

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Academic Policies and Procedures**  
**POLICY/PROCEDURE: Principles to Guide Curriculum Reform  
and Development**

**DATE: March 1, 1993**  
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To enable the College to offer occupational and technical education supportive of the rapidly changing needs of its clients, students, and employers, the College should be guided by the following principles in the review and reform of current curricula and development of new curricula.

**PRINCIPLES FOR DEGREE AND CERTIFICATE PROGRAMS**

1. Certificate and degree curricula should follow guidelines as set forth by the College and, to the extent possible, those established by the National Council for Occupational Education, the American Association of Community Colleges, and the North Central Association of Colleges and Schools.
2. Degree programs should be based on recognized academic disciplines.
3. Certificate programs are occupationally specific; they have their own objectives and are not necessarily one-half of a degree program.
4. Degree and Certificate curricula should be developed using specific objectives and performance standards, recognizing that the College is an open-access institution.
5. The A.A. Degree program is a sixty-one (61) semester credit hour program with forty-nine (49) hours specified to meet core requirements. These requirements are comparable to the general education requirements for most four-year institutions. Students planning to transfer will be advised to follow the curriculum required by the senior institution to which they plan to transfer.

The objectives of the programs include preparing students to:

- a. Communicate through writing and speaking at a level necessary to function in today's society.
- b. Develop critical thinking skills by collecting, evaluating, and weighing evidence to arrive at a reasonable solution to problems.
- c. Understand and interpret numerical data as they relate to both practical applications and abstract logical thinking.
- d. Gain a broad base of knowledge about the world and themselves.

- e. Transfer to a four-year institution and successfully complete a baccalaureate degree.
6. The A.S. Degree
7. Certificate programs should incorporate a general education curriculum designed to provide each student proficiency in reading and written communication skills, and mathematics, or humanities and social sciences, or life and physical sciences.
8. A.A.S. Degree programs should incorporate a general education core curriculum designed to provide each student the opportunity to:
  - a. Increase proficiency in critical and creative thinking.
  - b. Increase understanding of the global economy so that he/she may more effectively participate in that economy.
  - c. Increase understanding of the physical world in which he/she must live, work, and play.
  - d. Increase understanding of culture and society in general, so that he/she may more effectively participate in that society.
  - e. Increase capability for written and oral communications.
9. A.A.S. Degree programs should incorporate a technical core curriculum designed to provide each student the opportunity to:
  - a. Increase proficiency in creative and critical thinking and in the new basic skills as identified by the American Society for Training and Development in its publication Workplace Basics.
  - b. Gain a general knowledge of and an increased functional proficiency in the various aspects of the business (industrial, service, etc.) environment in the program chosen.
  - c. Gain an understanding of and proficiency in the technical content common to all specialties within a program.
  - d. Develop proficiency with the "tools of the trade" common to all specialties within a program.
  - e. Gain the proficiency needed in mathematics, science, and communications to successfully complete his/her technical education and to continue learning beyond degree completion.
10. Certificate programs should incorporate a technical core curriculum designed to meet desired occupational outcomes.

11. A.A.S. Degree programs should incorporate one or more technical specialties. The courses included in each technical specialty should be designed to provide the technical foundation of knowledge and skills within a specific field needed to become gainfully employed in that occupation and to continue learning in that field.
12. Certificate and Degree programs should incorporate a reasonable amount of flexibility in allowing the College to meet unique needs.
13. Certificate and Degree programs should allow for the incorporation of the needs of the workplace or further higher education in the development and implementation of the curriculum.
14. Entry into a Degree program presumes proficiency in basic academic abilities and technical skills at a level commensurate with college-level study.
15. Entry into a Certificate program presumes proficiency in the skills of reading, writing, and computation appropriate to the occupational program.
16. Degree programs should be designed to encourage articulation with other institutions and their programs both upon entry and upon exit from Ouachita Technical College.

**PRINCIPLES FOR SHORT-TERM CERTIFICATES/COURSES-ONLY/BUSINESS AND INDUSTRY TRAINING**

17. For courses to be offered for academic credit they must be related to the basic mission of Ouachita Technical College.
18. Certificates of Proficiency (C.P.) are planned sequences of credit courses, totaling fewer than 15 credits, that train students for specific occupations.

**PRINCIPLES FOR CONTINUING EDUCATION**

19. Courses that are not directly related to the basic mission of the College may be offered on a continuing education or community service basis, and not for academic credit.

AUTHENTICATION (Signature):	COPP
<hr style="width: 25%; margin-left: 0;"/> <p style="text-align: center; margin-top: 5px;">President</p>	<p>12/19/94 (Date)</p> <p style="margin-top: 10px;"><b>4.00</b></p>