

Section I
INTRODUCTION

ASCC POLICY AND PROCEDURES MANUAL

THE ALABAMA COMMUNITY COLLEGE SYSTEM

In 2015, by Act No. 2015-125, the Alabama Legislature established an independent Board of Trustees for the Alabama Community College System and renamed the Department of Postsecondary Education to the Alabama Community College System.

Governed by the Alabama Community College System Board of Trustees, the Alabama Community College System consists of 25 comprehensive community colleges and technical colleges including Alabama Southern Community College, Marion Military Institute; and Alabama Technology Network, an extensive workforce development initiative. Alabama Southern Community College operates according to the policies and guidelines established for the Alabama Community College System as listed on the web site <https://www.accs.cc/index.cfm/board-of-trustees/policies-and-guidelines/>. As per Legislative Act No. 2015-125, any further reference to the Alabama State Board of Education shall now refer to the Alabama Community College System Board of Trustees which functions as the governing Board of the Alabama Community College System and therefore, Alabama Southern Community College.

Approximately 300,000 people are served annually by all of the entities of our system, including ATN, workforce development, and adult education. Of those served, approximately 100,000 are enrolled in credit courses.

The Alabama Community College System's commitment to access is characterized by statewide geographical locations, open enrollment, and low-cost tuition, as well as a variety of programs and services that remove barriers to college entrance, education pathways and workforce training opportunities. In addition, thousands of citizens statewide enjoy access to our facilities for community activities and enrichment programs.

The Alabama Community College System is committed to providing a unified system of institutions delivering excellence in academic education, adult education, and workforce development.

The Alabama Community College System provides:

- General education and other collegiate programs at the freshman and sophomore levels prepare students for transfer to four-year institutions to complete baccalaureate degrees.
- Adult Education focuses on improving individuals' skills, productivity and training with GED preparation and testing, basic skills, and English as a Second Language.
- Workforce development initiatives provide customized, flexible, short-term training programs that are responsive to industry needs—from highly specialized training to programs that help prepare entry level employees to meet growing demands.

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GOVERNANCE and ADMINISTRATION

According to Board Policy 210.01 and Act No. 2015-125 of the Alabama State Legislature:

1. The Alabama Community College System Board of Trustees, upon recommendation of the Chancellor, shall develop policies for the governance of the Alabama Community College System.
2. The adoption of policy is the responsibility of the Alabama Community College System Board of Trustees. Any violations of Alabama Community College System Board of Trustees policies shall be brought to the immediate attention of the Alabama Community College System Board of Trustees for its review and action.
3. The President of each institution shall be responsible for developing local policies governing the institution. Local policies must be in accord with established Alabama Community College System Board of Trustees policies, Chancellor's regulations, federal and state statutes, and appropriate judicial directions. These local policies should be included in the appropriate institutional documents.

Therefore, Alabama Southern Community College's President is responsible for the administration and implementation of State Board policies. With these Alabama Community College System Board of Trustees policies referenced above, there is a clear and appropriate distinction between the policy-making functions of the governing board and the responsibility of the administration and faculty to implement policy.

HISTORY OF THE COLLEGE

Alabama Southern Community College (Alabama Southern) is an open admission, comprehensive community college with campuses in Monroeville, Monroe County; Thomasville, Clarke County; Gilbertown, Choctaw County; and Jackson, Clarke County. It serves an approximately 5,000-square-mile area of southwest Alabama. Alabama Southern was created in 1991 by the merger of two existing colleges in Monroeville and Thomasville.

Patrick Henry State Junior College in Monroeville and Hobson State Technical College in Thomasville were both created through Act No. 93 of the Alabama Legislature in 1963. Patrick Henry was accredited initially by the Southern Association of Colleges and Schools (SACS) Commission on Colleges in December 1970, and Hobson State was accredited initially by the SACS Commission on Occupational Education Institutions in December 1972. The State Board of Education consolidated these two institutions on August 22, 1991, to create Alabama Southern, which was accredited by SACS on June 19, 1992. Dr. Reginald L. Sykes was appointed as president of the College in July 2010 and continues to serve in that capacity.

Alabama Southern's curricular offerings are based on the institution's mission of providing comprehensive educational opportunities and services in diverse learning environments to enhance community and economic development for the citizens of Southwest Alabama. Alabama Southern provides university transfer programs, technical/occupational programs, adult

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education, learning resources, academic and student development services, and community services.

Short term certificates, programs equal to or less than 29 semester hours, are offered in areas such as industrial maintenance, machine technology, and basic welding, among others. Long-term certificate programs, comprised of at least 30 semester but no more than 60 semester credit hours, include cosmetology and practical nursing. Two-year university transfer degrees include the associate of arts and the associate in science degrees. Associate in Applied Science degrees are available in business technology, nursing, paper and chemical technology, and a number of different options in Industrial Engineering Technology. Alabama Southern offers workforce development and academic dual enrollment classes to all high school students in the College's service area. The college also offers adult education programming on all campuses and continuing education courses as well as a Kid's College during the summer semester.

Most technical programming is offered on the Thomasville Campus; it hosts the National Center for Pulp and Paper Technology in partnership with the National Science Foundation's Advanced Technological Education Centers, which promote workforce development for the pulp and paper industry. Alabama Southern received approximately 6 million dollars in funding from the National Science Foundation to establish this partnership. Also located in Thomasville is the LifeTech Institute, an innovative non-credit parolee transition program operated in partnership with the Alabama Board of Pardons and Paroles and Alabama Southern. The LifeTech Institute teaches life and technical skills to help ex-offenders make the transition from prison to society.

The Jackson Campus of Alabama Southern was established in 1975 and is located in the north wing of Jackson Middle School. This campus is primarily an evening campus, with two classrooms, a computer lab with 24 terminals, and administrative offices. The Gilbertown Campus of Alabama Southern was established in 1977 and offers a wide range of day and evening classes. Construction was completed in fall 2004 on a new Gilbertown library facility, which is available for the public to use as well as students.

Alabama Southern's Alabama Center for Literary Arts in Monroeville hosts the annual Alabama Writers Symposium, which awards the *Harper Lee* Award for Alabama's Most Distinguished Writer of the Year.

The Monroeville Campus of ASCC is home to women's basketball and softball and men's basketball and baseball teams. ASCC athletic teams compete in the Alabama Community College Conference and the National Junior College Athletic Association. College colors are navy, gold, and white, and the athletic teams are called the Eagles. Alabama Southern's campuses also offer students opportunities to participate in a variety of organizations and activities, including Campus Ministries, Circle K, National Student Nurses Association, Phi Beta Lambda, Phi Theta Kappa Honor Society, Rotaract, Skills USA, Student Government Association, and Technical Association of the Pulp and Paper Industry (TAPPI).

Alabama Southern has an active foundation, the Alabama Southern Community College Foundation which supports the College in fund raising activities for scholarships, faculty and staff professional development, equipment, and community cultural events.

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Recent enrollment figures for the college list more than 1,350 students. The impact of Alabama Southern on the local economy is approximately \$19.8 million, annually. The college employs approximately 197 people, including 129 full-time and 58 part-time faculty and staff.

LOCATIONS

ASCC has nine physical locations in Monroeville, Thomasville, Gilbertown, and Jackson with physical facilities that support all applicable academic and technical programs. We also offer distance learning opportunities to students as part of a formal online educational process using the Internet.

Monroeville Campus
2800 South Alabama Avenue
Monroeville, Alabama 36460
251-575-3156

The Monroeville Campus is the parent campus of the College and houses offices for the executive administration. The College's intercollegiate athletic programs are housed on the Monroeville campus and include a gymnasium for men's and women's basketball, a softball complex, and a baseball complex. In addition, the College's outdoor facilities include a tennis complex which has eight lighted courts for student and public use. A 900-seat auditorium is located on the campus which serves the cultural needs of both the College and the community. The auditorium is equipped with state-of-the-art sound, lighting, and broadband wireless Internet to support conferences, musicals, and theater productions for the College and the community. With Monroe County designated by the Alabama Legislature as the Literary Capital of Alabama, Nettles Auditorium is the focal point of the College's annual Alabama Writers Symposium which began in 1998 with the recognition of local writers such as Nell Harper Lee and her famous novel, *To Kill a Mockingbird*.

Thomasville Campus
30755 Highway 43 South
Thomasville, AL 36784
334-636-9642

The Thomasville Campus houses several technical programs unique to the College including Practical Nursing, Cosmetology, and Paper and Chemical Technology. The National Science Foundation designated National Network for Pulp and Paper Technology Training is officially housed on the Thomasville campus. Actual paper making laboratories are located in building 7000 where students receive hands-on experience with the high technology that drives today's paper industry.

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The Thomasville campus library offers state-of-the-arts research resources and is also home to the Kathryn Tucker Windham Museum. The museum, housed in the College's library building, takes visitors through Ms. Windham's early childhood in Thomasville, her career as a journalist, and her rise to national attention as a storyteller.

The Thomasville campus also houses a regional center of the Alabama Technology Network which is part of the Alabama Community College System. The Alabama Technology Network Center provides training and business solutions for the existing businesses and industries in the College's service area.

Gilbertown Campus

251 College Street
Gilbertown, AL 36908
251-843-5265

The Gilbertown Campus is supported by an administration/classroom building and a library/adult education building. Academic university transfer courses as well as a limited number of technical programs are offered on the Gilbertown campus.

LifeTech Institute Campus

2117 Bashi Road
Thomasville, AL 36784
334-636-0864

The LifeTech Institute, a non-credit prison education training site, is located in Thomasville, Alabama and provides adult education and technical training for early release parolees from the Alabama prison system. The LifeTech Institute provides this non-credit technical training to early release parolees in order to mitigate prison overcrowding in the State. Non-credit technical classes are taught in Welding, Building Construction – Carpentry, Building Construction – Painting and Drywall, Building Construction – Masonry, Small Engine Repair, Horticulture, and Industrial Maintenance.

Jackson Center

235 College Avenue
Jackson, AL 36545
251-246-0010

The Jackson Center, located in Jackson, Alabama, consists of two classrooms, a computer lab, and an administrative office provided by the Clarke County Board of Education in the Jackson Middle School. The center is in a separate wing of Jackson Middle School and has been renovated and is maintained by the College. A limited number of academic university transfer courses are taught at the center along with adult education classes.

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Workforce Development Center
2119 Highway 21 Bypass
Monroeville, AL 36460

The Workforce Development Center located in Monroeville near the Monroeville campus, consists of approximately 17 acres of land located on the Highway 21 Bypass with a large building that was used for distribution of goods by Vanity Fair, Inc. The approximately 75,000-square-foot building was purchased in 2010 from Vanity Fair, Inc. after the manufacturing operations were moved to another country. The building will be primarily used to expand the technical programs in the Monroeville campus area as well as promote economic development in the region. The College has begun renovating the building and currently teaches dual enrollment welding classes in the facility.

Dual Enrollment Programs at
Thomasville High School,
Wilcox Central High School,
Jackson High School

Alabama Southern Community College offers dual enrollment welding programs at Thomasville High School in Thomasville, Alabama and Wilcox Central High School in Camden, Alabama. In addition, the College offers academic university transfer dual enrollment courses at Thomasville High School and Jackson High School in Jackson, Alabama.

Distance Learning

Alabama Southern Community College provides distance learning opportunities to students as part of a formal online educational process using the Internet. All students taking online courses are required to use Eagles' Web (Canvas) as their Learning Management System. Traditional and dual enrolled students use Eagles' Web for supplemental class information. It can be accessed from the front page of the Alabama Southern Community College website.

COLLEGE MISSION AND PRIORITIES

Alabama Southern Community College provides comprehensive educational opportunities and services in diverse learning environments to enhance community and economic development for the citizens of Southwest Alabama

Priority One – Student Access

- Distance Education – Provide access to high quality instruction and support services through distance education and ensure that the learning environment is comparable to the traditional formal educational process without the need for students to be in a specific location at a set time.

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- Dual Enrollment/Accelerated High School Programs – Provide early exposure to the college learning environment to eligible high school students in general education and career technical programs.
- Partnerships – Increase the opportunities for articulated transfer programs with university partners.
- Financial Assistance – Provide students with assistance and information concerning federal, state, local, and institutional financial aid opportunities.

Priority Two - Student Success

- Support Services – Promote student development and academic support programs, services, and activities to enhance student learning and development.
- Achievement - Strengthen and improve services to students to address identified student needs and establish a solid foundation for success in future endeavors.

Priority Three – Instructional Services

- Faculty – Improve the quality of activities available to faculty and staff to promote professional growth and improve performance.
- Programs – Maintain the content, quality, effectiveness, and appropriateness of the curriculum in academic degree programs and certificates.

Priority Four – Learning Resources

- Technology – Provide technology resources for students that enhance learning, meets the instructional needs of faculty, and the administrative needs of staff.
- Library Services – Maintain qualified staff and ensure adequate learning informational resources are provided to students through diverse methods of delivery

Priority Five – Physical and Financial Resources

- Physical – Operate and maintain physical facilities that are appropriate for the institution’s needs, which also provide a healthy, safe, and secure environment for all college constituents.
- Financial - Make effective use of financial resources required to operate programs and provide services in order to demonstrate financial stability and accountability.

Priority Six – College-Wide Enhancement

- Internal Communication– Provide information in a timely fashion through publications and internal channels to enhance communications and knowledge of the college’s practices and policies.
- Marketing - Maximize the use of all outlets of advertising and media to ensure accurate representation of the College’s practices and policies.
- Institutional Effectiveness – Maintain a structured, institution-wide planning and evaluation process to include student learning and departmental outcomes which provide evidence of continuous improvement based on evaluation of results.

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- Quality Enhancement Plan – Provide resources for the development and implementation of the college’s quality enhancement plan.

Priority Seven – Community and Economic Development

- Workforce Development – Provide academic and technical skills training that increases access to employment, career advancement, and support local economic needs.
- Continuing Education – Provide educational and skills training to promote the personal enrichment and development of individuals within the community.
- Community Outreach - Provide programs and services that enhance the quality of life and foster the academic and cultural development of members within the college community.
- Adult Education - Provide adult basic education to create a learning workforce in a knowledge based economy.

COLLEGE FOUNDATION

As per Board Policy 213.01 and Act No. 2015-125 of the Alabama State Legislature, Alabama Southern Community College has an institution-related foundation that is consistent with the mission of the College. The Foundation function is to support the program of the College within the framework of its charter and By-Laws. Its Articles of Incorporation documents that the foundation is within the authority and operating control of the institution.

HOW TO CONTACT ASCC FOR INFORMATION

Monroeville Contact Information

Provost/Vice President of Operation
Work telephone number:
E-mail address

Roger Chandler
(251) 575-8224
rchandler@ascc.edu

Dean of Instruction
Work telephone number:
E-mail address:

Mrs. Ann Clanton
(251) 575-8204
aclanton@ascc.edu

Director of Financial Aid
Work telephone number:
E-mail address:

Amy Rowell
(251) 575-8256
arowell@ascc.edu

Bookstore Manager
Work telephone number:
E-mail address:
Business Office Hours:

Stacia Richerson
(251) 575-8220
sricherson@ascc.edu
7:30 a.m. to 5:00 p.m. (Mon-Thurs)
7:30 a.m. to 2:00 p.m. (Friday)

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Thomasville Contact Information

Campus Director	Dr. Chips Shepherd
Work telephone number:	(334) 637-3179
E-mail address:	cshepherd@ascc.edu
Financial Aid Associate	LaSha Nelson
Work telephone number:	(334) 637-3168
E-mail address:	lnelson@ascc.edu
Bookstore Manager	Jacque Henson
Work telephone number:	(334) 637-3178
E-mail address:	jhenson@ascc.edu
Business Office Hours:	7:30 a.m. to 5:00 p.m. (Mon-Thurs) 7:30 a.m. to 2:00 p.m. (Friday)

Gilbertown Contact Information

Campus Director	Sheila Skelton - Interim
Work telephone number:	(251) 843-4423
E-mail address:	sskelton@ascc.edu
Campus Secretary/Bookstore	Pam Hurst
Work telephone number:	(251) 843-5265
E-mail address:	phurst@ascc.edu
Director of Financial Aid	Amy Rowell
Work telephone number:	(251) 575-8256
E-mail address:	arowell@ascc.edu
Business Office Hours:	7:30 a.m. to 5:00 p.m. (Mon-Thurs) 7:30 a.m. to 2:00 p.m. (Friday)

Jackson Contact Information

Center Director	TBA
Work telephone number:	TBA
E-mail address:	TBA
Center Secretaries	Deborah Taylor
Work telephone number:	Debbie Burge
E-mail address:	(251) 246-0010
Financial Aid Associate	jackson@ascc.edu
Work telephone number:	LaSha Nelson
E-mail address:	(334) 637-3168
	lnelson@ascc.edu

There is no bookstore on campus; however, you may contact the following:

Bookstore Manager Thomasville	Jacque Henson
Work telephone number:	(334) 637-3178
E-mail address:	jhenson@ascc.edu

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Business Office Hours: 7:30 a.m. to 5:00 p.m. (Mon-Thurs)
7:30 a.m. to 2:00 p.m. (Friday)

Lifetech Institute Contact Information

Campus Director David Clanton
Work telephone number: (334) 636-0864
E-mail address: dclanton@ascc.edu
Campus Secretary Catherine Criswell
Work telephone number: (334) 636-0864
E-mail address: ccriswell@ascc.edu

Office Hours: 7:30 a.m. to 4:00 p.m. (Mon-Friday)