded in 1972 on land donated by the City of Pocahontas, and was known as Black River Vocational Technical School. The school was under the supervision of the Arkansas State Board for Vocational Education. Since then, the initial enrollment of 38 students in 6 programs has grown to more than 3,000 students in 27 certificate programs and 16 associate degree programs. There are, also, many students participating in the continuing education courses which the college offers throughout the year.

# P. 8 Accreditation

* **Auto Service Technician** – National Automotive Technicians Education Foundation,Inc.
* **Concurrent Enrollment** – Arkansas Department of Higher Education
* **Nutrition and Foodservice Management** – Association of Nutrition and Food Service Professionals
* **Nutrition and Dietetics** – Accreditation Council for Education in Nutrition and Dietetics
* **Paramedic** – Committee on Accreditation of Educational Programs for the EMS Professions
* **Practical Nursing** – Arkansas State Board of Nursing
* **Nursing Assistant** – Department of Human Services, Office of Long Term Care
* **Registered Nursing** – Arkansas State Board of Nursing
* **Respiratory Care** – Committee on Accreditation for Respiratory Care

# P. 8 – 11 Assessment Program

Black River Technical College is committed to ensuring that its students are receiving the highest-quality educational experiences possible. To help ensure that the college has established a student-centered environment where faculty and staff work deliberately to help students learn and achieve their goals, BRTC has implemented a comprehensive assessment program to evaluate several aspects of college functioning. The overall objective of BRTC’s assessment program is to allow for purposeful, continuous measurement of the intended student learning outcomes and other objectives established for each of the individual courses, degree and certificate programs, and student support services available at BRTC. Student learning outcomes reflect what students should be able to *know* and what they should be able to *do* as a result of taking a particular course, completing a certificate or degree, utilizing a particular service, etc. By frequently measuring students’ attainment of learning outcomes and the college’s performance on other objectives/indicators, BRTC is able to gauge the success of its efforts and to continuously strive for improvement across all aspects of the institution.

BRTC’s current academic assessment processes and framework are overseen by the Academic Assessment Committee, which requires that academic assessment occur across three levels: the course level, the program level, and the general education level. To measure student success at the course level, instructors set specific learning outcomes for each of their courses, and they subsequently measure student attainment of these outcomes as students’ progress through individual courses. Instructors also identify and measure program-level outcomes, reflecting the knowledge and skills that students should attain as a result of completing an entire program, whether it be a certificate of proficiency, technical certificate, or associate’s degree. For students enrolled in one of BRTC’s technical programs, programmatic assessment often includes the students taking state and/or national certification exams at program completion. Finally, BRTC has adopted a formal set of General Education Outcomes that identify the knowledge, skills, and abilities that should be acquired by students completing the general education curriculum that is an integral component of each Associate of Arts and Associate of Science degree. BRTC’s general education assessment program underwent substantial revision during the Fall 2016 semester. This process resulted in the adoption of new set of General Education Outcomes, which require that students completing an A.A. or A.S. degree demonstrate competency in the following areas:

* Critical Thinking
* Global Learning
* Information Literacy
* Oral Communication
* Written Communication

To promote continuity between these three levels of assessment, BRTC will initiate a formal curriculum mapping project during the Spring 2017 semester. Curriculum mapping will allow the college to identify core skills and content taught in each course and link those skills/content to learning outcomes at the programmatic and/or general education level. Curriculum mapping will also allow for the identification of gaps or misalignments within the programmatic and general education curriculum.

Because of the tiered approach to academic assessment, BRTC students can expect to participate frequently in various types of assessment, ranging from brief, informal classroom assessments to more formal, standardized assessments or exams. In addition, while some assessments may overlap with traditional classroom activities and assignments, others may occur as independent activities or exams that must be completed in addition to traditional coursework (either within or outside of class). Regardless of the nature of the assessment, student participation is required.

In addition to the academic assessment processes described above, non-academic assessment processes have been established to gauge the effectiveness of student support services and co-curricular programs at BRTC. Titled the Support Unit Review process, the formal evaluation of these services and programs occurs on an annual basis and is guided by BRTC’s Director of Planning and Research.

The final component of BRTC’s assessment program involves the overall evaluation of institutional effectiveness. The Institutional Effectiveness Committee, in conjunction with the Executive Team, oversees this process, including the establishment of key performance indicators used to measure the degree to which BRTC is achieving its mission and meeting goals related to strategic planning and other relevant performance objectives (i.e., student retention, completion rates, etc).

As mentioned, the primary goal of these assessment processes is to allow for continuous improvement across all aspects of BRTC’s operations, including individual courses, programs, the general education curriculum, student support services, and institutional effectiveness as a whole. Clear policies and procedures related to the use of assessment data are continuously evolving to provide explicit guidelines to college employees, students, and stakeholders on the reporting and use of assessment data. Although BRTC’s assessment processes continue to be improved, the institution’s belief in and commitment to the assessment of student learning is noticeable.

# Degrees Offered

Black River Technical College offers Associate of Arts degrees, an Associate of Science degree, Associate of Applied Science degrees, Technical Certificates, Certificates of Proficiency, and Adult Education courses. Specifically designed for employment purposes are the Certificate of Proficiency programs, Technical Certificate programs, and Associate of Applied Science degrees.

## Adult Education

* Adult Basic Education
* College Preparatory/Pre-Employment
* Computer Literacy
* English as a Second Language (ESL)
* General Adult Education (GED)
* Transitional Opportunities Program (TOP)
* Work-Based/Workplace Education

## Associate of Arts Degree

* General Education

## Associate of Science Degree (pending Higher Learning Commission approval)

* Agriculture
* Business
* Criminal Justice
* Fire Service Administration

## Associate of Science in Liberal Arts and Science Degree (pending Higher Learning Commission approval)

* Addiction Studies
* Communication Sciences and Disorders

# Associate of Applied Science Degree

* Accounting
* Business Administration
* Business Technology Applications
* Computer Information Technology
* Emergency Medical Technician/Paramedic
* Entrepreneurship
* Fire Science
* General Technology
* General Technology–Health Professions Nursing
* General Technology–Health Professions Respiratory
* General Technology–Option for LPNs
* Medical Office Administration
* Industrial Maintenance Technology
* Law Enforcement Administration (*law enforcement personnel only*)
* Legal Administrative Systems
* Nutrition and Dietetics
* Registered Nursing
* Respiratory Care

The Associate of Applied Science degree is designed to lead students directly to employment in a specific career. It requires a minimum of 60 credit hours, including general education courses, established technology core courses, and courses specific to the designated major. The Arkansas Department of Higher Education has requested that all Arkansas institutions offering an Associate of Applied Science degree should print the following disclaimer:

“The Associate of Applied Science degree (AAS) is designed for employment purposes, and it should not be assumed that the degree or the courses within the degree can be transferred to another institution. While a few institutions have recently begun to accept some courses in AAS programs, the general rule is that courses in this degree are not accepted in transfer towards a bachelor’s degree. Students to whom transfer is important should get assurance in writing in advance and only from the institution to which they wish to transfer.”

**Technical Certificates and Certificates of Proficiency**

**Technical Certificates**

* Accounting Assistant
* Administrative Services
* Auto Collision Technology
	+ Cosmetic Repair Technology
	+ Structural Repair Technology
* Automotive Service Technology
	+ Electrical-Engine Specialty
	+ Powertrain-Systems Specialty
* Business Technology Applications
* Emergency Medical Technician/ Paramedic
* Entrepreneurship
* Fire Science
* Health Professions
	+ Nursing Emphasis
	+ Respiratory Emphasis
* Industrial Electricity/Electronics
* Law Enforcement Administration
* Machine Tool Technology
* Microcomputer Business Applications
* Microcomputer Repair Technician
* Nutrition and Foodservice Management
* Practical Nursing
* Web Design
* Welding

**Certificates of Proficiency**

* Emergency Medical Technician
* Entrepreneurship
* Homeland Security and Emergency Preparedness
* Law Enforcement Administration
* Medical Insurance Coding
* Medical Transcription
* Microcomputer Repair Technician
* Nursing Assistant
* Phlebotomy

# P. 15 Library

The library is open 51 hours a week with reference services available continuously to provide users with assistance in locating information and resources. During fall and spring semesters, Monday through Thursday, the library is open until 6:00 p.m. Orientation sessions are offered each semester, and printed guides are available which explain library policies and guide patrons in the use of the library. The BRTC identification card is also used as a library card.

# P. 23 Incomplete Grade Policy

* The student must request in advance a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor.
* At the time of the incomplete request, the student must have completed at least sixty percent of the academic semester. Each instructor may set a higher completion level requirement for his/her individual course.
* At the time of the incomplete request, the student must have a “C” or above in the course.
* At the time of the incomplete request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
* The instructor of the course has sole discretion in initiating an incomplete grade request. Instructors may deny an incomplete request even if a student meets the minimum requirements as outlined above.

All coursework must be completed by the end of the following semester or the grade will automatically become an “F.” For example: An “I” for the Fall semester must have coursework completed prior to the end of the Spring semester. An “I” for the Spring semester must have coursework completed prior to the end of the Summer II semester. An “I” for Summer coursework, must be completed prior to the end of the Fall semester.

# Academic Learning Center/Tutoring

The Academic Learning Center is available on the Pocahontas campus for all students. The services include: free tutoring in English, Math, Science, and other content areas; a computer lab providing access to the Internet, email, and course-related software; study rooms; study sessions; and helpful handouts.

Tutoring

Free tutoring is available to all BRTC students. Tutors are staffed at the Academic Learning Center on the Pocahontas campus and in the math center and PAC127 on the Paragould campus. BRTC also offers free online tutoring through Smarthinking. Students may access Smarthinking through a link on the Moodle Student Lounge page or My Math Lab.

# P. 35 Educational Opportunity Center

The Educational Opportunity Center is a federally-funded TRiO program which assists participants who wish to enroll in college or other post-secondary education. The program also provides academic advising, information about admissions and financial aid, and help to improve financial and economic literacy. The goal of the EOC program is to increase the percentage of low-income and first-generation college students who successfully pursue postsecondary education opportunities. The BRTC EOC currently serves Randolph, Lawrence, Clay, and Greene Counties. The EOC can assist with the following services: personal/career/academic counseling, information on postsecondary education opportunities, completing applications for college admissions, completing financial aid applications, guidance on secondary school re-entry or entry into a GED program, administering admissions testing, and providing workshops for financial and economic literacy. More information regarding the BRTC EOC is located at http://www.blackrivertech.org/current-students/student-support-services/trio-eoc. Any student who would like to contact EOC staff may call 870-248-4000 ext. 4056, or visit the TRiO office in RT 203.

# P. 89 Associate of Science in Business

Pending Higher Learning Commission Approval

# P. 90 Associate of Science in Criminal Justice

Pending Higher Learning Commission Approval

# P. 92 Associate of Science in Fire Service Administration

Pending Higher Learning Commission Approval

# P. 103 – 104 Associate of Applied Science in Business Administration

Second Year

First Semester

~ECON 2323 Principles of Microeconomics (*Fall*) **OR**

ECON 2333 Economic Issues and Concepts (*Spring*) 3

~ENG 1013 Freshman English II\* **OR**

~ENG 1023 Technical Writing\* 3

~LAW 2023 Legal Environment of Business 3

MGMT 2603 Leadership Issues (*Spring*) **OR**

MGMT 2613 Principles of Supervision (*Fall*) 3

2000 Level Accounting Elective 3

Second Semester

BSYS 2003 Business and Professional Presentations **OR**

CIS 2073 Illustrative Publications (*Spring*) 3

~BUAD 1023 Introduction to Marketing 3

MGMT 2623 Small Business Management 3

Management Elective 3

Business Elective (see approved elective list) 3

\*See General Education Requirements course descriptions.

**AAS Business Administration Business Elective course list:**

CIS 2073 Illustrative Publications

# P. 126 Associated of Applied Science in Emergency Medical Technician-Paramedic

Second Semester (*Spring*)

~CA 1903 Introduction to Computer Concepts\* 3

~ENG 1013 Freshman English II\* **OR**

~ENG 1023 Technical Writing 3

~MTH 1213 Math for Healthcare Professionals\*\* 3

\*Social Science Elective 3

# P. 130 Associate of Applied Science in General Technology

## Option for Licensed Practical Nurses Only

Sixty credit hours required for the Option for Licensed Practical Nurses Only. The curriculum will consist of the following:

Developmental Courses Credits

Original placement in developmental education courses is determined by ACCUPLACER, ACT, or Compass test scores. I understand that if required to enroll in developmental education courses as a result of my test scores and Arkansas law, Act 1101 an additional semester may be required to complete my program of study.

READ 0033 Reading 0

ENG 0023 Writing Fundamentals OR ALP 0

MATH 0013 Pre-Algebra 0

MATH 0023 Introductory Algebra 0

MATH 0033 Intermediate Algebra 0

COLL 1001 College Success Strategies 0

Major Technical Discipline

*24 credit hours*

Practical Nursing Certificate

PN 1002 Fundamental Pharmacology 3

PN 1006 Clinical Practicum I 3

PN 1007 Nursing Fundamentals 3

PN 1106 Clinical Practicum II 3

PN 1310 Medical-Surgical Nursing 3

PN 1206 Clinical Practicum III 3

PN 1329 Nursing Specialty 3

# P. 131 Associate of Applied Science in General Technology

## Health Profession Nursing Emphasis Option

Minor/Related/Support Courses

*24 credit hours*

Students may choose from following with approval from advisor:

ADMS 1213 Medical Transcription 3

ADMS 2413 Introduction to Word Processing 3

~ANTH 2233 Introduction to Anthropology\* 3

MEDL 1001 Introduction to Healthcare Issues 3

MEDL 1022 Phlebotomy Practicum (Fall) 3

MEDL 1024 Phlebotomy (Fall) 3

MEDL 1033 Foundations of Human Anatomy & Physiology 3

MEDL 1043 Medical Coding (Fall) 3

NA 1001 Introduction, Ethics, and Legal Aspects 3

NA 1201 Clinical Practicum 3

NA 1202 Nursing Arts 3

NA 1301 Restorative Care 3

PN 1002 Fundamental Pharmacology 3

PN 1006 Clinical Practicum I 3

PN 1007 Nursing Fundamentals 3

PN 1106 Clinical Practicum II 3

PN 1310 Medical-Surgical Nursing 3

PN 1329 Specialty Nursing 3

PN 1206 Clinical Practicum III 3

# P. 132 Associate of Applied Science in General Technology

## Health Profession, Respiratory Emphasis Option

Minor/Related/Support Courses

*25 credit hours*

Students may choose from following with approval from advisor:

ADMS 1213 Medical Transcription 3

ADMS 2413 Introduction to Word Processing 3

MEDL 1001 Introduction to Healthcare Issues 3

MEDL 1022 Phlebotomy Practicum (Fall) 3

MEDL 1024 Phlebotomy (Fall) 3

MEDL 1033 Foundations of Human Anatomy & Physiology 3

MEDL 1043 Medical Coding (Fall) 3

NA 1001 Introduction, Ethics, and Legal Aspects 3

NA 1201 Clinical Practicum 3

NA 1202 Nursing Arts 3

NA 1301 Restorative Care 3

# P. 147 Nutrition and Foodservice Management

**Technical Certificate**

The Nutrition and Foodservice Management program is a course of study containing classroom and clinical experience as outlined by the Association of Nutrition and Foodservice Professionals (ANFP). The program prepares selected students to manage food service operations. Students receive instruction regarding management of healthcare facilities. Students complete a minimum of 150 hours of clinical experience under the supervision of a registered dietitian, as required by ANFP.

Students will learn to manage the production of food services, including routine nutritional services, ordering supplies, equipment maintenance of food, kitchen materials, provide nutritional care for patients including assessment and education in the absence of dietitian, work with the computer in data management for food services, and apply human relations techniques to personnel problems.

Students are required to purchase liability insurance each semester (approximately $16.00), the purchase of uniforms (approximately $35.00), and textbooks (price varies with class schedule). Students are also required to become student members of the ANFP for a fee of $35.00. Students are also responsible for transportation costs associated with travel to clinical sites. Students are required to take a TB skin test or chest x-ray before enrollment and a flu shot must be obtained prior to Field Experience. Prospective students must have a high school diploma or equivalent (GED). All students enrolled in Field Experience will be required to submit to and pass a criminal background check in order to be allowed to attend clinical. The cost of the background check is approximately $60.00 and is the responsibility of the student.

The Nutrition and Foodservice Management program is approved by the Association of Nutrition and Foodservice Professionals (ANFP), 406 Surrey Woods Drive, St. Charles, IL 60174 (800)

323-1908. Upon completion of course requirements, students are eligible to take the credentialing exam given by ANFP. The cost of the exam is not included in the program fees. Students who pass the exam become Certified Dietary Managers (CDM) and Certified Food Protection Professionals (CFPP).

# P. 151 Web Design

First Semester Credits

 ~ENG 1003 Freshman English I\* 3

~MATH 1003 Technical Math for Business\* 3

BSYS 2013 Web Page Design *(Fall)* 3

CIS 1034 Intro to Computer Programming *(Spring)* 4

# P. 152 Welding

First Semester Credits

MATH 1013 Technical Math for Trades and Industry 3

WLD 1083 Blueprint Reading 3

WLD 1063 Welding Theory I 3

WLD 1013 Arc Welding 3

WLD 1023 MIG Welding 3

# P. 189 – 190 Course Description

ELT 1306 Motors and Motor Controls 6 credits (3 lec., 6 lab)

Prerequisite or Co-requisite: ELT 1103 Basic Electricity/Electronics.

An industrial oriented course providing hands-on wiring of single and three-phase motors and various control circuits. Stop-start-run, jog, reduced voltage starting, magnetic brake, plugging, sequential-start, and other control circuits are examined and tested. The ability to produce professional quality schematic diagrams of all control systems is required, as is the ability to trouble-shoot the systems built in the lab.

ELT 1504 Electronic Circuits 4 credits (2 lec., 4 lab)

Prerequisite or Co-requisite: ELT 1103 Basic Electricity/Electronics.

In this class, the student learns the difference between electrical and electronic circuits. The natures of analog and digital circuits are compared and the extreme sensitivity and reliability of modern solid-state circuitry is studied. The course includes a study of the P-N junction diode and its application to power supplies, the Zener diode and regulator circuits, the transistor in both switching and amplifying circuits, and other common semiconductor devices. Various electronic circuits are built by each student in the lab and Troubleshooting techniques are developed employing state-of-the-art test equipment.

# P. 230 Course Description

WLD 1083 Applied Welding 3 credits (6 lab)

Instruction and practice in the practical application of welds. Explanation of how practice welds relate to actual situations in industry. Basic welding practice, in the MIG welding process, along with the use of metal cutting torches is covered.

# P. 232 Office of Administration

**Dane Dillion**, Public Safety Officer; BRTC Law Enforcement Training Academy, A.A., A.A.S, A.A.S., Black River Technical College.

# P. 233 Office of Finance

**Rhonda Stone**, **CPA, CGMA**, Vice President of Finance; B.S., M.S., S.C.C.T., Arkansas State University

**Sherry Griggs**, Accountant I; A. A. S., A. A., Black River Technical College; B.S., Arkansas

State University

**Megan Weick**, Accountant I; B.S., Williams Baptist College

**Kim Johnson**, Fiscal Support Specialist; Business Education Certificate, Black River Vocational Technical School; A.A., Black River Technical College. B.S., University of Arkansas at Little Rock

**Sonya Walker**, Payroll Services Specialist; A.A., Black River Technical College **Beverly Edington**, Fiscal Support Specialist; A.A., Three Rivers College

**Glenda Hawkins**, Fiscal Support Specialist; A.A., Crowley’s Ridge College; A.A., Black River

Technical College; B.S., Arkansas State University

**Michael Smith**, Purchasing Technician; B.S., Arkansas State University

# P. 233-234 Office of Student Affairs

**Eugenia Morris**, Administrative Specialist 1; AA, Black River Technical College

**Debora Martin**, Administrative Specialist II, Student Affairs **Elizabeth Tyler**, Administrative Specialist II, Student Affairs

**Linda Bland**, Administrative Specialist I-TRIO EOC, A.A., Black River Technical College

**Linda Lee,** Director of TRIO EOC, A.A.A., B.S.E., Arkansas State University

**Matthew Smith,** TRIO EOC Counselor, A.A.S., Black River Technical College; B.S., Williams Baptist College; M.S.W., Union University

**Lindsay Stewart,** TRIO EOC Advisor; B.S., Arkansas State University

# P. 235 Office of General Education

**Matthew Wilson,** Distance Education Coordinator; B.S., Arkansas State University; M.Div., Southwestern Baptist Theological Seminary

**Bridgette Rose,** Administrative Specialist III, B.S., Arkansas State University

# P. 237 Auxiliary Services

**Leslie Smith,** Food Preparation Specialist

# P. 238 Maintenance

**David Dement**, Institutional Services Supervisor; Industrial Electricity/Electronics Certificate, Black River Technical College

**Becky Brown**, Institutional Services Assistant **James Holscher**, Institutional Services Assistant **Debbie Nolte**, Institutional Services Assistant **Jennifer Tubbs**, Institutional Services Assistant **Harold Sharp**, Institutional Services Assistant **Evan Schweiss**, Institutional Services Assistant

**Brad Templeton**, Institutional Services Assistant, Paragould

**Kelly Williams**, Institutional Services Assistant, Paragould

# P. 241 Faculty

**Mark Mosier,** Law Enforcement Training; LETA, ALETA, Arkansas Law Enforcement Training Academy